

SHREWSBURY TOWN COUNCIL

Strategic Five-year plan (detail in hours)

	Agreed Plan		Proposed		
	2024-25	2025-26	2026-27	2027-28	2028-29
Management Arrangements					
Governance review (incl. Review of SOs, FRs & minutes)	4	4	4	4	4
Review of Risk Assessment process (incl. Insurance cover)	2	2	2	2	2
	6	6	6	6	6
Expenditure					
Creditor payment & expenditure controls	5	4	4	5	5
Budgetary control (Including Budget Setting)	2	2	2	2	2
Capital and other contracting arrangements	1	1	1	2	2
Salaries & wages	3	3	3	3	3
Petty cash	1	1	1	1	1
	12	11	11	13	13
Income					
Cash receipting & banking (Incl Markets)	2	2	2	2	2
Markets	4	1	0	-	3
Horticultural Contracts	-	2	1	-	3
Leisure Facilities (Quarry, Sports & Recreation)	2	3	3	5	-
Properties	-	1	2	1	-
Allotments	1	-	1	-	1
Other miscellaneous income	2	2	2	2	1
	11	11	11	10	10
Accounting records					
Cashbooks, Journals & Bank reconciliations	2	2	2	2	2
Financial ledger/Year-end Accounts (Incl. Annual Return & Reserve Accounts))	4	4	4	3	3
Asset / Inventory Registers	1	1	1	1	1
	7	7	6	6	6
Contingency (#)	7	7	7	7	7
Total hours required	42	42	42	42	42

Total days	6	6	6	6	6
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(#) 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.