ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

To the Members of Andover Town Council:

You are hereby summoned to attend a meeting of full **COUNCIL** to be held in **The Upper Guildhall, Andover on Thursday 28 July 2016 at 7.00 pm** when it is proposed to transact the following business:-

Wendy R Coulter
Town Clerk – 22 July 2016

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

PRIOR TO THE START OF THE MEETING THERE WILL BE A PRESENTATION FROM Chris Munns CEO of the Museum of Army Flying regarding an upcoming project.

1 **APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.

2 **DECLARATIONS OF INTEREST**
To receive and note any declarations of interest relevant to the agenda.

3 **MINUTES**
The Chairman to sign as a correct record the minutes of the Town Council meeting held on 23 June 2016 – **(Appendix A)**

4 **HAMPSHIRE DEVOLUTION**
To receive a presentation from James Strachan and Cllr Humby on possible Devolution plans for Hampshire.
To receive questions following the presentation.

5 **PUBLIC PARTICIPATION**
There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer will be given, or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

6 **REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS**
To receive any reports from Borough and County Councillors from the Andover Wards.
For clarification: Reports are;

- Information and updates regarding Andover with which the Councillor has been involved
- News from Test Valley Borough Council and Hampshire County Council committees which directly affect any of the Andover Wards.

Reports are not;

- Comments on the evening's meeting
- Comments on Andover Town Council policies or procedures
- Press releases.

Items which are not reports can be forwarded to the Town Clerk for circulation.

7 **QUESTIONS FROM TOWN COUNCILLORS TO BOROUGH AND COUNTY COUNCILLORS**

To receive any Questions from Town Councillors to Borough and County Councillors for the Wards of Andover.

8 **CHAIRMAN'S ANNOUNCEMENTS**

To receive the Chairman's Announcements.

9 **YOUTH COUNCIL UPDATE**

To receive an update on the activities of the Andover Youth Council.

10 **COMMITTEE MINUTES**

To receive and note the attached Minutes of the under-mentioned committees:
7 July 2016, Assets & Amenities Committee – **Appendix B**
9 June 2016, Policy & Resources Committee – **Appendix C**
20 June 2016, Planning Committee – **Appendix D**

11 **AIR CONDITIONING UNITS FOR COUNCIL OFFICES**

Following an Extraordinary meeting of the Town Council on 21 July 2016, it is recommended that the Council consider purchasing 2 Air Conditioning Units for the Town Council Offices, up to the value of £1,000.
A report and 3 quotes for Units will follow.

12 **BUS SHELTERS**

To note that further discussions have taken place with Test Valley Borough Council regarding the possibility of Andover Town Council taking over the ownership and management of Bus Shelters in Andover.
To note that due to complications within the current contracts, the Town Council will be unable to take over the Bus Shelters in September, however negotiations will continue.

13 **COMMITTEE MEMBERSHIP**

To note that Cllr L Gates has resigned from the Planning Committee.

14 **FINANCE**

To receive and approve the list of payments up to 26 July 2016 – papers to follow.
To receive and approve the Bank Reconciliations up to 30th June 2016 – attached at **Appendix E.**

15 **QUESTIONS FROM COUNCILLORS**

To receive questions from Councillors as per Standing Order No 8, provided three clear working days' notice of the question has been given to the Town Clerk.

16 **REPORTS FROM TOWN COUNCILLORS**

To receive any reports from Town Council Members.

17 **DATE OF NEXT COUNCIL MEETING**

To note the date of the next Council meeting, **Thursday 8 September 2016**, in the Upper Guildhall, starting at 7pm.

The Chairman will close the meeting.

Constantia Basis Virtutum

ANDOVER TOWN COUNCIL

A

Minutes Council

Time and date
8.04pm on Thursday 23 June 2016

Place
The Rendezvous, Union Street, Andover

Details of Attendance:

Town Councillors
Cllr K Bird (Chairman) (P)
Cllr L Gates (Vice-Chairman) (P)

Cllr C Bartholomew (P)	Cllr B Carpenter (P)	Cllr A Cotter (P)	Cllr C Ecclestone (A)
Cllr A Fitchet (P)	Cllr L Gregori (P)	Cllr S Hardstaff (P)(arrived 7.32pm)	Cllr K Hughes (P) (Left at 8.47pm)
Cllr R Hughes (P)	Cllr M James (P)	Cllr B Long (P)	Cllr D Marriner (P)
Cllr G McBride (P)	Cllr J Msonthi (P)	Cllr M Mumford (P)	Cllr V Pond (P)
Cllr R Rowles (P)			

County Councillors
Cllr Z Brooks (P)

Borough Councillors

Cllr I Andersen (A)	Cllr J Cockaday (P)	Cllr D Drew (P)

Officer: Wendy Coulter (Town Clerk) (P) (Taking the minutes)

Members of the Public: 5

C018/16 Apologies for Absence
Apologies for absence were received and accepted from Councillor C Ecclestone. Cllr S Hardstaff apologised for being late.

C019/16 Declarations of Interest
There were no declarations of interest.

C020/16 Minutes
The Minutes of the Annual Council meeting held on 12 May 2016 were agreed and signed by the Chairman as a correct record.
RESOLVED: That the Minutes of the Annual Council meeting of 12 May 2016 be signed by the Chairman as a correct record.

C021/16 Public Participation

Mr R Kidd – Andover Resident

The Town Council might be interested in a book being written about the people of Andover who have contributed to Andover over the past 50 years.

Mr Davis – Andover Resident

Reported on the state of the roads in and around Andover. He had contacted HCC and Cllr T Rolt, at a loss as to what to do next.

Cllr Brooks asked Mr Davis for all the details and she would ensure that HCC Highways officers addressed the problems. Cllr Brooks confirmed that she would inform the Town Council of the progress.

Mr N Long – Andover Resident

1. Over 13 months ago the Andover Town Council supported a campaign for defibrillators in our High Street. In November 2015 you issued a press release, stating that you were funding 2 defibrillators at a cost of approximately £3,000. Great, as these are much needed in our Town.
   Yet eight months later there is still no sign of these urgently needed machines being installed.
   Is this because the Town Council has no control or say, where they should go? Page 15 of your agenda on press releases states "that further work needed to be done on this". I could not agree more with that statement.
   Perhaps this Council should get all these facts sorted and in place before issuing a press release in future? Can you issue an update on this issue please? When will they be installed?
   Chairman – The defibrillators have been ordered and paid for and they are on their way. They will be installed as soon as they are delivered.
2. This also brings me to the recent press release on the 7th June 2016 by this Council. The proposal that the Vigo Road recreation ground be renamed Queen Elizabeth The Second Park. The new Chairman has pledged (12th May Full Council) that Councillors listen to the public. I hope that this is in fact true and you have all looked and read the 200 plus comments on various social media sites. All very negative.
   This proposal will have cost implications for this Council, if Test Valley Borough Council were to agree to it.
   Like new signage for the four entrances to the ark, change signs on road leading to the park, planning fees for the signs, legal fees.
   Why should Test Valley Borough Council pay for a change that the Town Council want/propose to do?
   Has any budget been set aside for this scheme?
   If not, it will be yet another reason that the Andover precept will have to rise again next year? On hare-brained schemes which the public have not been consulted on, but have been vert anti, in social media sites. I urge this Council, do not keep giving reasons for people to say the Town Council is irrelevant and not needed.
   Chairman – This subject will be addressed further on Agenda.
3. Community Right to Bid, page 11 of your Agenda. 20 applications completed. Why not listed in the agenda for all to see what they are? Could not find them on your website. Also, when will the public know full costs of the applications? Again has the money been set aside in your budget for this?
   Chairman – once we have received confirmation as to whether the applications have been accepted will publish all the information. There is no cost to apply.
4. New event in 2017, on page 16 of the agenda for 9th September, when will the information be avaible on this please?
   Cllr R Rowles (Chairman of Community Engagement Committee) – this event will be considered further at the CE Committee meeting in August.

Cllr D Drew – Test Valley Borough Councillor

With regard to Pot Holes, perhaps the Town Council would consider nominating a Councillor to liaise with regard to reporting pot holes in the Andover area?

With reference to Planning, has any training been arranged for the Town Councillors? It is strongly suggested that Town Councillors attend the Northern Area planning committee as Town Councillors have greater freedom to express concerns.

Cllr L Gates – The Town Council is working to improve communication, we have a system to refer any problems that arise to the correct place.

