

## Annual Action Plan - January 2020 to December 2020

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)	Why and 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)
Agree an appropriate budget to meet the challenges of increased costs and capital maintenance obligations on leased sites along with funding to realise the Council's aspirations for improved service delivery.	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.
Explore and determine the benefits, viability, and cost effectiveness of developing a Neighbourhood Plan for Prescot. If determined a desirable commence development of the plan. This would be a two-year minimum process.	The process has a defined timescale with key milestones, it is therefore very easy to track progress.	Yes, it is entirely reasonable for the Town Council to undertake and complete this process, many other town councils already have.	Officer time, members time, specialist planning support and financial grant support.	The process of developing a Neighbourhood Plan can be anywhere between 2 and 5 years depending on the complexity of the plan however most are completed within 24 months.
Support the development of new master plans and management plans for leased Public Open Spaces.	Both leased sites hold or aspire to Green Flag Status. The Deputy Town Clerk (with support of the Town Clerk) will work with partners to develop new master plans for both leased POS.	Yes, the Town Council and partners have started along this path and draft plans are needed before April 2020.	Officer time and stakeholder input. The work is very time consuming, due to its complexity and importance.	This work should be completed before the 1 <sup>st</sup> of April 2020 but is very reliant on partnership working.
Rollout of the Local Democracy Project.	This project helps residents to understand the role and importance of devolved government.  Each of Prescot's primary schools will have taken part in the project and provided feedback.	Yes, the Town Council have already developed a relationship with Evelyn Primary and Prescot Primary Schools to deliver the project.	Both officer and elected members time together with schools buy in, the project is reliant on these constituent parts to effectively educate the participants.	The project rollout will begin in February 2020 and will be completed by December 2020.
Develop the Town Council's 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 and elected members time along with appropriate financial resources. The 2020-21 budget will need to reflect this.	Process to begin in January with the budget setting process and will be completed in June at the first meeting of the Events Committee.

**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 mean 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.