

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 Ass	ets				
Allotments 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	Clearance well under way and plots being split	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	Some of the drainage works have been completed at the same time as the clearance works	Regular updates from Officers at committee meetings. Feedback at annual allotment tenants meeting	Efficiency EMR
Cemetery To continue to maintain and improve the cemetery grounds	Land & Property committee Facilities Manager	On-going	Daffodil bulbs donated by Morrisons have been planted in the Cemetery Further bulbs planted – wild garlic etc	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	The waste pile has been removed and some used to level some areas of ground.	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	Public consultation and open days been held.	Regular updates from Officers at committee and Council meetings. Regular posts on the website, social media and press releases.	EMR's / possible Public Works Loan
To build a new workshop / storage facility	Land & Property committee Facilities Manager	1 year	Planning permission applied for to erect a new facility in the cemetery grounds.	Regular updates from Officers at committee and Council meetings. Regular posts on the website, social media and press releases.	EMR
To complete Jubilee Path – planting	Land & Property committee Facilities Manager	1 year	Wildflower scheme planned for delivery in Spring and Autumn 2024 - ongoing	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	Completed stage 3. Next survey planned for Spring 2025	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	Considered at budget setting.	Regular updates from Officers at committee and Council meetings. All minutes on the website	Cemetery Long-term Dev Fund EMR
Wistow Road Play Area 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
Barwic Play Area To continue to maintain the play area	Land & Property committee Facilities Manager	On-going	CCTV installed.	Regular updates from Officers at committee and Council meetings. All minutes on the website	Operational budget
Flaxley Road Play Area 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
Town Hall 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	Completed	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
1811 Building To complete maintenance programme of works	Land & Property committee Facilities Manager	1 year	Completed October 2024	Regular updates from Officers at committee and Council meetings. All minutes on the website	1811 EMR
To continue to maintain the 1811 Building	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
Streetlighting To replace with LED, if compatible Van	Land & Property Committee Facilities Manager	2 years	Requested a quote from NYC for an inspection survey	Regular updates from Officers at committee and Council meetings. All minutes on the website	Efficiency EMR
To consider replacing the works van with an electric equivalent	Land & Property committee Town Clerk Facilities Manager	3 years	Electric van purchased in Autumn 2024	Regular updates from Officers at committee and Council meetings. All minutes on the website	Asset Replace/ Refurb. EMR
Cemetery Lodge To continue to maintain the Cemetery Lodge	Land & Property committee Facilities Manager	On-going	Soffits replaced and decorated.	Regular updates from Officers at committee and Council meetings. All minutes on the website	Operational budget
Longmann Hill's Farmhouse To continue to maintain the farmhouse	Land & Property committee Town Clerk	On-going	New windows fitted December 2024. Heat source pump equipment upgraded Nov 2024	Regular updates from Officers at committee and Council meetings. All minutes on the website	Operational budget

Action	Responsible Committee and	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
	Officer				
Finance & Staffin	g				
Staff Training					
To continue to	Finance & Staffing	On-going		Regular updates from Officers at	Operational
provide training	committee			committee and Council meetings.	budget
identified in the	Town Clerk			Training logs updated and	
appraisal	Facilities Manager			available from the Town Clerk	
process					
Asset Register					
Continuous	Land & Property	On-going	Updated for Annual	Regular updates from Officers at	N/A
monitoring of	committee		Return in April 2024	committee meetings	
Asset Register	Town Clerk				
	Facilities Manager				
Community					
<u>Grants</u>					
To continue	Council	Yearly		Grants awarded by Council.	Operational
providing grant	Town Clerk			All minutes and awarded grants	budget
support for local	Deputy Town Clerk			updated on the website.	
groups and				Grant awarding ceremony. Posts	
organisations				on social media and in the press	
<u>Policies</u>					
To continue	All relevant	On-going		Policies reviewed at committees	N/A
reviewing	committees and			and Council. Policies available on	
Policies and	Council			the website	
Procedures	Town Clerk				

Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
Risk Management To continue reviewing and assessing risk	Finance & Staffing committee and Council Town Clerk	Continuous	Reviewed Oct 2024	Updates from Officers at committee and Council meetings	N/A
Investments & EMR's To review investment possibilities	Finance & Staffing committee and Council Town Clerk	Continuous	Reviewed at F & S committee meetings.	Updates from Officers at committee and Council meetings	N/A
Transparency To ensure the Council's work is transparent	Council Town Clerk	Continuous		All minutes and relevant policies added to the website. Newsletters produced bi-annually. Meetings held in public.	N/A
Council Awards To work towards achieving Gold Local Council Award	Council	3 years	Achieved Foundation level (now renamed Bronze).	Updates from Officers at council meetings. Included in newsletters, website and social media posts	Operational budget

Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
Events / markets					
Family Fun Day					
To continue	Council	Yearly		Updates from the Town Clerk at	Operational
providing the	Town Clerk			Council meetings.	Budget and
free event for				Regular updates on social media and	income from
the community				the website	traders
Beer Festival					
To continue to	Council	Yearly		Updates from the Town Clerk at	Operational
provide the	Town Clerk			Council meetings.	budget and
event for the				Regular updates on social media and	sponsorship
community				the website	
Food & Drink					
Festival					
To continue to	Council	Yearly		Updates from the Town Clerk at	Operational
provide the free	Town Clerk			Council meetings.	budget,
event for the	Markets / Event			Regular updates on social media and	sponsorship
community and	Manager			the website	and income
to support the					from traders
high street.					

Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
Bonfire & Firework Event 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
Christmas Lights and Switch-On event 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
Weekly Market and Farmers Market 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
Selby In Bloom 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.
Arts Centre 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.
Neighbourhood Plan To revisit and complete the Neighbourhood plan	Council Town Clerk	3 years		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
Environment					
To deliver a proactive action plan targeted at reducing our corporate environmental impact	Environment Committee Deputy Town Clerk	6 years	Page set up on the website. New committee formed. Action plan being developed.	Updates from officers at committee and council meetings. Regular updates on the website and social media. All minutes on the website	N/A
To deliver a Nature Recovery Plan supporting re-wilding areas, planting hedgerows, wildflowers and trees.	Environment Committee Deputy Town Clerk	On-going	Page set up on the website. New committee formed. Action plan being developed.	Updates from officers at committee and council meetings. Regular updates on the website and social media. All minutes on the website	Environment EMR / operational budget
To increase public awareness of positive actions that can be taken to reduce environmental harm.	Environment Committee Deputy Town Clerk	On-going		Champion "nature heroes" by awarding "badges". Use the website to signpost resources. Updates from officers at committee and council meetings. Regular updates on the website and social media.	Environment EMR / operational budget