

SPENNYMOOR TOWN COUNCIL ACTION PLAN – 2021 TO 2022

Key: TC – Town Clerk
 DTC – Facilities Manager/Deputy Town Clerk
 P & R – Policy and Resources Committee
 F & R – Facilities and Recreation Committee
 FM – Finance Manager
 IA – Internal Auditor
 GE – Grounds and Estates Officer
 Spennymoor TC – Spennymoor Town Council

Objective	Responsible Organisation and Partners	Actions/Solutions/Comments	Timescale/to be completed by	Action Owner	Review	Priority/overall status
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Installation of CCTV purchased by Cllr Geldard and former Cllr Grayson	Spennymoor TC AAP, DCC	Liaise with DCC to ascertain costs Apply to AAP for funding Liaise with DCC re installation	Complete Complete 30 Nov 21	TC TC GE	P & R	High
Updates: GE currently liaising with DCC to arrange installation.						

Create a Strategic Working Party	Spennymoor TC	Hold first workshop – all Members invited (then bi-monthly meetings at least) Identify 5 reps from Groups Create a long term strategy for the Council	Complete 30 Sept 21 31 March 22	TC	P & R	High
Updates: Next meeting 21 st September 21 – Meeting Held – report to P & R on 5 th October 2021 (complete) October meeting postponed November meeting -						
Implement quarterly reporting for Art Gallery	Spennymoor TC	First report to Council	30 Sept 21	DTC/FM	P & R	Medium
Updates: First report to P & R on 7 September 2021 – (complete). Next report to P & R in December 2021.						
Recruitment of Finance Manager	Spennymoor TC NEREO	Review of FM/TC and DTC Job Descriptions Report to Council Recruitment process – advert, shortlisting, interviews, appointment	30 Sept 21 5 Oct 21 30 Nov 21	NEREO TC/DTC	P & R	High

Updates:

Meeting with NEREO on 26 August 2021 – (complete).

Report to P & R on 5th October 2021 (complete).

Shortlisting complete – interviews to take place on Wednesday 1st December.

Procurement and installation of third flag pole at Town Hall	Spennymoor Town Council	Purchase of flag pole	Complete	GE		Medium
		Installation of flag pole	Complete	GE		

Updates: Complete now closed.

Byers Green Building – community consultation	Spennymoor Town Council	Consultation document delivered to Byers Green	Complete	TC	F & R	Medium
		Results report to F & R	12 Oct 2021	TC		

Updates: Report prepared for F & R on 12 Oct 2021 (complete)

Local Council Award Scheme – Foundation Award	Spennymoor Town Council	Town Clerk to attend awareness session on LCAS	13 Oct 2021	TC	P & R	Medium
		Apply for Foundation Award	31 Dec 2021	TC		

Updates: In progress – application and associated information being pulled together for submission for January 2022 round.