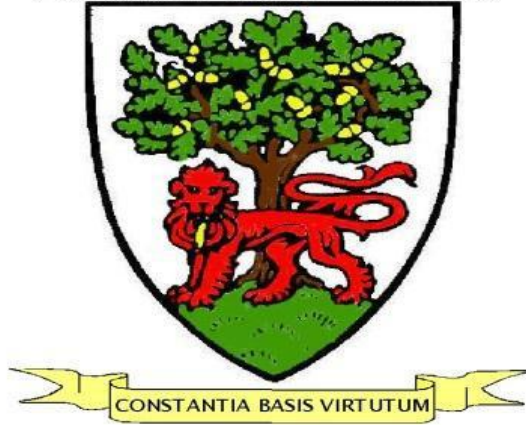


Andover Town Council



ANNUAL REPORT

2018 / 2019

CONTENTS

The TOWN MAYOR of Andover Town Council	4
Introduction	6
Andover Town Council.....	6
Demographics for the Town Council	6
The Powers and Duties of the Town Council	6
Councillors	7
Code of Conduct.....	7
Committee Structure	7
Training	8
Website	8
Annual Town Electors Meeting.....	8
Grants.....	8
Staffing	9
Policy & Resources Committee	10
Report of the Chairman – Cllr Steven Hardstaff.....	10
The Work of the Policy and Resources Committee 2018/19	10
Assets & COMMUNITIES Committee	12
Planning Committee	14
Report of the Chairman of the Planning Committee – Cllr Barbara Long	14
ALLOTMENT Committee.....	16
Report of the Chairman – Cllr Kevin Hughes.....	16
Staffing Sub-Committee.....	17
Report of the Chairman – Cllr Len Gates	17
Andover Town Council – Working Groups	19
Andover Town Council – Finance	20
Appendix A – Powers and Duties of Parish Councils	21
Appendix B – Elected Councillors Of Andover Town Council	28
Appendix C – Andover Town Council Committee Structure	30
Appendix D – STAFFING STRUCTURE	31
Town Clerk & RFO, DPO	31
Appendix E – Attendance at Full Council Meetings 2018 - 2019.....	32
Appendix F – Attendance at Allotment Committee Meetings 2018 - 2019	34
Appendix G – Attendance at Assets & Communities Committee Meetings 2018 - 2019.....	35

Appendix H – Attendance at Policy & Resources Committee Meetings 2018 - 2019.....	36
Appendix I – Attendance at Planning Committee Meetings 2018 - 2019	37
Appendix J – Attendance at Staffing Sub-Committee Meetings 2018 - 2019.....	38
Appendix K – Andover Town Council Budget 2019/2020	39

THE TOWN MAYOR OF ANDOVER TOWN COUNCIL

The last year has been one of change for the Town Council. We moved into new offices which are more accessible for all and enables a more professional public interface. It has enabled committee meetings to be held in our own meeting room. Initially we held our council meetings there as well but we have chosen to continue to hold full council meetings here in the Guildhall during 2019 allowing greater space for members of the public to attend.

During 2018 the Community Governance Review was completed and the boundaries of Andover Parish were redrawn. This will come into effect May 2019. We now know that the areas our councillors look after will change, as well as who we represent. Over the next few years this will have a huge impact on the face of Andover Town Council. Test Valley Borough Council and Andover Town Council will be much closer aligned, with ward boundaries matching, making it easier for residents to understand how they are represented.

As a town, county, country and continent we are still in a period of change, needing to look at the most local of issues and at the same time understanding the implications of what national and international governments are doing. Andover Town Council has a role to play, speaking out with and on behalf of residents on the future of our town, whether it is making the town more attractive for shopping, working, living or relaxing as well as for visitors. Speaking out will get results for the future of our town, even if patience is needed. Andover Town Councillors are key influencers at almost all levels, making sure that we are ready to embrace what the future may hold for the town.

Andover Town Council has become increasingly recognised as the voice of Andover and as such, more organisations and individuals are coming to us to ask for support, information and guidance. Our team of officers deals with significant numbers of calls from residents on a wide range of matters and consistently offer service over and above what could be possibly asked of them.

Following the Queen's permission for Andover Town Council to use the armorial bearings of Andover, we have been able to secure the long term loan of the civic regalia for Andover. This is now worn by Andover Town Mayor at all civic functions.

Having been Town Mayor of Andover Town Council for the last year, I would like to thank my Deputy Town Mayor, Councillor Mick Mumford for his help and support during the last year accompanying me to many functions or representing me when I have been unable to attend. We have been proud to represent Andover as Andover Town Mayor and Andover Deputy Town Mayor at a total of 34 local events and functions, including Remembrance Sunday, Armed Forces Day, World Prayer Day, World Peace Day, Pride of Andover Awards, Induction of the new vicar of St Mary's, opening of Andover Food Bank Extension, opening of refurbished Army Flying Museum, as well as local fundraising events, opening of new businesses, shows and exhibitions put on by local community groups as well as representing the Town Council at various ceremonial events with neighbouring Town and Parish Councils. Without him my role of Town Mayor would have been far less fun and almost impossible.

I would also like to thank my fellow councillors and the officers in what has proved to be a very difficult year. Thank you for your support in providing transport, laughter, cups of tea and an arm to lean on when I needed it.

Andover Town Council continues to be a key partner in Andover Vision, moving it from planning and scoping to implementation, making sure that Andover continues to improve and attract proper investment. It is heartening to see so many people come together from different organisations who all want to see the five themes made reality in the town.

Andover Town Council have continued to support and introduce innovative events into the town centre. Supporting A fest, The Festival of Motoring, Andover Gardening Fair, Andover Food Fair in 2019, Andover Shilling Fair, The 215 project in 2018 marking the centenary of end of the Great War and planting a tree on Vigo Road roundabout to mark the Christmas Truce on the Western Front during 1914 and of course the provision of the Christmas Lights and supporting the Christmas Lights Switch on.

There is always more to do and the Town Council will continue to look at the best way to share with residents what we are doing, celebrating our successes, continuing to influence and inform the debate about the future of Andover, formalise and strengthen our existing and emerging ties with partner organisations.

We have met with Test Valley Borough Council and other parishes working together to discuss issues to be addressed in the next Local Plan. Andover Town Council will be taking on more allotment sites in the new developments of Picket Twenty and Picket Piece on Ox Drove and are beginning discussions on the allotment site designated for August Park. We have worked hard this year to resolve the Andover Levy charged to Andover residents. Andover Town Council will be a strategic partner for the Chapel Arts Studio 'Artist In Residence' project.

For me the most important aspect of being a Councillor is working to make Andover a better place. If there are things that you, the residents, think we should be involved in or speaking out about then please do come and talk to us. We are your Town Council, here to work for you.

Cllr Barbara Long
Town Mayor - Andover Town Council

INTRODUCTION

Andover Town Council

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

The Town Mayor holds office from the 'Election of Town Mayor' ceremony, the Annual Town Council Meeting, generally held in May, for one year until the ceremony of the following year. The Town Mayor 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 Town Council area is approximately 42,000. The area consists of 5 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

Town and Parish Councils are set up and controlled by Acts of Parliament.

Andover Town Council can only do what it has been given specific powers to do by statute.

The Town Council has a limited power to do whatever they choose for the benefit of the community using Section 137 of the Local Government Act 1972. It is illegal for the Town Council to spend money if it has no statutory power to act.

The Town Council has certain other powers which came into effect with the Localism Act 2011.

The Town Council must work within the powers given to it under the Local Government Act 1972 and the Localism Act 2011.

Listed at **Appendix A** are the powers and duties of Andover Town Council.

COUNCILLORS

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

Code of Conduct

Andover Town Council adopted the Code of Conduct on 6 September 2012. It sets out the conduct that is expected of Members of the Council. All Members have registered their Pecuniary 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 pecuniary 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 'Town Mayor Making or Annual Town Council' meeting held in May. The Town Mayor 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 five main Committees which feed into the Full Council; these are the Policy and Resources Committee, Assets & Amenities Committee, Community Engagement Committee, Allotments Committee and the Planning Committee.

The Committee Structure for the Town Council is currently under review and will change over the coming months.

The Committees meet at least six times a year on a rota basis, before Council. The Planning Committee meets at least sixteen times a year, every three weeks to coincide with the Planning Authority, Test Valley Borough Council, Northern Area Planning Meetings.

The Town Council also has a Staffing Sub-Committee and Working Groups. The Working Groups are time limited groups and once they have completed specific tasks they are disbanded and their services are monitored by another Committee or Full Council.

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

A table of meetings that have taken place and the attendance of Members at those meetings are shown in:

Appendix E	– Attendance at Full Council Meetings 2018 – 2019
Appendix F	– Attendance at Allotment Committee Meetings 2018 – 2019
Appendix G	– Attendance at Assets & Communities Committee Meetings 2018 – 2019
Appendix H	– Attendance at Policy & Resources Committee Meetings 2018 – 2019
Appendix I	– Attendance at Planning Committee Meetings 2018 – 2019

Appendix J - Attendance at Staffing Sub-Committee Meetings 2018 – 2019

Each committee has a Chairman and Vice-Chairman. The Policy and Resources Committee has 9 Members, the Allotments Committee has 7 Members, the Assets & Communities Committee has 10 Members, the Planning Committee has 8 Members and the Staffing Sub-Committee has 5 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 or make a statement.

