



## 2<sup>nd</sup> ANNUAL REPORT OF THE CHAIRMAN OF ANDOVER TOWN COUNCIL

Welcome to the 2<sup>nd</sup> Annual Town Meeting of Electors of Andover.

As the Town Council moves through its second year of operation much progress has been made. The Council has moved to new permanent premises in the heart of the Town at 66C High Street. The Council has taken over the allotments and is now running them with a clear focus on providing the best possible service to its tenants. This means making investments in our allotments for the long term and managing them in a much more positive way.

For the first time, on the 18<sup>th</sup> November last year saw the Christmas Lights switch-on event, the Christmas Cracker where the lights were supplied by the Town Council. Our thanks and congratulations go to the organisers of the main event which was enjoyed by an estimated 8,500 Andover residents.

The Council currently has 2 Committees and 2 Sub-Committees: the Policy and Resources Committee, which deals with the Council's finances and the development of policies; the Planning Committee has the ability to comment on and advise the planning authority about all applications across the Town; the Allotments sub-committee deals with the allotments and the recently established Staffing/Personnel Sub-Committee deals with personnel policies and staffing matters.

The Town Council recognises the need for good channels of communication and with this in mind spent time on defining and developing a Website which is now live. The intention in the longer term is for the website to be much more of a Town website rather than a Town Council website. This way it is hoped to involve all types of business within the Town with the express aim to improve and enhance Andover.

Your Town Council has taken the decision to hold some events this year. On 30<sup>th</sup> March there will be a Charities Day Fair in the High Street. This will parade the good works done

by local charities for the benefit of the Town. If successful a further event is planned for later in the year.

Two events stand out in 2012: the Queens Diamond Jubilee and the Olympic Games. Councillors have been working hard to ensure that the Town celebrates both events in style and it will be a great honour to have the Olympic Torch paraded through the Town on its journey to London.

Other events have taken place in the Town and local Councillors have been involved. These include Remembrance Wreath laying at the War Memorial; the Holocaust Memorial Service. The Town Council is also represented on the board of Andover Vision – the Chairman is invited onto the board. In the run-up to Christmas, a Mulled Wine and Mince Pies Event was held at our office for the Chairmen of the surrounding parishes and towns. There have also been other events where the Town Councillors have been present.

The Town Council has also resolved to set up a new main committee, to be called the Amenities and Town Development Committee. This committee will be at the heart of what the Council does for the Town. It will incorporate the good work done by the Jubilee, Olympics and Charities Day Working Groups as well as looking to extend its reach into other aspects of life here in Andover.

For the coming year the Town precept has been frozen, this is in line with the local authorities of Test Valley and Hampshire, confirming that we are doing our part to help the many hard pressed families in Andover.

I would also like to welcome our new part time member of staff who will, at least initially, be helping our Town Clerk with the administration of the Allotments.

We are also making progress towards setting up a Youth Council: our future is in their hands so it can only be right that we look to give them a greater say in Andover today.

The past year has seen tangible progress being made. The coming year will no doubt see new challenges to which I am certain our Town can and will rise.

**Cllr David Drew**  
**Chairman of Andover Town Council**

## **INTRODUCTION**

### **Andover Town Council**

The new council was officially declared by Test Valley Borough Council on 1<sup>st</sup> April 2010. Elections were held in May and the new Council, comprising of 19 elected Members started officially on 26<sup>th</sup> May 2010.

In June 2010 the Parish Council of Andover resolved that henceforth it would be referred to as Andover Town Council.

The Town Council is composed of 19 members (Councillors) representing the 5 wards (Alamein, Harroway, Millway, St Mary's and Winton) in the Town of Andover. All Councillors were elected by the people of the town in a single election in May 2010 but their first term was extended to 5 years in order to coincide with the Test Valley Borough Council local government elections.

The Chairman hold office from the election of Chairman ceremony of one year the Annual Town Council Meeting, generally held in May, until the ceremony of the following year. The Chairman has the opportunity to promote and uphold the character of Andover as well as preside over meetings of Full Council.

### **Demographics for the Town Council**

Andover Town Council covers an area of 5248 Acres.

The total population of the Andover area is approximately 38,000.

The area consists of five wards represented by Councillors as follows:

Alamein – 3 Councillors

Harroway – 4 Councillors

Millway – 4 Councillors

St Mary's – 4 Councillors

Winton – 4 Councillors

### **The Powers and Duties of the Town Council**

Andover Town Council has limited powers and duties as a town council. Listed at **Appendix A** are the powers and duties of Andover Town Council.

### **Best Value Principles**

The Local Government Act 1999 placed a new duty of Best Value on local authorities.

Town and Parish Council's have a duty to adopt the principles of best value in considering how they delivers their services.

Best Value is about delivering commitments for service responsiveness, efficiency, effectiveness and accessibility at the local level in order to make life better for people and for business. The Town Council recognises that Best Value is more than a periodic challenge and the potential for delivering substantial change and delivering real improvements and although the Town Council is not legally required to implement a Best Value regime, it has adopted the principles of Best Value.

## **ELECTED COUNCILLORS**

A list of the elected Councillors and the wards of Andover that they represent can be found at **Appendix B**.

### **Code of Conduct**

Andover Town Council adopted its' Code of Conduct on 9 June 2010. It sets out the conduct that is expected of Members of the Council. All Members have registered their financial and other interests as required by the Code of Conduct and will register gifts and hospitality in excess of £25 they receive as Members. The public can inspect the Code of Conduct, the Register of Interests, and the Register of Gifts and Hospitality by making an appointment with the Town Clerk.

