



Andover Town Council

Item No.

16

To **approve** councillors to work on the Business Plan and to agree actions.

Produced for: P & R Committee

By: Town Clerk.

Date of Report: 24 Jul 2024

Action from prior meeting: PR 113/04/24 POLICIES

There was no proposal to approve the draft Business Plan Policy. Members felt that review of the Policy in June would not be practical, and that an ongoing review, perhaps quarterly might be more effective.

The Town Clerk cautioned against another work program to be updated by officers.

Cllr J Hughes suggested that a delegation to a small number of councillors and an officer, perhaps as a sub-committee of the Policy and Resources Committee might be more effective in writing the Policy and the Business Plan.

Activities		Lead councillor / staff	Current year	Apr 2025 - Mar 2026	Apr 2026 - Mar 2027
MUST DO	Allotments	Cllr K Hughes	System review is completed.		
	Planning	Cllr J Sangster	Councillor Training achieved		
	Council meetings	Proper Officer	Councillor Training achieved		
	Council Administration	Proper Officer	Restructuring ongoing.		
	Allotment estate management	Cllr K Hughes / Cllr E Reynolds	Admirals Way and Churchill Way fencing replaced.		
	Website	Cllr J Sangster	New Website commenced		
	Social Media	-	Ongoing improvements		
	Budget & Precept	Cllr S Hardstaff	Ongoing		
	Electors Meeting	Mayor	Ongoing		
	Governance & AGAR	RFO	Completed 2023-2024 audit		
	Financial Risk Assessment	RFO / Cllr S	Completed		
	Review of Assets	Hardstaff	Ongoing		
	Employment of Staff	Town Clerk	5 staff appraisals carried out. Reviewing contracts and JD.		

Activities		Lead councillor / staff	Current year	Apr 2025 - Mar 2026	Apr 2026 - Mar 2027
	Staff Structure & Baseline setting	Town Clerk	Baseline completed. Consultation nearly completed on 3 staff. 1 staff member outstanding.		
	Statutory Policy creation & review	Deputy Town Clerk	Ongoing		
	Co-operation with TVBC	TC & Mayor	Ongoing		
	Co-operation with HCC	TC & Mayor	Ongoing		
SHOULD DO	SIDS - 2 purchased units	DTC	Expand coverage		
	SIDS/ASW new units	TC -> DTC	Deliver scheme		
	Christmas Tree & Lights	DTC	Planned larger display Delivery pending		
	Grants	TBC	Promote Grants and publish		
	Andover Levy discussion with TVBC	TC	Ongoing.		
	Defibrillator Review	DTC	Ongoing.		
COULD DO	Property purchase	TC & TBC	Ongoing.		
	Events	DTC	Ongoing.		
	Picket Piece Land Purchase	TC & Cllr H Neate	Ceased.		
	Work with other local organisations	TC	Ongoing.		