

**ANNUAL ACTION PLAN  
ALDERHOLT PARISH COUNCIL**

<b>No.</b>	<b>PROJECT</b>	<b>OWNERS</b>	<b>EXPECTED COMPLETION DATE</b>
1.	<p style="text-align: center;"><b>Rifle Range Project</b></p> <p>Complete handover of land and monies and publicity Consider permission for planning application</p>	<p style="text-align: center;">All Cllrs</p> <p>Cllr Hibberd/Smethers and clerk</p>	<p style="text-align: center;">July 2018</p>
2.	<p style="text-align: center;"><b>Gym Equipment and Table Tennis Project</b></p> <p>Complete installation, inspection and publicity</p>	<p style="text-align: center;">Cllrs Tooke Hibberd and Greenland and clerk</p>	<p style="text-align: center;">July 2018</p>
3.	<p style="text-align: center;"><b>ARA Insurance and Lease payments</b></p> <p>Review insurance requirements, annual grant payment and SLA payment</p>	<p style="text-align: center;">Cllrs Hibberd, Greenland, Smethers and clerk</p>	<p style="text-align: center;">July 2018</p>
4.	<p style="text-align: center;"><b>Allotments</b></p> <p>Complete assessment of tenancy agreement and any outstanding issues</p>	<p style="text-align: center;">Cllrs Hibberd and Walker, assistant clerk &amp; clerk</p>	<p style="text-align: center;">July 2018</p>
5.	<p style="text-align: center;"><b>Play Equipment Refurbishment Project</b></p> <p>Obtain quotes, review requirements and carry out</p>	<p style="text-align: center;">Assistant clerk and clerk</p>	<p style="text-align: center;">September 2018</p>

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6.	<b>97 Bus Project</b>  Continue to work with other Councils and DCT and apply for funding to aim to continue with the 97-bus service for 2019	Joint Working Party Group-Cllrs Logan, Walker and clerk, Cranborne & Knowlton PC's	December 2018
7.	<b>General Data Protection Regulations 2018</b>  Set up policy and archiving/changes relating to this	Clerk  Assistant clerk	Initially September 2018 and ongoing
8.	<b>Members Handbook</b>  Complete documents organise handbooks for each member and arrange meeting	Clerk and assistant clerk	July 2018
9.	<b>Policies</b>  Complete new and review existing policies including standing orders and financial regulations	All Cllrs and Clerk	April 2019
10.	<b>Training</b>  Identify training needs of Cllrs and staff. Review training available through DAPTC etc, organise additional trainers if required and attend	All Cllrs, clerk and assistant clerk	Ongoing 2018/19

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11.	<b>Devolvement of Services-Highways</b>  Complete Highways Working Together analysis of Alderholt requirements	All Cllrs  Clerk and assistant clerk	Throughout year-final Review April 2019
12.	<b>Unitary Changes including further Devolvement of Services</b>  To be actively involved in any changes from the Unitary including those that impact on residents and Parish and Town Councils	All Cllrs  Clerk and assistant clerk	Ongoing until May 2019
13.	<b>Councillor Elections</b>  Promotion of Alderholt Parish Council in view of May 2019 elections (Include within Annual Parish Meeting)	All Cllrs and clerk	Early 2019-May 2019
14.	<b>Pavilion Project</b>  Continue liaison regarding this project as stakeholder	All Cllrs	May 2018 and ongoing