



Andover Town Council

Back to Basics project – To **approve** the **Draft** Business Plan or to suggest amendments.

Item No.

12

Produced for: P & R Committee

By: Town Clerk.

Date of Report: 14 Nov 2023

The Council's Business Plan has expired, Councillors to discuss and amend the below table.

Activities		Lead councillor / staff	Current year	Apr 24 - Mar 25	Apr 25 - Mar 26	Apr 26 - Mar 27
MUST DO	Allotments	Cllr K Hughes	ongoing system enhancements	Complete system review		
	Planning	Cllr J Sangster	Staff Training	Complete Councillor Training		
	Council meetings	Proper Officer	Complete Cllr Training			
	Council Administration	Proper Officer	Ongoing			
	Allotment estate management	Cllr K Hughes / Cllr E Reynolds	Continue with fencing quotes and	Replace all fences if funding allows		
	Website	TBC	Plan new website	New Website completed.		
	Social Media	TBC	Plan strategy	Strategy implemented		
	Budget & Precept	Cllr S Hardstaff	Ongoing			
	Electors Meeting	Mayor	Ongoing			
	Governance & AGAR	RFO	Ongoing			
	Annual Audit Corporate	RFO	Ongoing			
	Financial Risk Assessment		Ongoing			

	Review of Assets	RFO / Cllr S Hardstaff	Ongoing			
	Employment of Staff	Town Clerk	Re-view contracts & JD	Regular appraisals		
	Staff Structure & Baseline setting	Town Clerk	Consult on changes	Restructure completed.		
	Statutory Policy creation & review	Deputy Town Clerk	Commence reviews	All policies reviewed		
	Co-operation with TVBC	TC & Mayor	Ongoing			
	Co-operation with HCC	TC & Mayor	Ongoing			
SHOULD DO	SIDS – 2 purchased units	DTC	New location permissions & new policy	Expand coverage		
	SIDS/ASW new units	TC -> DTC	Obtain permissions	Deliver scheme		
	Christmas Tree & Lights	DTC	Expand Scheme	Deliver larger display		
	Grants	TBC	Complete forms	Promote Grants and publish		
	Andover Levy discussion with TVBC	TC	Fact finding	Discuss solutions.		
	Defibrillator Review	DTC				
COULD DO	Property purchase	TC & TBC	Check feasibility & funds			
	Events	DTC	Investigate ideas			
	Picket Piece Land Purchase	TC & Cllr H Neate	Funding application	Obtain land / deliver facility		
	Work with other local organisations	TC / DTC / TBC	Expand network	Start collaboration		