

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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## Action Plan 2020 - 2021

Action	Description	Target / Completed
<b>Council</b>		
Business Continuity Plan	Develop business continuity plan	December 2020
Business Plan	Develop a 5 year business plan for all Council services	February 2021
Review COVID-19 Documents	Up date H&S Doc to keep in line with Government Guidelines	On going
Council Training	New Chairman and Councillors to attend appropriate training	May 2020/March 2021
Local Council Award Scheme	Review Award Status	November 2020
Minutes	Consolidate Council Meetings 1974 – to date	In progress /
Papers and Records	Review papers and records stored in Moot Hall loft	In progress /
Standing Orders	Review Standing Orders in accordance the revised Model Standing Orders 2019	July 2020
<b>Finance</b>		
Grant Application	Secure grant funding for immediate repairs for Moot Hall	September 2020
Banking arrangements	Review Banking arrangements	November 2020
<b>Planning and General Purpose</b>		
Heritage Action Zone (HAZ)	Work in partnership with Eden District Council and Historic England to facilitate the delivery of the HAZ project	Ongoing /
Local Delivery of Services	Work with Eden District Council to transfer local services	Ongoing /

Neighbourhood Development Plan	Establish Steering Group to progress Neighbourhood Development Plan	June 2020
<b>Property</b>		
Asbestos	Complete surveys of all property and develop Asbestos Management Plan	July 2020
Buildings Surveys	Repair surveys on all Council owned buildings	June 2020
Cloisters	Repair parapet	January 2021
Dowpitts Wood	Work with Eden Rivers Trust to improve access	March 2021
High & Low Crosses	Complete refurbishment works	September 2020
Maintenance Plan	Develop a maintenance plan for all Council property	Ongoing
Moot Hall: Fire Risk Assessment	Complete works identified in Fire Risk Assessment	April 2020
Public Hall: Fire Risk Assessment	Complete works identified in Fire Risk Assessment	May 2020
<b>Services</b>		
Market Arcade Toilets	Review clearing contract	March 2020
The Butts Shelters	Work with Eden District Council to identify maintenance requirements prior to possible transfer of asset	April 2020
Seats and Benches	Work with Eden District Council to identify maintenance requirements prior to possible transfer of assets	April 2020
Play Areas	Work with Eden District Council to identify maintenance requirements prior to transfer of assets	April 2020
Broadclose Toilets	Develop handover timetable and transfer service	April 2020
Broadclose Car Park	Work with Eden District Council to identify maintenance requirements prior to transfer of service / asset	April 2020
King George V Playing Field	Work with Eden District Council and Appleby Football Club to identify maintenance requirements prior to transfer of service / asset	April 2020

<b>Community</b>		
Cumbrian Outbound	Support CO in securing premises for youth activities	<b>May 2020</b>
Flooding	Continue to work with authorities in the aftermath of December's floods	<b>Ongoing/</b>
Bus Services	Promote the use of all services to ensure commercial viability	<b>Ongoing/</b>
Skate Park	Support the community to progress plans for a skate park	<b>Ongoing/</b>
<b>Tourism</b>		
Town Treasure Hunt	Create Children's Treasure Hunt in time for May Half Term	March 2020
New HAZ Town and Area Leaflets	Promote new HAZ town and area leaflets	On going
Lady Anne Clifford Festival	Work with others to develop and promote Lady Anne Clifford Day	<b>In progress /</b>
Charter Trains	Liaise with Charter train companies and taxis	<b>In progress /</b>
Eden Area Map	Promote new Eden Area map and distribute to attractions and TICs	<b>In progress /</b>