Training

During 2018/2019 the Town Councillors have attended various training courses, mainly run by the Hampshire Association of Local Councils, the training sessions have included:

Code of Conduct Conference – Cllr B Long & Cllr V Pond
The Knowledge and Core Skills 1 & 2 – Cllr P Crossman & Cllr L Bird
The Council as an Employer – Cllr L Gates
General Data Protection Regulations – Cllr L Gates

Website

The Town Council Website was launched in 2012.

The Website provides information about forthcoming meetings of the Town Council, current agendas and minutes are also available.

The website also provides information about other local organisations with links to their websites, 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 per year to assist local charities and organisations based in Andover with one off projects. So far during 2018/2019 a grant has been given to the following organisation:

Harmonium Singers - £300.

Please refer to the Chairman of Assets & Communities Committee report for further details.

Staffing

Currently, Andover Town Council has three full time members of staff; the Town Clerk, Committee/GDPR Officer, Receptionist and 4 part-time members of staff; the Deputy Town Clerk, Communities Officer and 2 Allotments Officers (Job Share), providing allotment management and service provision.

Attached at **Appendix D** is the staffing structure.

During 2018/2019 the Staff have completed the following training:

General Data Protection Regulation (HALC) – Committee Officer

LANTRA Tree Survey (Basic) (Dale Training) – Allotment Officers 1 & 2

Employment Law Update (South East Employers) – Town Clerk, Deputy Town Clerk

VAT use and implementation (HALC) – Deputy Town Clerk, Committee Officer

The Knowledge Parts 1 & 2 (HALC) – Deputy Town Clerk, Committee Officer

POLICY & RESOURCES COMMITTEE

Chairman	Cllr S Hardstaff
Vice-Chairman	Cllr K Bird
	Cllr P Crossman
	Cllr L Gates
	Cllr L Gregori
	Cllr R Hughes
	Cllr M Mumford
	Cllr V Pond
	Cllr R Rowles

Responsibilities:

- ◆ Resources
- ◆ Policy
- ◆ Corporate Governance
- ◆ Finance
- ◆ Insurance
- ◆ Legal
- ◆ E-Government
- ◆ Local Government Reforms
- ◆ Risk Management
- ◆ Overall Staffing

Report of the Chairman – Cllr Steven Hardstaff

Background

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 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 finances for the running of those services.
5. It is responsible for managing the Councils Corporate Governance and Risk Management

The Policy and Resources Committee is made up of 9 Councillors whose membership broadly reflects the Political balance of the Council.

The Work of the Policy and Resources Committee 2018/19

2019 has been another challenging year for the Committee with external pressures on the Council to ensure that the Council's budget and spending was in line. The Policy and Resources Committee has recently recommended a budget of £319,870 for the year 2019/2020 with a precept of £319,378.35.

Although the budget has increased, the Council Tax remains frozen for the second year running. The average band D remains at £20.03. The Council's Tax base increased this year to 15,945.

The Committee has laid some solid foundations for the future by ensuring that funds would be available when the time arrives for some ambitious projects and to plan for known expenditure. These are:

- New suitable premises – Although the Town Council has moved into newer and larger premises just off the High Street. The Town Council is committed to ensuring that we are accessible to the public. The Committee continues to have a working group focusing on the current and future building requirements.
- Election costs – We are committed to ensuring that there are suitable funds set aside to cover the projected costs in 2019.
- Bus shelters – £10,000.00 was set aside in Earmarked Reserves in 2016/2017 for this project. Work continues with the working group to ensure it is fully funded before the responsibility can be transferred to us.

The Policy and Resources Committee has a statutory duty for the following which it has conducted this year:

- Corporate Risk Assessment
- Approval of Internal Audit
- Insurance Renewal
- Approval and recommendation of the Annual Return
- Yearly Review of Council Policies (Standing Orders and Financial Regulations).

Conclusion

The Policy and Resources Committee has again ensured that the Town Council remains on a stable financial footing and enabled us freeze our portion of the Council Tax. We continue to work with other local authorities to help fund events and services that benefit Andover residents.

Report by

Councillor Steven Hardstaff (Chairman of Policy & Resources Committee 2018/2019)

ASSETS & COMMUNITIES COMMITTEE

Chairman

Cllr V Pond

Vice Chairman

Cllr Revd A Fitchet

Cllr C Bartholomew

Cllr K Bird

Cllr L Bird

Cllr L Gregori

Cllr R Hughes

Cllr R Kidd

Cllr B Long

Cllr M Mumford

Responsibilities:

To address and, where appropriate, formulate policy regarding the Assets and Community, public relations and public engagement provided by the Council and develop schemes and projects for Town Development and publicity of Council activities:

- ◆ Communications
- ◆ Assets
- ◆ Business Plan
- ◆ Christmas Lights
- ◆ Events
- ◆ Grants
- ◆ Website
- ◆ Media Relations

Report of the Vice Chairman – Cllr Revd Andy Fitchet

It has been a busy and productive year for the Assets and Communities Committee as it seeks to serve Andover and its residents through a variety of activities and projects.

May 2018 saw the combining of the Assets and Amenities Committee and the Community Engagement Committee, streamlining tasks and enabling our staff to work more effectively for the Andover community rather than simply preparing agendas and writing minutes.

In April we oversaw another successful A-Fest, thanks to Cllr Katherine Bird especially for her leadership on this. 1231 people attended A-Fest 2018 and we are excited about the plans for 2019. In August we facilitated the 2nd Shilling Fair. Cllr Barbara Long, Cllr Veronika Pond and Jenny from FUSE Projects co-ordinated and organised this spectacular day to celebrate Andover's Georgian history. We pass on our sincere thanks to Cllr Long for all her effort in planning the Shilling Fair. We look forward to another successful Fair and A-fest this coming year. Andover Town Council, in partnership with Test Valley Borough Council also match funded an LGBTQ youth group to give LGBTQ young people a safe place to meet and be supported. The group now meets weekly and has an average of 7 young people attending costing of roughly £4 per young person per session.

In November we commemorated the 100 year anniversary of the end of the First World War. Cllr

Katherine Bird oversaw the efforts of the local community painting and decorating 215 MDF WW1 soldier cut outs to remember those men from Andover who never returned from battle. The 215 event was a poignant, emotional, unique and spectacular commemoration. Our sincere thanks to Cllr Bird, John Ritchie of The Art Room and all those in the Andover community who got involved to make it such a moving event. We have also just agreed the wording for the plaque for the commemorative Christmas Tree on the Vigo Road roundabout donated by Cllr Jan Lovell, when she was Mayor of Test Valley, to remember the start of WWI and the truce that took place on Christmas Day 1914.

We continue to provide top-quality Christmas lights to make Andover a particularly pleasant and festive place at Christmas. We have just signed a new contract for 4 years which will save Andover taxpayers money and will provide more lights throughout the town than in previous years.

Andover Town Council also gained another Asset this year, with the long term loan of the Mayoral and Deputy Mayoral chains and badges from Test Valley Borough Council. These Chains and badges were in use during the time of the Andover Borough Council and enables us to keep that strong link to the history of local democracy in our Town.

Grants are a significant way in which we as a Town Council support Andover and our residents. We were pleased this year to award grants of: £300 to the Harmonium Singers to go towards their WWI commemoration concert and match funding for Picket Twenty Community Centre to install a defibrillator. Andover Town Council also supported the inaugural Andover Gardening Fair and offers support for other Town Centre events, such as the festival of motoring.

2018/19 has been a busy year for the Assets and Communities Committee, providing more for Andover residents without an increase in the Precept. 2019/20 looks to be another full year and we look forward to providing more for our Town.

Report by

Councillor Revd Andy Fitchet (Vice Chairman of Assets and Communities Committee 2018/2019)

PLANNING COMMITTEE

Chairman Cllr B Long

Vice-Chairman Cllr A Cotter

Cllr B Carpenter

Cllr C Ecclestone

Cllr L Gregori

Cllr G McBride

Cllr R Kidd

Cllr V Pond

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
- ◆ Observations on Telecommunication Applications
- ◆ Observations on Tree Work Applications
- ◆ Observations on Street Trading Applications

Report of the Chairman of the Planning Committee – Cllr Barbara Long

Background

Andover Town Council's Planning Committee has the job of making observations on the Planning Applications for Andover that are 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 16 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 2018/2019 the Planning Committee has made observations on 284 Planning Applications, 7 Street Trading Applications, 10 Street Naming and Numbering Applications and 1 Hampshire County Council Schools Planning Application. We have also received presentations from Test Valley Borough Council Officers on changes in Planning Legislation and training. Two councillors attended Parish Council training on Planning enforcement.

