

Dalton with Newton Town Council Action Plan

Projects/Events	Aim	Objective	Action Required	How	Who	When
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Yearly						
Christmas Light Switch on	To bring the community together in festive celebration.	Organise a public event to mark the official start of the Christmas season with entertainment and the switching on of the town's Christmas lights	Enquire whether any local group would like to take on the event with financial contributions from the council. If not: Secure permits and road closures. Book entertainment. Source equipment, barriers, stage & power supply. Promote event through posters, social media and local press.	Collaborate with local businesses, performers, community groups to help organise entertainment.	Town Council or community group to organise with assistants from volunteers and residents.	Early in the year to start making enquiries. Event to take place 1 st Sunday of December.
Provision of Town Christmas Trees	To enhance the town's festive atmosphere.	Ensure the placement of Christmas trees is along the high street above the businesses, at Newton and Greystone Lane to boost community spirit and create a welcoming environment for residents and visitors.	Obtain quote and council approval. Purchase trees. Coordinate tree placement with contractors.	Liaise with local suppliers and contractors.	Town Council & local suppliers and contractors.	October order trees. Late November trees installed.
Installation of high street Christmas lights	To brighten the town's main streets during the holiday season.	To improve the town's visual appeal.	Confirm power sources and ensure ongoing maintenance throughout the season. Hire contractors to install lights safely.	Work with local contractors who check, install and store the lights.	Town Council, contractors and local businesses.	Mid-late November lights installed ready for switch on.

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			Arrange structural integrity tests of lighting columns if required conducted by official company specialising in street lighting.			
Cumbria in Bloom	To promote civic pride and enhance the town's natural beauty.	Support and participate in Cumbria in Bloom by encouraging residents, businesses and community groups to contribute to the beautification of the town.	Allocate an amount in budget for the following year. Set up planning meetings with community groups to organise clean up days and planting events. Promote the event, organise competitions e.g. best garden or street. Liaise with Cumbria in Bloom judges and ensure preparations are in line with the competition requirements.	Organise clean up days, gardening projects and competitions	Town council, residents, businesses and community groups.	Allocate amount in budget process in Nov/Dec. Start to advertise and promote in Jan ready for competition spring/summer.
Remembrance Day	To honour those who have served and sacrificed in the armed forces.	Organise a respectful public ceremony with parade and wreath laying.	Liaise with veterans' groups, cadets and other groups to plan the event. Secure road closures with all necessary paperwork and risk assessments. Arrange a 1 st aiders and police support. Promote the event and encourage community participation.	Coordinate with veterans and groups.	Town Council, Veterans associations, community groups and the community.	Start enquires Aug ready for event on November 11 th or nearest Sunday.

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Civic Sunday	To strengthen ties between the Town Council and the community.	Host a formal gathering depending on the requirements of the Town Mayor.	If required, reserve the use of a venue, organise catering, send out invites to other civic leaders and community representatives.	Plan a service, reception and awards if applicable.	Town Council, civic leaders, community groups and residents.	June
Annual Town Meeting	To engage the community in local governance and show support to local community groups.	To provide an open forum for residents to discuss town matters and receive updates on the town councils' activities for the previous year including the distribution of the Mayors Charity funds.	Set the agenda, advertise the meeting, send invites to those in receipt of mayoral funds, prepare reports.	Promote the meeting and ensure accessibility.	Town council, residents and community groups.	May
Short term/one off actions						
Installation of bird/bat boxes	To enhance biodiversity and support local wildlife.	Install up to 40 bird/bat boxes in suitable locations within Dalton and Newton.	Purchase boxes and arrange with contractor to install.	Monitor the boxes over time to assess their effectiveness.	Town Council, contractor local wildlife experts	COMPLETED
Safety signs and asset ownership signs	To improve public safety and clarify the ownership and responsibility for town assets. Ensure compliance with health and safety regulations.	Install clear, visible signs at land owned and maintained by the town council: Rusland Drive Goose Green Wee Garden Community Garden Myrtle Terrace Vets seating area	Design and order suitable signs, arrange installation by contractor.	Carry out risk assessment to determine sign placement. Ensure signage complies with local regulations.	Town Council	COMPLETED

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D-Day 2025	Honour the memory of those who served whilst engaging with the community in a historical and educational event.	Be part of wider community events on June 6 th 2025. Encourage participation from schools, veterans and community groups.	Hold meetings with all those involved to finalise plans for the day.	Invite groups together for a meeting to discuss ideas.	Town council, local groups, schools and veteran associations.	COMPLETED
Ongoing/Long term projects						
Goose Green – Memorial Garden	To create a safe space for the use of the community.	To ensure that considerations are made for biodiversity, pollinators, people of all ages and accessibilities.	Allocation of sufficient funds in the budget every year for the future maintenance.	Through regular meetings with the relevant committee.	Town Council.	ON GOING
Allotments	To administer 60 plots within Dalton currently held by Westmorland and Furness Unitary Council.	To create a more community minded allotment site where plots are worked more efficiently and maintained to a higher standard.	Complete the legal process and administrative duties associated with administering allotments ensure health and safety issues are addressed, all within the law of allotments.	Continue to liaise with the legal processes.	Town Council, solicitors, tenants.	ON GOING -
Community Orchard	To create a space for the community to enjoy, enhance biodiversity, increase access to fresh local food, educate on	Establish and maintain the orchard, involve the community and provide educational opportunities for local schools and groups.	Clear the site obtained in 2024. Develop a planting and maintenance plan. Source suitable trees and plants for site. Organise the planting.	Work with local experts, source additional funding grants. Collaborate with local schools and green groups.	Town Council, experts, contractors, schools, groups and residents.	ON GOING -