The Code requires Councillors to declare personal interests in items considered by the Council and if that interest is considered to be prejudicial, Councillors are required to remove themselves from any vote on the matter.

### **Committee Structure**

Andover Town Council holds at least six Full Council meetings a year, including the 'Chairman Making or Annual Town Council' meeting held in May. The Chairman of the Council presides as Chairman over Full Council with the Vice-Chairman of the Council acting as Vice-Chairman of the meetings.

There are currently two main Committees which feed into the Full Council; these are the Policy and Resources Committee and the Planning Committee.

The Policy and Resources Committee meets ten times a year, before Council and the Planning Committee meets up to eighteen times a year.

The Town Council also has Sub-Committees for Allotments and Staffing/Personnel and six Working Groups for Assets, Grants, Christmas Lights, Jubilee Celebrations, Charities Day and the Website. These are time limited Groups and once they have completed specific

tasks they will be disbanded and their services will be monitored by another Committee or Full Council.

At **Appendix C** is a diagram of the Committee Structure.

At **Appendix D** is a table of meetings that have taken place and the attendance of Members at those meetings.

Each committee has a Chairman and Vice-Chairman. The Policy and Resources Committee has ten Members and the Planning Committee has eight Members.

Members of the public are entitled to attend Council and Committee meetings and at the beginning of the meeting, the Chairman will ask if any members of the public would like to ask the Council or Committee a question.

### **Website**

The new Town Council Website is officially launched today.

The Website will provide information about forthcoming meetings of the Town Council, current agendas and minutes will also be available.

As the website evolves, it will also provide information on Allotments, with their own dedicated pages and newsletter. It will also provide information with links to websites of organisations which are local to Andover, including community groups, charities, businesses and news media.

### **Annual Town Electors Meeting**

Each year the Town Council has a duty to hold a meeting for the electors of Andover.

It is an opportunity for local people to find out what the Town Council has achieved over the past year and to provide feedback to the Council on issues that they feel are important and that the Town Council should be doing something about.

Even if the Town Council does not have the power to act upon an issue, it can often take the issue to the right authority or the Council will know the 'right people' to talk to.

### **Grants**

The Town Council has set a budget of £1,000 to assist local charities and organisations based in Andover with one off projects. The first recipients of this Grants Scheme will have their Grants presented to them tonight.

## Staffing

Currently Andover Town Council has one full time member of staff, the Town Clerk and a part-time member of staff, assisting with general administration and allotments management.

## **ANDOVER TOWN COUNCIL – POLICY & RESOURCES COMMITTEE**

**Chairman**

**Cllr Philip North**

**Vice-Chairman**

**Cllr Katherine Bird**

Cllr Zillah Brooks

Cllr David Drew (Chairman of Andover Town Council)

Cllr Janet Evans

Cllr Karen Hamilton

Cllr Kevin Hughes

Cllr Marion Kerley

Cllr Geoffrey McBride

Cllr Anthony Raper

### **Responsibilities:**

- ◆ Resources
- ◆ Policy
- ◆ Asset Research and Management
- ◆ Corporate Governance
- ◆ Finance
- ◆ Insurance
- ◆ Land & Buildings
- ◆ Legal
- ◆ E-Government and Website Development
- ◆ Local Government Reform
- ◆ Public Relations and consultation
- ◆ Risk Management
- ◆ Capital Projects

### **Report of the Chairman – Cllr Philip North**

#### **Background**

This year 2011/2012 through the Policy and Resources Committee, the Council has set to work, to deliver efficient and effective services.

The Allotments have now been transferred to this Council and the Allotments sub-committee is a formal sub-committee of Policy and Resources.

Policy and Resources has 3 established working groups focusing on the Council's website, the Christmas Lights and Assets.

The Policy and Resources Committee has five main functions

1. It introduces Policy which is then referred to the Full Council for ratification
2. It reviews Policy which is then referred to Full Council and assesses its viability before ratification to Full Council
3. It identifies the resources of the Council and puts together the Annual Budget which is presented to Full Council for agreement
4. It investigates what is required for the running of services and carries out the day to day running of those services through its sub-committee and working groups
5. It is responsible to managing the Councils Corporate Governance and Risk Management

The Policy and Resources Committee is made up of 11 Councillors whose membership reflects the Political Balance of the Council.

### **The Work of the Policy and Resources Committee**

- This year has seen the development of the new allotments service which is focussed on carrying out a large amount of essential maintenance work
- The Christmas Lights were erected back in November 2011 and the Town Council contributed towards the successful Switch-on Event enjoyed by almost 10,000 residents
- The new website has now gone live
- A wish list of Section 106/developer contributions has been drawn up to be submitted to Test Valley Borough Council
- Additional Grit Bins are being sought in liaison with Hampshire Highways

Looking to the future the Policy and Resources Committee will be working on how to implement the Town Council's business plan as agreed by all Councillors.

The main piece of work undertaken in recent weeks was to put together next years Budget which is key to implementing the business plan.

Thanks to the Committees' careful planning we proposed a freeze on the Town Council Precept.

The Town Council is funded solely by its residents through the Town Council's Precept. Contrary to many misunderstandings, the Council is not funded by Central Government or through local Business Rates. It is therefore important, we believe, that we have a financial

policy which is both prudent and focused, on how the Town Council's resources are managed.