C022/16 Reports from Borough and County Councillors from the Andover Wards

There were no reports from Borough or County Councillors for the Andover Wards.

C023/16 Questions from Town Councillors to Borough and County Councillors

Cllr B Long asked Cllr Cockaday about a large tree that had been felled in Vigo Road Recreation Ground. There did not appear to have been a planning application for it?

Cllr Cockaday confirmed that the tree had been damaged and had been considered unsafe he would investigate further and report back to the Town Council.

C024/16 Chairman's Announcements

The Chairman, Cllr K Bird, announced that she had attended the Test Valley Association of Town and Parish Councils meeting. At the meeting it was reported that the Fire and Police Stations in Andover would both be kept open. The Chairman confirmed that she had invited both spokespersons to make presentations to the Town Council.

C025/16 Youth Council Update

Youth Councillor Callum Mcguire reported to the Town Council on behalf of the Youth Council.

The A-Fest went very well, meetings were taking place to access the event and make plans for a possible event the following year.

The Youth Council had a meeting to further discuss a Youth Council Bus, further recruitment for Youth Councillors was taking place.

A trip to Westminster was planned for September.

C026/16 Committee Minutes

The following Minutes were received and noted:

19 May 2016 – Assets & Amenities Committee

2 June 2016 – Community Engagement Committee

9 May 2016 – Planning Committee

31 May 2016 – Planning Committee

C027/16 Representation on Outside Bodies

Members were asked to nominate representatives to Outside Bodies in Andover.

It was noted that the Andover Vision Board no longer existed.

The following membership was agreed:

Test Valley Association of Town and Parish Councils:

Cllr B Long, Cllr V Pond, Cllr L Gregori and Cllr K Bird.

It was noted that the **2 voting members were Cllr K Bird and Cllr B Long.**

Andover Youth Council: **Cllr G McBride**

Andover Town Centre Management Board: **Cllr B Long and Cllr L Gates.**

Andover Town Centre Partnership Steering Group: **Cllr B Long and Cllr L Gregori (to request 2 members to attend).**

Test Valley Transport Forum (HCC): **Cllr B Long, Cllr B Carpenter and Cllr C Bartholomew (only 2 out of 3 members to attend at one time).**

C028/16 Committee Membership

Members approved that Cllr L Gregori be a member of the Allotments Committee.

It was noted that Cllr B Carpenter had resigned from the Planning Committee, Members expressed their thanks to Cllr Carpenter for her support and diligence during her time as a member of the Committee.

C029/16 Accounts and Annual Return Year Ending 31 March 2016

The Annual Governance Statement 2015/2016, Annual Return and Accounts for the Year Ended 31 March 2016 were presented to full Council.

It was proposed by Councillor S Hardstaff and seconded by Councillor G McBride and unanimously

RESOLVED: That the Annual Governance Statement 2015/2016 be approved.

It was proposed by Cllr S Hardstaff and seconded by Cllr G McBride and unanimously

RESOLVED: That the Accounts for the year ended 31 March 2016 be approved.

It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird and unanimously

RESOLVED: That the Annual Governance Statement 2015/2016, Annual Return and Accounts for the Year Ended 31 March 2016 be received and approved for signature by the Chairman of Andover Town Council.

The Chairman, Cllr K Bird signed the Annual Governance Statement 2015/2016, the Annual Accounts and Annual Return for the Year Ended 31 March 2016.

C030/16 Vigo Road Recreation Ground/Queen Elizabeth 11 Birthday Celebrations

Members fully discussed this item and it was agreed that this item be deferred to the Assets and Amenities Committee for further consideration following the feedback received in the press and social media.

C031/16 Office Accommodation Working Group

Members noted, that at a previous Council meeting it had been agreed that a Working Group would be set up to investigate alternative office accommodation for the Town Council.

Members agreed that the Terms of Reference for the Working Group needed to be agreed and should be brought back to the next Council meeting for approval.

The following members volunteered to be on the Working Group: Cllr S Hardstaff, Cllr L Gates, Cllr K Bird, Cllr V Pond and Cllr C Ecclestone.

It was proposed by Cllr L Gregori and seconded by Cllr R Hughes and unanimously

RESOLVED: That the Terms of Reference for the Office Accommodation Working Group be brought back the next Council meeting for consideration and approval.

That the Office Accommodation Working Group membership will be Cllr S Hardstaff, Cllr L Gates, Cllr K Bird, Cllr V Pond and Cllr C Ecclestone.

C032/16 Andover Vision

Members were asked to consider which Councillors would attend the upcoming Andover Vision workshops. It was agreed that Members would inform the Clerk directly and report back to Council.

C033/16 Andover Town Council Logo

Members were asked to approve a logo for the use on all Town Council official papers and regalia.

The Chairman, Cllr K Bird, explained that the logo had been redrawn as the old logo was a very low resolution and difficult to reproduce.

Members consider the proposed logo and were concerned that it was not a true representation of the original shield. It was agreed that it needed more work and should be sent back to the Policy and Resources Committee for further work and consideration.

It was proposed by Cllr B Long and seconded by Cllr G McBride and unanimously

RESOLVED: That the logo be referred back to the Policy and Resources Committee for further work and consideration.

C034/16 Neighbourhood Plan

Members were asked to approve the continued existence of the Neighbourhood Plan and approve the constitution of the Neighbourhood Plan.

It was proposed by Cllr b Long and seconded by Cllr L Gregori and agreed unanimously

RESOLVED: That the continued existence of the Neighbourhood Plan be approved.

Members considered the amended Neighbourhood Plan Constitution, it was agreed that further work needed to be done on it, and there were various points that were no clear. Members were concerned about the following points:

The constitution does not say how long Members are elected for.

It does not make clear where it reports to, to the Town Council?

Expenses have not been covered.

If there are changes to the Constitution 2/3 can agree?

Who is the custodian of the Constitution?

It was agreed that further amendments needed to be made, to be considered by Planning Committee and then referred back to full Council for approval.

C035/16 Devolution

Members noted an update report on the current status of the Devolution discussions.

The Council would be kept up to date and any further information would be reported.

C036/16 Finance

The following list of payments up to 21 June 2016

June 2016 Payments				
BACS/Cheque No	**Date of Inv**	**Description**	**Supplier**	**Amount (£)**
194677276	07.06.2016	Photocopier rental + warranty	Alto Digital	212.04
188583329	15.06.2016	Reimbursements for June '16	Town Clerk	58.23
300309	08.06.2016	Face Painter for A-Fest	Enchanted Parties	100.00
300304	08.04.2016	Hire of Rendezvous for seminar	Mr L Gates	60.00
107779840	13.06.2016	Training for Cllrs – Loc Gov Finance	HALC	42.00
27527547	13.06.2016	Staff Training – Minute taking	HALC	84.00
300305	15.06.2016	Small Grant for Hants Open Studios	Hant Open Studios	140.00
640102951	13.06.2016	Clear 7 allts sites of rats	MB Pest Services	4050.00
300306	20.06.2016	Reimb for food & drinks A-Fest	Mr G McBride	29.20
217582638	13.06.2016	Email support & reconfig for office	Planet PC	180.00
610375984	20.06.2016	Further reconfig laptop 2 for office	Planet PC	60.00
576119987	10.06.2016	Collection of waste after A-Fest	Test Valley BC	57.60
878631729	07.06.2016	Stationery – paper, env,files, pens	Viking Supplies	464.24
448055559	07.06.2016	3 office chairs	Viking supplies	359.96
954040523	13.06.2016	Defibrillator x 2	WEL Medical	4156.20
PEACDDJune	15.06.2016	Photocopier rental 01.07.16-30.09.16	PEAC (UK) Limited	308.53
TOTAL				**10,362.00**

C037/16 Questions from Councillors

There were no questions from Councillors.

C038/16 Reports from Town Councillors

C039/16 Date of Next Meeting

Members noted that the date of the next full Council meeting was Thursday 28 July 2016 at 7pm in the Upper Guildhall.

The Chairman closed the meeting at 8.55pm.

Chairman Date

ANDOVER TOWN COUNCIL

B

Constantia Basis Virtutum

Minutes of Assets & Amenities Committee

Time and date
7.00pm on Thursday 7 July 2016

Place
Town Council Offices, High Street, Andover

Details of Attendance:
Cllr C Ecclestone (Chairman) (A)
Cllr V Pond (Vice-Chairman) (P) (Chairing the meeting)

Cllr K Bird (P)	Cllr A Cotter (P)	Cllr L Gregori (P) (arrived at 7.30pm)	Cllr S Hardstaff (P)
Cllr R Hughes (A)	Cllr J Msonthi (A)	Cllr B Long (A)	

Other Councillors Present: Cllr L Gates

Officers Present: Wendy Coulter (Town Clerk) (Taking the minutes)

Members of the Public: None

AA 16/16 **APOLOGIES FOR ABSENCE**
Apologies for absence were received and accepted from Cllrs C Ecclestone, R Hughes, J Msonthi and B Long.

