

**To receive a report on the Business Plan Deliverables Workflow 2025/26 and
consider any actions.**

Report to: Town Vision

Date of Report: 24 June 2025

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Officers Recommendations

Members are asked to revisit the Town Council's Business Plan quarterly review process of the Deliverables for 2025/26 to ensure continued progress and alignment with strategic objectives.

Report Summary

The Town Clerk and Administration Department have supported the Sub Committee in monitoring the delivery of the Town Council's Business Plan priorities, vision, aims, and objectives.

It is recommended that the Town Vision Sub Committee review the current schedule of quarterly reviews for all Council Committees and Sub Committees Business Plan Deliverables – **refer to Appendix A.**

Appendix A highlights the growing number of internal prioritised deadlines needed to deliver all Committee and Sub Committee deliverables for quarterly review by the Town Vision Sub Committee.

The Administration Department working with the Town Clerk, would continue to review and score deliverables as appropriate, reporting any concerns to the Town Vision Sub Committee.

Signature of Officer:

Office Manager / Assistant to the Town Clerk