The Policy and Resources Committee have recommended a budget of £134,820 for the year 2012/2013 with a precept of £131,123. The Precept calculation has been made using the new tax base figures which equals a Band D equivalent of £9.85.

Due to our prudence this year it was also possible to allocate a significant amount from this year's budget to our reserves, which means we are complying with audit requirements and have some money set aside for a contingency. This money is not being hoarded, indeed we used some of the underspend from this year to fund the tax freeze for 2012/2013 but it ensures we are on a stable financial footing.

As it is a 'valued' service to residents – we have allocated a further £2,500 to this year's budget for allotments to improve sites and carry out further maintenance work.

The budget also includes provision for the Council to run a regular charities day event and of course as previously mentioned we are planning events to celebrate our Queen's 60 years on the throne. This will involve the entire Town and bring the Community together. That is why we have put aside £5,000 for Town Council events.

As part of the business plan we have also allocated £1,000 in next year's budget towards youth development.

### **Conclusion**

This year has seen the Policy and Resources Committee making real progress in delivering services and putting on events in the town. We are looking at how we might take over more services from Test Valley but are doing this in a steady fashion.

## **ANDOVER TOWN COUNCIL – PLANNING COMMITTEE**

<b>Chairman</b>	<b>Cllr Alan Cotter</b>
<b>Vice-Chairman</b>	<b>Cllr Barbara Long</b>
	Cllr Barbara Carpenter
	Cllr Andrew Fitchet
	Cllr Sandra Hawke
	Cllr Brian Page
	Cllr Veronika Pond
	Cllr Roy Shukri

### **Responsibilities:**

- ◆ Observations on Planning Applications received from the Planning Authority (Test Valley Borough Council)
- ◆ Observations on Major Planning Applications and Consultations
- ◆ Observations on Road Naming Applications



## **Report of the Chairman – Cllr Alan Cotter**

### **Background**

Andover Town Council's Planning Committee has the job of making observations on the Planning Applications for Andover submitted to the Planning Authority, Test Valley Borough Council.

Andover Town Council does not have the power to make any decisions on Planning matters, but it is entitled to be consulted. Each week the Town Council receives copies of Planning Applications that have been made to Test Valley Borough Council and meets at least 18 times a year in order to make observations about the planning applications.

The observations of the Committee are then forwarded on to the Planning Authority for consideration when they are making a decision about whether or not to grant planning permission.

### **The Work of the Planning Committee**

#### **Planning Applications considered**

During 2011/2012 the Planning Committee has made observations on 237 Planning Applications, 10 Street Trading Applications and 6 Street Naming and Numbering Applications.

#### **Consultation and Representation**

Andover Town Council is regularly consulted on a wide variety of plans and proposals by Borough, County and regional and national government. The Planning Committee has in 2011/2012, considered consultations on Traveller Sites, Cycle Paths, Public Open Space Audit, Traffic Management Diversion: Weyhill Road, Andover Access Plan Annual Review 2011, Proposed Traffic Management measures in Millway, St Mary's and Winton Wards, Scoping Opinion under the Environmental Impact Assessment Regulations 2011, Proposed Changes to Local Information Requirements for the Validation of Planning and Related Applications and the Test Valley Core Strategy & Development Management DPD and Designation DPD.

### **Conclusion**

The Planning Committee has met 20 times this year and has worked hard to make informed and reasonable observations on all the Planning Applications it has considered.

With the current economic climate building trends are changing and the Planning Committee will endeavour to keep abreast of all the changes that are happening in Andover.

The Town Council is seeking to be proactive in supporting the view to reduce garden grabbing and has raised this issue with the Borough Council and will continue to challenge overdevelopment and infill development.

The Town Council is also seeking every opportunity to raise the issue of provision of more land for Allotments. Every application that the Planning Committee considers that requires the provision of amenity space, the Committee ensures it requests further allotment land.

## **ANDOVER TOWN COUNCIL – ALLOTMENT SUB-COMMITTEE**

**Chairman**                    **Cllr Geoff McBride**

**Vice-Chairman**        **Cllr Janet Evans**

Cllr Alan Cotter

Cllr Sandra Hawke

Cllr Phil North

Cllr Tony Raper

### **Responsibilities:**

- ◆ To approve maintenance works for the provision of the Allotment Service, within the Allotments Budget
- ◆ To monitor day to day maintenance within the Budget and to agree Capital Expenditure.
- ◆ To develop relationships with relevant organisations and bodies in the Andover area for the provision of leisure gardens in Andover
- ◆ To investigate further areas for allotment provision in Andover.

### **The Work of the Allotments Sub-Committee**

2011 has seen the first full year of the Town Council Managing, Administering and Maintaining the Allotments in Andover.

There are 7 allotment sites across Andover with approximately 500 allotment plots. There is currently a waiting list of 160, with an average waiting time of 2 years.

With this in mind, when the Town Council took over the allotments, it made the decision, where it could, to split the vacant allotments down to half size allotments, thereby increasing the number of allotments available. This has proved a popular scheme with people still be provided very generous allotments.

The Town Council has taken on its own maintenance contractor to carry out maintenance works across all 7 sites. Much work has been done to cut back excessive brambles, overgrown trees and general clearance of rubbish across the sites.