AA 17/16 **DECLARATIONS OF INTEREST**
There were no declarations of interests.

AA 18/16 **MINUTES**
The Chairman signed as a correct record the minutes of the Assets and Amenities Committee meeting held on 19 May 2016.
RESOLVED: That the Minutes of the Assets and Amenities Committee Meeting held on 19 May 2016 were agreed and signed by the Chairman as a correct record.

AA 19/16 **PUBLIC PARTICIPATION**
There were no members of the public present.

AA 20/16 **CHRISTMAS LIGHTS**
Members were asked to consider a quote from Blachere Illumination Ltd (UK) for the repair/replacement of the Festoon Lights.
Members were also asked to consider a report on Christmas Lights improvements for 2016.
Members asked why the repairs were necessary and the Town Clerk confirmed that she had thought the festoon was repaired the previous year.
Members asked the Clerk to confirm with the company what the repairs were for.
Members considered a report on additional improvements to the Christmas Lights for 2016. It was agreed that the Christmas Lights working Group would be called as soon as possible to consider

additional areas for lighting displays and to research costs. The Working Group would also research the costs to replace timers with digital timers verses leaving the lights on 24hrs a day.

AA 21/16 QUEEN ELIZABETH II BIRTHDAY CELEBRATIONS

Following a recommendation from full Council members were asked to reconsider ideas for Celebrating the 90th birthday of Queen Elizabeth II and providing a lasting memorial for her long reign.
Members considered that as the original motion for the idea had been put forward by the Chairman of the Committee, the discussions should wait until the Chairman returned and be considered at the next meeting.

AA 22/16 COMMUNITY RIGHT TO BID

Members received the following update on the progress of the Community Right to Bid applications;
All the applications have been written. All the land searches have been completed, each are now being double checked.
Once checked they will be sent to Clerk to be signed and the Clerk will send them to Test Valley Borough Council for consideration.
Once the decision is given by Test Valley Borough Council they will be published on the Town Council's website.

AA 23/16 REG PRESLEY PLAQUE

Members received the following update on the unveiling of the Reg Presley Plaque;
£700 has been received in funding for the unveiling of the Reg Presley Plaque. The caterers will be asked to improve the quality of the food to be provided now that funding had been secured. The reception would be a 'sit down' meal.
Supermarkets had been approached to provide free wine.
Members will be reminded to reply to their invitations.

AA 24/16 MARKETS

Members received the following updates on the markets;
The Chairman had sent the relevant information to the Town Clerk as to who to approach at Hampshire County Council.
The Clerk would contact Hampshire County Council as soon as practicable.

AA 25/16 OFFICE ACCOMMODATION

Members noted that the Town Council had set up a Working Group to progress the 'Office Accommodation' project. The following updates were noted;
The following properties had been investigated, the front part of 64 High Street was for sale, an enquiry had been lodged with the owner as to the costs.
0.58 Acres of land at Picket Twenty – requested particulars.
Bridge Street Mall to rent – requested particulars.
Lucy's Kitchen shop – very large and expensive to rent.
Auction Houses were sending information on any suitable properties.
Members requested that Cllr V Pond be thanked for all her hard work with researching the properties and keeping a list of all investigated.
Members agreed that a Statement of Requirement was needed stating what was needed from new offices to help with the search of alternative accommodation.
It was agreed that the Working Group would meet and start to draw up a Statement of Requirement.

AA 26/16 REPORTS FROM WORKING GROUPS

There were no reports received from Working Groups prior to the meeting.

The Defibrillator Working Group reported at the meeting that the 2 defibrillators had been ordered and would be installed as soon as they arrived. It was agreed that the Working Group would put together a press release to publicise the fact that they had been installed.

AA 27/16 COMMITTEE WORK PROGRAMME

It was agreed that in addition to the Items listed on the Work Programme for August, a report be included as to the progress of the Defibrillators.

AA 28/16 DATE OF NEXT MEETING

Members noted that the date of the next meeting was Thursday 4 August 2016, at 7pm, to be held in the Town Council Offices.

AA 29/16 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That the Press and Public be excluded from the meeting at Part 2 Item 15 of the Agenda due to consideration of confidential contractual matters in relation to Bus Shelters.

AA 30/16 BUS SHELTERS

Members received a report on the progress of discussions with Test Valley Borough Council to take over the ownership and maintenance of the Bus Shelters.
It was noted that a short report would be given to full Council to bring all Members up to date with the current situation.

The Chairman closed the meeting at 8.45pm.

Chairman Date

ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

C

Minutes of Policy and Resources Committee

Time and date
Thursday 9 June 2016, 7.00pm

Place
Andover Town Council Office, 66C High Street, Andover.

Details of Attendance:
Cllr S Hardstaff (Chairman) (P)
Cllr L Gregori (Vice-Chairman) (P)

Cllr A Fitchet (A)	Cllr K Bird (P)	Cllr L Gates (P)	Cllr L Gregori (P)
Cllr R Hughes (A)	Cllr M Mumford (P)	Cllr V Pond (P)	

Other Councillors Present:
None

Officers Present: Wendy Coulter (Town Clerk) (Taking the minutes)

Members of the Public: 0

PR04/16 APOLOGIES FOR ABSENCE
Apologies for absence were received and accepted from Cllrs A Fitchet and R Hughes.

PR05/16 DECLARATIONS OF INTEREST
There were no declarations of interests.

PR06/16 MINUTES
The Chairman signed as a correct record the minutes of the Policy and Resources Committee meetings held on 21 April 2016 and 12 May 2016.
RESOLVED: That the Minutes of the Policy & Resources Meetings held on 21 April 2016 and 12 May 2016 were agreed and signed by the Chairman as a correct record.
It was noted that it had been agreed that the organisers of the Refugee Seminar would be reimbursed for the hire of the Rendezvous.

PR07/16 PUBLIC PARTICIPATION
There were no Members of the Public present at the meeting.

PR08/16 ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2016

The Annual Return for the Year Ended 31 March 2016 was presented to the Policy and Resources Committee for approval and recommendation to Full Council. Members noted that the Internal Audit had not yet taken place but were in agreement that the Annual Return be presented to full Council as submitted to the Committee.

RESOLVED: That the Annual Return for the Year Ended 31 March 2016 be recommended for approval to full Council.

PR09/16 INTERNAL AUDIT REPORT

Members noted that due to unforeseen circumstances, the Internal Audit would not take place until Thursday 23 June 2016. Therefore the Internal Auditors Report would be received by the Committee on 14 July 2016 to recommend to full Council on 28 July 2016.

PR10/16 REVIEW OF FINANCIAL REGULATIONS

Members received a report from Councillor L Gregori recommending that the Council adopt the National Association of Local Council's (NALC) 2016 recommended Financial Regulations.

It was agreed that the Town Clerk would work with Councillor Gregori to ensure that all details required for the Town Council were included and that the revised Financial Regulations would be considered by a future meetings of the Policy and Resources Committee for recommendation to Full Council.

RESOLVED: That Cllr Gregori work with the Town Clerk to review the Financial Regulations using the NALC 2016 Model and to report back to a future meeting of the Policy and Resources Committee for recommendation to full Council.

PR11/16 REG PRESLEY PLAQUE EVENT – RELEASE OF FUNDS

Members noted that an event was being held to unveil a memorial plaque to Reg Presley of The Troggs at the end of July 2016.

It was noted that it was unclear as to whether the Town Council would be able to secure Grant Funding from Test Valley borough Council to cover the costs of the event and reception.

Members were asked to consider whether funding could be released from Reserves to cover the cost of the event if funding could not be sought.

It was proposed by Cllr R Hughes and seconded by Cllr M Mumford that funding of up to £1,000 be released from Reserves to cover the cost of the event if alternative funding could not be sought.

RESOLVED: That funding of up to £1,000 be released from Reserves if alternative funding could not be sought for the Reg Presley Plaque unveiling.

PR12/16 NEIGHBOURHOOD PLAN FUNDING

Members were asked to consider whether the Town Council would release funds to support the Neighbourhood Plan.