The Planning Committee has also made comments on 40 Tree Works.

During this year, the committee has made several observations which have been acted upon by Test Valley Planning Committee. In particular, changes have been made to original plans for larger developments, such as Picket Piece and Picket Twenty Extension, Andover Alms Houses (subsequently refused by Borough Council), Wykham Club (subsequently permission granted at appeal)

The Committee has also been active on reporting planning infringements to the Planning Authority, resulting in official planning applications being made.

The Committee has received presentations on the future development on the Arbory Care Home.

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 2018/2019 considered consultations on footpaths. We have made representations to Test Valley Borough Council Northern Area Planning Committee highlighting our concerns regarding specific planning applications. We have made representation on the proposed Post Office move into a retail unit on the High Street.

The Town Council will continue to ensure that Test Valley Borough Council and Hampshire County Council notify and consult with Andover Town Council concerning anything to do with the Parish of Andover.

Conclusion

The Planning Committee has met 17 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 over-development 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. Last year Members of the Committee met with developers in Picket Piece regarding the land allocated in Picket Piece for allotments. They also met with developers in Picket Twenty regarding the land allocated in Picket Twenty for allotments, who agreed to provide a better provision and layout for the allotments. We are continuing to work with developers for the allotments sites to be signed off so they can become used by Andover residents

Report by

Councillor Barbara Long (Chairman of Planning Committee 2018/2019)

ALLOTMENT COMMITTEE

Chairman	Cllr K Hughes
Vice-Chairman	Cllr R Kidd
	Cllr A Cotter
	Cllr L Gates
	Cllr L Gregori
	Cllr B Long

Responsibilities:

- To approve maintenance works for the provision of the Allotment Service, within the Allotments Budget
- To monitor day to day maintenance within the Allotment 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.

Report of the Chairman – Cllr Kevin Hughes

2018/19 was another busy year for the Allotments Committee and the Allotment staff. The Allotments Committee continued to hold quarterly meetings and surgeries and completed a number of ad-hoc site visits.

Discussions have continued with the developer over the proposed allotment site on Ox Drove and it is hoped that the site will be signed off by summer 2019.

Work has continued to reduce the overall maintenance costs of the allotment sites and this task is ongoing. All jobs are put out to tender with a minimum of 3 quotes being obtained before any work is carried out.

The Allotments newsletter continues to provide allotment holders with regular updates and useful information and is generally well received by tenants.

I would like to end this report by thanking our staff and our dedicated team of Wardens who ensure the continued operation of the allotment sites.

Report by Councillor Kevin Hughes (Chairman of the Allotments Committee 2018/2019)

STAFFING SUB-COMMITTEE

Chairman	Cllr L Gates
Vice-Chairman	Cllr K Bird
	Cllr L Bird
	Cllr S Hardstaff
	Cllr R Kidd

Responsibilities:

- Compliance with Legislation
- Staffing Levels, Recruitment and Retention
- Training and Development
- Performance Management
- Employee Relations

Report of the Chairman – Cllr Len Gates

In early 2018 the Town Council employed a full time Town Clerk, a Part-time Allotments Officer and Committee Officer. The Town Council also jointly employed with Test Valley Borough Council a part time Town Centre Manager and had recently appointed an office Receptionist/Admin assistant and a new Allotments Officer.

Over the past year the council has reviewed its staffing structure and officer support resulting in a more efficient use of existing resources and appointment of additional staff as required. The new staffing structure as agreed by full council comprises a full time Town Clerk, a part time Deputy Clerk, a full time Committees/GDPR officer, a full time Receptionist/Admin Assistant and two (job sharing) part time Allotment Officers. The joint (with TVBC) contract for a Town Centre Manager finishes in April 2019 and the Council has recently appointed a part time Communities Officer on a two year fixed term contract. A copy of the current staffing structure is attached at Appendix D.

The Staffing Committee has been fully involved in supporting the Clerk and Deputy Clerk in the recruitment (where required), training and appraisal of the Council Officers. During 2018 the Town Council successfully relocated into larger, more suitable premises. Members of the Staffing Committee were fully involved with the Office Working Group and officers in facilitating the move.

The Staffing Committee has met on four occasions over the year to consider staffing and other related matters and reported back to the Policy and Resources Committee. Among the matters considered were

- Appraisals of staff, carrying out the Town Clerk's appraisal and monitoring the appraisals of other officers
- Issues relating to the relocation of offices including dealing with concerns raised about air quality, office temperatures and health and safety matters.

- Budget matters related to staffing including recommendations to the P&R Committee regarding salary scales and pension contributions.
- Matters regarding terms of reference of committees and the officer/member working practices. The committee considered a number of representations from both members and officers regarding and agreed with the clerk appropriate actions to ensure best practice.
- The committee worked, through the chair and Town Clerk with the Council's legal advisors to ensure all policies and practices met the best legal guidelines.

The committee continues to monitor staff training and workloads and staffing structures to ensure adequate resources for current and future requirements. This includes work to ensure good and harmonious working practices between officers, councillors and members of the public.

The Town Council has seen a considerable increase in workload and responsibilities over the past year. The officers have shown they are more than capable to handle the extra workloads presented to them in an efficient and professional manner. The Staffing Sub Committee has worked with the Town Clerk to develop member/officer protocols and infrastructure to ensure adequate support and response is given to members and the public and also to the officers of the council. I would like to thank the members of the committee for the time and effort they have contributed. On behalf of the committee I thank the Town Clerk and all the Council Officers for their work in ensuring efficient and effective practices in the Council over the past year.

Report by Councillor Len Gates (Chairman of the Staffing Sub-Committee 2018/2019)

ANDOVER TOWN COUNCIL – WORKING GROUPS

The Town Council has several Working Groups set up to research feasibility for future projects and to initiate work to complete for projects. These Groups report directly to the main Committees and Full Council. The Working Groups are Task/Time limited and once their work is completed they are disbanded.

The only Working Group that remains in place all year is the Christmas Lights Working Group, reporting to the Assets & Communities Committee.

The current Working Groups and the Committees they report to are as follows:

Assets & Communities Committee

Community Right to Bid
Christmas Lights
Office Establishment Management
Ludgershall to Andover Railway
Grants
215 Event
Shilling Fair
A-Fest

Policy & Resources Committee

Boundary Review/Community Governance Review

ANDOVER TOWN COUNCIL – FINANCE

Budget 2019/2020

Each year the Council has a duty to agree a budget for the following year. Attached at **Appendix K** is the agreed budget for the financial year 2019/2020.

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.

FUNCTION	POWERS & DUTIES	STATUTORY PROVISIONS
Allotments	Power to provide land for allotments and to enter into allotment tenancies in the council's area	Small Holdings and Allotments Act 1908, ss. 23, 25
Allowances for Councillors	Power to pay councillors allowances	Local Authorities (Members' Allowances) (England) Regulations 2003 – England Local Government Act 1972, s.111
Ancillary Power	Power to do anything that will facilitate, be conducive to or incidental to the discharge of its powers and functions	
Bands and orchestras	Power to maintain a band or orchestra or contribute to the maintenance of a band or orchestra in or outside the council's area Power to charge for admission to performances	Local Government Act 1972, s.145(1)(c) Local Government Act 1972, s.145(2)
Baths and Washhouses	Power to provide public baths and washhouses	Public Health Act 1936, ss. 221, 222, 223 and 227
Bicycles and motor cycles – parking places	Power to provide and maintain parking places for bicycles and motor cycles in the council's area. Power to provide stands and racks for bicycles and motor cycles in the council's area.	Road Traffic Regulation Act 1984, s.57(1)(a) Road Traffic Regulation Act 1984, s.63 Road Traffic Regulation Act 1984, s.57(7) - England
Boating pools	Power to make bylaws for the use of and charging for parking places. Power to provide a boating pool in a park provided or managed by the council Power to charge a reasonable amount for its use	Public Health Act 1961, s.54(1) Public Health Act 1961, s.54(3)
Borrowing money	Power to borrow money with approval where necessary	Local Government Act 2003, Schedule 1, paragraph 2
Burial Grounds, Cemeteries and Crematoria	Power to provide and maintain open space or burial ground in or outside the council's area. Power to maintain for payment a monument or memorial on a private grave (no more than 99 years) in the council's area. Power to provide and maintain cemeteries in or outside the council's area. Power to contribute towards the maintenance or cemeteries where	Open spaces Act 1906, ss. 9 and 10. Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1 Local Government Act 1972, s.214(2) Local Government Act 1972, s.214(6) Local Authorities' Cemeteries Order 1977 Open Spaces Act 1906, s.15 - England

