Battisford Parish Council[1]
Objectives and Action Plan for 2026/27 with Asset Maintenance Appendix
Agreed at Parish Council meeting 21st April 2026 - policies for review added in May
updated 15th September 2026

Aim[2]**:** To work with the community of Battisford to improve the environment and well-being of the Battisford community in a transparent and lawful manner

New Year Objective[3]**:** As well as normal business, to ensure that the community assets which the parish council are responsible for are regularly maintained and inspected and that remedial action is taken as required. Following a discussion of the play area inspection report in May 2026, a play area group has been set up to explore the improvements and renewals process which need to be put in place.

Actions for the Year[4]**:**[5]

Date	Item

[1] This form of document was initially introduced to the Battisford Council to help keep track of what is done during the year.

[2] The Aim provides an overall perspective of what the Council is about and normally remains a long term concept

[3] The Objectives give detail to the aims

[4] The Actions provide more practical explanation of how to achieve the objectives

[5] The Actions below are mostly achieving normal business for the council (as a guide for the Clerk and useful for Councillors eg: to see what is happening & when) as well as breaking down the new objective suggested for this year

April	4th Quarter Accounts Review 2026/2027 Prepare Accounts for audit Prepare Annual Governance and Accountability Return and Audit (AGAR) Send Accounts to Internal Auditor CIL expenditure report to BMSDC for 2026/27 Review relevant Parish Council Policies To agree the Asset register
May	Annual Meeting of the Parish Council Elect Chair and Vice Chair Set date for Annual Parish Meeting Review existing committees Review and agree Final Accounts for AGAR Review & Approve Internal Auditor Report Review & Approve Bankers

June	Review and Approve Internal Auditor for 2026/27 Discuss Locality Budget(s) and other grants in relation to objective(s) set for year ahead Discuss & Approve Internal Auditor Findings and recommendations from 25/26 Review relevant Parish Council Policies – Cemetery regulations and grants information and application form Complete limited assurance review - AGAR Exemption to be sent Publish Accounts and Public Rights on Website and Noticeboards Half Yr Staff Review
July	VAT reclaim 1st Quarter Accounts Review 2026/27 Review relevant Parish Council Policies - Model Councillor Code of Conduct 2020 Set Date for Woodland Plan and Tree Survey Set Date for Working Party for Play Area Set Date for Working Party for Cemetery Set Date to Carry out Cemetery Annual Risk Assessment (Topple Test) Set date for Litter Pick Review of Training needs Insurance cover renewal 2026

August	No meeting
September	Advertise to community Grant Application Policy Review and discuss progress of yearly objective and annual action plan Consider parish council involvement in Remembrance Arrangements Review relevant Parish Council Policies - Financial risk assessment and management policy and risk management policy
October	2nd Quarter Accounts Review 2026/27 Review outstanding Parish Council Policies including reviewing Internal control policy and procedure and IT Policy Review & Approve Workplace Pension Scheme
November	Asset Review Set date for Annual Staff Review Review grounds maintenance contract Review relevant Parish Council Policies
December	No meeting

January	Review and Set Precept Review and Set 1yr Budget 2027/2028 and following 2 years 3rd Quarter Accounts Review 2026/27 Submit Precept to BMSDC Review relevant Parish Council Policies. Set date for internal control audit
February	Receive report from internal control audit To set dates for meetings 27/28 Consider & Approve arrangements for Annual Parish Meeting Review BMSDC Annual Playground Report Set Litter Pick Date Review relevant Parish Council Policies
March	Review relevant Parish Council Policies including Standing Orders and Transparency Code for Smaller Authorities; Website Accessibility and Publishing Guidelines and Subject access request (SAR) policy To start to Prepare Annual Governance and Accountability Return and Audit (AGAR) governance section Objective setting and Action Plan for 2027/28 Valuation Office Agency Cemetery Return