Members noted that the Neighbourhood Plan was a Town Council initiative, although supported by volunteers, ultimately the Town Council was responsible for signing off the Neighbourhood Plan to be submitted for scrutiny prior to approval.

Members noted that the Neighbourhood Plan Group were asking for a maximum of £2,000.

Members were concerned that there was no clear indication of what the money was needed for or how it would be spent.

Members agreed that £2,000 could be agreed as a Budget, the Neighbourhood Plan would need to submit a 1 page report on what the money was required for and how it would be spent. The Town Council would then authorise its officers to process the invoices.

It was further agreed that more of the Town Councillors should attend the Neighbourhood Plan Steering Committee meetings to observe and assist with reporting back to the Council.

It was proposed by Cllr R Hughes and seconded by Cllr M Mumford that it be recommended to full Council that the Neighbourhood Plan be supported financially up to £2,000 provided written reports were submitted and the Town Council Officers would process all payments.

RESOLVED: to recommend that the Neighbourhood Plan be supported financially up to £2,000 provided written reports were submitted and the Town Council Officers would process all payments.

PR13/16 MEDIA PROTOCOL

Members were requested to review the Town Council's Media Protocol, Members noted that the current Protocol was in line with the most recently published Hampshire Association of Local Council's recommended protocol.

However, concerns were raised that the current protocol did not cover the legislation for vulnerable people.

It was agreed that Cllr L Gregori would work with the Town Clerk to review the Protocol and bring it back to a future meeting of the Policy and Resources Committee to consider.

PR14/16 STAFFING SUB-COMMITTEE

Members noted that the Staffing Sub-Committee was a Sub-Committee of the Policy and Resources Committee. However it was agreed that the Membership of the Sub-Committee should be taken from all Councillors of the Council.

It was suggested that an Extraordinary meeting of the Policy and Resources Committee be held following the Council meeting on 23 June to appoint the Staffing Sub-Committee. A brief meeting of the Staffing Sub-Committee would then follow to appoint a Chairman and Vice Chairman.

Members debated as to whether the Staffing Sub-Committee should stand for the remainder of the Administration or change each year as the other Standing Committees did. There was considerable debate regarding this matter and a vote was taken:

3 for each year

2 for every 2 years

No votes for the remaining administration.

It was therefore agreed that the Staffing Sub-Committee would change every year the same way as the other standing committees.

It was therefore proposed by Cllr L Gregori and seconded by Cllr K Bird and

RESOLVED: That an Extraordinary Meeting of the Policy and Resources Committee would be held immediately following the Council meeting on 23 June to appoint a Staffing Sub-Committee.

The Staffing Sub-Committee would meet immediately following to appoint a Chairman and Vice Chairman.

The Staffing Sub-Committee would change Membership each year, the same way as the other Standing Committees.

PR15/16 STAFFING UPDATE

The Town Clerk reported to Members that Miss C Eggleton had been appointed as Committee Officer and was due to start on Monday 20th June 2016.

PR16/16 FINANCE

Approval of Payments

Members received and approved the following payments up to 7 June 2016:

May 2016			
Cheque No/ BACS Ref	**Supplier**	**Service/Product Supplied**	**Total (£)**
662471748	Baxter Confidential	Three Months service charge for collection of Confidential Waste	78.00
914327742	Kevin Justice	Replacement tap and repair broken tap AW allotment site	65.00
300295	Southern Water	Water charges The Drove allotments Feb – April 2016	459.93
515335569	Viking Supplies	Stamp for office documents	32.39
148853052	Hedleys Solicitors	Costs for assistance with Lease Contract	201.60
1808768848	Discount Displays	Window stickers for breastfeeding campaign	100.60
358210671	Moores Cleaning	Cleaning services for office April 2016	135.19
DDMainMay16	Mainstream Digital	Line rental April 2016 – July 2016	53.87
539468261	MB Pest Services	Pest control for allotments Jan – May 2016	5,430.00
81648740	Convenient Hire	Toilet provision for allotments	560.98
469398829	Custom Studio	Website hosting and email provision May 2016	35.94
5341143	Pitney Bowes	Postal Charges and hire of franking machine April 2016	181.94
300296	Southern Water	Water charges for Old Winton Road Allotments Feb – April 2016	42.90
300297	Southern Water	Water charges for BL Allotments Feb – April 2016	405.44
537383975	JRC Cleaning Services LTD	Cleaning Windows for office 02.05.2016	20.00
952169430	HALC	Training for members – local govt finance	90.00
208657246	HALC	Training for members – The knowledge (in house)	960.00
374198136	Andover Rubber Stamp Service	Badges for Councillors	155.04
454506808	Town Clerk	Reimbursements May 2016	47.22
836088225	Allotments Officer	Reimbursements May 2016	6.00
TOTAL MAY 2016			**9062.04**
June 2016			
175379317	ACE Liftaway	4 yrd skip for Drove Allotments	175.56

DDBESJun16	BES Commercial	Electricity charges 15.04-15.05.2016	71.23
930420962	Choices Hire Services	Fire Point Trolley for A-Fest (Youth Council)	60.00
378744428	DMJ Country Services	Pick up blown over toilet	10.00
378744428	DMJ Country Services	Remove cover and tyres, removal of asbestos BL allts	100.00
378744428	DMJ Country Services	Remove green waste, rubbish, plastic TD Allts	140.00
378744428	DMJ Country Services	Remove rubbish and cover plots CW allts	140.00
378744428	DMJ Country Services	Cut Grass – BL allts	37.50
378744428	DMJ Country Services	Cut grass – MR allts	100.00
378744428	DMJ Country Services	Cut ivy away from fence OWR allts	90.00
378744428	DMJ Country Services	Cut grass OWR Allts	150.00
378744428	DMJ Country Services	Cut grass VR Allts	50.00
840177845	Expression Events	Staging and sound desks A-Fest (Youth Council)	2499.60
736882851	Planet PC	IT installation (7hrs) + 2 keyboards and mice	542.97
552978586	Test Valley BC	Hire of Guildhall – 12.05.2016	60.00
		Corporate salaries incl tax payments and Pensions June 2016	5,555.25
300298	Mrs B Long	Corporate Gift for Andover Town Band to take to Italy	18.00
TOTAL JUNE 2016			**10,617.61**

PR17/16 COMMITTEE WORK PROGRAMME

There were no additional items to be included on the Committee Work Programme for the next meeting.

The Chairman closed the meeting at 8.50pm.

Chairman

ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

D

Minutes of Planning Committee

Time and date
6.00pm on Monday 20 June 2016
Place
Town Council Office, 66C High Street, Andover

Details of Attendance:
Cllr B Long (Chairman) (P)
Cllr A Cotter (Vice-Chairman) (P)

Cllr C Bartholomew (P)	Cllr C Ecclestone (A)	Cllr L Gates (P)
Cllr L Gregori (A)	Cllr J Msonthi (P) (Left at 7.25pm)	Cllr R Rowles (A)

Officers Present:
Town Clerk (taking minutes)
Office Administrator (observing)

Members of Public Present: 2
Andover Advertiser
Mr Richard Kidd
Mr Derrick Bollard arrived at 6.33pm

PC 020/16 Apologies
Apologies for absence were received and accepted from Councillors L Gregori, C Ecclestone and R Rowles.

PC 021/16 Declarations of Interest
There were no declarations of interest.

PC 022/16 Minutes
The Minutes of the Planning Committee meetings held on Thursday 12 May 2016 and Tuesday 31 May 2016 were agreed and signed by the Chairman as a correct record.

PC 023/16 Resignation of Member
Members noted that Councillor Barbara Carpenter had resigned from the Planning Committee as of 6th June 2016.

The Chair requested a letter of acknowledgment be sent to Cllr Carpenter thanking her for her time and support.

PC 024/16 Public Participation
There were no Members of the Public Present who wished to make a statement.

