











Maldon Town Council Business Plan 2017/18

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






	Specific	Achievable	Relevant	Issues	Timescale	Current Status
Objective 1	To Achieve the Local Council Award Scheme -Foundation Level	Yes	To demonstrate to all stakeholders that MTC applies best practice to its processes and obligations.	Standing Orders non-compliant – to be revised Jun 2017 and resubmitted	Commencement 17 May 2016. Complete by September 2017	Next panel date July 2017
Objective 2	Promote a good working relationship with the District Council	Yes	To demonstrate to all residents that MTC working for benefit of town.	Seek regular quarterly bi-lateral meetings to discuss issues of concern to town.	Commence May 2017	
Objective 3	To take a proactive role in health matters affecting the town	Yes	To safeguard health provision for local residents into the future	Engage with Mid Essex CCG and MDC	Appoint a Town Council representative May 2017 To receive regular reports	
Objective 4	To take a proactive role in transport matters affecting the town	Yes				
Objective 5	To promote the development of a Maldon Town Centre Strategy					
Objective 6	To support organisation of Remembrance Day Service	Yes				

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FINANCE AND GENERAL PURPOSES COMMITTEE 2017-18						
	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 August 2017	
3	Produce Annual Accounts	Approved and submitted to external auditor on time	Yes	To all residents	Prepare account after financial year end 31 03 18. Council approves Jun 18, submit to auditor end Jun 18	
4	Budget setting and precept		Yes	To all residents	Budget Meeting 27 th Nov for Town Council approval 11 Dec 2017	
5	Delivery of Christmas Vintage Fayre Event		Yes	To all residents and town centre businesses	By 30 th November 2017	
6	Installation of Christmas Lights		Yes	To all residents and town centre businesses	By 30 th November 2017	
7	Improvements to the Town Hall		Budget restrictions	To hall users	Ongoing	

ENVIRONMENT COMMITTEE

	Specific	Measurable	Achievable	Relevant	Timescale	Status
1	Administrative and financial support for MiB Committee		Yes			
2	Ensure Maldon's open spaces are maintained for the benefit of local people and nature	Regular site inspections by the ECO	Yes			
3	Carry out regular inspections and risk assessments of Open Spaces	Weekly site inspections by the ECO	Yes			
4	Day to day management of open spaces grounds maintenance contract	As per GMC contract	Yes			
5	Administration of allotment sites	Monthly site/plot inspections by ECO	Yes			
6	Maintain the health of the council's trees	Annual maintenance programme	Yes			
7	Organise tree inspections (2-year programme)	Annual VTA inspections in April	Yes			
8	Repair broken pipe at BHF		Yes			
9	Remove old interpretation board & install new one at LMG	GMC to complete	Yes			
10	Installation of High Street baskets	Installed prior to the last May Bank Holiday, for a 6month period.	Yes			
11	Start works to stabilise Shears Tomb	1 st phase will begin in late January 2017	Yes			
12	Installation of dog bins at MHG & WHP	GMC to complete	Yes			
13	To agree a budget for the 2016/17, for recommendation to the F & GP Committee		Yes			
14	Remove old interpretation board from LMG & install the new one	GMC to complete	Yes			

15	Rebuild Shears Tomb					
16	LMG Bee flower bed – plant with nectar rich, pollinator friendly plants		Yes			
17	To repaint railings at St Giles Ruins		Yes			
18	Create a maintenance and cleaning programme for MTC bus shelters		Yes			
19	Install benches in the High Street		Yes			
20	Repair bus shelter outside Prezzo		Yes			