

REPORT TO ASSETS AND OPERATIONS COMMITTEE STRATEGIC PLAN UPDATE REPORT



Report Reference A-26-04
Meeting Date 18th September 2023
Agenda Item 9
Prepared by Town Clerk

1.0 BACKGROUND

As part of the committee's role in overseeing the implementation of the council's strategic plan, it will consider an update report at each meeting outlining progress on delivering the current year action plan. The intention of this is to ensure that the agreed actions are delivered on time, any issues promptly reviewed and that the council's strategic actions remain at the fore.

It is also intended that the development of council budgets will be informed by its planned actions under the strategic plan. It is therefore necessary to consider planned actions for the 2024/25 financial year as these should be reflected in the budget. The committee will agree its 2024/25 action plan at the November meeting.

2.0 DECISIONS REQUIRED

No formal decisions are required, but the committee should:

- a) Review the progress on implementing the agreed action plan to date
- b) Determine if there are any actions it wishes to undertake in the next financial year which require budget provision

ANNEX A: ASSETS AND OPERATIONS COMMITTEE ACTIONS REPORT SEPTEMBER 2023

A Ref	O Ref	Action	Lead Officer	Target Date	Status	Committee Update
ASS01	C3	Assets and Operations Committee to review the scope of Town Ranger service	Town Clerk	26/06/2023	Complete	
ASS08	S5	Creation and dissemination of a promotional leaflet for the Cemetery Chapel	Town Clerk	31/08/2023	Started	Leaflet designed. Awaiting finalising of other leaflets for cemetery to print.
ASS09	S5	Development of a marketing plan to generate further bookings of the Cemetery Chapel	Town Clerk	30/09/2023		Target revised to 30/09, alternative priorities overtook in August.
ASS05	S5	Town Clerk to investigate income generation from building in current form, including to understand the VAT impact of any income on the council's overall VAT recovery and report to committee on proposals	Town Clerk	18/09/2023	Started	VAT advice obtained. Room bookings policy is being drafted for November meeting to introduce a charging scheme for hire of council office rooms (retaining free community use)
ASS10	S5	Terms to be agreed with Bruntwood for their occupation of 60 King Street	Town Clerk	31/12/2023	Started	Target date revised 24/08 following meeting with Bruntwood. Further meeting to be held with Bruntwood towards the end of October for them to present proposals for the terms to the committee.
ASS03	C3	Planning and Facilities Officer undertake a review of equipment provided for the Town Ranger service and bring proposals for future purchase/replacement to the Assets and Operations Committee	Planning and Facilities Officer	31/12/2023	Started	
ASS04	C3	Planning and Facilities Officer to explore enhanced use of CEC depot at Longridge.	Planning and Facilities Officer	31/12/2023		
ASS07	S5	Assets and Operations Committee to monitor the impact of change in usage	Town Clerk	31/12/2023	Started	

TOW11	S5	fee and introduction of contactless payments on usage of the public toilets Develop an agreed scheme for the renovation of the market hall	Town Clerk	31/01/2024	Decisions currently awaited from funding applications under the Shared Prosperity Fund and Community Ownership Fund. Decisions should be received by the end of October. In the event of rejection under both, the previous resolution of developing a lower cost scheme (to a specific budget) will be progressed.
ASS06	S5	Council Offices sub-committee to develop a phased programme for renovation	Town Clerk	31/03/2024	