



# WETHERBY TOWN COUNCIL ACTION PLAN 2018/19

## Agenda Item 7

Town Council	Red
Welcome to Wetherby	Blue
Administration	Brown
Community & Events	Purple
Recreation	Green
Property	Grey

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Update
Recreation Project - Playground Upgrades	v IT & MH												Works completed. Signs to be installed w/c 10/12/18. Minor outstanding admin items.
Big Toe - Bike Skills Project													Funding secured and works started. Hoped for completion in Spring 2019.
H & S Review - ELAS	IT												2 visits undertaken by ELAS rep. Fire risk assessment of Town Hall complete.
Newsletter Publication	IT		IT		IT		IT		IT		IT		Not yet started due to time constraints.
Annual Town Meeting - 31st May 2018	v IT												
GDPR Compliance - 25th May 2018	ALL												Ongoing, but: new privacy notice adopted, e-mail accounts for Cllrs implemented, forms being updated as used. Archiving exercise planned in office.
Safeguarding Policy	v												Adopted 12/6/18. All staff have received training.
Inventory of Statues	IT												Not required - statues in town will be surveyed by volunteers.
Big Toe Land Acquisition													Completed with Watson's 9/5/18, Lease with LCC ongoing.
Improvements to Bath House													Investigation works ongoing by Councillors Chapman, Moss and Hawkins.
Welcome to Wetherby 4 Business Launch	v W2W / IT												Undertaken, group now has 39 members. Facebook group operational and news bulletins being distributed.
Asset Register Preparation	IT												First version adopted 8/5/18, updates approved on 11/12/18. Work ongoing.
Provision of Public Wi-Fi	IT												Legal agreements in place. Works to start 6/12/18.
Employment Review - ELAS													Updated staff handbook and employment policies being drawn up by Clerk.
Update Risk Assessment													Ongoing
Insurance Renewal	v												Quotes obtained and new 3 year agreement entered in to with BHIB from 20/7/18.
Remembrance Sunday	v												Town Council's element of organisation successfully undertaken.
Launch Markets Logo & Promotions													Logo designed by Cllr Podlewska. Promotions still to be implemented.
Paint Church on the Corner (Interior)													To be carried out summer 2019.
Update Cemetery Rules & Regulations													Work commenced.
Implement new stall erection contract.	v												Completed - new contractor began from 1/9/18, positive initial feedback.
Update Committee Terms of Reference													
Jubilee Award													9 nominations received. Presentation ceremony to be held on 19/12/18.
Budget Preparation & Adoption													1st draft to Budgets Committee on 29/11/18. Tax base information awaited from LCC. Approval by Full Council expected on 8/1/19.
Reserves Policy													
Welcome to Wetherby - Open Day													Successful event held on 13/10/18. Event to celebrate UCI World Road Cycling Championships planned for 21/9/19.
Shop Window Dressing Competition													Competition live at moment. Record number of entries received (29).
Social Media Policy													
Officers host SLCC Christmas Lunch													Taking place on 7/12/18
Christmas Market													
Update Tree Management Strategy													Tree inspections undertaken w/c 26/11/18.
Preparation for Financial Year End													
2019 Civic Service													Date set for 12/5/19