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	sustainability and healthy eating					
Community Garden	Foster community engagement and pride.	To provide a safe and beautiful place to enjoy.	Continue to maintain the established garden.	Regular inspections	Town Council and volunteers.	ON GOING
Grass cutting- Verges	Maintain appeal and safety of the verges at: Ulverston Road (by gateway) Askam Road (By gateway) Long Lane/Newton junction.	Ensure verges are cut regularly to improve visibility for pedestrians and drivers.	Schedule routine grass cutting.	Arrange times throughout the year with contractor	Town council and contractors.	ON GOING
Myrtle Terrace – Memorial Tree Area	Maintain the green space to enhance biodiversity and provides shade and a relaxation area.	Provide an area for remembrance.	Continue with grass cutting contractor, remove remaining Ash trees and re-plant with more suitable trees such as Rowan	Work with contractors to maintain the land and adhere to tree regulations	Town Council, contractor tree inspectors, public	ON GOING
Rusland Drive	To provide a welcoming outdoor space for residents.	Maintain the previously installed picnic benches and planters that were installed by the Town Council in 2023	Planting schedule that compliments pollinators and biodiversity.	Work with local suppliers to select the appropriate plants.	Town Council, contractors and volunteers.	Oct and March for planting and inspections. Maintenance – ON GOING
Planters – fixed	Enhance the aesthetic appeal of the high street	Maintain fixed planters installed on Market Street in 2023 with permanent plants that support biodiversity and pollination.	Select appropriate plants and arrange with councillors a planting event	Work with Greenspace committee and local suppliers.	Town Council, suppliers, volunteers.	ON GOING.

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Planters – seasonal	Bring seasonal colour and charm to the high street.	Create a sense of pride for the community and enhance the high street for visitors.	Work with local supplier who organises the planting, placement and storage of 10 flower towers & 3 tubs.	Have annual talks with the supplier on the proposed planting.	Town Council & supplier	Planters are put out in June/July and removed in Oct/Nov (weather conditions dependant)
Wee/Bee Garden	Create a visually appealing centrepiece in a prominent public space.	Plant a variety of plants that complement the councils pledge on biodiversity and pollination.	Continue to maintain	Grounds person to maintain	Town Council, Grounds person	ON GOING.
Castle Lights	Enhance the visibility and beauty of Dalton Castle at night.	Use energy efficient lighting to highlight the architectural features of the castle.	Continuing maintenance of lights that were installed Dec 2023. Change the colour of the lights when supporting national days of support.	Work with the National Trust and lighting contractors.	Town Council, National Trust and contractors	ON GOING Colour change lights when necessary.
Dog bags	To promote responsible pet ownership and reduce dog waste left on streets	Provide a limited number to each resident each week as required from the Town Hall.	Council staff to distribute during office hours.	Funding allocated through the precept	Town council & residents	ON GOING
Gateways	Enhance the towns' identity creating a welcoming feature and promoting civic pride.	To use the flag poles to display different flags for special events and commemorations.	Maintain the area regularly with annual flagpole inspections. Purchase new flags as and when needed.	Site assessments and maintenance schedule.	Town council, contractors and flag specialist.	Risk assessments carried out when flags are put in in March and again when removed in Oct. Flag inspections by specialist in Feb
Pin Fold	Create a visually appealing centrepiece in a	Install willow art and spring flowers	Continue to maintain	Grounds person to maintain	Grounds person, Town Council	ON GOING

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	prominent public space.					
Administration						
Financial Responsibilities (Budget, Audit, Risk Management)	To ensure sound financial management, transparency and accountability.	Approve an annual budget that meets the towns needs and priorities. Submit accurate year end accounts for audit. Regularly review financial risks.	Set budget and approve the precept, complete year end accounts, identify any financial risks and adopt mitigation strategies.	Use accounting software, conduct quarterly budget reviews and prepare documents for external audit following proper financial guidelines.	Clerk/RFO Town councillors, Finance committee, internal and external auditor.	Budget and precept Nov-Jan Audit to be submitted by June. Risk reviews quarterly.
Public meetings	To promote transparency, accountability and public participation in council decision making.	Ensure that all council meetings are open to the public, with agendas and minutes published as required. Respond to public requests for information.	Schedule regular meetings providing the public with all relevant information including the minutes and agendas from previous meetings.	Use the noticeboard and website to advertise and promote.	Clerk prepares the documents and handles FOI requests.	Meeting held on the 1 st Mon of every month except in Aug, documents made public 3 working days prior. In response to FOI request, these will be responded to within 20 days.
Data Protection (GDPR Compliance)	To ensure the protection of personal data and maintain compliance with GDPR	Have up to date policies and procedures that protect personal data and respond to data subject request quickly. Carry out regular review of data security to prevent breaches.	Regularly review and audit data held by the council including relevant policies. Continue with staff and councillor training.	Set up processes for managing data held, dealing with breaches and responding to requests.	Clerk, office staff and councillors.	Annual data audit every Jan, training annually or when a new councillor is elected

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Risk Assessments for Health and Safety	To ensure the safety and wellbeing of council employees, volunteers and the public when using council owned facilities.	Identify and mitigate risks to the public and carry out regular risk and assessments.	Carry out inspections of all council assets . Implement all identified works and/or improvements ensuring reports and insurances are up to date.	Use set risk assessment template for inspections.	Clerk and office staff. Contractors if works required.	All assets are inspected Oct and March.
Councillors conduct and training	To ensure councillors understand and follow legal standards for conduct and decision making.	Provide training on code of conduct, conflicts of interests and legal obligations. Ensure that councillors comply with the standards of conduct.	Provide access to training through CALC and SLCC.	Continuing with membership to training providers.	Clerk and office staff to organise councillor training.	May/June or as when new councillors are co-opted.