	the inhabitants of the council's area may be buried. Power to grant rights of burial, to place and maintain tombstones or memorials on graves and to charge fees. Power to make bylaws	
Bus Shelters	Power to provide and maintain bus shelters on roads or land adjoining roads in the council's area	Local Government (Miscellaneous Provisions) Act 1953, s. 4
Bye-Laws	Power to make bylaws	See specific subject areas in this table - England
Car parks (off-road)	Power to provide and maintain suitable off-road car parking places in the council's area to relieve or prevent traffic congestion or to preserve local amenities Power to regulate use of car parks and charge for their use	Road Traffic Regulation Act 1984, s.57(1)(b) Road Traffic Regulation Act 1984, ss.59(3), 35(1)
Car sharing schemes	Power to establish and maintain a car sharing scheme that benefits the council's area or to assist others in doing so	Local Government and Rating Act 1997, s.26
Charging for discretionary services	Power to charge on a cost recovery basis (i.e. not to make any profit) if the council has discretion to provide a service. Power does not apply if the council has a separate power to charge for provision of a service or it is prohibited from charging for it	Local Government Act 2003, s.93
Charities	Power to act as a trustee of non-ecclesiastical charity	Charities Act 2011, ss.298-303 Local Government Act 1972, s.139(1)
Cinemas	Power to provide a cinema, or contribute towards expenses of a cinema in or outside the council's area Power to charge for admission to a cinema provided by the council	Local Government Act 1972, s.145(1)(b) Local Government Act 1972, s.145(2)
Clocks	Power to provide and maintain public clocks within the council's area	Parish Councils Act 1957, s. 2
Closed Churchyards	Power to maintain a closed churchyard in the council's area if requested to do so by a parochial church council	Local Government Act 1972, s. 215
Commons and Common Pastures	Power to provide land in the council's area for common pasture if the council's expenditure can be recovered from any charges it makes for use of the land	Small Holdings and Allotments Act 1908, s.34
Community gardens	Power to provide and maintain open space as gardens in or outside the council's area	Open Spaces Act 1906, ss.9-10

Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives	Local Government (Miscellaneous Provisions) Act 1976, s. 19
Conference Facilities	Power to provide and encourage the use of facilities in the council's area	Local Government Act 1972, s. 144
Contracts	Power to enter into contracts	Local Government Act 1972, s.111
Crime Prevention	Powers to spend money on various crime prevention measures in the council's area	Local Government & Rating Act 1997, s. 31
Dance halls	Power to provide premises for dances or to contribute to the expenses of dances in or outside the council's area	Local Government Act 1972, s.145(1)(a)
	Power to charge for admission to dances provided by the council	Local Government Act 1972, s.145(2)
Ditches and Ponds	Power to deal with ditches, ponds, pools and gutters by draining them or preventing them from being harmful to public health	Public Health Act 1936, s.260
	Power to carry out works for their maintenance or improvement or to pay others to do so	Public Health Act, s.260
Dog control orders	Power to make orders for dog control offences for land in the council's area	Clean Neighbourhoods and Environment Act 2005, s.55
	Power to issue fixed penalty notices for offences committed under dog control orders	Clean Neighbourhoods and Environment Act 2005, s.59
Education	Right to appoint school governors	Education (No 2) Act 1986, s. 4
Employment of Staff	Power to appoint staff	Local Government Act 1972, s.112
Entertainment and the Arts	Provision of entertainment and support of the arts	Local Government Act 1972, s. 145
Fetes and other events	Power to provide entertainments and facilities for dancing in or outside the council's area	Local Government Act 1972, s.145(1)(a)
	Power to charge for admission	Local Government Act 1972, s.145(2)
General Power of Competence – England	Power for an eligible council to do anything subject to statutory prohibitions, restrictions and limitations which include those in place before or after the introduction of the general power of competence	Localism Act 2011, ss.1-8
Gifts	Power to accept gifts	Local Government Act 1972, s. 139
Graffiti	Power to issue fixed penalty notices for graffiti offences in the council's area	Anti-Social Behaviour Act 2003, s.43

Highways	Power to repair and maintain public footpaths and bridleways	Highways Act 1980, ss. 43 and 50
	Power to light roads and public places	Parish Councils Act 1957, s. 3. Highways Act 1980, s. 301
	Provision of litter bins	Litter Act 1983 ss. 5 and 6
	Power to provide parking places for vehicles, bicycles and motor-cycles	Road Traffic Regulation Act 1984, ss. 57 and 63
	Power to enter into agreement as to dedication and widening	Highways Act 1980, ss. 30 and 72
	Power to provide roadside seats and shelters, and omnibus shelters	Parish Councils Act 1957, s. 1
	Consent of Parish Council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway.	Highways Act 1980, ss. 47 and 116
	Power to complain to District Council as to protection of rights of way and roadside wastes	Highways Act 1980, s. 130
	Power to provide traffic signs and other notices	Road Traffic Regulation Act 1984, s. 72
	Power to plant trees, etc. and to maintain roadside verges	Highways Act 1980, s. 96
Honorary Titles	Power to confer title of honorary freeman or freewoman	Local Government Act 1972, s.249
Indemnities	Power to indemnify councillors and staff with insurance cover	Local Government Act 2000, s.101 Local Authorities (Indemnities for Members and Officers) Order 2004 - England
Investments	Power to invest property in approved schemes	Trustee Investments Act 1961, s.11
Land/Premises	Power to purchase or sell land in or outside the council's area	Local Government Act 1972, ss. 124, 126 and 127
	Power to appropriate land for an authorised purpose	Local Government Act 1972, s.126
	Power to accept and maintain gifts of land	Local Government Act 1972, s.139
Life Saving Appliances	Power to provide life-saving appliances (e.g. life belts, defibrillators)	Public Health Act 1936, s.234
Lighting	Power to light roads and public places in the council's area	Parish Council's Act 1957, s.3; Highways Act 1980, s.301
Litter	Power to issue fixed penalty notices for litter offences in the Council's area	Environmental Protection Act 1990, s.88
Litter Bins	Power to provide and maintain litter bins in streets or other public spaces	Litter Act 1983, ss.5-6

	and contribute to their provision and maintenance	
Lotteries	Power to promote lotteries	Gambling Act 2005, ss.98, 252
Markets	Power to establish markets in the Council's area and provide a market place and market buildings Power for a council that maintains a market to make byelaws	Food Act 1984, s.50 Food Act 1984, s.60 – England
Mortuaries and Post-Mortem Rooms	Power to provide mortuaries and post-mortem rooms Power to make bylaws to manage and charge for the use of mortuaries and post-mortem rooms	Public Health Act 1936, s. 198 Public Health Act 1936, s.198 – England
Neighbourhood Planning – England	Power to act as the lead body for the establishment of a neighbourhood development order or a neighbourhood development plan	Town and Country Planning Act 1990, s.61F(1),(2) Planning and Compulsory Purchase Act 2004, s.38C(2)
Newsletters etc.	Power to publish information about the council, its services and the services provided in the council's area by other local authorities, government departments, charities and other voluntary organisations	Local Government Act 1972, s.142
Non-councillors	Power to appoint non-councillors to council committees and sub-committees	Local Government Act 1972, s.102(3)
Nuisances	Power to deal with offensive ditches	Public Health Act 1936, s. 260
Open Spaces	Power to provide and maintain land for public recreation Power to provide and maintain land for open spaces in or outside the council's area Power to make byelaws	Public Health Act 1875, s. 164. Public Health Act 1875, s.164 – England Open Spaces Act 1906, ss.9-10, Open Spaces Act 196, s.15 - England
Parish Meetings – England only	Power to convene	Local Government Act 1972, Schedule 12, paragraph 15
Parish Property and Documents	Power to direct as to their custody	Local Government Act 1972, s. 226
Planning Applications	Power to be notified of planning applications affecting the council's area and to comment	Town and Country Planning Act 1990, Schedule 1, paragraph 8
Postal and Telecommunications Facilities	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	Post Office Act 1953, s. 51. Telecommunications Act 1984, s. 97

Precept	Power to raise precept	Local Government Finance Act 1992, s.41
Public Buildings and Village Halls	Power to provide buildings for offices and for public meetings and assemblies or contribute towards the expenses of providing such buildings	Local Government Act 1972, s. 133
Public Conveniences	Power to provide Power to make byelaws	Public Health Act 1936, s. 87 Public Health Act 1936, s.87 - England
Public Rights of Way	Power to repair and maintain public footpaths and bridleways in the council's area Power to enter into agreement to dedicate a road as highway in the council's area or an adjoining parish or community area Power to enter into agreement to widen existing highway in the council's area or an adjoining parish or community area Power to provide warning notices on footpaths and bridleways	Highways Act 1980, ss.43, 50 Highways Act 1980, s.30 Highways Act 1980, s.72 Road Traffic Regulation Act 1984, s.72(2)
Recreation	Power to provide and manage recreation grounds, public walks, pleasure grounds and open spaces Power to make byelaws Power to provide and contribute to a wide range of recreational facilities in or outside the council's area Power to provide gymnasiums, playing fields, holiday camps Provision of boating pools	Public Health Act 1875, s. 164. Public Health Act 1875, s.164 - England Local Government Act 1972, s. 14 para 27. Public Health Act Amendment Act 1890, s. 44. Open Spaces Act 1906, ss. 9 and 10. Local Government (Miscellaneous Provisions) Act 1976, s. 19 Public Health Act 1961, s. 54 Localism Act 2011, ss.81-86
Right to challenge services that are provided by a principle authority – England Right to nominate and bid for assets of community value – England	Power to submit an interest in running a service provided by a district, county or unitary authority Power to nominate assets to be added to a list of assets of community value Power to bid to buy a listed asset when it comes up for sale	Localism Act 2011, ss.87-108 Localism Act 2011, ss. 87-108
Roads	Power to consent or not consent to the local highway authority stopping maintenance of a local road in the council's area or stopping up/diverting a road in the council's area Power to complain to the local highway authority about the obstruction of rights of way and 'roadside waste' in the council's area Power to plant and maintain trees and shrubs, and lay out grass verges in the council's area	Highways Act 1980, ss.47, 116 Highways Act 1980, s. 130 Highways Act 1980, s.96 Parish Councils Act 1957, s.1

