



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	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
<u>Cemetery</u> 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.

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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

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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
<u>Wistow Road Play Area</u> 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
<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

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<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	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
<u>1811 Building</u> 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

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<u>Streetlighting</u> To replace with LED, if compatible	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
<u>Van</u> 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
<u>Cemetery Lodge</u> 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
<u>Longmann Hill's Farmhouse</u> 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

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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
<u>Asset Register</u> Continuous monitoring of Asset Register	Land & Property committee Town Clerk Facilities Manager	On-going	Updated for Annual Return in April 2024	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

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<u>Risk Management</u> 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
<u>Investments & EMR's</u> 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
<u>Transparency</u> 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
<u>Council Awards</u> 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

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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

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<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

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<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.
<u>Neighbourhood Plan</u> 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.

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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