Sadly many of the sites were in a poor condition so the Town Council has set up an on-going maintenance programme to address the problems. Included in the maintenance programme are the following:

- ◆ Cutback and reduction of overgrown trees
- ◆ Trimming of hedges along boundary lines
- ◆ Removal of overgrown trees growing through fence lines
- ◆ Removal of overgrown vegetation growing through fence and boundary lines

- ◆ Cutback and regular weed-kill of weeds, brambles and overgrowth
- ◆ Regular grass cutting during the spring and summer months
- ◆ Repair/replacement of fencing
- ◆ Repair/replacement of gates
- ◆ New signs on allotment sites
- ◆ Repair and maintenance of roads/pathways
- ◆ Repair and maintenance of water supplies including taps
- ◆ Regular supply of large skips (bi-annual) to assist with the removal of accumulated rubbish

## **Conclusion**

In order to meet the costs of returning and maintaining the allotment sites to a reasonable condition the Town Council has taken the reluctant decision to increase the allotment rental in 2013. This is to ensure that the allotments are not subsidised by the tax payer of Andover.

However, the small increase in rent will ensure that the allotments in Andover are in a good condition and are maintained to a high standard.

## **ANDOVER TOWN COUNCIL – PERSONNEL AND STAFFING SUB-COMMITTEE**

<b>Chairman</b>	<b>Cllr Tony Raper</b>
	Cllr David Drew
	Cllr Katherine Bird
	Cllr Janet Evans
	Cllr Andy Fitchet
	Cllr Marion Kerley

### **Responsibilities:**

- ◆ Compliance with Legislations
- ◆ Staffing Levels, Recruitment and Retention.
- ◆ Training and Development
- ◆ Performance Management
- ◆ Employee Relations

### **The Work of the Personnel and Staffing Sub-Committee**

The Personnel and Staffing Sub-Committee was set up in November 2011 to oversee and manage the staff of Andover Town Council.

In February 2012 the Town Council took on a further Part-Time Member of staff to assist the Town Clerk with day to day administration and the administration of the allotments.

## **Conclusion**

The Personnel and Staffing Sub-Committee will continue to operate to ensure the management and welfare of the staff of Andover Town Council is maintained and meeting statutory requirements.

## **ANDOVER TOWN COUNCIL – WORKING GROUPS**

**The Diamond Jubilee Working Group** has drawn up various ways that the Town Council will celebrate the Diamond Jubilee, including organising a painting competition and concert, in partnership with the Andover Town Band, at The Lights. Funding one of the 2,012 beacons that will be lit Nationwide and across the Commonwealth as well as working up a lights display that will appear on the Guildhall.

The Charities Day Working Group has organised a Charities Day Fair on Friday 30 March 2012. The Fair will be to promote the work done by local charities for the benefit of the Town. If successful a further event is planned for later in the year.

## **ANDOVER TOWN COUNCIL – FINANCE**

### **Budget 2012/13**

Each year the Council has a duty to agree a budget for the following year. Attached at **Appendix E** is the agreed budget for the financial year 2012/13.

## APPENDIX A

### POWERS AND DUTIES OF PARISH COUNCILS

This list is intended only as a summary of the principle functions of Local Councils. It is not intended to be a definitive and precise list of such functions.

<b><u>FUNCTION</u></b>	<b><u>POWERS &amp; DUTIES</u></b>	<b><u>STATUTORY PROVISIONS</u></b>
<b>Allotments</b>	<b>Powers to provide allotments</b>	<b>Small Holdings and Allotments Act 1908, ss. 23, 26 and 42</b>
	<b>Duty to provide allotment gardens if demand unsatisfied</b>	
<b>Baths and Warehouses</b>	<b>Power to provide public baths and washhouses</b>	<b>Public Health Act 1936, ss. 221, 222, 223 and 227</b>
<b>Burial Grounds, Cemeteries and Crematoria</b>	<b>Power to acquire and maintain</b>	<b>Open spaces Act 1906, ss. 9 and 10. Local Government Act 1972 s. 214. Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s. 1</b>
	<b>Power to provide</b>	
	<b>Power to agree to maintain monuments and memorials</b>	
	<b>Power to contribute towards expenses of cemeteries</b>	<b>Local Government Act 1972, s. 215 (6)</b>
<b>Bus Shelters</b>	<b>Power to provide and maintain shelters</b>	<b>Local Government (Miscellaneous Provisions) Act 1953, s. 4</b>
<b>Bye-Laws</b>	<b>Power to make bye-laws in regard to pleasure grounds</b>	<b>Public Health Act 1875, s. 164</b>
	<b>Cycle parks</b>	<b>Road Traffic Regulation act 1984 s. 57 (7)</b>
	<b>Baths and washhouses</b>	<b>Public Health Act 1936, s. 223</b>
	<b>Open spaces and burial grounds</b>	<b>Open Spaces Act 1906, s. 15</b>