PC 025/16 Planning Applications (Test Valley Borough Council)
The following Andover Town Planning Applications on Test Valley Borough Council weekly list of 21, 22 & 23 were considered and the following observations made:

6.1	16/01278/VARN 24.05.2016 ANDOVER TOWN (ST MARYS)	Vary condition 9 of 14/00670/OUTN (Outline - Erection of 24 dwellings, following demolition of existing dwelling, stable and related structures) to commence development without first constructing approved access, using existing access temporarily	Landfall, Walworth Road, Picket Piece, Andover Hampshire SP11 6LY
Objection: **Approved access needs to be built and in use asap rather than using the existing access.**			
6.2	16/01329/OUTN 03.06.2016 ANDOVER TOWN (ST MARYS)	Outline Planning Application for up to 92 dwellings with access off Walworth Road.	Land Adjacent, 10 Walworth Road, Picket Piece, Hampshire
Objection: **The plans talk about pedestrian/cycle paths – not sure on the plans** **Noise mitigation needs to be considered with regards to the Fluen Yards Development** **Safety crossing needed – possible 106 monies to be used**			
6.3	16/01166/FULLN 10.06.2016 ANDOVER TOWN (HARROWAY)	Erection of a 3 bed dwelling	18 Nestor Close, Andover, Hampshire, SP10 3JX
No objection **However, it was felt that the new build would be tight on the boundary line.**			
6.4	16/01371/FULLN 06.06.2016 ANDOVER TOWN (MILLWAY)	Demolition of flat roof structures and convert existing club to form children's nursery and erect two 5-bed houses and three 3-bed houses fronting Osborne Road (amended scheme)	Former Wykeham Club, 6 Western Road, Andover, SP10 2JG
Objection: **Insufficient parking for the domestic properties.**			
6.5	16/01051/VARN 08.06.2016 ANDOVER TOWN (ST MARYS)	Vary condition 1 of reserved matters approval 13/02768/RESN (Phase 4 - Erection of 145 homes (including 56 affordable homes), public open space and associated infrastructure (details of TVN.09275)) to refer to revised plans for the submission of house types within development; amendments to landscaping and slight re alignment of estate roads	Land At Picket Twenty, Picket Twenty, Andover, Hampshire
More information was required. Cllr Long agreed to obtain information and report back to committee.			
6.6	16/01344/OUTN 06.06.2016 ANDOVER TOWN (ST MARYS)	Outline planning application for the development of an eastern extension to the Walworth Business Park comprising up to 45,300 square metre (gross) floorspace for general industrial and storage/distribution uses and associated infrastructure.	Plot 90 Walworth Business Park, Walworth Road, Picket Piece, Andover Hampshire SP10 5AY
Objection: **Buildings are very close to domestic houses boundary line and will therefore dominate the landscape. Although, during the summer the trees will block this during the winter months would be visible.** **Concerns regarding shading caused over domestic properties.** **The heights of all of the buildings were a concern** **Very overpowering and depending of the type of use it could end up being 24/7 – lighting etc.** **Possible acoustic screens or land scape hedge**			
6.7	16/01412/FULLN 09.06.2016 ANDOVER TOWN (WINTON)	Detached dwelling and associated works	Land At Pitts Lane, Andover, Hampshire, SP10 2SJ
No objection			

6.8	16/01265/CLPN 23.05.2016 ANDOVER TOWN (HARROWAY)	Certificate of lawful development for proposed single storey rear extension	9 Topaz Drive, Andover, SP10 3ED,
No objection			
6.9	16/01289/FULLN 24.05.2016 ANDOVER TOWN (HARROWAY)	Two storey rear/side extension to provide enlarged kitchen/dining room, utility and w.c. with two bedrooms over	25 Orchard Road, Andover, Hampshire, SP10 3HH
No objection			
6.10	16/01113/TPON 27.05.2016 ANDOVER TOWN (MILLWAY)	1346 Common Yew - Crown reduce by no more than 2m, thin canopy by removing rubbing branches. 1351 Schmittit Cherry - Crown raise lower regrowth up to first fork. 1350 Common Lime - Fell to ground level. 1350 Common Lime - Fell to ground level.	Kersey, 10 Croye Close, Andover, Hampshire SP10 3AF
Refer to horticulturalist – would like to see another Lime planted.			
6.11	16/01173/FULLN 24.05.2016 ANDOVER TOWN (MILLWAY)	Single storey rear/side extension to provide new utility and cloakroom	11 Millway Close, Andover, Hampshire, SP10 3AX
No objection			
6.12	16/01274/OBLN 23.05.2016 ANDOVER TOWN (MILLWAY)	Modification of Planning Obligation on 14/02665/FULLN - Modify Clause 1 of Schedule 1 to remove the requirement for a road closure	Cherry Orchard, Windsor Road, Andover, Hampshire SP10 3HX
No objection			
6.13	16/01267/FULLN 24.05.2016 ANDOVER TOWN (WINTON)	Change of use and alterations, including partial demolition, of office building to 2 no. dwellings; demolition of workshops, stores and offices and the erection of 1 no. flat and 2 no. dwellings with associated car parking	4 - 6 Belle Vue Road, Andover, Hampshire, SP10 2DF
Discussed at a previous meeting (31st May 16)			
6.14	16/01256/ADVN 31.05.2016 ANDOVER TOWN (HARROWAY)	Installation of internally illuminated fascia sign and internally illuminated LED message board	Unit 5 Andover Trade Park, Joule Road, Portway Business Park, Andover, Hampshire SP10 3ZL
No objection			
6.15	16/01324/FULLN 01.06.2016 ANDOVER TOWN (HARROWAY)	Two-storey rear extension	1 Topaz Drive, Andover, SP10 3ED,
No objection: **Although, concerned there may not be sufficient parking**			
6.16	16/01274/OBLN 23.05.2016 ANDOVER TOWN (MILLWAY)	Modification of Planning Obligation on 14/02665/FULLN-Modify Clause 1 of schedule 1 to remove the requirement for road closure (Change of description)	Cherry Orchard Windsor Road Andover Hampshire SP10 3HX
No objection **Provided road closure for deliveries remains the same.**			
6.17	16/01359/PDHN 02.06.2016 ANDOVER TOWN (HARROWAY)	Notification of proposed works to a dwelling - Erection of rear conservatory (length from rear wall of original dwelling - 4m; height - 3.33m; height to eaves - 2.15m)	17 Elbe Way, Andover, Hampshire, SP10 4LD
No Comment			
6.18	16/01312/CLEN 07.06.2016 ANDOVER TOWN (ST MARYS)	Certificate of lawful existing use for the Business use of premises as offices, light industrial use and storage	Valley View , 13A Walworth Road, Picket Piece, SP11 6LU
No objection			
6.19	16/01378/FULLN 07.06.2016	Erection of single storey rear extension to form lounge/dining area	235 Pilgrims Way, Andover, SP10 5HU,

	ANDOVER TOWN (ST MARYS)		
No objection			
6.20	16/01349/CLEN 08.06.2016 ANDOVER TOWN (WINTON)	Certificate of Lawfulness for an existing two storey rear extension within Permitted Development rights	14 Heath Vale, Andover, Hampshire, SP10 2AE
No objection			
6.21	16/01172/FULLN	Raise rear extension to bring bathroom to first floor level and erect single storey rear extension to create hobby room and WC	61 Barlows Lane, Andover
No objection			
6.22	16/01458/TPON	T1, Pine – Removal of 2 lowest limbs	Quality Hotel (Land in front of 5 Wolversdene Gardens), Micheldever Road, Andover
No objection			

7. Decision Notices
Members noted the decision notices for Planning Applications in the Andover area from Test Valley Borough Council Lists 21, 22 & 23

8. CIL Contributions
Members noted that there would be training for Councillors at the end of July. Planning Law for affordable housing of 10 or more has changed and CIL will not be available until the end of August and will see Parish Councils being given 15% of CIL monies. It was agreed that the Town Council should draw up a list of projects for the CiL monies.

9. Street Naming
To consider any requests received from Test Valley Borough Council.

Croyne House to Kristen House, The Pines – **refer to the Royal Mail**
84 Turin Court – 84a, 84b & 84c – **no objections**

10. Communications from Test Valley Borough Council
Email to be sent to committee by Town Clerk for members to make comments and to be sent back regarding restrictions on parking for HGV's

11. Test Valley Borough Council – Northern Area Planning Committee
An agenda for the Northern Area Planning Committee had not been provided.

12. Telecommunication Applications
There were no telecommunication applications received.

13. Communications from Hampshire County Council
There were no communications received.

Cllr Long reported that she had attended the hearing regarding Plot 37 – power station. The application had been approved by a small majority. An appeal was being launched by local residents.

14. Street Trading Licences
To consider any applications for Street Trading Licenses received.

Piggalicious – to have a licence to sell from 7am – 4pm on Saturdays – **No objections**

15. The Neighbourhood Plan

The Neighbourhood Plan team recently reported to the Full Town Council and requested assistance from the Council on the Steering Group and the direction in which they should next take. Unfortunately, no comment has been received from the Full Town Council.
Members requested that a more detailed explanation be provided as to what assistance could be offered.