	Power to provide and maintain seats and shelters on the roads and lands bordering any road in the council's area	
Sports and recreational facilities	Power to provide sports facilities in or outside the council's area or contribute towards the expenses of any voluntary organisation or local authority that provides sports facilities in or outside the council's area	Local Government (Miscellaneous Provisions) Act 1976, s. 19
Swimming pools	Power to provide public baths Power to charge for use of public baths	Public Health Act 1936, s. 221 Public Health Act 1936, 222 Public Health Act 1936, 2.223 - England
Theatres	Power to make byelaws Power to provide a theatre or contribute towards their expenses in or outside the council's area	Local Government Act 1972, s.145 (1)(b)
	Power to charge for admission to a theatre provided by the council	Local Government Act 1972, s.145 (2)
Tourism	Power to encourage tourism to the council's area or contribute to organisations encouraging tourism	Local Government Act 1972, s.144
Town and Country Planning	Right to be notified of planning applications	Town and Country Planning Act 1990, s. 1 para 8
Traffic Calming	Power to make payments to a highway authority for traffic calming schemes for the benefit of the council's area	Highways Act 1980, s.274A
Traffic signs	Power to provide traffic signs on roads	Road Traffic Regulation Act 1984, s.72(1)
Transport	Powers to spend money on community transport schemes	Local Government & Rating Act 1997 s.26-29
War Memorials	Power to maintain, repair, protect and adapt war memorials	War Memorials (Local Authorities' Powers Act 1923, s. 1, extended by Local Government Act 1948 s.133
Water	Power to make use of wells, springs or streams in the council's area and provide facilities for obtaining water from them	Public Health Act 1936 s. 125
Websites	Power to provide a website to give information about the council, its services and the services provided in the area by other local authorities, government departments, charities or other voluntary organisations	Local Government Act 1972, s.142

APPENDIX B – ELECTED COUNCILLORS OF ANDOVER TOWN COUNCIL

Alphabetically:

	Ward represented
Councillor K Bird	St Mary's
Councillor L Bird	Millway
Councillor C Bartholomew	St Mary's
Councillor B Carpenter	Alamein
Councillor A Cotter	Harroway
Councillor P Crossman	Winton
Councillor C Ecclestone	Millway
Councillor Revd. A Fitchet	Harroway
Councillor L Gates	Harroway
Councillor L Gregori	Millway
Councillor S Hardstaff	St Mary's
Councillor K Hughes	Alamein
Councillor R Hughes	Alamein
Councillor R Kidd	Winton
Councillor B Long	St Mary's
Councillor G McBride	Winton
Councillor M Mumford	Millway
Councillor V Pond	Harroway
Councillor R Rowles	Winton

By ward:

Ward represented	Name of Councillor
Alamein	Councillor B Carpenter Councillor K Hughes Councillor R Hughes