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	<b>Mortuaries and post-mortem rooms</b>	<b>Public Health Act 1936, s. 198</b>
<b>Charities</b>	<b>Duty to receive accounts of parochial charities</b>	<b>Charities Act 1960, s. 32</b>
<b>Clocks</b>	<b>Power to provide public clocks</b>	<b>Parish Councils Act 1957, s. 2</b>
<b>Closed Churchyards</b>	<b>Powers as to maintenance</b>	<b>Local Government Act 1972, s. 215</b>
<b>Commons and Common Pastures</b>	<b>Powers in relation to enclosure, as to regulation and management, and as to providing common pasture</b>	<b>Enclosure Act 1845. Local Government Act 1894, s. 8 (4). Smallholdings and Allotments Act 1908, s. 34</b>
<b>Community Centres</b>	<b>Power to provide and equip buildings for use of clubs having athletic, social or educational objectives</b>	<b>Local Government (Miscellaneous Provisions) Act 1976, s. 19</b>
<b>Conference Facilities</b>	<b>Power to provide and encourage the use of facilities</b>	<b>Local Government Act 1972, s. 144</b>
<b>Crime Prevention</b>	<b>Powers to spend money on various crime prevention measures</b>	<b>Local Government &amp; Rating Act 1997, s. 31</b>
<b>Drainage</b>	<b>Power to deal with ponds and ditches</b>	<b>Public Health Act 1936, s. 260</b>
<b>Education</b>	<b>Right to appoint school governors</b>	<b>Education (No 2) Act 1986, s. 4</b>
<b>Entertainment and the Arts</b>	<b>Provision of entertainment and support of the arts</b>	<b>Local Government Act 1972, s. 145</b>
<b>Gifts</b>	<b>Power to accept</b>	<b>Local Government Act 1972, s. 139</b>
<b>Highways</b>	<b>Power to repair and maintain public footpaths</b>	<b>Highways Act 1980, ss. 43 and 50</b>

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	<b>and bridleways</b>	
	<b>Power to light roads and public places</b>	<b>Parish Councils Act 1957, s. 3. Highways Act 1980, s. 301</b>
	<b>Provision of litter bins</b>	<b>Litter Act 1983 ss. 5 and 6</b>
	<b>Power to provide parking places for vehicles, bicycles and motor-cycles</b>	<b>Road Traffic Regulation Act 1984, ss. 57 and 63</b>
	<b>Power to enter into agreement as to dedication and widening</b>	<b>Highways Act 1980, ss. 30 and 72</b>
	<b>Power to provide roadside seats and shelters, and omnibus shelters</b>	<b>Parish Councils Act 1957, s. 1</b>
<b>Highways cont.</b>	<b>Consent of Parish Council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway.</b>	<b>Highways Act 1980, ss. 47 and 116</b>
	<b>Power to complain to District Council as to protection of rights of way and roadside wastes</b>	<b>Highways Act 1980, s. 130</b>
	<b>Power to provide traffic signs and other notices</b>	<b>Road Traffic Regulation Act 1984, s. 72</b>
	<b>Power to plant trees, etc. and to maintain roadside verges</b>	<b>Highways Act 1980, s. 96</b>
<b>Investments</b>	<b>Power to participate in schemes of collective investment</b>	<b>Trustee Investments Act 1961, s.11</b>
<b>Land</b>	<b>Power to acquire by agreement, to</b>	<b>Local Government Act 1972, ss. 124, 126 and 127</b>

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	appropriate, to dispose of	
	<b>Power to accept gifts of land</b>	<b>Local Government Act 1972, s. 139</b>
<b>Litter</b>	<b>Provision of receptacles</b>	<b>Litter Act 1983, ss. 5 and 6</b>
<b>Lotteries</b>	<b>Power to promote</b>	<b>Lotteries and Amusements Act 1976, s. 7</b>
<b>Mortuaries and Post-Mortem Rooms</b>	<b>Power to provide mortuaries and post-mortem rooms</b>	<b>Public Health Act 1936, s. 198</b>
<b>Nuisances</b>	<b>Power to deal with offensive ditches</b>	<b>Public Health Act 1936, s. 260</b>
<b>Open Spaces</b>	<b>Power to acquire land and maintain</b>	<b>Public Health Act 1875, s. 164. Open Spaces Act 1906, ss. 9 and 10</b>
<b>Parish Property and Documents</b>	<b>Power to direct as to their custody</b>	<b>Local Government Act 1972, s. 226</b>
<b>Postal and Telecommunications Facilities</b>	<b>Power to pay the Post Office, British Telecommunications or any other public telecommunications operator any loss sustained in providing post or telegraph office or telecommunications facilities</b>	<b>Post Office Act 1953, s. 51. Telecommunications Act 1984, s. 97</b>
<b>Public Buildings and Village Halls</b>	<b>Power to provide buildings for offices and for public meetings and assemblies</b>	<b>Local Government Act 1972, s. 133</b>
<b>Public Conveniences</b>	<b>Power to provide</b>	<b>Public Health Act 1936, s. 87</b>
<b>Recreation</b>	<b>Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds and</b>	<b>Public Health Act 1875, s. 164. Local Government Act 1972, s. 14 para 27. Public Health Act Amendment Act</b>



