



Selby Town Council Action Plan 2023 – 2027

Selby Town Council prepares an Action Plan to ensure that operational decision making is transparent, and priorities are appropriately resourced. The Action Plan summarises our current responsibilities and the projects and proposals we will develop and/or deliver. This is a working document and progress will be reviewed at Committee meetings throughout the year, adding to it or amending as necessary. The Action Plan will inform the budget setting process.



Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
Property and Assets					
<u>Allotments</u> To continue to provide allotments across 3 sites.	Land & Property committee Facilities Manager Admin. Officer	On-going		Regular updates from Officers at committee meetings. Feedback at annual allotment tenants meeting	Operational budget
To standardise all plots as they become vacant	Land & Property committee Facilities Manager Admin. Officer	10 years		Regular updates from Officers at committee meetings. Feedback at annual allotment tenants meeting All minutes from meetings published on the website.	Operational budget & Allotment EMR
To complete next phase of dyke works at Stonebridge site	Land & Property committee Facilities Manager	2 years		Regular updates from Officers at committee meetings. Feedback at annual allotment tenants meeting	Efficiency EMR
<u>Cemetery</u> To continue to maintain and improve the cemetery grounds	Land & Property committee Facilities Manager	On-going		Regular updates from Officers at committee and Council meetings. Regular posts on the website, social media and press releases.	Operational budget.

Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
To develop the area for the Peace Garden	Land & Property committee Facilities Manager Town Clerk	5 years		Regular updates from Officers at committee and Council meetings. Regular posts on the website, social media and press releases.	Cemetery EMR
To restore both chapels	Land & Property committee Town Clerk Facilities Manager	3 years		Regular updates from Officers at committee and Council meetings. Regular posts on the website, social media and press releases.	Public Works Loan
To build a new workshop / storage facility	Land & Property committee Facilities Manager	1 year		Regular updates from Officers at committee and Council meetings. Regular posts on the website, social media and press releases.	Public Works Loan
To complete Jubilee Path – planting	Land & Property committee Facilities Manager	1 year		Regular updates from Officers at committee and Council meetings. Regular posts on the website, social media and press releases.	EMR
To continue administrating the Tree Maintenance Plan	Land & Property committee Facilities Manager	On-going		Regular updates from Officers at committee and Council meetings. All minutes on the website	Cemetery Paths & Trees EMR

Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
To install path in Cemetery area ext G & H	Land & Property committee Facilities Manager	2 years		Regular updates from Officers at committee and Council meetings. All minutes on the website	Cemetery Long-term Dev Fund EMR
<u>Wistow Road Play Area</u> To continue to maintain the play area	Land & Property committee Facilities Manager	On-going		Regular updates from Officers at committee and Council meetings. All minutes on the website	Operational budget
<u>Barwic Play Area</u> To continue to maintain the play area	Land & Property committee Facilities Manager	On-going		Regular updates from Officers at committee and Council meetings. All minutes on the website	Operational budget
<u>Flaxley Road Play Area</u> To continue to maintain the play area	Land & Property committee Facilities Manager	On-going		Regular updates from Officers at committee and Council meetings. All minutes on the website	Operational budget

Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
<u>Town Hall</u> To continue to maintain the Town Hall	Land & Property committee Facilities Manager	On-going		Regular updates from Officers at committee and Council meetings. All minutes on the website	Operational budget
To sand the floor in the Art's Centre	Land & Property committee Facilities Manager	6 months		Update from Officers at committee and Council meetings. All minutes on the website	Asset Replace/ Refurb. EMR
To consider replacing the heating system at the Town Hall	Land & Property committee Facilities Manager	3 years		Update from Officers at committee and Council meetings. All minutes on the website	Efficiency EMR
<u>1811 Building</u> To complete maintenance programme of works	Land & Property committee Facilities Manager	1 year		Regular updates from Officers at committee and Council meetings. All minutes on the website	1811 EMR
<u>Streetlighting</u> To replace with LED, if compatible	Land & Property Committee Facilities Manager	2 years		Regular updates from Officers at committee and Council meetings. All minutes on the website	Efficiency EMR

Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
<u>Van</u> To consider replacing the works van with an electric equivalent	Land & Property committee Town Clerk Facilities Manager	3 years		Regular updates from Officers at committee and Council meetings. All minutes on the website	Asset Replace/ Refurb. EMR
<u>Cemetery Lodge</u> To continue to maintain the Cemetery Lodge	Land & Property committee Facilities Manager	On-going		Regular updates from Officers at committee and Council meetings. All minutes on the website	Operational budget
<u>Longmann Hill's Farmhouse</u> To continue to maintain the farmhouse	Land & Property committee Town Clerk	On-going		Regular updates from Officers at committee and Council meetings. All minutes on the website	Operational budget
Finance & Staffing					
<u>Staff Training</u> To continue to provide training identified in the appraisal process	Finance & Staffing committee Town Clerk Facilities Manager	On-going		Regular updates from Officers at committee and Council meetings. Training logs updated and available from the Town Clerk	Operational budget

Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
<u>Asset Register</u> Continuous monitoring of Asset Register	Land & Property committee Town Clerk Facilities Manager	On-going		Regular updates from Officers at committee meetings	N/A
<u>Community Grants</u> To continue providing grant support for local groups and organisations	Council Town Clerk Deputy Town Clerk	Yearly		Grants awarded by Council. All minutes and awarded grants updated on the website. Grant awarding ceremony. Posts on social media and in the press	Operational budget
<u>Policies</u> To continue reviewing Policies and Procedures	All relevant committees and Council Town Clerk	On-going		Policies reviewed at committees and Council. Policies available on the website	N/A
<u>Risk Management</u> To continue reviewing and assessing risk	Finance & Staffing committee and Council Town Clerk	Continuous		Updates from Officers at committee and Council meetings	N/A

Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
<u>Investments & EMR's</u> To review investment possibilities	Finance & Staffing committee and Council Town Clerk	Continuous		Updates from Officers at committee and Council meetings	N/A
Events / markets					
<u>Family Fun Day</u> To continue providing the free event for the community	Council Town Clerk	Yearly		Updates from the Town Clerk at Council meetings. Regular updates on social media and the website	Operational Budget and income from traders
<u>Beer Festival</u> To continue to provide the event for the community	Council Town Clerk	Yearly		Updates from the Town Clerk at Council meetings. Regular updates on social media and the website	Operational budget and sponsorship
<u>Food & Drink Festival</u> To continue to provide the free event for the community and to support the high street.	Council Town Clerk Markets / Event Manager	Yearly		Updates from the Town Clerk at Council meetings. Regular updates on social media and the website	Operational budget, sponsorship and income from traders

Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
<u>Bonfire & Firework Event</u> To continue to provide the free event for the community	Council Town Clerk	Yearly		Updates from the Town Clerk at Council meetings. Regular updates on social media and the website	Operational Budget and income from traders
<u>Christmas Lights and Switch-On event</u> To continue to provide the Christmas lights provision and free to attend market for the community	Council Town Clerk Markets / Event Manager	Yearly		Updates from the Town Clerk at Council meetings. Regular updates on social media and the website	Operational budget, sponsorship and income from traders
<u>Weekly Market and Farmers Market</u> To continue and improve the markets	Council Markets / Event Manager	Weekly		Updates from Officers to Markets Working Group and Council. Regular updates on social media and website	Operational budget and income from traders

Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
<u>Selby In Bloom</u> To continue providing the hanging baskets and planters throughout the town.	Council Town Clerk	Bi-annually		Updates from Officers to Bloom committee and Council. Regular updates on social media and website. Best kept garden and allotment competition. School painting competition.	Operational budget and sponsorship.
<u>Arts Centre</u> To continue supporting the Art's programme at the Town Hall.	Town Hall Management Committee Council Art's Officer	Continuous		Updates from Officers at committee and Council meetings. Regular updates on social media and Town Hall website.	Operational budget and income from ticket sales.