

Green Ponds Progress Association

Strategic Directions and Actions

2015 -2016



September 2015

Our Vision

Working together to raise the profile and opportunities within Kempton and the Green Ponds District

Our Mission

Through partnerships, support and representation we will:

- Organise and promote community based events and activities
- Deliver advocacy on behalf of residents and businesses
- Promote the best use and maintenance of recreational and community resources and assets
- Advocate the visitability and liveability of the district
- Be a beacon for the community through leadership and communication

Operating Principles:

As a community organisation we will:

- Consult with the community we support
- Deliver effective communication
- Adhere to all proper governance and management requirements
- Respond, support and liaise as necessary with all appropriate organisations within agreed timeframes

Overview

The Green Ponds Progress Association, (GPPA) has taken the first steps to reignite its activity and re-engage with the community we represent.

With a principle focus on the historical village of Kempton, GPPA will also look to support and represent the nearby communities of Bagdad, Melton-Mowbray and Aspley.

How we deliver

GPPA is a membership based organisation. Annual membership fees are set at the AGM and are due and payable each year.

Proper management and governance is delivered via a committee elected by members at the AGM.

Ordinary meetings are conducted every second month with additional meetings called as required. Committee members appointed responsibilities will draw on ordinary members and others as necessary to achieve the results desired. Progress reports are delivered at each meeting of the committee.

Meeting Management

A quorum will require a minimum of 4 members with at least 3 of those being elected executive committee members. Ordinary members are able to attend any meeting and are able to have motions put forward and voted on. Proxy voting is available at normal and AGM meetings

Authority and Delegations

All funding requests, payments and submissions for any financial transaction must be approved by a properly passed motion at an ordinary meeting. All requests must be in writing.

What we do:

GPPA delivers, administers and supports:

- Kempton Festival (direct)
- Kempton Market days (direct)
- Southern Midlands Council liaison (direct)
- Grant submissions for community benefit (direct)
- Horse Drawn Heritage Association (direct /indirect)
- Kempton Home Grown Market (indirect)
- Greater Green Ponds Arts Association (indirect)
- Melton Mowbray Rodeo (indirect)

GPPA will also as part of its reinvigoration seek to be far more engaged and communicative with the community and achieve greater community appreciation through more activities, projects and undertakings.

Strategic Directions and Actions

GPPA has identified key strategic and operational actions that fit these headline areas:

- Kempton Festival
- Activities and Events
- Communication/Marketing
- Projects
- Governance, Management and Finance

Each of these headline areas has in themselves a number of elements that require specific and further action. The intent in offering these as part of this document is to enable the committee and members of GPPA to assume responsibility of each and pursue the opportunities, success or other such action to achieve the Vision and Mission of GPPA.

The items offered within are not prescriptive and as such can be added to and amended as necessary following the appropriate decision being made at an ordinary meeting.

Strategic Directions and Actions

Kempton Festival

Item	Key Actions	Measurement
Deliver Annual Kempton Festival	Identify date	Held every year
Deliver financial result in accordance with GPPA target	Financial target identified each year	Target Achieved
Kempton Festival (sub) Committee membership is representative of the community and has applicable resources available to it	Appoint festival committee chairperson from GPPA committee Identify roles , responsibilities and tasks for the committee Secure broader community involvement	Committee representation is as desired/required
Festival agenda, communication plan and execution plan set in place not later than 4 weeks from the date	Committee to establish all festival requirements Develop communication and marketing plans Formulate and promote participation and contribution criteria Secure sponsors, donors and participants commensurate with the agenda and execution plan	Plans presented to the GPPA Committee NLT 4 weeks prior to the date
Progress and final reports	Deliver progress and final reports to the GPPA Committee as required	Reports presented