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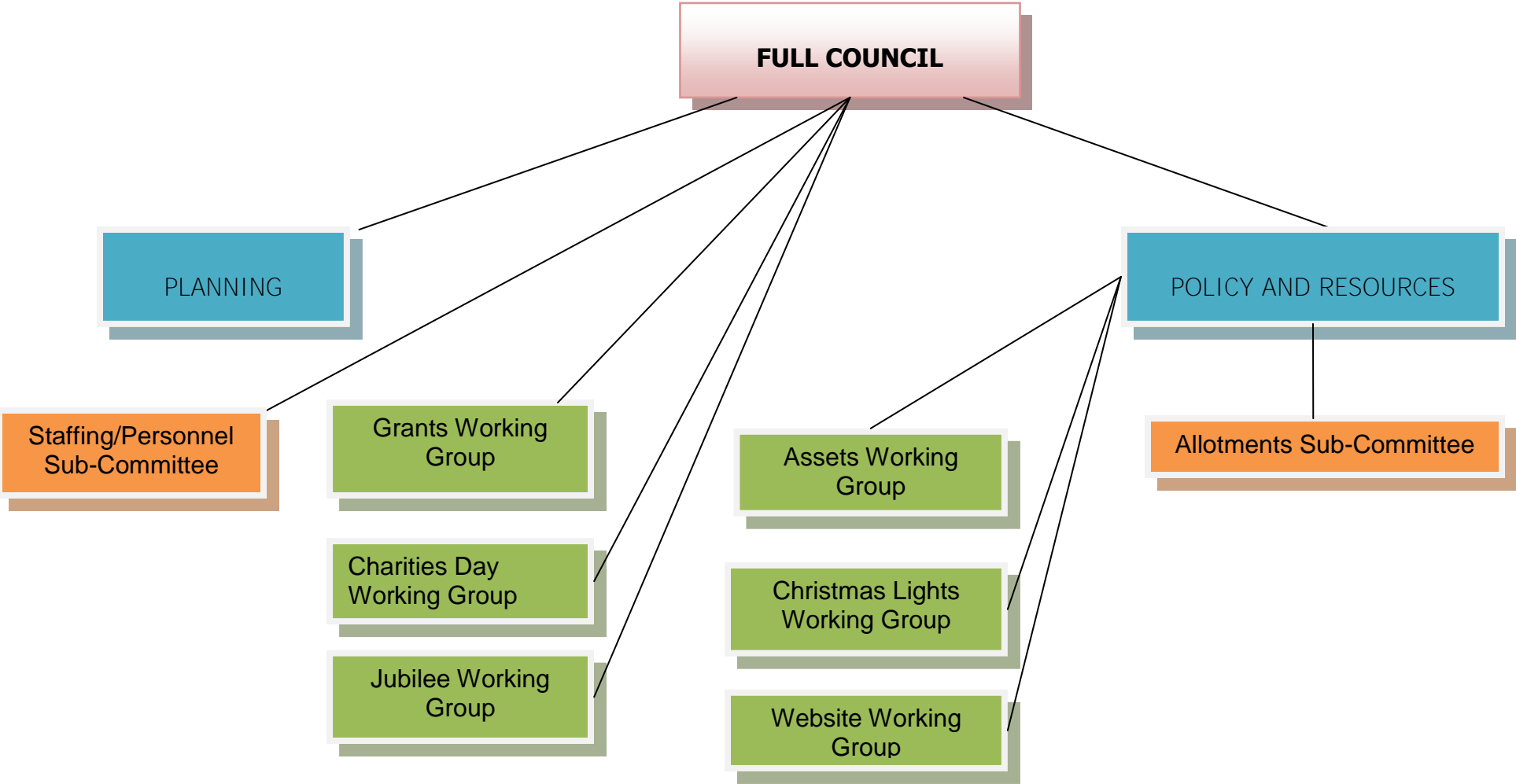
	<b>open spaces and to manage and control them.</b>	<b>1890, s. 44. Open Spaces Act 1906, ss. 9 and 10. Local Government (Miscellaneous Provisions) Act 1976, s. 19</b>
	<b>Power to provide gymnasiums, playing fields, holiday camps</b>	
	<b>Provision of boating pools</b>	<b>Public Health Act 1961, s. 54</b>
<b>Tourism</b>	<b>Power to contribute to organisation encouraging</b>	<b>Local Government Act 1972, s. 144</b>
<b>Town and Country Planning</b>	<b>Right to be notified of planning applications</b>	<b>Town and Country Planning Act 1990, s. 1 para 8</b>
<b>Traffic Calming</b>	<b>Powers to contribute financially to traffic calming schemes</b>	<b>Local Government &amp; Rating Act 1997 s.130</b>
<b>Transport</b>	<b>Powers to spend money on community transport schemes</b>	<b>Local Government &amp; Rating Act 1997 s.26-29</b>
<b>War Memorials</b>	<b>Power to maintain, repair, protect and adapt war memorials</b>	<b>War Memorials (Local Authorities' Powers Act 1923, s. 1, extended by Local Government Act 1948 s.133</b>
<b>Water Supply</b>	<b>Power to utilise well, spring or stream and to provide facilities for obtaining water therefrom</b>	<b>Public Health Act 1936 s. 125</b>

**ELECTED COUNCILLORS OF ANDOVER TOWN COUNCIL**

<b>Name of Councillor</b>	<b>Ward represented</b>
Councillor K A Bird	St Mary's
Councillor Z H Brooks	Millway
Councillor B Carpenter	Alamein
Councillor A E Cotter	Harroway
Councillor D N A Drew	Millway
Councillor J M Evans	Winton
Councillor A D Fitchet	St Mary's
Councillor K M Hamilton	Harroway
Councillor S M Hawke	Millway
Councillor K P Hughes	Alamein
Councillor M H Kerley	Winton
Councillor B Long	Winton
Councillor C D Lynn	Winton
Councillor G McBride	St Mary's
Councillor P J North	Alamein
Councillor B A Page	Harroway
Councillor V Pond	Harroway
Councillor A C Raper	St Mary's
Councillor R Shukri	Millway