16. Items for consideration at the next meeting
There were no additional items requested.

17. Date of next meeting
Members noted the date of the next meeting: **Monday 11 July 2016 at 6pm, AT THE TOWN COUNCIL OFFICES.**

The Chairman closed the meeting at 07.40pm

Chairman Date

Bank Account Reconciled Statement

Co-Operative Bank/ Unity Trust Ban 65424087/ 203341 08-60-01

Statement Number	51		
Statement Opening Balance	£183,003.90	Opening Date	01/04/16
Statement Closing Balance	£304,017.31	Closing Date	26/04/16
True Closing Balance	£303,841.65		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/04/16		Unity Bank	0.00	113.26	183,117.16
01/04/16	BACS:338947601	Mrs L Laing	1,130.00	0.00	181,987.16
01/04/16	BACS:672826443	W R Coulter	2,613.26	0.00	179,373.90
01/04/16	DDNESTApr16	NEST Pensions	83.10	0.00	179,290.80
01/04/16	DDPEACArp16	Pan European Asset Company	308.53	0.00	178,982.27
01/04/16	SOTSApr16	Tony Scrace	500.00	0.00	178,482.27
01/04/16	VFApr16	Vodafone Ltd	26.49	0.00	178,455.78
14/04/16	DDmainMar16	Mainstream Digital	11.69	0.00	178,444.09
14/04/16	PrecpApr16	Test Valley Borough Council	0.00	130,825.89	309,269.98
21/04/16	NESTPENApr16	NEST Pensions	81.79	0.00	309,188.19
22/04/16	210180993	W R Coulter	19.62	0.00	309,168.57
22/04/16	300286	H M Revenue & Customs	2,503.08	0.00	306,665.49
22/04/16	A-Fest ContribApr16	SIMPLY HEALTH	0.00	100.00	306,765.49
22/04/16	BACS: 700764737	Convenient Hire Limited	614.39	0.00	306,151.10
22/04/16	BACS:122658745	Kevin Justice	240.00	0.00	305,911.10
22/04/16	BACS:134998192	Hampshire Association of Local Councils	108.00	0.00	305,803.10
22/04/16	BACS:135267649	Mrs L Laing	20.34	0.00	305,782.76
22/04/16	BACS:185346005	W.P.S Insurance Brokers & Risk Services Ltd	3,047.38	0.00	302,735.38
22/04/16	BACS:205451123	Hampshire Association of Local Councils	42.00	0.00	302,693.38
22/04/16	BACS:248058412	Test Valley Borough Council	108.00	0.00	302,585.38
22/04/16	BACS:28851290	Pitney Bowes	23.94	0.00	302,561.44
22/04/16	BACS:37514566	Hampshire Association of Local Councils	1,000.00	0.00	301,561.44
22/04/16	BACS:447221050	Moores Cleaning Services Ltd	130.00	0.00	301,431.44
22/04/16	BACS:573077767	Test Valley Borough Council	475.20	0.00	300,956.24
22/04/16	BACS:692716506	Viking Supplies	125.76	0.00	300,830.48
22/04/16	BACS:731602766	Viking Supplies	123.42	0.00	300,707.06
22/04/16	BACS:894741856	Custom Studio Ltd	35.94	0.00	300,671.12
22/04/16	BACS:991206817	South East Employers	236.40	0.00	300,434.72
25/04/16		H M Revenue & Customs	0.00	3,183.34	303,618.06

Bank Account Reconciled Statement

25/04/16	BACS:382329479	Hampshire Association of Local Councils	1,750.00	0.00	301,868.06
26/04/16		H M Revenue & Customs	0.00	2,287.14	304,155.20
26/04/16	DDBESApr16	BES Commercial Electricity Ltd	137.89	0.00	304,017.31

Uncleared and unpresented effects

10/06/15	300130		175.66		303,841.65
		Total	175.66		

APPENDIX E

Statement of your account

unity trust bank

05001181 | 00721
Miss Wendy Coulter
Andover Town Council
66C High Street
Andover
Hants
SP10 1NG

Customer Services Centre, Nine Brindleyplace
Birmingham B1 2HB

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Contact us -
Tel. 0345 140 1000
Email: utb@unity.co.uk
Web: **www.unity.co.uk**

05001181 | 00721 | 00001 | 00001 |

Name of account: Andover Town Council

Date: 30 April 2016 Statement 022 (page 1 of 2)

Account number: 20334109 Bank sort code: 608301 Type of account: Tailored

Date	Details	Payments	Receipts	Balance
30 MAR 16	Balance brought forward			183,003.90 *
31 MAR 16	Credit Interest		113.26	183,117.16 *
1 APR 16	Direct Debit (VODAFONE LIMITED)	26.49		
1 APR 16	Direct Debit (PEAC UK LIMITED)	308.53		
1 APR 16	Direct Debit (NEST)	83.10		
1 APR 16	S/O to: A Scrace	500.00		
1 APR 16	B/P to: Mrs L Laing	1,130.00		
1 APR 16	B/P to: Wendy R Coulter	2,613.26		178,455.78 *
14 APR 16	Direct Debit (MAINSTREAM DIGITA	11.69		
14 APR 16	Credit 000076		130,825.89	309,269.98 *
21 APR 16	Direct Debit (NEST)	81.79		309,188.19 *
22 APR 16	Cheque 300286	2,503.08		
22 APR 16	B/P to: Wendy R Coulter	19.62		
22 APR 16	B/P to: Mrs L Laing	20.34		
22 APR 16	B/P to: Purchase Power	23.94		
22 APR 16	B/P to: Custom Studio	35.94		
22 APR 16	B/P to: HALC	42.00		
22 APR 16	B/P to: HALC	108.00		
22 APR 16	B/P to: Test Valley BC	108.00		
22 APR 16	B/P to: Viking Payments	123.42		
22 APR 16	B/P to: Viking Payments	125.76		
22 APR 16	B/P to: Moores Cleaning	130.00		
22 APR 16	B/P to: SouthEastEmployers	236.40		
22 APR 16	B/P to: Kevin Justice	240.00		
22 APR 16	B/P to: Test Valley BC	475.20		
	Balance carried forward, cont. overleaf			304,996.49 * S

201546

You can ask us to send you details of our rates and how we work them out.
Abbreviations: * credit balance DR overdrawn S Sub total (intermediate balance)

Bank Account Reconciled Statement

Co-Operative Bank/ Unity Trust Ban 65424087/ 203341 08-60-01

Statement Number	52		
Statement Opening Balance	£304,017.31	Opening Date	27/04/16
Statement Closing Balance	£280,834.43	Closing Date	27/05/16
True Closing Balance	£280,658.77		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
03/05/16	BACS: 872638031	Mrs L Laing	976.64	0.00	303,040.67
03/05/16	BACS:588889076	W R Coulter	1,757.90	0.00	301,282.77
03/05/16	BACS:90837893	EdgeDesigns Ltd	919.20	0.00	300,363.57
03/05/16	SOTCMay16	Tony Scrace	500.00	0.00	299,863.57
04/05/16	300288	Blachere Illuminations	2,741.76	0.00	297,121.81
04/05/16	300290	Southern Water	65.97	0.00	297,055.84
04/05/16	300291	Southern Water	36.31	0.00	297,019.53
04/05/16	300292	Southern Water	248.02	0.00	296,771.51
04/05/16	DDVFMAY16	Vodafone Ltd	26.49	0.00	296,745.02
05/05/16	300287	H M Revenue & Customs	2,531.37	0.00	294,213.65
05/05/16	BACS:150703694	Viking Supplies	91.66	0.00	294,121.99
05/05/16	BACS:419940	Mr A Fitchet	132.99	0.00	293,989.00
05/05/16	BACS:659127747	Choices Hire	240.00	0.00	293,749.00
09/05/16	BACS:264901730	W R Coulter	489.93	0.00	293,259.07
09/05/16	BACS:464292367	Mrs L Laing	276.61	0.00	292,982.46
12/05/16	300293	Test Valley Borough Council	25.00	0.00	292,957.46
12/05/16	300294	Test Valley Borough Council	192.50	0.00	292,764.96
13/05/16	CW23Ball	Allotment Rental	0.00	57.88	292,822.84
16/05/16	BACS: 148853052	Hedleys Solicitors	201.60	0.00	292,621.24
16/05/16	BACS: 180876848	Discount Displays	100.60	0.00	292,520.64
16/05/16	BACS: 208657246	Hampshire Association of Local Councils	960.00	0.00	291,560.64
16/05/16	BACS: 358210671	Moores Cleaning Services Ltd	135.19	0.00	291,425.45
16/05/16	BACS: 374198136	Andover Rubber Stamp Service Limited	155.04	0.00	291,270.41
16/05/16	BACS: 454506808	W R Coulter	47.22	0.00	291,223.19
16/05/16	BACS: 469398829	Custom Studio Ltd	35.94	0.00	291,187.25
16/05/16	BACS: 515335569	Viking Supplies	32.39	0.00	291,154.86
16/05/16	BACS: 5341143	Pitney Bowes	181.94	0.00	290,972.92
16/05/16	BACS: 537383975	JRC Cleaning Services LTD	20.00	0.00	290,952.92
16/05/16	BACS: 539468261	M B Pest Services	5,430.00	0.00	285,522.92
16/05/16	BACS: 662471748	Baxter Confidential	78.00	0.00	285,444.92

