

**To review the Services Committee Business Plan Deliverables for Quarter Two for the year 2025/26 and consider any actions and associated expenditure.**

**Report to:** Services Committee

**Date of Report:** 27.09.25

**Officer Writing the Report:** Town Clerk / RFO

**Officers Recommendations**

Members are asked to note that the Town Clerk has been unable to complete the Services Business Plan deliverables for Quarter Two. It is recommended that this item be deferred to a future Services Meeting for further consideration.

Members are asked to consider if there are any specific 'actions' they wish the Town Clerk to take into consideration when reviewing the Deliverables.

**Report Summary**

Due to the volume of Town Council business and the need to prioritise urgent matters, the Town Clerk has temporarily set aside the Services Business Plan Deliverables.

These will be revisited once immediate priorities have been addressed.

Apologies for any inconvenience caused.

Should Members wish the Town Clerk to consider any specific 'actions', please include these when setting a resolution.

**End of Report**

Town Clerk / RFO