









Maldon Town Council Business Plan 2016/17

The specific areas of activity that have been agreed by the Council to undertake have been collated into objectives set within a Plan of Action using the SMART management and monitoring process. Objectives contain outline actions only. Key:  At risk  behind schedule  on course  complete





TOWN COUNCIL						
	Specific	Measurable	Achievable	Relevant	Timescale	Current Status
Objective 1	To appoint a new Town clerk					COMPLETE July 2016
Objective 2	To implement a new Town Council Website					COMPLETE Feb 2017
Objective 3	To Achieve the Local Council Award Scheme -Foundation Level	To have been awarded the Foundation Level award	Yes – Through training of Councillors and use of external expertise.	To demonstrate to all stakeholders that MTC applies best practice to its processes and obligations.	Commencement 17 May 2016. Completed by the 28 th Feb 2017.	New website to be online Next panel date April 2017 
Objective 4	To develop a Community Engagement Strategy					COMPLETE Nov 2016
Objective 5	Provide Councillor information outside the Town Hall	To enable stakeholders to identify Roles and Responsibilities of Councillors and Staff.	Yes – roles etc will be identified by the commencement date and photographs can be taken shortly afterwards.	Part of the Community Engagement Strategy. Also for hall users, residents and the public.	Commencement 17 May 2016. Completed by the 31 st Jan 2017	Quotation approved 16 th Jan. Work commissioned 

FINANCE AND GENERAL PURPOSES COMMITTEE

	Specific	Measurable	Achievable	Relevant	Timescale	Current Status
1	Keep a tight rein on Council tax and spending	Maintain services within set budget	Yes, may need to reduce deliverables	To all residents	Ongoing	
2	Annual Review of Key documents	Standing Orders Financial Regulations Risk Review		To ensure council operates in an up to date and legal manner	Review June 2016	COMPLETE June 2016
3	Produce Annual Accounts	Approved and submitted to external auditor on time	Yes	To all residents	Prepare account after financial year end 31 03 17. Council approves Jun 17, submit to auditor end Jun 17	
4	Budget setting and precept		Yes	To all residents		COMPLETE JAN 2017
5	Delivery of Christmas Vintage Fayre Event		Yes	To all residents and town centre businesses	By 24 th November	COMPLETE NOV 2016
6	Installation of Christmas Lights		Yes	To all residents and town centre businesses	By 24 th November	COMPLETE NOV 2016

ENVIRONMENT COMMITTEE

	Specific	Measurable	Achievable	Relevant	Timescale	Current Status
1	Administrative and financial support for MiB Committee		Yes			
2	Installation of High Street hanging baskets	Installed prior to the last May Bank Holiday, for a 6month period.	Yes			
3	Ensure Maldon's Open Spaces are maintained for the benefit of local people and nature	Regular site inspections by the ECO	Yes			
4	Carry out regular inspections and risk assessments of Open Spaces	Weekly site inspections by the ECO	Yes			
5	Day to day management of Open Spaces Grounds Maintenance contract	As per GMC contract	Yes			
6	Administration of allotment sites	Monthly site/plot inspections by the ECO	Yes			
7	Maintain the health of the council's trees	Annual maintenance programme	Yes			
8	Organise tree inspections (3year programme)	Annual VTA inspections are carried out in April	Yes			
9	Remove old interpretation board from LMG & install the	GMC to complete	Yes			

	new one					
10	Remove asbestos material from All Saints CYD		Yes			Responsibility of PCC
11	Create a maintenance and cleaning programme for MTC bus shelters		Yes			
12	Start works to stabilise Shears Tomb	1 st phase will begin in early 2017	Yes			Work started 18 th Jan 
13	Installation of 2x dog waste bins at MHG & WHP					COMPLETE JAN 2017
14	St Marys Ash Tree					
15	Install water supply to LMG					
16	To agree a budget for 2017/18 for recommendation to F & GP Committee					COMPLETE NOV 2016

PLANNING COMMITTEE

	Specific	Measurable	Achievable	Relevant	Timescale	Current Status
1	Respond to planning consultation in a timely manner, by the due date, with a reasoned response	Within timescale. Desired outcome achieved			Ongoing. Planning Committee Meetings every 2 weeks	○○●○○
2	Maintain information on applications for future reference					○○●○○
3	Collate information on planning decisions					○○●○○
4	Ensure future planned development is right for Maldon	Proactive input into the development of the Local Plan				○○●○○