

ANDOVER TOWN COUNCIL

Business Plan

Document Version 1.3

The report outlines a business plan for Andover Town Council over the next 10 years

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Andover Town Council Business Plan

Introduction

This report has been compiled at the request of Andover Town Council.

The report was compiled after three workshops with the elected members of the Town Council.

The report reviews the aspirations which the Town Council wish to achieve over a period of thirteen years.

The outline business plan is organic in nature and will need to respond to changes in the local community and legislation (Localism Bill). It will also need to consider if the objectives identified in the plan provide the best value for money and service for the Council, residents and business.

The success of this business plan will depend on the implementation of a strong project management basis to ensure that limited resources are used efficiently to deliver best value for money.

Currently the Council employs one full time member of staff and one part-time member of staff.

There are 19 elected Councillors.

The Report

Council

- To develop and work in partnerships with residents, local businesses and local organisations
- To develop Council meetings as a method of public engagement
- To improve the Town Councils role within the local community
- To be an advocate for local residents and business to address local issues

Years 1 to 3

Policy

- To monitor the progress and implementation of the business plan, to respond to changes and challenges
- To ensure that the Town Council complies with its legal statutory duties and governance
- To develop a Council and Community Website and support other local community websites and communication.
- To develop, facilitate and encourage communication with local residents to raise awareness on local issues and to improve services
- To manage and improve the Town Council's communication and profile within the community
- To monitor services to ensure value for money for the local tax payer

- To develop a Town Plan

Town Development

- To develop and implement a Christmas Lights scheme for the Town Centre
- To take over the management and maintenance of local finger post signs in the Town Centre
- To promote Andover Heart Town
- To organise charity and community awareness days in the High Street
- To manage the maintenance of public footpaths in Andover
- To proactively assist young people to be involved in their local community
- To improve the quality of service and availability of allotments within Andover and to implement an allotment awards scheme

Years 4 to 8

Policy

- To monitor the progress and implementation of the business plan, to respond to changes and challenges
- To ensure that the Town Council complies with its legal statutory duties and governance
- To ensure that funding and resources are available to implement the second phase of the business plan
- To review the role of the Civic Leader of the Town Council

Town Development

- To maintain a Christmas Lights scheme for the Town Centre
- To maintain the level of service to allotment holders
- To take over the delivery of other services from Test Valley Borough Council and Hampshire County Council including, bus shelters, litter bins and toilets by open spaces
- To promote visitor information and promote local facilities including conferences and town centre shopping

Years 9 to 13 (Aspirations)

Policy

- To monitor the progress and implementation of the business plan, to respond to changes and challenges.
- To review the business plan as a result of the progress made.
- To ensure that the Town Council complies with its legal statutory duties and governance .

Town Development

- To maintain a Christmas Lights scheme for the Town Centre.
- To consider other services to be managed by the Town Council ,including recreation grounds, sports facilities and event management

Conclusions and Recommendations

The aspirations identified in the above plan need to be planned into a work programme to ensure that their implementation is managed efficiently.

The current document is not project specific with regard to the delivery of these aims and if the Council adopts this business plan, further work should be completed to identify the projects that will deliver the above aims.

For this plan to achieve credibility with the residents of Andover it is necessary to develop some clear projects which can be clearly associated with the Town Council and recognised by the public as an achievement by the Town Council.

A more affective process of monitoring and reporting could be developed to ensure that projects are delivered more efficiently within agreed time limits.

The Council should ensure that as part of its project initiation the cost of implementing and the on-going management of any services is considered and a suitable budget identified in the start-up year and the following years.

The implementation of the above recommendations will provide the Town Council with a clear structure of performance management against which the Town Council can measure its own performance in an open and public way to its residents all the year round and at the Annual Meeting of Electors.