

Oswestry Town Council - Corporate Action Plan

Priority	Area	Project or Activity	Details	Status	Lead Office	Update
1	Market	Alcohol Licence	Application to Shropshire Council for premises licence for the Powis Hall.	Complete	Retail Markets and Events Manager	Alcohol licence for Powis Hall attained
2	Contracts	Cae Glas	Cae Glas Park Grounds Maintenance Contract	Pending	Operations Manager	
3	Cemetery	Masterplan for Cemetery	Future planning for burials at Oswestry Cemetery. Limited space available and additional land is required.	Ongoing	Town Clerk	Seminar scheduled for the summer - a draft proposal has been submitted by a developer
4	Cemetery	Improvements to Drainage	Flooding in the winter of 2020 led to a funeral being postponed. Options to improve drainage need to be considered. Linked to the need for a Masterplan for the Cemetery	Ongoing	Operations Manager	
5	Motion	Car parking	Central Car Park Access and Design Feasibility Study	Ongoing	Operations Manager	Work is in progress, a draft design will be presented at a Seminar
6	Motion	Car parking	Trees in Pots - Central Car Park	Ongoing	Town Clerk / Operations Manager	Meetings have been held, suitable species have been identified
7	Car parking	Car Parking Payment Options	Linked to the access and design feasibility study, regular review of payment options	Ongoing	Operations Manager	Mi Permit has been introduced to allow remote payment and top up option
8	Car parking	Central Car Park Toilets	Renewal of facilities to include a consideration of a changing place facility	Pending	Town Clerk / Operations Manager	Govt funding for changing places facilities only available to Principal Councils. Working Group will be established
9	Contracts	Town Centre	Christmas Decorative Lighting Contract	Ongoing	Operations Manager	Tender closes on 21st of May. Consideration by Cttee and recommendations onwards
10	Economic	Town Centre	Heritage Action Zone	Ongoing	Town Clerk	Progress report will be presented to the new Council
11	Capital	Car parking	Horsemarket Ramp	Ongoing	Operations Manager	Contract awarded and planning permission granted. Approval to discharge particular planning conditions has delayed the commencement of work
12	Economic	Strategy	Masterplan	Ongoing	Town Clerk	Work paused over election period. Further stakeholder workshops and public consultation planned
13	Policies	Civic	Mayor's Handbook	Complete	Office Manager	Ready for review by Town Clerk
14	Resolution	Property	Old School House	Ongoing	Operations Manager	Repairs complete, legal negotiations ongoing.
15	Market	Market	Powis Hall Door Art	Complete	Retail Markets and Events Manager	Positively received
16	Property	Property	Re-letting of Edinburgh Woollen Mill	Ongoing	Operations Manager	Agreement reached in principal. Ongoing negotiation regarding building/renovation work
17	Property	Property	Extension of the Lease Smithfield Gateway	Complete	Town Clerk	Engrossments have been signed by OTC, awaiting transfer of monies.
18	Carbon	Property	Renewable Energy - MARRE Grant	Ongoing	Operations Manager	Grant awarded
19	Policies	Staffing	Review of Council Handbook	Ongoing	Office Manager / Town Clerk	Progress being made and Council regularly updated
20	Policies	Policies	Review of Council Policies	Ongoing	Office Manager / Town Clerk	Some policies adopted. Focus on HR and IT policies
21	Project	Project	Skateboard Feasibility	Ongoing	Town Clerk	Work to be led by Youth Services Working Group. Dialogue ongoing with Shropshire Council
22	Smithfield	Finance	Investment Opportunities	Ongoing	Responsible Finance Officer / Town Clerk	
23	Market	Market	Specification for Interior Design of Powis Hall	Ongoing	Retail Markets and Events Manager	Expressions of interest invited
24	Youth	Services	Youth Services	Ongoing	Town Clerk	Led by the Youth Services Working Group. Termly monitoring
25	Staffing	Staffing	White Ribbon UK Accreditation	Ongoing	Office Manager / Town Clerk	Met with CEO on Thursday 18th March 2021. Update to future meeting a steering Group needs to be formed.
26	Civic	Civic	Election process including recruitment of candidates and induction of new councillors	Ongoing	Town Clerk / Office Manager	Councillor Handbook complete. Induction to take place on Monday 17th May 2021
27	Contracts	IT	Review of IT contract	Pending	Corporate Management Team	
28	IT	IT	Introduction of Remote Payments	Ongoing	Corporate Management Team	Awaiting updates from web developer
29	IT	IT	Improvement of IT to Deliver Council Objectives	Pending	Corporate Management Team	
30	Motion	Allotments	Identification of Land for Allotments	Pending	Town Clerk / Operations Manager	Work to be led by the Allotments Liaison Group

Priorities 2020/2021

- Economic well-being of the town
- Commitment to being carbon neutral and associated projects
- Visitor centre resolution
- Policies, procedures, rules and regulations
- Contracts
- Embedding the organisational structure
- Delivery of the capital programme
- And Smithfield Capital Receipt
- Events
- Decision on youth services