**ANDOVER TOWN COUNCIL  
COMMITTEE STRUCTURE**

**APPENDIX C**



**Councillors Attendance at Full Council Meetings 2011.2012**

	<b>12.05.2011</b>	<b>23.06.2011</b>	<b>28.07.2011</b>	<b>15.09.2011</b>	<b>27.10.2011</b>	<b>01.12.2011</b>	<b>19.01.2012</b>	<b>15.03.2012</b>	<b>8 Mtgs</b>
<b>Katherine Bird</b>									<b>8</b>
<b>Zillah Brooks</b>		0				0			<b>6</b>
<b>Barbara Carpenter</b>									<b>8</b>
<b>Alan Cotter</b>									<b>8</b>
<b>David Drew</b>									<b>8</b>
<b>Janet Evans</b>								0	<b>7</b>
<b>Andrew Fitchet</b>				0	0	0			<b>5</b>
<b>Karen Hamilton</b>			0	0	0		0	0	<b>3</b>
<b>Sandra Hawke</b>		0							<b>7</b>
<b>Kevin Hughes</b>									<b>8</b>
<b>Marion Kerley</b>		0		0			0		<b>5</b>
<b>Barbara Long</b>									<b>8</b>
<b>Chris Lynn</b>	0	0		0	0	0			<b>3</b>
<b>Geoffrey McBride</b>				0	0				<b>6</b>
<b>Philip North</b>									<b>8</b>
<b>Brian Page</b>	0		0	0	0	0			<b>3</b>
<b>Veronika Pond</b>						0			<b>7</b>
<b>Anthony Raper</b>									<b>8</b>
<b>Roy Shukri</b>		0							<b>7</b>

## Councillors Attendance at Policy Resources Committee Meetings 2011.2012

	30.03.2011	08.06.2011	21.09.2011	14.12.2011	23.02.2012	6 Mtgs
<b>Katherine Bird</b>	1	1	1	1	1	5
<b>Zillah Brooks</b>	0	0	1	0	0	1
<b>David Drew</b>	1	1	1	1	1	5
<b>Janet Evans</b>	1	1	1	1	0	4
<b>Karen Hamilton</b>	1	1	1	1	1	5
<b>Kevin Hughes</b>	1	1	0	0	0	2
<b>Marion Kerley</b>	1	1	1	0	0	3
<b>Geoffrey McBride</b>	1	1	1	1	1	5
<b>Philip North</b>	1	1	1	1	1	5
<b>Anthony Raper</b>	1	1	1	1	1	5

## Councillors Attendance at Planning Committee Meetings 2011.2012

	28.03.	11.04.	27.04.	09.05.	23.05.	13.06.	27.06.	25.07.	08.08.	22.08.	12.09.	26.09.	10.10.	28.11.	12.12.	09.01.12	30.01.	13.02.	05.03.	19 Mtgs	
Barbara Carr	0	1	1	1	1	1	1	1	1	0	1	1	0	1	1	1	1	1	1	1	16
Alan Cotter	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	1	18
Andrew Fitc	0	1	1	1	1	1	0	1	0	1	1	1	1	0	0	1	0	1	0	0	12
Sandra Haw	0	0	1	1	1	1	0	0	0	1	0	0	0	1	0	0	1	1	1	1	9
Barbara Lon	1	1	1	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	1	1	18
Brian Page	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	1	3
Veronika Po	0	0	0	0	0	0	1	1	1	0	0	1	1	1	1	1	1	1	1	1	11
Roy Shukri	1	1	1	0	1	0	1	1	1	1	1	1	0	1	1	1	1	0	0	0	14

**ANDOVER TOWN COUNCIL**  
**BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2013**

**Appendix E**

Account Code	Description			2011/12	2011/12	2011/12	2012/13	Notes to the budget
				Budget	Expenditure at 31/10/10	projected out turn at 31/03/12	Estimate	
	<b>Corporate Management</b>			£	£	£	£	
	Accounts Support			700	250	250	300	Accounts Software package and support
	Bank Charges			250	0	0	0	
	Legal and Professional Fees			2,000	1,500	1,500	1,000	To cover any legal issues re: Allotments
	Audit Fees			1,700	1,560	1,560	1,600	The External Audit fees are set by the Audit Commission. This figure also includes Internal Audit Fees.
	IT Support & Equipment			500	567	567	600	
	Web Site & Community Development/Engagement			5,000	970	2,000	5,000	This includes ongoing costs to develop the website to include community surveys
	<b>GROSS EXPENDITURE</b>			<b>10,150</b>	<b>4,847</b>	<b>5,877</b>	<b>8,500</b>	
	<b>Democratic Representation</b>			£	£	£	£	
	Chairmans Allowance			500	0	100	500	
	Members Courses/ Training			1,000	302	500	1,000	
	Members Travel			200	0	100	200	
	Public Building Hire			1,200	560	560	1,000	
	<b>GROSS EXPENDITURE</b>			<b>2,900</b>	<b>862</b>	<b>1,260</b>	<b>2,700</b>	

