

# LITTLE ABINGTON PARISH COUNCIL

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## CLERK OBJECTIVES 2017-18

Objective	Completion
<b>Financial management</b> <ul style="list-style-type: none"> <li>Ensure LAPC is compliant with the relevant legislation and guidance, in particular the 2017 Framework for Governance and Accountability</li> </ul>	Ongoing
<b>Transparency Code</b> <ul style="list-style-type: none"> <li>Ensure LAPC continues to meet, at least, the minimum requirements of the Transparency Code</li> <li>Ensure LAPC website content is up-to-date and complies with relevant legislation and guidance e.g. Transparency Code, Data Protection Act.</li> <li>Apply for grant funding to enable enhanced compliance</li> <li>.</li> </ul>	Ongoing  September 2017
<b>Training</b> <ul style="list-style-type: none"> <li>Ensure relevant LAPC policy and associated records are up-to-date.</li> <li>New parish councillors – arrange training. Providers LCPAS or CAPALC.                             <ul style="list-style-type: none"> <li>- Parish Councillor Training complete</li> </ul> </li> <li>Clerk’s personal development –attend relevant training sessions as agreed with LAPC and maintain record of training</li> </ul>	<i>March 2018</i>
<b>Policies and Procedures</b> <ul style="list-style-type: none"> <li>Ensure LAPC is aware of, and compliant with, relevant national policies</li> </ul>	<i>Ongoing</i>
<b>Risk Management</b> <ul style="list-style-type: none"> <li>Risk register. Work with the Compliance Working Group and the Parish Council to maintain and update the risk register ensuring all red risks are acted on                             <ul style="list-style-type: none"> <li>- <i>High Priority: Trees</i></li> <li>- <i>Develop and agree asset inspection protocol</i></li> <li>- <i>(Note. Insurance market testing due Summer 2018)</i></li> </ul> </li> <li>Advise LAPC on any actions to meet the 2018 Data Protection regulations</li> <li>Ensure risk assessments are completed for all LAPC, or Parish Council sponsored, activities                             <ul style="list-style-type: none"> <li>- <i>Litter Pick completed 2016. Adopted by GAPC 2017</i></li> <li>- <i>Speed watch- To do</i></li> </ul> </li> </ul>	<i>Ongoing</i>
<b>Local Council Award Scheme</b> <ul style="list-style-type: none"> <li>Chase progress on accreditation with CAPALC and cc NALC.</li> </ul>	<i>September 2017</i>
<b>Parish Council Document Management</b> <ul style="list-style-type: none"> <li>Identify suitable training on document retention and document management</li> <li>Develop a protocol for document retention, cataloguing and archiving</li> <li>Rationalise stored paper documents, catalogue and destroy unwanted items in line with relevant document management/confidentiality standards.</li> </ul>	<i>Dec 2017 March 2018 Ongoing</i>

GDa/PB Aug 2017