

# THAME TOWN COUNCIL

## Strategic Five-year plan (detail in hours)

## Proposed

	2020-21	2021-22	2022-23	2023-24	2024-25
<b>Management/Corporate Governance</b>					
Governance review (incl. Review of SOs, FRs & minutes)	3	3	3	3	3
Review of Risk Assessment process (incl. Insurance cover)	1	1	1	1	1
	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Expenditure</b>					
Creditor payment & expenditure controls	2	2	2	2	2
Budgetary control (Including Budget Setting)	1	1	1	1	1
Capital and other contracting arrangements	1	1	1	1	1
Salaries & wages	2	2	2	2	2
Petty cash	1	1	1	1	1
	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>Income</b>					
Cash receipting & banking					
Parking Fees					
Markets	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
Leisure Facilities					
Other miscellaneous income (Incl. Investments Portfolio)					
<b>Accounting records</b>					
Cashbooks, Journals & Bank reconciliations	2	2	2	2	2
Financial ledger/Year-end Accounts (Incl. Annual Return & Reserve Accounts)	4	4	4	4	4
Asset / Inventory Registers)					
	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Contingency (#)</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>Total hours required</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>
<b>Total days</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

(#) The annual contingency provides for any ad hoc work (e.g. assistance with VFM work, risk assessments, etc) requested by the Council, including attendance at meetings (if required). Time will only be charged against the contingency with the prior approval of the Clerk and/or Council.