Bank Account Reconciled Statement

16/05/16	BACS: 81648740	Convenient Hire Limited	560.98	0.00	284,883.94
16/05/16	BACS: 836088225	Mrs L Laing	6.00	0.00	284,877.94
16/05/16	BACS: 914327742	Kevin Justice	65.00	0.00	284,812.94
16/05/16	BACS: 952169430	Hampshire Association of Local Councils	90.00	0.00	284,722.94
17/05/16	MAINDDMAY16	Mainstream Digital	53.87	0.00	284,669.07
24/05/16	Allt DepstMay16	Allotment Deposits	0.00	100.00	284,769.07
24/05/16	Allts May16	Allotment Rental	0.00	251.16	285,020.23
24/05/16	DDBESMAY16	BES Commercial Electricity Ltd	71.23	0.00	284,949.00
25/05/16	Allt Rent Batch 16	Allotment Rental	0.00	41.06	284,990.06
27/05/16	BACS: 175379317	Ace Liftaway	175.56	0.00	284,814.50
27/05/16	BACS: 378744428	DMJ Butler Country Services	817.50	0.00	283,997.00
27/05/16	BACS: 552978586	Test Valley Borough Council	60.00	0.00	283,937.00
27/05/16	BACS: 736882851	AB Computers and Planet PC	542.97	0.00	283,394.03
27/05/16	BACS: 840177845	Expression Events	2,499.60	0.00	280,894.43
27/05/16	BACS: 930420962	Choices Hire	60.00	0.00	280,834.43

Uncleared and unpresented effects

10/06/15	300130		175.66		280,658.77
		Total	175.66		

APPENDIX E

Statement of your account

unitytrust bank

05036521 | 00061
Miss Wendy Coulter
Andover Town Council
66C High Street
Andover
Hants
SP10 1NG

Customer Services Centre, Nine Brindleyplace
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Contact us -
Tel. 0345 140 1000
Email: utb@unity.co.uk
Web: **www.unity.co.uk**

05036521 | 00061 | 00001 | 00001 |

Name of account: Andover Town Council
Date: 30 May 2016 Statement 023 (page 1 of 2)
Account number: 20334109 Bank sort code: 608301 Type of account: Tailored

Date	Details	Payments	Receipts	Balance
30 APR 16	Balance brought forward			304,017.31 *
3 MAY 16	S/O to: A Scrace	500.00		
3 MAY 16	B/P to: EdgeITSystems	919.20		
3 MAY 16	B/P to: Mrs L Laing	976.64		
3 MAY 16	B/P to: Wendy R Coulter	1,757.90		299,863.57 *
4 MAY 16	Cheque 300288	2,741.76		
4 MAY 16	Cheque 300290	65.97		
4 MAY 16	Cheque 300291	36.31		
4 MAY 16	Cheque 300292	248.02		
4 MAY 16	Direct Debit (VODAFONE LIMITED)	26.49		296,745.02 *
5 MAY 16	Cheque 300287	2,531.37		
5 MAY 16	B/P to: Viking Payments	91.66		
5 MAY 16	B/P to: Mr Andrew Fitchet	132.99		
5 MAY 16	B/P to: Choices Hire Servi	240.00		293,749.00 *
9 MAY 16	B/P to: Mrs L Laing	278.61		
9 MAY 16	B/P to: Wendy R Coulter	489.93		292,982.46 *
12 MAY 16	Cheque 300293	25.00		
12 MAY 16	Cheque 300294	192.50		292,764.96 *
13 MAY 16	BALL S J - CW23		57.88	292,822.84 *
16 MAY 16	B/P to: Mrs L Laing	6.00		
16 MAY 16	B/P to: JRCCleaningService	20.00		
16 MAY 16	B/P to: Viking Payments	32.39		
16 MAY 16	B/P to: Custom Studio	35.94		
16 MAY 16	B/P to: Wendy R Coulter	47.22		
16 MAY 16	B/P to: Kevin Justice	65.00		
	Balance carried forward, cont. overleaf			292,616.29 * S

You can ask us to send you details of our rates and how we work them out.
Abbreviations: * credit balance DR overdrawn S Sub total (intermediate balance)

APPENDIX E

Name of account: Andover Town Council
Date: 30 May 2016 Statement 023 (page 2 of 2)
Account number: 20334109 Bank sort code: 608301 Type of account: Tailored

Date	Details	Payments	Receipts	Balance
	Balance brought forward			292,616.29 *
16 MAY 16	B/P to: BaxterConfidential	78.00		
16 MAY 16	B/P to: HALC	90.00		
16 MAY 16	B/P to: Discount Displays	100.60		
16 MAY 16	B/P to: Moores Cleaning	135.19		
16 MAY 16	B/P to: Andover Rubber Sta	155.04		
16 MAY 16	B/P to: Purchase Power	181.94		
16 MAY 16	B/P to: Wellers Law Group	201.60		
16 MAY 16	B/P to: ConvenientHireltd	560.98		
16 MAY 16	B/P to: HALC	960.00		
16 MAY 16	B/P to: MB Pest Services	5,430.00		284,722.94 *
17 MAY 16	Direct Debit (MAINSTREAM DIGITA	53.87		284,669.07 *
24 MAY 16	Direct Debit (BES ELECTRICITY)	71.23		
24 MAY 16	Credit 000077		351.16	284,949.00 *
25 MAY 16	Credit 123456		41.06	284,990.06 *
27 MAY 16	B/P to: Choices Hire Servi	60.00		
27 MAY 16	B/P to: Test Valley BC	60.00		
27 MAY 16	B/P to: ACE Liftaway	175.56		
27 MAY 16	B/P to: A B Computers	542.97		
27 MAY 16	B/P to: DMJButlerCountrySe	817.50		
27 MAY 16	B/P to: ExpressionEvents	2,499.60		280,834.43 *
	Balance carried forward			280,834.43 *

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Abbreviations: * credit balance DR overdrawn S sub total (intermediate balance)