**ANDOVER TOWN COUNCIL**  
**BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2013**

**Appendix E**

Account Code	Description			2011/12	2011/12	2011/12	2012/13	Notes to the Budget
				Budget	Expenditure at 31/10/11	projected out turn at 31/03/12	Estimate	
	<b>Administration Rechargeable</b>			£	£	£	£	
	Salaries/NI/Pension			50,000	19,464	40,000	52,000	Increase due to compulsory pension contribution in 2012
	Staff Training			1,000	100	200	1,000	
	Staff Travel			500	70	150	500	
	Petty Cash			250	0	250	250	
	Office Sundries			250	163	250	250	
	Rent/Accommodation			12,000	2,292	5,500	5,500	
	Rates			3,000	2,023	2,023	2,500	
	Water Rates			1,000	?	500	700	
	Electricity & Heating			2,000	31	500	1,000	
	Telephone			1,000	681	1,000	1,200	
	Photocopying			500	339	2,030	2,100	
	Stationery			500	539	550	700	
	Postage			500	574	620	750	
	Subscriptions			3,000	2,406	2,406	2,500	
	Insurance			2,000	1,850	1,850	2,000	Premium rise/employers liability
	Staff Advertising			100	0	100	100	
	Other Advertising			100	0	100	200	
	Office Equipment Maintenance			200	99	150	200	
	<b>GROSS EXPENDITURE</b>			<b>77,900</b>	<b>30,631</b>	<b>58,179</b>	<b>73,450</b>	



**ANDOVER TOWN COUNCIL**  
**BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2013**

**Appendix E**

Account Code	Description			2011/12	2011/12	2011/12	2012/13	Notes to the Budget
				Budget	Expenditure at 31/10/11	projected out turn at 31/03/12	Estimate	
	<b>Grant Aid</b>			£		£	£	
	Grants			1,000	0	1,000	1,000	
	Christmas Lights Switch On			0	5,000	5,000	5,000	
	<b>Total Grant Aid Expenditure</b>			<b>1,000</b>	<b>5,000</b>	<b>6,000</b>	<b>6,000</b>	
	<b>Other Services to the public</b>							
	Elections			8,000	0	0	8,000	The Council sets aside in reserves a sum of money equivalent to 25% of its election costs or for the cost of a by-election.
	<b>GROSS EXPENDITURE</b>			<b>9,000</b>	<b>5,000</b>	<b>6,000</b>	<b>14,000</b>	
	<b>Other Income</b>							
100	Precept			-130,225	-130,225	-130,225	0	
105	Bank Interest Received			-100	-189	-300	-250	The potential income from bank interest reflects the current economic climate
	<b>GROSS INCOME</b>			<b>-130,325</b>	<b>-130,414</b>	<b>-130,525</b>	<b>-250</b>	

**ANDOVER TOWN COUNCIL**  
**BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2013**

Account Code	Description			2011/12	2011/12	2011/12	2012/13	Notes to the Budget
				Budget	Expenditure at 31/10/11	projected out turn at 31/03/12	Estimate	
	<b>Allotments</b>			£		£	£	
	Allotment maintenance			7,000	993	7,000	9,000	
	Allotment Utilities			7,000	6,414	8,500	9,000	
	<b>GROSS EXPENDITURE</b>			<b>14,000</b>	<b>7,407</b>	<b>15,500</b>	<b>18,000</b>	
	Income - Allotments			-14,580	-8,465	-14,580	-14,580	
	<b>NET EXPENDITURE</b>			<b>-580</b>	<b>6,349</b>	<b>920</b>	<b>3,420</b>	

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**ANDOVER TOWN COUNCIL****BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2013**

Account Code	Description			2011/12	2011/12	2011/12	2012/13	Notes to the Budget
				Budget	projected out turn at 31/10/11	projected out turn at 31/03/12	Estimate	
	<b>Town Centre Development</b>			£		£	£	
	Notice Boards			1000	0	1000	2000	
	Christmas Lights			35,000	0	21,370	22,000	
	Signage			0	0	0	1,000	
	Town Council Events			0	0	0	5,000	To provide for TC Events
	Development of Town Plan			0	0	0	1,000	
	Youth Development			0	0	0	1,000	
	Grit Bins			1,000	0	1,000	1,000	
	<b>Town Centre Development Income</b>							
	Notice Boards HCC Grant			-1,000	0	-1,000	0	
	<b>GROSS EXPENDITURE</b>			<b>36,000</b>	<b>0</b>	<b>22,370</b>	<b>33,000</b>	

<b>Andover Town Council</b>				
<b>Consolidated Draft Budget for 2012/2013</b>				
	<b>2011/12</b>	<b>2011/12</b>	<b>2011/12</b>	<b>2012/2013</b>
	<b>Expenditure at 30/10/11</b>	<b>projected out turn at 31/03/12</b>	<b>Budget 2011/12</b>	<b>Estimate 2012/2013</b>
	£	£	£	£
<b>Services</b>				
<b>Central Services</b>				
Corporate Management	£4,847	£5,877	£10,150	£8,500
Democratic Representation	£862	£1,260	£2,900	£2,700
Administration Rechargeable	£30,631	£58,179	£77,900	£73,450
Other Services to the Public	£0	£8,000	£8,000	£8,000
<b>Other Services</b>				
Grant Aid	£5,000	£6,000	£1,000	£6,000
<b>Cultural &amp; Related Services</b>				
Allotments	£6,349	£920	-£580	£3,420
<b>Development Projects</b>				
Town development	£0	£22,370	£37,000	£33,000
<b>NET COST OF SERVICES</b>	<b>£47,689</b>	<b>£102,606</b>	<b>£136,370</b>	<b>£135,070</b>
Interest Income	-£189	-£300	-£100	-£250
<b>NET OPERATING COST</b>	<b>£47,500</b>	<b>£102,306</b>	<b>£136,270</b>	<b>£134,820</b>
Town Precept	-£130,225	-£130,225	-£130,225	-£131,123
<b>SHORTFALL</b>			<b>£7,045</b>	<b>£3,697</b>
Estimated Reserves		-£27,919		