

Annual Action Plan - January 2018 to December 2018

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 and experience to prepare the annual budget.	Legally the budget must be completed in February in order to inform KMBC of the Precept Demand.
Complete Carr Lane Tree Replacement Programme.	The poplar trees will have been removed and replaced with a more aesthetic species such as Judas Trees.	Yes, within the bounds of the tree planting season, replanting may need to be carried out in December.	Officer time, the removal of the existing trees is a considerable undertaking and requires appropriate planning and coordination. There is also a financial shortfall of 15K which must be addressed.	Addressing the shortfall is key, a suitable funding stream has been identified. Replanting must be completed during winter months i.e. Dec.
Achieve Local Council Award Accreditation.	Progress can be measured against the application criteria; ultimately success will be measured by achieving accreditation. This criteria needs to be satisfied annually.	Yes, the Town Clerk submitted an application last year. The Town Council now await confirmation of the accreditation from LALC.	Officer time, the submission of the application is very time consuming, having completed the application last year the standard now needs to be maintained.	LALC are in the process of organising an accreditation panel, maintaining the standards and practices required for accreditation is an ongoing annual process.
Contribute to the protection and enhancement of the Towns Green Spaces	Resolution to Browns Field Issues, retention of Green Flag status at Eaton Street and completion of Carr Lane Tree Replacement programme.	Yes, the Town Clerk has a strong track record of project delivery and green space management.	The principle resource requirements are split between staff time Volunteer time and financial. However with regard to Browns Field additional external support may be needed.	Browns Field needs to be resolved by Dec. Green Flag is judged in May and tree works must be carried out in the winter, so expected completion in Dec.
Enhance the Existing Christmas Lights for Prescot Town Centre and Town Hall.	Christmas Lights will be in place for the Christmas Light Switch on event in December. Additional cannery wires to be added in Town Centre.	Yes, the Town Council were able to provide Christmas lights last year. This will mean an extension of the existing.	Officer time and financial resources. The 2018-19 budget will need to reflect this.	Process to begin in March to avoid any complications and will be completed in December.

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.