Updated and approved in April 26 and September 26

Appendix 1 Battisford Parish Council Asset Maintenance Matrix Reviewed April 26 updated September meeting

No.	Asset Type	Key risks	Risk mitigation	Inspection Frequency (months)	Outstanding works required	Anticipated budget requirement	Funding source
1	**Parish Cemetery**	Unsafe headstones	Annual inspection to test	12	None	None	N/A
		Unsafe trees and shrubs	Regular working parties- assessment to be undertaken and recorded	6	Records of assessment to be recorded as part of tree survey.	None	N/A
		Appropriate safety and visitor information	Information signage provided	12	None	c£100	Revenue
		Litter	Information signage provided and working parties to remove	6	None	c£100	Revenue
		Other	Current Public Liability Insurance, all relevant works to be undertaken by appropriately qualified persons	12	None	Ongoing	Revenue
2	**Village Green and woodland**	Site to be maintained fit-for-purpose	Routine grass-cutting and strimming	2-weekly during growing season	None - review contract in November annually	£3000	Revenue
		Trees and shrubs to be safe	Annual assessment BPC Woodland Plan Policy	12	scheduled as part of policies review	Minor	Revenue

		Hygiene risk from dog fouling	Dog bins and signage provided	12		c£100	Revenue
		Appropriate safety information	Information and safety signage provided	12		c£100	Revenue
		Other	Current Public Liability Insurance, all relevant works to be undertaken by appropriately qualified persons	12	None	Ongoing	Revenue
3	**Village Green play area**	All equipment to be fit-for-purpose	Fortnightly inspection regime	2-weekly	None	Minor	Revenue
		All equipment to be maintained and safe	Fortnightly inspection regime, annual formal inspection	2-weekly and annual	A programme is being put in place to renew / refurbish equipment	c£200p.a.	Revenue
		Equipment to be appropriate for intended use	Equipment installed and maintained by appropriately qualified/certified individuals		None	Significant	Capital/grant
		Other	Current Public Liability Insurance, all relevant works to be undertaken by appropriately qualified persons	12	None	Ongoing	Revenue
4	**Speed indictor device**	Fit for purpose	Purchased 2018, sited in accordance with SCC Highways' requirement	12	Review annually	Ongoing	Revenue
		Up-to-date software	Software provided by manufacturer	12	Review annually	Ongoing	Revenue
		Appropriate use of data collected	No personal data collected		None	None	N/A
		Danger from traffic when deploying	Use appropriate ppe/markings/hi-vis		Ensure awareness/ training and record	Minor	Revenue
5	**Defibrilators**	To be always ready for immediate use	Scheduled maintenance programme	as needed	Maintained by volunteer	c£1000p.a.	Revenue

		Vandalism/misuse	Periodic inspection	weekly		Minor	N/A
6	**Parish Noticeboards**	Not fit for purpose	Four noticeboards replaced 2020	12	None	Ongoing	N/A
		Access	Sited to be accessible, keys left to enable public use	6	None	Minor	Revenue
		Hygiene/cleanliness	Regular cleaning required	6	Cleaning programme taking place	Minor	Revenue
7	**Laptops and ICT**	Cyber security	Appropriate anti-virus software	12	Installed on Clerks computer aug 25	£79 per annum	Revenue
		Data protection	Knowledge of and adherence to BPC Data Protection Policy	12	Councillor training/awareness Still outstanding	None	N/A
		Theft protection	Maintained in secure location	12	Record holders on asset register - complete	Minor	Revenue
8	**Parish Council Records**	Security	Maintained in secure location and archived with SCC Records	12	Safe to be installed at the Village Hall complete archiving still to be done	Minor	Revenue
		Data Protection	Knowledge of and adherence to BPC Data Protection Policy updated September 25	12	Councillor training/awareness Still outstanding	None	N/A
		Inappropriate access	Knowledge of and adherence to BPC Data Protection Policy	12	Councillor training/awareness Still outstanding	None	N/A