**Team Priorities**

| Priorities | Actions | |
|---|---|---|
| **NEAT Neighbourhood Partnership**<br>Improve monitoring of performance<br>Improve reporting records<br>Engage as 'partnership,' resist negativity<br>Celebrate success | New spreadsheet to input reports<br>All reports via NCC<br>New maps of areas | √<br>√<br>√ |
| **Asset Management**<br>Asset Register to reflect what is owned by ATC, and inform Insurance Schedule<br>Asset Management to inform Budget Planning over the next 5-10 years using life-span analysis<br>Legal position of transferred assets | Look back through financial records to update assets register and insurance schedule.<br>Asset Register to include life-span analysis for play areas, bus shelters and seats. Replacements costs budgeted in separate asset management budget.<br>Investigate legal definition of ownership/responsibility for play areas and allotments.<br>Inspection Regime for all assets (excluding litter bins, which will be according to reports received) | √<br><br>√ |
| **Policy Review**<br>ATC to have all required policies and to ensure these are adopted properly. | Missing policies to be drafted and brought for approval and adoption from May 2022 | |
| **ATC Email Addresses**<br>In line with ICO guidelines, all staff and Cllrs to be facilitated to have ATC email address. | Server capacity increased to allow ATC emails for all.<br>All staff using ATC specific email address for all Town Council business.<br>Cllrs offered ATC email address.<br>Re-direction set up for those Cllrs wishing to retain individual email address. | √<br><br>√<br>√<br><br>√ |
| **Revised Grant Aid Policy**<br>Guidelines and application process required to ensure uniformity and streamlining of applications. | Research and bring forward new policy and application process. | √ |
| **On-line Banking**.<br>Move away from cheques and posted statements to increase office efficiency and relationships with suppliers. | Clerk to be added as Key Contract.<br>Cllr signatories to be given on-line access to approve payments. | √ |
| **Resourcing**<br>Job Descriptions and Appraisals.<br>Continuing Professional and Personal Development.<br>NJC Pay scales.<br>Workforce Requirements. | All staff to have job descriptions that reflect the role.<br>Develop effective appraisal process and relevant training.<br>Office based staff to register with SLCC and CPD.<br>NSO staff register of work-based trades and renewal dates.<br>Time and task study for NSO. | √<br><br><br>√<br><br>√<br>√ |
| **Trusted Contractors**<br>Further develop relationships with local contractors. | Trusted contractors list to be drafted. | |
| **Delegated Powers**<br>Ensure Council can take decisions in the event of an emergency, where meetings cannot be held. | Bring forward motion for 'Delegated Decision Making in the event of an emergency' | √ |

**Team Priorities**

| Priorities | Actions | |
|---|---|---|
| **Christmas Lights** Procurement for supplier to ensure an improved lights display in 2022 onwards. | Bring forward tender for preferred supplier. | |
| **Climate Change Group** Ensure all meeting are held in accordance with proper practice. | Agenda issued and meeting held in accordance with proper practice. | √ |
| **Woodhorn Archiving** Potential to move papers out of the office. | Clearing office cupboards in line with record retention to create more space. | |
| **Allotment Capital Projects** Track all capital and maintenance jobs on allotments sites. Ensure written specification for all capital and maintenance works. | Create spreadsheet of outstanding jobs on allotments sites, with estimated costs, to allow these to be brought forward for consideration in respect of the budget. Generic written specification made available. | √ √ |
| **Environmental Enhancements** Develop action plan to move forward environmental commitments and enhancements. | Set-up meeting with Sean Murray and work towards an achievable, sustainable solution to Station Road and Entrance features. Bring plans to Council for consideration. | √ |
| **Charlton Statue and Charlton Brothers Plaque** Ensure Council is kept fully updated on both projects, with decisions brought for approval. | Review work to date and complete an action plan of work to be carried out. | √ |
| **Website** Continue to develop website to ensure compliance, communication and positivity. | Ensure all financial and other items are easily available. Develop links with other community groups in Ashington. Officers to produce good news stories and press releases of Town Council decisions, which can be shared by members. | √ √ |
| **Internal Communication and Safety** Lone Working Policy Shared Calendar | Google shared calendar operated by staff | √ |
| **Planning Applications** Ensure ATC response to planning applications, to maintain support of local councils in the planning process. | Bring forward delegated powers for agreeing response to planning applications. | √ |