Harroway

Councillor A Cotter

Councillor Revd. A Fitchet

Councillor L Gates

Councillor V Pond

Winton

Councillor R Kidd

Councillor G McBride

Councillor P Crossman

Councillor R Rowles

Millway

Councillor C Ecclestone

Councillor L Gregori

Councillor L Bird

Councillor M Mumford

St Mary's

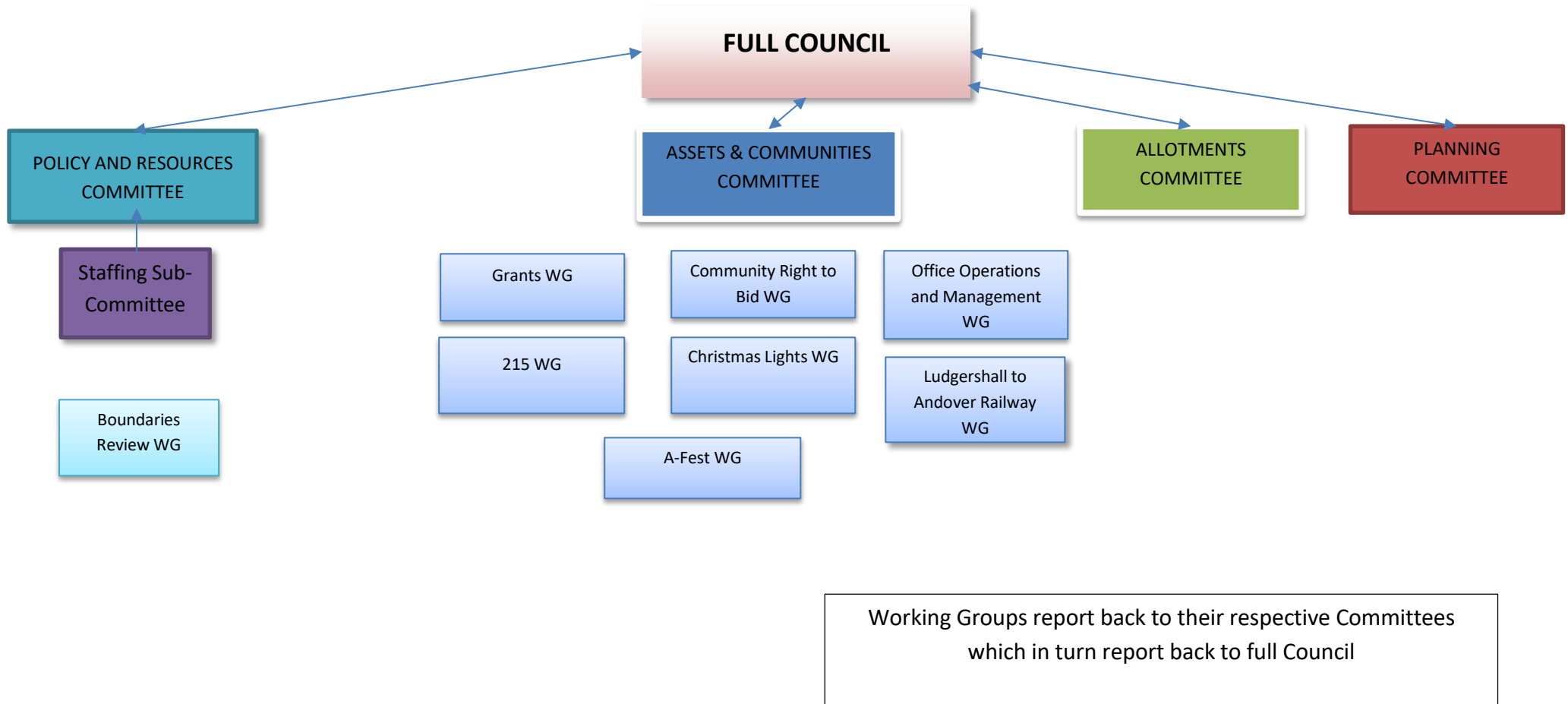
Councillor K Bird

Councillor C Bartholomew

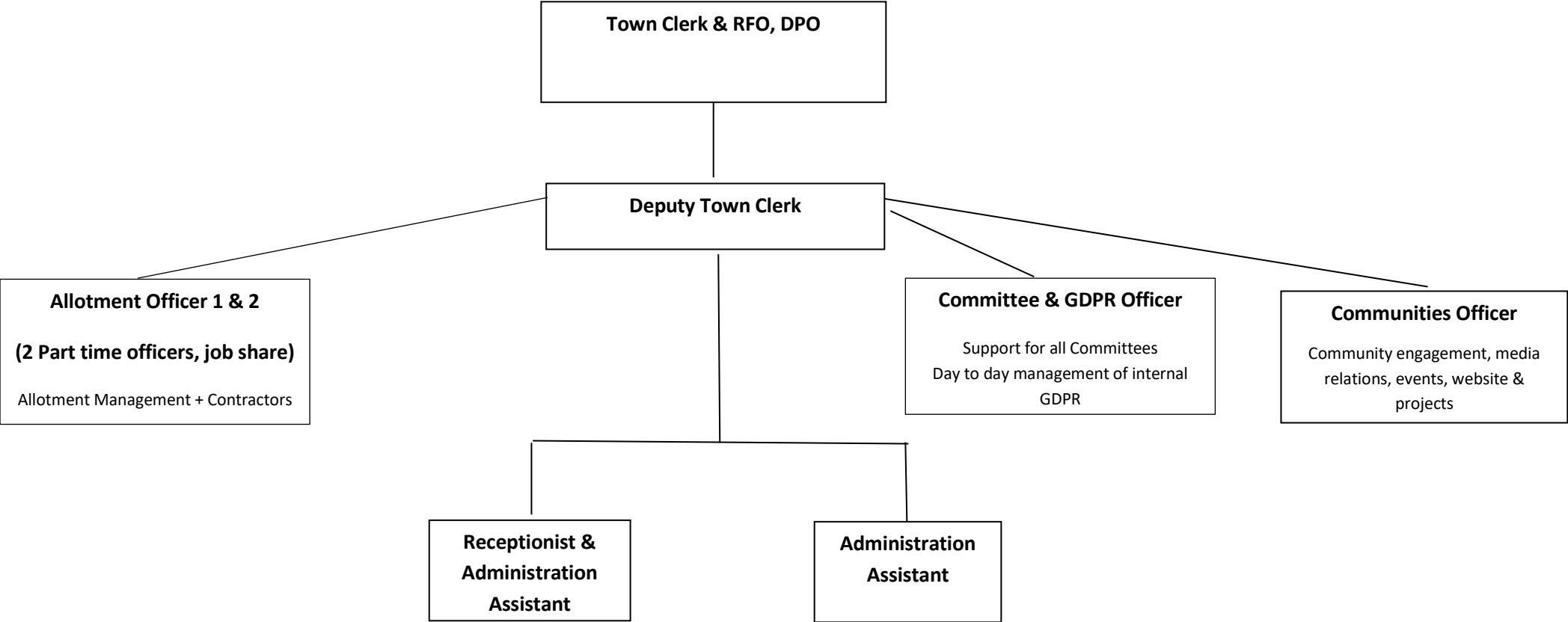
Councillor S Hardstaff

Councillor B Long

APPENDIX C – ANDOVER TOWN COUNCIL COMMITTEE STRUCTURE



APPENDIX D – STAFFING STRUCTURE



APPENDIX E – ATTENDANCE AT FULL COUNCIL MEETINGS 2018 - 2019

Councillor	29.03.2018	10.05.2018	21.06.2018	06.09.2018	11.10.2018	29.11.2018	24.01.2019	7 Meetings
B Long (Town Mayor from 10.05.2019)	1	0	1	1	1	1	1	6
K Bird	1	1	1	1	1	1	1	7
L Bird	1	1	1	1	1	1	1	7
C Bartholomew	1	1	1	1	1	0	1	6
B Carpenter	0	1	1	1	1	1	1	6
A Cotter	1	1	1	1	1	1	1	7
P Crossman	0	1	1	1	0	0	0	3
C Ecclestone	0	1	1	0	1	1	0	4
A Fitchet	1	1	1	1	1	1	1	7
L Gates	1	1	1	1	1	1	1	7
L Gregori	1	1	1	1	1	1	1	7
S Hardstaff	1	1	1	1	1	1	1	7
K Hughes	0	1	0	0	1	0	0	2
R Hughes	1	1	0	0	1	1	1	5
R Kidd	1	1	1	1	1	1	1	7

G McBride	1	1	1	1	0	1	1	6
M Mumford	0	1	1	1	1	0	1	5
V Pond	1	1	1	1	1	1	1	7
R Rowles	1	1	0	1	1	0	0	4
Meeting TOTALS	14	18	16	16	17	14	15	

Key

N/A – Not Applicable (was not on Committee)

(Joined/left Committee 02.01.2018) - Indicates when a Member joined or left a committee.

Meeting TOTALS – the number of Members at the meeting

N/Q – Not quorate

APPENDIX F – ATTENDANCE AT ALLOTMENT COMMITTEE MEETINGS 2018 - 2019

Councillor	05.04.2018	05.07.2018	04.10.2018	17.01.2019	4 Meetings
K Hughes (Chairman from 10.05.2018)	1	1	1	1	4
A Cotter	1	1	1	1	4
C Bartholomew (left Committee 10.05.2018)	1	N/A	N/A	N/A	1
V Pond (Left Committee 10.05.2018)	0	N/A	N/A	N/A	0
B Long	1	1	1	0	3
L Gates (Joined Committee 10.05.2018)	N/A	1	1	1	3
L Gregori	1	1	1	0	3
R Kidd	1	1	1	1	4
Meetings TOTAL	6	6	6	4	

APPENDIX G – ATTENDANCE AT ASSETS & COMMUNITIES COMMITTEE MEETINGS 2018 - 2019

Councillor	8 Meetings							
	12.04.2018	24.05.2018	07.06.2018	12.07.2018	25.10.2018	06.12.2018	31.01.2019	14.02.2019
K Bird	1	1	1	1	1	1	0	1 7
L Bird	1	1	1	1	1	1	1	1 8
C Bartholomew	1	1	1	1	0	0	1	1 6
A Fitchet	1	1	1	1	1	1	1	1 8
L Gregori	1	1	1	1	1	1	1	1 8
R Hughes	1	1	1	1	1	0	0	0 5
R Kidd	0	1	0	1	1	1	0	1 5
B Long	1	1	1	1	1	1	1	1 8
M Mumford	1	1	1	1	1	0	1	1 7
V Pond (Chairman from 07.06.2018)	1	1	1	1	1	1	0	0 6
Meetings TOTALS	9	10	9	10	9	7	6	8

APPENDIX H – ATTENDANCE AT POLICY & RESOURCES COMMITTEE MEETINGS 2018 - 2019

Councillor	03.05.2018	14.06.2018	02.08.2018	01.11.2018	13.12.2018	10.01.2019	21.02.2019	7 Meetings
S Hardstaff (Chairman)	1	1	1	0	1	1	0	5
L Gregori	1	1	1	1	1	1	1	7
K Bird	1	1	1	1	1	0	0	5
L Gates	1	1	1	1	1	1	1	7
R Hughes	1	1	0	1	0	1	1	5
R Kidd (Left Committee 10.05.2018)	1	N/A	N/A	N/A	N/A	N/A	N/A	1
M Mumford	1	1	0	1	1	1	1	6
V Pond	0	1	1	1	1	0	0	4
C Ecclestone (Joined Committee 10.05.2018) (Resigned from Committee 13.12.2018)	N/A	0	1	1	N/A	N/A	N/A	2
R Rowles (Joined Committee 10.05.2018)	N/A	0	0	1	0	0	0	1
Meeting TOTALS	7	7	6	8	6	5	4	

APPENDIX I – ATTENDANCE AT PLANNING COMMITTEE MEETINGS 2018 - 2019

Councillor	26.03.2018	16.04.2018	14.05.2018	29.05.2018	18.06.2018	09.07.2018	30.07.2018	20.08.2018	10.09.2018	01.10.2018	22.10.2018	12.11.2018	03.12.2018	17.12.2018	07.01.2019	21.01.2019	11.02.2019	04.03.2019	18 Meetings
B Long (Chairman)	1	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1	1	17
V Pond	1	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	0	1	12
C Bartholomew	1	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2
B Carpenter	1	1	1	0	1	1	0	1	0	1	1	1	1	0	0	1	1	1	13
A Cotter	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18
C Ecclestone	0	1	1	0	0	0	1	1	1	1	1	1	0	0	0	1	1	0	10
L Gregori	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	1	1	1	16
R Kidd	1	0	1	0	1	1	1	1	1	0	1	1	1	0	1	0	1	1	13
R Rowles	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
G McBride	N/A	N/A	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Meeting Totals	7	6	7	4	6	6	6	7	5	6	7	7	6	N/Q	3	5	6	6	

APPENDIX J – ATTENDANCE AT STAFFING SUB-COMMITTEE MEETINGS 2018 - 2019

Councillor	11.07.2018	13.09.2018	22.11.2018	07.02.2019	4 Meetings
L Gates (Chairman)	1	1	1	1	4
K Bird (Vice Chairman)	1	1	1	0	3
L Bird	1	0	1	0	2
S Hardstaff	1	1	0	1	3
R Kidd	1	1	1	1	4
Meeting Totals	5	4	4	3	

