

# Rowlands Castle Parish Council

11 The Green, Rowlands Castle PO9 6BW

Email: [clerk@rowlandscastlepc.org.uk](mailto:clerk@rowlandscastlepc.org.uk) Tel: 02392 413044 Website: [www.rowlandscastlepc.org.uk](http://www.rowlandscastlepc.org.uk)

## Council's Priorities for Current and Future Years, as agreed at Mtg on 7 October 2019

Shown below are the assessed Parish Council priorities for the current and immediate years ahead. Broad progress is shown in % terms. Once an item is complete the entry will be removed from the document, which will be reviewed every 3 months or so by the Council and updates reissued where/when necessary.

Area of work	Priority (H/M/L)	Item	Relevant FY	Action	Progress %
<b>ADMIN</b>					
	M	Develop basic Community Emergency Plan	19/20	Clerk + Cllr Lee	25
	L	Develop Parish Office manual for guidance in the event of the Clerk's extended absence e.g. due to illness. This work to be done in the margins of other business	Ongoing	Clerk + Admin Assistant	50
	H	Review of Risk Assessment Documentation, particularly looking at risk level and 'Top 5' priorities for action. (Consider likelihood of occurrence and impact).	19/20	Cllr Stanley + Other Cllrs?	10
<b>ASSETS</b>					
	M	Village Lectern Replacement including upgrade of design	19/20	Admin Asst (Lead) & Clerk	10
	M	Refurbishment of Bus Stop at eastern end of The Green	19/20	Clerk & Admin Asst	10
<b>COMMS</b>					
	M	Develop Funding Opportunities Page on Website	19/20	Clerk	10

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FINANCE					
	H	Management of Reserves and Bank Account	19/20	Clerk + FWG Cllrs	50
OPEN SPACES					
	M	Investigate needs for long-term maintenance of/improvements to Rowlands Copse – see Tree Survey request incl priorities	19/20	Clerk + Cllrs Lee & Wilson	20
REC GROUND					
	H	Spending of anticipated S106 Contributions allocated for Rec Ground related items, and negotiate Variations if required (eg 2 <sup>nd</sup> accessway).	19/20	RGMC	70
	H	Investigate feasibility and requirement for 2 <sup>nd</sup> Access way at Rec Ground	19/20	Working Grp	100
STAFF					
	M	Continued development of Employees' Handbook	19/20	Clerk + S & R Comm	70
	H	Investigate need for Recreation Ground Manager	19/20	TBA	10
TRANSPORT					
	M	New Finchdean-related signage as 'gateway' to SDNP	19/20	Clerk + Cllr Lee	90
	H	Progress Recommendations made in 2016 Traffic & Road Safety report that are feasible through CFI of HCC	19/20	Cllrs Longman & Stanley	50
MISC					