

	Andover Town Council To receive and note the report. To instruct Officers to post on Council website.		Item No.
To: Full Council	From: Town Clerk / RFO	Date of Report: 14 October 2025	

Background: In March 2025, Council resolved: - To adopt a performance matrix to report our progress against the adopted Andover Town Council Business Plan 2025-27 (C410/03/25); and - that the performance matrix be reported and published against the business plan quarterly (C411/03/25).
Advice: The Council's performance against adopted performance indicators in quarter 2, from 1 July to 30 September 2025 is set out at Annex A. The adopted Business Plan commits the Council to regularly report to our residents and taxpayers on how we are doing against each action between now and 2027.
Officer priorities for Q3 2025/2026 (October-December): 1. Financial Planning and Governance • Budget and Precept Setting Preparation of the draft budget for 2026/2027, including forecasting, committee consultation, and presentation to Full Council for approval. This includes aligning financial planning with strategic priorities and ensuring transparency and accountability in precept proposals. 2. Seasonal Infrastructure and Events • Christmas Lights Infrastructure and Installation Coordination of infrastructure requirements for the town's festive lighting, including liaison with contractors, safety checks, and compliance with public safety standards. • Christmas Lights Switch-On Event Planning and delivery of the switch-on event, including risk assessments, crowd management, and coordination with performers and stakeholders. • Carols Round the Christmas Tree Organisation of the annual community carol event, including scheduling, promotion, and logistical arrangements. 3. Allotment Management • Tenancy Renewals and Rent Collection Administration of tenancy agreements for all allotment holders, collection of rents, and accurate financial recording. Includes issuing reminders, updating tenancy records, and ensuring compliance with allotment regulations. • Old Winton Road Allotment Site – Fencing Project Securing funding and overseeing the installation of new fencing to improve site security and aesthetics. • New Allotment Site at P20 – Handover Facilitating the formal handover of the new site, including documentation, site inspection, and integration into council management systems.

4. Council Meetings and Democratic Support

- **Meeting Administration**

Preparation of agendas, reports, and minutes for the following scheduled meetings:

- Full Council: 3 meetings
- Community and Events Committee: 2 meetings
- Policy and Resources Committee: 2 meetings
- Planning Committee: 4 meetings
- Allotments Committee: 2 meetings
- HR Sub-Committee: 1 meeting

Includes research, drafting, and distribution of documents, as well as post-meeting follow-up actions.

5. Community Development

- **Youth and Pensioner Provision**

Continued development of initiatives aimed at supporting young people and pensioners in the community. Subject to approval, delivery is anticipated to begin in Q1 2026/2027.

- **Grants Programme**

Promotion and administration of the council's grants scheme, including outreach to community groups, application support, and reporting to Full Council.

- **Councillor Tea and Biscuits**

Coordination of informal engagement sessions with councillors and reporting outcomes to Full Council.

6. Compliance and Digital Transformation

- **Article 10 Regulations**

Implementation of new compliance measures, including the rollout of updated email systems and the launch of the new council website.

7. Human Resources

- **Staff Appraisals and Development**

Completion of staff appraisals, identification of training needs, and development planning. Includes documentation, feedback sessions, and alignment with council objectives.

- **Officer Training and Qualifications**

Completion of:

- FiLCA (Financial Introduction to Local Council Administration)
- ILCA (Introduction to Local Council Administration)
- If feasible, completion of CiLCA (Certificate in Local Council Administration), if time and commitments allow.

Financial considerations:

None

Legislation:

LGA 1972 ¹

Next steps:

- To **receive** and **note** the report.
- To **instruct** Officers to post on Council website.

¹ [Local Government Act 1972](#)