

Work Plan 2018

Action	Responsible Officer/Committee	Deadline
Complete play area at The Meadows	Operations Manager Community Committee	February 2018
Complete Lease of Tregonissey Lane End	Town Clerk Council	March 2018
Refurbish "The House" and negotiate lease from CC	Town Clerk Council	April 2018
Complete Tree maintenance works	Operations Manager Council	April 2018
Identify and plan next major play park upgrade	Operations Manager Council	April 2018
Commencement of Mount Charles roundabout improvements	Operations Manager Community Committee	April 2018
Negotiate lease of "The House" to Young People Cornwall and complete lease	Town Clerk Council	May 2018
Review capacity/administration resource	Town Clerk Staffing Committee	May 2018
Draft quarterly newspaper report	Deputy Town Clerk Finance & General Purposes Committee	May 2018
Implement GDPR requirements	Town Clerk/Deputy Town Clerk Finance & General Purposes Committee	May 2018

Action	Responsible Officer/Committee	Deadline
Enter one or more parks in to the South West in Bloom competition	Operations Manager/Deputy Town Clerk Community Committee	May 2018
Complete 2017/18 accounts and review budget for parks/open spaces	Town Clerk/Operations Manager Council	June 2018
Complete Poltair Park Café and Toilets and arrange management contract	Town Clerk Council	June 2018
Install wheelchair friendly play equipment in a Town Council owned park	Operations Manager Community Committee	June 2018
Develop response to greening/Garden Town Initiative	Town Clerk/Operations Manager Community Committee	July 2018
Review and document sickness management systems	Deputy Town Clerk Staffing Committee	July 2018
Refurbish Truro Road bandstand	Operations Manager Council	August 2018
First draft Open Spaces Strategy	Town Clerk/Operations Manager Community Committee	September 2018
Create door to garden at Library	Deputy Town Clerk Finance and General Purposes Committee	September 2018

Action	Responsible Officer/Committee	Deadline
Resolve future of Woodland Road Park	Town Clerk Council	September 2018
Achieve Foundation Quality Status	Town Clerk/Deputy Town Clerk Council	September 2018
Draft quarterly newspaper report	Deputy Town Clerk Finance & General Purposes Committee	September 2018
Review Library staff employment terms	Deputy Town Clerk Staffing Committee	September 2018
Review Parking charges	Town Clerk Council	October 2018
Complete improvements to leat and footpath at Linear Park	Operations Manager Council	October 2018
Finalise Open Spaces Strategy	Town Clerk Council	March 2019