Objective	What we will deliver	Lead Officer	Resources	Ongoing	Year				What we achieved	Completed	Already do
To further develop policies that support the smooth running of the Council and promote efficiencies which will ultimately benefit the Town.	To monitor and deliver policies that are fit for purpose in an ever changing and challenging environment. Enable a clear sense of direction to follow Communicating effectively with the local community for better understanding of the value the Town Council delivers	**Town Clerk / Office Manager**	**Administration / Members**						Admin have reviewed the Complaints Policy. Personnel reviewed the amount under delegated authority for training in the scheme of delegation Town Council reviewed the Civic Handbook. The Committee's decision at its meeting on 10 March 2026 to authorise a full external review of the Town Council's Governance Framework. A review under Assertion 10 was completed, resulting in improved Privacy Notices for both the Town Council and Members, an updated IT Policy, and enhanced accessibility across Town Council processes. Amendments to the procedures for receiving public questions, representations and evidence at meetings were reviewed and approved, alongside the adoption of a streamlined and clearer complaints procedure. Attendance at the May Fair followed a review of the Council's approach to external engagement, with business plan messaging used to promote the value and services delivered by the Town Council. The Town Council approved to adopt CALC's new streamlined policy framework, which is fully aligned with sector best practice and removes duplication as well as proposed amendments to the policies within the new streamlined structure - appointing CALC to undertake Stage 2 of the review The Death of a VIP protocol has been amended to reflect changes in the monarchy and new guidance. Town Clerk has progressed with Stage 2 of the policy review with Administration to assist with formatting and distribution subject to final sign off received from Town Clerk. Communications via social media upon the election of Chairmans and Vice Chairmans providing clear infromation on the remits and resposibilities of each Committee. **Stage 2 of the policy review remains underway led by the Town Clerk with the final policy suite due for receipt in early 2027.**		
To provide Community Chest and Festival Fund Grants	Continue to provide grants and funding opportunities that benefit the community Set a reasonable budget for organisations to submit an application for their project or event Provide 1:1 support to ensure the application is fully complete prior to receiving at Committee Improve the current Town Council Grant Policy (if necessary) by making it more accessible for the end user Advertise the Grant opportunity widely	P&F Committee P&F Committee Receptionist Cllrs Gillies, Bickford, Suter, Peggs Communications and Engagement Officer	Administration / Members						1:1 support offered to all at point of intitial enquiry. Applicants are encouraged to ask for help and supported through any queries with application at point of checking. The awarding of grants in accordance with the Town Council's Grants Policy. Application from a county-wide charity, which falls outside the current policy criteria, presented to the Policy and Finance Committee for consideration on the basis of its local impact. Advice provided on alternative funding sources where enquiries fall outside the funding scope. Advice given to applicant when plan to deliver project change, applicant supported to make changes on application form to ensure it matched quote. Grant oppotunities continue to be advertsied through social media channels with applications continuing to be regularily received through appropriate avenues and support given accordingly. **November 2026 - 10 Community Chest Funds have been received and 5 Festival Funds to date** **Advice and support ongoing with two current applications to be received at P&F 10.11.26**		