Strategic Directions and Actions

Activities and Events

Item	Key Actions	Measurement
Investigate the establishment and options for the delivery of: <ul style="list-style-type: none"> • Men's / Women's Shed • Youth Club and Activities • Neighbourhood Watch • Community/ Mothers Group activity centre • Social events including Dances, movie nights 	Each item to be separately considered and pursued Liaison with SMC Community survey results will be critical Financial impost and impact Sustainability factors to be accounted	Items are being activity investigated Recommendations offered to committee and members
Conduct Kids Christmas Party on Kempton Sports Ground – each year	Identify date Create deliberate plan considering finances, resources and special requirements Liaise with SMC Community feedback from survey	Options and recommendations presented to committee and members
Conduct Annual Town Garage Sales/boot sale/Swap meet	Garage sales conduct in each of Kempton, Bagdad Separate dates Potential to use respective Sports grounds Communication Participation needs to be confirmed	Garage sales occurred
Constantly review and identify best use of all community resources	Identify resources, condition and use Provide feedback and recommendations to SMC Secure regular interaction with SMC on community resource use and condition	Community resources are improved and utilised more often
Provide feedback and advice on condition of Kempton Streetscape and general surrounds	Deliver information to SMC Conduct quarterly assessments Create report for submission	Report approved by Committee and members and submitted to SMC for action

Strategic Directions and Actions

Communication and Marketing

Item	Key Actions	Measurement
Delivery of information and awareness of what GPPA is doing	Create Communication and marketing plan to potentially include: <ul style="list-style-type: none"> • Calendar of Events • Linking to other organisations within the district • Newsletter • Social media and website • Other media as needed • Community notices and advise such as Community Bus timetable/availability 	Communication and Marketing plan/approach created and executed Community aware and engaged
Create/Upgrade website	Secure support and establish timeframe for relaunch Ensure self-administration	New website live by Nov15
Create a Communication/Marketing budget	Include within the plan Secure sponsors, donors and in kind support	Budget identified, approved at committee and managed appropriately
Create and distribute quarterly Newsletter	Included as part of the plan Needs to be self-funding	Newsletter distributed every quarter
Increase Community general awareness of activity and events	Support the newsletter Additional information through Post Office drops	Community aware and engaged
Raise the awareness of Kempton and district as a good place to visit and live	Link to Plan Website and Facebook interaction Liaise with SMC on specific action and ideas	Communication and Marketing plan/approach created and executed Measure activity on line Measure tourist activity – SMC to assist
Conduct an annual community survey to seek feedback on priority actions, events and general requirements	Develop and distribute the survey Measure results Deliver feedback to the community	Annual survey delivered and information gained utilised

Strategic Directions and Actions

Projects

Item	Key Actions	Measurement
Investigate the opportunity and requirements of better utilising the trees and general area that is known as Memorial Avenue	Investigate the history and obligations associated with the trees Assess the condition of the trees and alternatives Liaise with SMC, RSL and other parties as needed to identify future direction	A development and management plan is created – indicative timeframe Dec16
Investigate the creating of a variety of interactive areas around Kempton	Working with SMC and based on feedback from the annual survey seek potential for: <ul style="list-style-type: none"> • Sculptured walk • Exercise areas • Bike riding track • Improvements to bmx bike track • Old Railway line recognition 	Investigations underway with updates and reports submitted to committee
Support the establishment and maintenance of a History Room	Identify resources needed Seek community inputs Identify budget impact	History room established and operational
Develop a utilisation plan for the community resources	Identify how and when halls and general facilities can be better used Link to existing users (Market days, Home grown market, RSL etc.)	
Review and seek to improve Town signage for local and visitor benefit	Identify all current signage Review status and need Recommend improvements and additions Liaise with SMC	Review and investigation takes place and recommendations presented to SMC through committee
Deliver to SMC as part of the annual budgetary considerations any special needs and projects	Identify special needs and projects and submit to SMC	By 30 June each year

Strategic Directions and Actions

Governance Management and Finance

Item	Key Actions	Measurement
Committee members elected at AGM	AGM conducted and positions as prescribed elected/appointed	Committee in place for each year
Deliver Annual Report		Annual report available
Sub-committee engagement achieved	Sub Committee membership achieved at necessary levels	Sub committees active and achieving results as needed Reports to committee submitted
Proper Financial management is achieved	Treasurers reports are offered and approved at each meeting Operating statements are tendered as part of meeting documents Spending is authorised by those able to do so within delegations Annual financial reports are submitted for audit	Auditors statements and committee signoff of proper conduct
Deliver Grant submission of behalf of GPPA or requesting parties	Identify grant opportunities Submit within timeframes	Grants secured
Increase membership	Secure more members and ensure continuity of members	Financial membership targets established Suggest minimum 40