APPENDIX K – ANDOVER TOWN COUNCIL BUDGET 2019/2020

FINANCIAL BUDGET 2019/2020

INCOME

		2017/2018 Net	Budget 2018/2019	Actual Net 2018/2019	Balance 2018/2019	BUDGET 2019/2020	Projected Balance @ 31.03.2019
Assets & Communities							
3025	Town Development						
3025/1	Income from Events	£0.00	£0.00	£20.00	£20.00	£0.00	£20.00
3025/2	Grants	£3,912.00	£0.00	£3,500.00	£3,500.00	£0.00	£3,200.00
3025/3	Sponsorship	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/4	Proms in the park	£2,138.13	£0.00	£0.00	£0.00	£0.00	£0.00
3025/5	A-Fest	£2,415.00	£0.00	£130.00	£130.00	£0.00	£130.00
3025/6	Shilling Fair	£215.00	£0.00	£500.00	£500.00	£0.00	£500.00
3025	TOTAL	£8,680.13	£0.00	£4,150.00	£4,150.00	£0.00	£3,850.00
TOTAL ASSETS & COMMUNITIES		£8,680.13	£0.00	£4,150.00	£4,150.00	£0.00	£3,850.00
Policy & Resources							
36	Business Rates Refund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3000	Precept	£268,001.40	£273,169.14	£273,169.14	£0.00	£0.00	£0.00
3001	TVBC Tax Band Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3010	Bank Interest	£0.00	£0.00	£5.21	£5.21	£0.00	£5.21
3020	Grants Received	£0.00	£0.00	£2,800.00	£2,800.00	£0.00	£0.00
3021	Cil Monies	£4,782.75	£0.00	£11,100.60	£11,100.60	£0.00	£11,100.60
3100	VAT Refund	£11,485.90	£0.00	£9,338.98	£9,338.98	£0.00	£9,338.98
3110	VAT Overclaim	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3115	VAT Write Off	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3116	IT Equipment	£0.00	£0.00	£82.52	£82.52	£0.00	£82.52
3339	Mayors Events	£111.62	£0.00	£1,065.00	£1,065.00	£0.00	£0.00

3998	Funds Held for Youth Council	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3999	Funds Held for N P	£0.00	£0.00	£184.13	£184.13	£0.00	£184.13
4000	Defibrillator	£866.00	£0.00	£0.00	£0.00	£0.00	£0.00
4210	Waste Removal	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4211	Photocopying	£0.00	£0.00	£575.28	£575.28	£0.00	575.28
TOTAL POLICY & RESOURCES		£285,247.67	£273,169.14	£298,320.86	£25,151.72	£0.00	£21,286.72

EXPENDITURE

		2017/2018 Net	Budget 2018/2019	Actual Net 2018/2019	Balance 2018/2019	BUDGET 2019/2020	Projected Balance @ 31.03.2019
Assets & Communities							
4700	Events & Projects						
4700/1	Notice Boards	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/2	Christmas Lights	£19,959.92	£20,000.00	£15,724.05	£4,275.95	£20,000.00	£0.00
4700/3	A-Fest	£4,125.18	£3,000.00	991.95	£2,008.05	£2,500.00	£2,008.05
4700/4	Shilling Fair	£3,261.88	£2,000.00	£3,656.58	-£1,656.58	£3,000.00	-£1,656.58
4700/5	Youth Council	£21.50	£2,000.00	£122.28	£1,877.72	£0.00	£1,877.72
4700/6	Town Centre Management	£0.00	£4,000.00	£0.00	£4,000.00	£0.00	£0.00
4700/7	Events	£5,600.20	£0.00	£160.00	-£160.00	£5,000.00	-£160.00
4700/8	Andover Health & Wellbeing	£6,812.27	£0.00	£0.00	£0.00	£0.00	£0.00
4700/9	Andover Challenges	£0.00	£3,000.00	£3,000.00	£0.00	£0.00	£0.00
4700/10	WW1 Event (215)	£2,813.75	£5,000.00	£8,568.60	-£3,568.60	£0.00	£0.00
4700/11	Festival of Motoring	£0.00	£400.00	£313.60	£86.40	£400.00	£86.40
4700/12	Defibrillator Provision	£0.00	£5,000.00	£0.00	£5,000.00	£0.00	£2,500.00
4700/13	Proms in the Park	£2,367.50	£0.00	£0.00	£0.00	£0.00	£0.00
4700	TOTAL	£44,962.20	£44,400.00	£32,537.06	£11,862.94	£30,900.00	£4,655.59
4190	Grants						
4190/1	Grants	£500.00	£1,000.00	£300.00	£700.00	£1,000.00	£0.00
4190/1/1	1 off grant for LGBT	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00	£0.00
4190/2	Larger Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4190/3	Grants Section 137	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4190	TOTAL	£500.00	£2,000.00	£300.00	£1,700.00	£2,000.00	£0.00
TOTAL Assets & Communities		£45,462.20	£46,400.00	£32,837.06	£13,562.94	£32,900.00	£4,655.59

		2017/2018 Net	Budget 2018/2019	Actual Net 2018/2019	Balance 2018/2019	BUDGET 2019/2020	Projected Balance @ 31.03.2019
Policy & Resources							
4000	Corporate Management						
4000/1	Accounts Support	£900.40	£1,250.00	£343.98	£906.02	£1,000.00	£0.00
4000/2	Bank Charges	£214.40	£110.00	£429.59	-£319.59	£200.00	-£319.59
4000/3	Legal & Professional Fees	£3,588.00	£1,250.00	£3,620.00	-£2,370.00	£6,000.00	-£2,370.00
4000/4	Audit Fees	£1,025.00	£1,700.00	£1,525.00	£175.00	£1,700.00	£0.00
4000/5	IT Support & Equipment	£1,921.65	£1,400.00	£4,208.32	-£2,808.32	£2,500.00	£0.00
4000/6	Website & Community Development						
4000/6/1	Website	£1,875.00	£1,500.00	£575.25	£924.75	£2,000.00	£0.00
4000/6/2	Website Hosting	£359.40	£450.00	£359.60	£90.40	£500.00	£0.00
4000/6/3	Newsletter	£0.00	£250.00	£0.00	£250.00	£250.00	£0.00
4000	TOTAL	£9,883.85	£7,910.00	£11,061.74	-£3,151.74	£14,150.00	-£2,689.59
4100	Democratic Representation						
4100/1	Town Mayor						
4100/1/1	Town Mayor Badge & Regalia	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4100/1/2	Town Mayor Allowance	£0.00	£50.00	£0.00	£50.00	£50.00	£0.00
4100/1/3	Town Mayor Charities	£0.00	£0.00	£1,244.61	-£1,244.61	£0.00	-£1,244.61
4100/1	Total	£0.00	£50.00	£1,244.61	-£1,194.61	£50.00	-£1,244.61
4100/2	Members Training & Courses	£887.45	£800.00	£75.00	£725.00	£1,500.00	£0.00
4100/3	Members Travel	£20.60	£100.00	£56.25	£43.75	£100.00	£0.00
4100/4	Public Building Hire	£1,974.60	£200.00	£315.20	-£115.20	£400.00	-£115.20
4100/5	Funds Held for Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4100	TOTAL	£2,882.65	£1,150.00	£1,721.06	-£571.06	£2,050.00	-£1,359.81
4180	Other Services to the Public						
4180/1	Election Costs	£0.00	£20,000.00	£0.00	£20,000.00	£20,000.00	£20,000.00
4180	TOTAL	£0.00	£20,000.00	£0.00	£20,000.00	£20,000.00	£20,000.00

		2017/2018 Net	Budget 2018/2019	Actual Net 2018/2019	Balance 2018/2019	BUDGET 2019/2020	Projected Balance @ 31.03.2019
4200	Administration Rechargeable Payroll						
4200/1	Payroll	£88,072.06	£110,000.00	£121,224.57	-£11,224.57	£173,000.00	£0.00
4200/3	Staff Training	£582.00	£1,000.00	£703.75	£296.25	£1,500.00	£0.00
4200/4	Staff Travel	£121.50	£200.00	£133.46	£66.54	£200.00	£0.00
4200	TOTAL	£88,775.56	£111,200.00	£122,061.78	-£10,861.78	£174,700.00	£0.00
4204	New Building Fund	£0.00	£40,000.00	£0.00	£40,000.00	£20,000.00	£40,000.00
4205	Bus Shelters	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		£0.00	£40,000.00	£0.00	£40,000.00	£20,000.00	£40,000.00
4210	Administration Rechargeable						
4210/1	Petty Cash	£0.00	£100.00	£0.00	£100.00	£0.00	£0.00
4210/2	Office Sundries	£137.46	£100.00	£562.84	-£462.84	£250.00	£0.00
4210/3	Rent - Office	£17,181.57	£12,000.00	£10,743.29	£1,256.71	£14,000.00	£0.00
4210/4	Rates - Office	£896.84	£4,000.00	£8,774.16	-£4,774.16	£8,000.00	-£4,774.16
4210/5	Water Rates - Office	£0.00	£300.00	£0.00	£300.00	£300.00	£0.00
4210/6	Heating & Lighting - Office	£1,392.72	£1,200.00	£3,366.59	-£2,166.59	£2,000.00	-£2,166.59
4210/7	Telephone & Broadband	£1,049.62	£1,520.00	£5,552.40	-£4,032.40	£2,000.00	-£4,032.40
4210/8	Photocopying	£3,804.91	£3,000.00	£2,135.46	£864.54	£3,000.00	£864.54
4210/9	Stationery	£735.16	£850.00	£731.13	£118.87	£1,000.00	£0.00
4210/10	Postage	£1,325.68	£1,500.00	£1,361.20	£138.80	£1,500.00	£0.00
4210/11	Subscriptions/Memberships	£3,004.00	£3,000.00	£3,008.00	-£8.00	£3,000.00	-£8.00
4210/12	Insurance	£22.55	£4,000.00	£3,679.49	£320.51	£4,000.00	£320.51
4210/14	Advertising	£0.00	£50.00	£0.00	£50.00	£50.00	£50.00
4210/15	Office & Equipment Maintenance	£2,532.67	£2,000.00	£3,161.06	-£1,161.06	£2,500.00	-£1,161.06
							-
4210/16	New Equipment & Furniture	£10,846.98	£800.00	£35,922.48	-£35,122.48	£1,000.00	£35,122.48
4210/17	Waste Removal	£376.00	£500.00	£430.40	£69.60	£1,000.00	£69.60
4210	TOTAL	£43,306.16	£34,920.00	£79,428.50	-£44,508.92	£43,600.00	£46,346.64
TOTAL POLICY & RESOURCES		£144,848.22	£215,180.00	£214,273.08	£906.92	£274,500.00	£9,603.96

