



PRESCOT TOWN COUNCIL

Annual Action Plan - January 2019 to December 2019

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.	Addressing the shortfall is key, a suitable funding stream has been identified. Replanting must be completed during winter months i.e. Feb
Investigate the possibilities for the development of a new green space delivery method that will Safeguard Prescot's Public Open Spaces	The Town Clerk will provide regular updates to Council. There are a number of stages between initial proposal and final acceptance.	Yes, the Town Council have started along this path and an agreement is needed before April 2019.	Officer time, the work is very time consuming, due to its complexity and importance.	This work must be completed before the 1 st of April 2019.
Address the challenges of an 'all out' council election	The election results will be posted, elected members will embark on a suitable training programme	Yes, the Town Council have an excellent induction and training programme for elected members	Officer and elected members time, the training is very time consuming, due to its complexity and importance. Members will need to be available to undertake training and assimilate information provided	The election will be held on the 2 nd May 2019. Training will commence the following week and be completed by December 2019.
Develop the Town Council existing events	Events committee have determined an annual plan of delivery. Progress against this plan can be easily measured.	Yes, the Town Council have an excellent track record of event delivery	Officer elected members time along with appropriate financial resources. The 2019-20 budget will need to reflect this.	Process to begin in Jan 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.