

## Annual Action Plan - April 2022 to March 2023

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, Policy & Human Resources 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)
Budget - Agree an appropriate budget to meet the challenges of COVID 19, 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.
Adapt, evolve and develop services and working practices to return to a 'normal' delivery model as we recover from the effects of the COVID 19 pandemic.	The task will be ongoing until when the government declare the pandemic to be at an end or until all social distancing measures are lifted.	Yes, the Town Council have been able to adapt to changing circumstances and have led the way in providing support to residents in Prescot during the pandemic.	Officer time, it is vital that we are able to understand and interpret government guidance accurately to ensure services users are well protected.	COVID measures are ongoing and ever changing.
Neighbourhood Plan - Explore and determine the benefits, viability, and cost effectiveness of developing a Neighbourhood Plan for Prescot.	Emerging changes to planning legislation means the Town Council could miss out on CIL funding if it does not have a plan.  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. The process is exhaustive and will require a great deal of officer time.	The production of a Neighbourhood Plan is a considerable task. Such a task will require 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.
Parks and Open Space - Submit one funding application per site to improve the capital infrastructure in line with new master plans and management plans for Public Open Spaces.	The initial process of consulting with user groups is already underway. Information gleaned from this process is then used to support funding applications to external funders. Therefore, it is a relatively clear process with definable timescales. Appropriate funders also need to be identified.	Yes, the Town Council and partners have completed new Management Plans for both sites in March 2021. These new plans form the basis for wider consultation.	Officer time and stakeholder input. The work is very time consuming, due to its complexity and reliance on external support. There will also be a considerable match funding requirement from the Town Council.	We would expect to submit quality applications before the 1 <sup>st</sup> of April 2023 but is very reliant on partnership working.
Resumption of Prescot Town Council Events Programme including new Family, Adult and Community Education classes and Local Democracy Project.	The Town Council's events programme contributes a considerable amount to the development of a sense of place and provision of local services.  Delivery of such events is easily measured.	Yes, the Town Council have a great deal of experience providing events.	Both officer and elected members time together with local resident and schools buy in	The resumption of events will be led by Government Guidance, but FACE activities can be delivered within existing COVID measures.

### **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.