Bank Account Reconciled Statement

Co-Operative Bank/ Unity Trust Ban 65424087/ 203341 08-60-01

Statement Number	53		
Statement Opening Balance	£280,834.43	Opening Date	28/05/16
Statement Closing Balance	£258,017.91	Closing Date	30/06/16
True Closing Balance	£257,842.25		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/06/16	DDNESTJUNE16	NEST Pensions	90.67	0.00	280,743.76
01/06/16	SOTSJun16	Tony Scrace	500.00	0.00	280,243.76
02/06/16	AOJun16	Mrs L Laing	1,403.65	0.00	278,840.11
02/06/16	BACS: 922684593	W R Coulter	2,509.11	0.00	276,331.00
02/06/16	DDVFJun16	Vodafone Ltd	26.49	0.00	276,304.51
04/06/16	BankIntJun16	Unity Bank	0.00	116.01	276,420.52
13/06/16	BACS: 192059013	Convenient Hire Limited	587.65	0.00	275,832.87
13/06/16	BACS: 323465048	Custom Studio Ltd	35.94	0.00	275,796.93
13/06/16	BACS: 330541893	Moores Cleaning Services Ltd	135.19	0.00	275,661.74
13/06/16	BACS: 486296289	FenceHire	480.00	0.00	275,181.74
13/06/16	BACS: 500413035	Pitney Bowes	23.94	0.00	275,157.80
13/06/16	BACS: 608560124	Direct365 Online Ltd	250.80	0.00	274,907.00
13/06/16	BACS: 622730318	Corsair Security Limited	882.00	0.00	274,025.00
13/06/16	BACS: 72820566	Action On Hearing Loss	1,648.98	0.00	272,376.02
14/06/16	DDMainJun16	Mainstream Digital	12.61	0.00	272,363.41
14/06/16	DDMainsJun16	Mainstream Digital	61.19	0.00	272,302.22
15/06/16	300295	Southern Water	459.93	0.00	271,842.29
15/06/16	300296	Southern Water	42.90	0.00	271,799.39
15/06/16	300297	Southern Water	405.44	0.00	271,393.95
15/06/16	300299	H M Revenue & Customs	1,591.72	0.00	269,802.23
16/06/16	300289	Mr Johnn	50.00	0.00	269,752.23
16/06/16	300303	Mrs Ormsby	50.00	0.00	269,702.23
16/06/16	DDSageJun16	Sage UK Limited	3.00	0.00	269,699.23
16/06/16	DDSAGEMAY16	Sage UK Limited	3.30	0.00	269,695.93
20/06/16	300302	Mr D Bolland	6.00	0.00	269,689.93
21/06/16	300301	Blachere Illuminations	1,668.00	0.00	268,021.93
24/06/16	DDNESTJune16	NEST Pensions	86.80	0.00	267,935.13
27/06/16	BACS: 107779840	Hampshire Association of Local Councils	42.00	0.00	267,893.13
27/06/16	BACS: 188583329	W R Coulter	58.23	0.00	267,834.90
27/06/16	BACS: 194677276	Alto Digital Networks Ltd	212.04	0.00	267,622.86

Bank Account Reconciled Statement

27/06/16	BACS: 217582638	AB Computers and Planet PC	180.00	0.00	267,442.86
27/06/16	BACS: 27527547	Hampshire Association of Local Councils	84.00	0.00	267,358.86
27/06/16	BACS: 448055559	Viking Supplies	359.96	0.00	266,998.90
27/06/16	BACS: 576119987	Test Valley Borough Council	57.60	0.00	266,941.30
27/06/16	BACS: 610375984	AB Computers and Planet PC	60.00	0.00	266,881.30
27/06/16	BACS: 640102951	M B Pest Services	4,050.00	0.00	262,831.30
27/06/16	BACS: 878631729	Viking Supplies	464.24	0.00	262,367.06
27/06/16	BACS: 954040523	WEL Medical Ltd	4,156.20	0.00	258,210.86
28/06/16	DDBESJUNE16	BES Commercial Electricity Ltd	52.95	0.00	258,157.91
29/06/16	300305	Hampshire Open Studios	140.00	0.00	258,017.91

Uncleared and unpresented effects

10/06/15	300130		175.66	257,842.25
		Total	175.66	

APPENDIX E

Statement of your account

unitytrust bank

06005701 | 00452 | 00001 | 00001 |

06005701 | 00452
Miss Wendy Coulter
Andover Town Council
66C High Street
Andover
Hants
SP10 1NG

If your name and address are incorrect or have changed, please send us a letter, signed in accordance with your mandate, advising the correct details.

For foreign payments -

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Your deposits with Unity Trust Bank are eligible to be protected up to a total of £75,000 by the Financial Services Compensation Scheme (FSCS). For more information visit www.unity.co.uk/fscs and refer to our FSCS Information Sheet, which includes the exclusion list of deposits not protected. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

Customer Services Centre, Nine Brindleyplace
Birmingham B1 2HB

To learn more about our convenient and easy to use Internet Banking service, call us today on 0345 140 1000.

Contact us -
Tel. 0345 140 1000
Email: utb@unity.co.uk
Web: **www.unity.co.uk**

Name of account: Andover Town Council
Date: 4 June 2016 Statement 024 (page 1 of 1)
Account number: 20334109 Bank sort code: 608301 Type of account: Current T2

Date	Details	Payments	Receipts	Balance
30 MAY 16	Balance brought forward			280,834.43 *
1 JUN 16	Direct Debit (NEST)	90.67		
1 JUN 16	S/O to: A Scrace	500.00		280,243.76 *
2 JUN 16	Direct Debit (VODAFONE LTD)	26.49		
2 JUN 16	B/P to: Mrs L Laing	1,403.65		
2 JUN 16	B/P to: Wendy R Coulter	2,509.11		276,304.51 *
4 JUN 16	Credit Interest		116.01	276,420.52 *
	Balance carried forward			276,420.52 *

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You can ask us to send you details of our rates and how we work them out.
Abbreviations: * credit balance DR overdrawn S Sub total (intermediate balance)

APPENDIX E

Statement of your account

unitytrust bank

06038591 | 00555
Miss Wendy Coulter
Andover Town Council
66C High Street
Andover
Hants
SP10 1NG

Customer Services Centre, Nine Brindleyplace
Birmingham B1 2HB

To learn more about our convenient and easy to use Internet Banking service, call us today on 0345 140 1000.

If your name and address are incorrect or have changed, please send us a letter, signed in accordance with your mandate, advising the correct details.

For foreign payments -

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Your deposits with Unity Trust Bank are eligible to be protected up to a total of £75,000 by the Financial Services Compensation Scheme (FSCS). For more information visit www.unity.co.uk/fscs and refer to our FSCS Information Sheet, which includes the exclusion list of deposits not protected. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

Contact us -
Tel. 0345 140 1000
Email: utb@unity.co.uk
Web: **www.unity.co.uk**

06038591 | 00555 | 00001 | 00001 |

Name of account: Andover Town Council

Date: 30 June 2016 Statement 025 (page 1 of 2)

Account number: 20334109 Bank sort code: 608301 Type of account: Current T2

Date	Details	Payments	Receipts	Balance
4 JUN 16	Balance brought forward			276,420.52 *
13 JUN 16	B/P to: Purchase Power	23.94		
13 JUN 16	B/P to: Custom Studio	35.94		
13 JUN 16	B/P to: Moores Cleaning	135.19		
13 JUN 16	B/P to: Direct365Online	250.80		
13 JUN 16	B/P to: FenceHireSouthern	480.00		
13 JUN 16	B/P to: ConvenientHireltd	587.65		
13 JUN 16	B/P to: CorsairSecurityLtd	882.00		
13 JUN 16	B/P to: ActionforHearingLo	1,648.98		272,376.02 *
14 JUN 16	Direct Debit (MAINSTREAM DIGITA	73.80		272,302.22 *
15 JUN 16	Cheque 300295	459.93		
15 JUN 16	Cheque 300296	42.90		
15 JUN 16	Cheque 300297	405.44		
15 JUN 16	Cheque 300299	1,591.72		269,802.23 *
16 JUN 16	Cheque 300289	50.00		
16 JUN 16	Cheque 300303	50.00		
16 JUN 16	Direct Debit (SAGE UK LTD)	6.30		269,695.93 *
20 JUN 16	Cheque 300302	6.00		269,689.93 *
21 JUN 16	Cheque 300301	1,668.00		268,021.93 *
24 JUN 16	Direct Debit (NEST)	86.80		267,935.13 *
27 JUN 16	B/P to: HALC	42.00		
27 JUN 16	B/P to: Test Valley BC	57.60		
27 JUN 16	B/P to: Wendy R Coulter	58.23		
27 JUN 16	B/P to: Planet PC	60.00		
27 JUN 16	B/P to: HALC	84.00		
	Balance carried forward, cont. overleaf			267,633.30 * S

You can ask us to send you details of our rates and how we work them out.
Abbreviations: * credit balance DR overdrawn S Sub total (intermediate balance)

Name of account: Andover Town Council
Date: 30 June 2016 Statement 025 (page 2 of 2)
Account number: 20334109 Bank sort code: 608301 Type of account: Current T2

Date	Details	Payments	Receipts	Balance
	Balance brought forward			267,633.30 *
27 JUN 16	B/P to: Planet PC	180.00		
27 JUN 16	B/P to: Alto Digital	212.04		
27 JUN 16	B/P to: Viking Payments	359.96		
27 JUN 16	B/P to: Viking Payments	464.24		
27 JUN 16	B/P to: MB Pest Services	4,050.00		
27 JUN 16	B/P to: WelMedical	4,156.20		258,210.86 *
28 JUN 16	Direct Debit (BES ELECTRICITY)	52.95		258,157.91 *
29 JUN 16	Cheque 300305	140.00		258,017.91 *
	Balance carried forward			258,017.91 *

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Abbreviations: * credit balance DR overdrawn S sub total (intermediate balance)