		2017/2018 Net	BUDGET 2018/2019	Actual Net 2018/2019	Balance 2018/2019	BUDGET 2019/2020	Projected Balance @ 31.03.2019
Allotments							
4500	Allotment Service						
4500/1	Allotment Maintenance						
4500/1/1	Admirals Way						
4500/1/1/1	Services	£823.62	£1,000.00	£693.24	£306.76	£1,000.00	£0.00
4500/1/1/2	Grounds Maintenance	£746.00	£1,500.00	£328.60	£1,171.40	£1,500.00	£0.00
4500/1/1/3	Water Charges	£223.94	£300.00	£225.70	£74.30	£300.00	£0.00
4500/1/1/4	Repairs & Renewals	£70.00	£150.00	£0.00	£150.00	£150.00	£0.00
4500/1/1/5	Equipment	£0.00	£150.00	£293.41	£-143.41	£150.00	£-10.00
4500/1/1/6	Sundries	£0.00	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/1/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/1/8	Pest Control	£571.40	£690.00	£514.26	£175.74	£690.00	£0.00
4500/1/1	TOTAL	£2,434.96	£3,840.00	£2,055.21	£1,784.79	£3,840.00	£40.00
4500/1/2	Barlows Lane						
4500/1/2/1	Services	£823.62	£1,000.00	£629.64	£370.36	£1,000.00	£0.00
4500/1/2/2	Grounds Maintenance	£1,850.00	£2,500.00	£738.75	£1,761.25	£2,500.00	£0.00
4500/1/2/3	Water Charges	£816.69	£700.00	£1,574.61	£-874.61	£700.00	£-874.61
4500/1/2/4	Repairs & Renewals	£467.89	£150.00	£181.33	£-31.33	£150.00	£-31.33
4500/1/2/5	Equipment	£0.00	£150.00	£213.41	£-63.41	£150.00	£-63.41
4500/1/2/6	Sundries	£0.00	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/2/7	Returned Deposits	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/2/8	Pest Control	£571.40	£690.00	£514.30	£175.70	£690.00	£0.00
4500/1/2	TOTAL	£4,629.60	£5,240.00	£3,852.04	£1,387.96	£5,240.00	£-919.35
4500/1/3	Churchill Way						
4500/1/3/1	Services	£823.62	£1,000.00	£756.84	£243.16	£1,000.00	£0.00
4500/1/3/2	Grounds Maintenance	£920.00	£2,500.00	£1,630.00	£870.00	£2,500.00	£0.00
4500/1/3/3	Water Charges	£344.63	£500.00	£335.89	£164.11	£500.00	£0.00
4500/1/3/4	Repairs & Renewals	£68.00	£150.00	£1,165.00	£-1,015.00	£150.00	£-1,015.00
4500/1/3/5	Equipment	£0.00	£150.00	£266.19	£-116.19	£150.00	£-116.19
4500/1/3/6	Sundries	£0.00	£50.00	£0.00	£50.00	£50.00	£50.00

4500/1/3/7	Returned Deposits	£0.00	£0.00	£50.00	-£50.00	£0.00	-£50.00
4500/1/3/8	Pest Control	£571.40	£690.00	£514.26	£175.74	£690.00	£0.00
03/01/4500	TOTAL	£2,727.65	£5,040.00	£4,718.18	£321.82	£5,040.00	-£1,131.19
04/01/4500	Mylen Road						
4500/1/4/1	Services	£823.62	£1,000.00	£693.24	£306.76	£1,000.00	£0.00
4500/1/4/2	Grounds Maintenance	£2,350.00	£2,650.00	£1,245.00	£1,405.00	£2,650.00	£0.00
4500/1/4/3	Water Charges	£1,274.98	£800.00	£363.53	£436.47	£800.00	£0.00
4500/1/4/4	Repairs & Renewals	£78.00	£150.00	£985.00	-£835.00	£150.00	-£835.00
4500/1/4/5	Equipment	£0.00	£150.00	£133.40	£16.60	£150.00	£16.60
4500/1/4/6	Sundries	£0.00	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/4/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/4/8	Pest Control	£571.40	£690.00	£514.26	£175.74	£690.00	£0.00
4500/1/4	TOTAL	£5,098.00	£5,490.00	£3,934.43	£1,555.57	£5,490.00	-£768.40
4500/1/5	Old Winton Road						
4500/1/5/1	Services	£823.62	£1,000.00	£693.24	£306.76	£1,000.00	£0.00
4500/1/5/2	Grounds Maintenance	£1,815.00	£2,500.00	£1,130.00	£1,370.00	£2,500.00	£0.00
4500/1/5/3	Water Charges	£676.87	£1,000.00	£627.53	£372.47	£1,000.00	£0.00
4500/1/5/4	Repairs & Renewals	£57.00	£150.00	£64.79	£85.21	£150.00	£0.00
4500/1/5/5	Equipment	£80.00	£150.00	£193.41	-£43.41	£150.00	-£43.41
4500/1/5/6	Sundries	£0.00	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/5/7	Returned Deposits	£0.00	£0.00	£200.00	-£200.00	£0.00	-£200.00
4500/1/5/8	Pest Control	£571.40	£690.00	£514.26	£175.74	£690.00	£0.00
4500/1/5	TOTAL	£4,023.89	£5,540.00	£3,423.23	£2,116.77	£5,540.00	-£193.41
4500/1/6	The Drove						
4500/1/6/1	Services	£823.62	£1,000.00	£693.24	£306.76	£1,000.00	£0.00
4500/1/6/2	Grounds Maintenance	£1,755.00	£2,700.00	£1,848.71	£851.29	£2,700.00	£0.00
4500/1/6/3	Water Charges	£3,476.15	£2,500.00	£2,106.63	£393.37	£2,500.00	£0.00
4500/1/6/4	Repairs & Renewals	£68.00	£150.00	£0.00	£150.00	£150.00	£150.00
4500/1/6/5	Equipment	£80.00	£150.00	£213.41	-£63.41	£150.00	-£63.41
4500/1/6/6	Sundries	£0.00	£50.00	£10.00	£40.00	£50.00	£40.00
4500/1/6/7	Returned Deposits	£50.00	£0.00	£50.00	-£50.00	£0.00	-£50.00
4500/1/6/8	Pest Control	£571.40	£690.00	£514.28	£175.72	£690.00	£0.00

4500/1/6	TOTAL	£6,824.17	£7,240.00	£5,436.27	£1,803.73	£7,240.00	£76.59
		2017/2018 Net	BUDGET 2018/2019	Actual Net 2018/2019	Balance 2018/2019	BUDGET 2019/2020	Projected Balance @ 31.03.2019
4500/1/7	Vigo Road						
4500/1/7/1	Services	£823.62	£1,000.00	£693.24	£306.76	£1,000.00	£0.00
4500/1/7/2	Grounds Maintenance	£1,640.00	£2,500.00	£1,852.55	£647.45	£2,500.00	£0.00
4500/1/7/3	Water Charges	£565.53	£1,200.00	£1,039.67	£160.33	£1,200.00	£0.00
4500/1/7/4	Repairs & Renewals	£18.00	£150.00	£0.00	£150.00	£150.00	£150.00
4500/1/7/5	Equipment	£0.00	£150.00	£248.41	-£98.41	£150.00	-£98.41
4500/1/7/6	Sundries	£0.00	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/7/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/7/8	Pest Control	£571.60	£690.00	£514.38	£175.62	£690.00	£0.00
4500/1/7	TOTAL	£3,618.75	£5,740.00	£4,348.25	£1,391.75	£5,740.00	£101.59
4500/1	TOTAL	£29,357.02	£38,130.00	£27,767.61	£10,362.39	£38,130.00	-£2,794.17
TOTAL ALLOTMENTS EXPENDITURE		£29,357.02	£38,130.00	£27,767.61	£10,362.39	£38,130.00	-£2,794.17
Total Income		£314,085.34	£298,829.14	£326,582.31	£27,753.17	£25,660.00	
Total Expenditure		£219,667.44	£299,710.00	£274,878.05	£24,831.95	£345,530.00	
TOTAL NET BALANCE		£94,417.90	-£880.86	£51,704.26		-£319,870.00	