



PRESCOT

TOWN COUNCIL

Annual Action Plan - January 2017 to December 2017

This Annual Plan has been developed to define specific goals of the Town Council for the year. Progress against the plan will be reviewed on a quarterly basis by the Finance and General Purpose Committee. Goals / Targets entered into the Annual Plan are done so using SMART methodology.

Goal / Target (Specific)	How will we know how we are progressing and when it is complete (measurable)	Can it be done (Achievable)	What resources will be required (Realistic)	How long will it take and when do we expect this to be complete (Timely)
Meet the challenges of public sector funding cuts.	Annual Budget / Precept agreed by Council.	Yes, the Town Clerk will work with members to develop an acceptable budget that meets the needs of the Township	Officer time, tax base calculations from KMBC. The Town Clerk has the necessary skills to prepare the annual budget.	2 months from the provision of tax base calculations (February).
Complete Site Investigation works at Brown's Field	Condition report received Mouchel	Yes, the Council have a strong track record on project delivery.	Officer and time, allocated financial resources.	Two weeks testing, one month for report by end March.
Achieve Local Council Award Accreditation.	Progress can be measured against the application criteria; ultimately success will be measured by achieving accreditation.	Yes, the Town Council are in a strong position to make an application, and currently meet a large proportion of the criteria.	Officer time, the submission of the application is very time consuming, therefore this should be a recognised priority for the Town Clerk.	Preparations have been made last year submission should be made in March.
Organise and deliver the Prescot Town Council Events Programme 2017.	Progress is measured against the individual Event Action Plans and success through the post event evaluation report to Council.	Yes, the Council have a strong track record of event delivery, with year on year improvements.	The principle resource requirements are split between staff time Volunteer time and financial. The staff and elected members organise the event which is paid for from the allocated but.	Preparations begin following the results of the feedback report to Council in September.
Provide Christmas Lights for Prescot Town Centre.	Christmas Lights will be in place for the Christmas Light Switch on event in December.	Yes, the Town Council were able to provide Christmas lights last year.	Officer time and financial.	Process to begin in June to avoid any complications.

S.M.A.R.T. goal setting: Specific

What exactly do you want to achieve? The more specific your description, the bigger the chance you'll get exactly that. S.M.A.R.T. goal setting clarifies the difference between 'I want to be a millionaire' and 'I want to make €50.000 a month for the next ten years by creating a new software product'.

S.M.A.R.T. goal setting: Measurable

Measurable goals means that you identify exactly what it is you will see, hear and feel when you reach your goal. It means breaking your goal down into measurable elements. You'll need concrete evidence. Being happier is not evidence; not smoking anymore because you adhere to a healthy lifestyle where you eat vegetables twice a day and fat only once a week, is.

Measurable goals can go a long way in refining what exactly it is that you want, too. Defining the physical manifestations of your goal or objective makes it clearer, and easier to reach.

S.M.A.R.T. goal setting: Achievable

Is the goal attainable? That means investigating whether the goal really is acceptable to the organisation. You need to weigh the effort, time and other costs the goal will take against the benefits it will provide. and the other obligations and priorities your organisation has.

If you do not have the time, money, expertise or other dependant resources required will not be able to achieve the goal.

S.M.A.R.T. goal setting: Relevant

Is reaching your goal relevant to the organisations core objectives?

The main questions, why do you want to reach this goal? What is the objective behind the goal, and will this goal really achieve that?

S.M.A.R.T. goal setting: Timely

Keep the timeline realistic and flexible, 'Rome wasn't built in a day' but it may have been built a bit quicker through the use of appropriate deadlines. Ensure you fully understand the size of the task in front of you then plan in milestone deadlines. Installing milestone deadlines will help to ensure smooth delivery of your goal. Being too stringent on the timely aspect of your goal setting can have the perverse effect of making the learning path of achieving your goals and objectives into a hellish race against time – which is most likely not how you want to achieve anything.