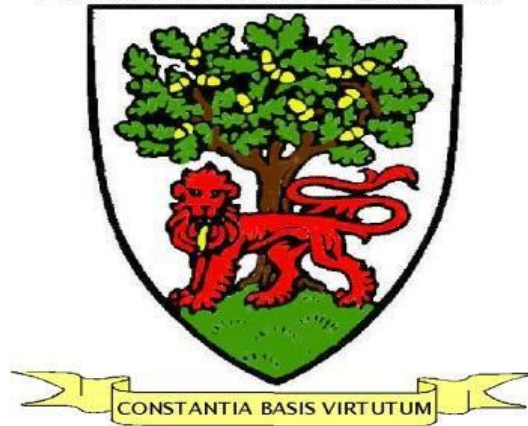


Andover Town Council



ANNUAL REPORT

2017 / 2018

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THE TOWN MAYOR OF ANDOVER TOWN COUNCIL

It has been an exciting and busy year for Andover Town Council. There has been a change in the landscape around local government, in part brought about by the recent discussions around devolution. While devolution is on hold it has highlighted to a much wider audience the importance of Town and Parish Councils and the role they play as community facilitators. In order for Andover to get investment and support into the future to fulfil its potential, we must be part of these strategic discussions. This year Andover Town Council has spent time strengthening existing connections to key partners, and developing new links as appropriate. Our actions as a Town Council are already positively changing the way that local authorities within Hampshire deal with Town and Parish councils.

We as a town, county, country and continent are 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. Whether it is Andover more attractive for shopping, relocation, working, living, or relaxing, the Town Council has a role to play. Speaking out with and for residents on the future of our town will get results, 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 is 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 deal with significant numbers of calls from residents, on a wide range of matters and consistently offer a service over and above what could possibly be asked of them. My personal thanks to them for taking on and delivering so much with such grace, I am sure that not many people realise how much they make happen without any public acknowledgement, so thank you.

Having been the Chairman and now Town Mayor of Andover Town Council for two years, I would like to thank my two deputies, Councillor Len Gates and Councillor Barbara Long for all their help and support. Without them the role of Chairman/Town Mayor would be impossible, and far less fun.

Our Councillors are part of the community; listening, supporting, giving feedback and making change happen; as Andover residents as well as Councillors we are involved with a significant number of local organisations and charities, giving an insight into the breadth and depth of what happens in Andover.

The coming year is one of change for the Town Council, with an imminent office move giving the potential to expand our team and do more for the town. My thanks go to Cllr Veronika Pond for ably project managing the office move, making it as painless as possible for all concerned. It should mean that next year this meeting will be held in our own meeting room, rather than here in the Guildhall.

As there is currently a Community Governance Review taking place, the boundaries of Andover itself may change, which will in turn change the areas our councillors look after as well as who we represent.

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. The Town Council is bringing new and innovative events into the town centre, introducing the Shilling Fair in 2017, Andover Gardening Fair in 2018, supporting A-Fest, The Festival of Motoring, and of course the Christmas Lights Switch-On.

Andover Town Council has had representation at local events, including Merchant Navy Day, Remembrance Sunday, Commonwealth Day, the World War 1 Commemorative Act, and various ceremonial events with neighbouring Town Councils. We are going to be running a community project to mark the Centenary of the end of World War 1 in Vigo Recreation Ground on Saturday 10th November, and all local schools and community groups are invited to get involved – more information is available online - <http://www.the-215.co.uk/>

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

I am going to finish with the same thing as last year, as (to me) it is the most important aspect of being a Councillor – if there are things that you, as residents, think that we should be involved in, or speaking out about, and are currently not doing, then please do come and talk to us. We are your Town Council, here to work for you.

Cllr Katherine Bird
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 D	– Attendance at Full Council Meetings 2017 – 2018
Appendix E	– Attendance at Allotment Committee Meetings 2017 - 2018
Appendix F	– Attendance at Assets & Amenities Committee Meetings 2017 – 2018
Appendix G	– Attendance at Community Engagement Committee Meetings 2017 – 2018
Appendix H	– Attendance at Policy & Resources Committee Meetings 2017 – 2018

- Appendix I** - Attendance at Planning Committee Meetings 2017 – 2018
Appendix J - Attendance at Staffing Sub-Committee Meetings 2017 – 2018

Each committee has a Chairman and Vice-Chairman. The Policy and Resources Committee has 9 Members, the Allotments Committee has 7 Members, the Assets & Amenities Committee has 10 Members, the Community Engagement Committee has 9 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 2017/2018 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 2017/2018 a grant has been given to the following organisation:

Andover Trees United – Schools Tree Planting - £500.

Please refer to the Chairman of Community Engagement Committee report for further details.

Staffing

Currently, Andover Town Council has one full time member of staff, the Town Clerk and 2 part-time members of staff, an Allotments Officer, providing allotment management and service provision and a Committee Officer providing committee support.

During 2017/2018 the Staff have completed the following training:

Transparency Act (HALC) – Town Clerk

Assessing Risks and Risk Assessment Writing (HCC) – Committee Officer, Allotments Officer, Town Clerk

General Data Protection Regulation (HALC) – Town Clerk, Committee Officer

Employment Law Update (South East Employers) – Town Clerk

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

POLICY & RESOURCES COMMITTEE

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

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 8 Councillors whose membership broadly reflects the Political balance of the Council.

The Work of the Policy and Resources Committee 2017/18

2017 proved to be a 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 £274,050.00 for the year 2018/2019 with a precept of £273,169.14. To balance the budget, the Council agreed to take £880.86 from reserves.

This represents a freeze in the Council Tax with the average band D remaining at £20.03. The Council's Tax base increased this year to 13,638.

The Committee worked hard to ensure that the Council continued to lay 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 – The Town Council currently is moving into newer and larger premises in the High Street. The Town Council is committed to ensuring that we are accessible to the public. To this end, the Committee has 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 2016/2017 for this project. The working group had this year requested a budget for a further £12,500.00 as the Council prepares to take on the responsibility. The project has identified that we will need to ensure that there is around £25,000.00 to cover unexpected costs, like replacing a bus shelter at £15,000.00. The work continues with the working group to ensure it is fully funded before the responsibility is transferred to us.
- Christmas lights – In 2017/2018, the manual light switches were replaced with automatic ones to ensure that the fixings were compliant with safety regulations. The working group continues to further enhance the experience in Andover again.

As part of the business plan we have continued to support the ongoing development of the Youth Council with a £2,000.00 budget.

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 to recommend freezing 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 Stephen Hardstaff (Chairman of Policy & Resources Committee 2017/2018)

ASSETS & AMENITIES COMMITTEE

Chairman	Cllr V Pond
Vice Chairman	Cllr R Kidd
	Cllr K Bird
	Cllr A Cotter
	Cllr C Ecclestone
	Cllr L Gregori
	Cllr S Hardstaff
	Cllr R Hughes
	Cllr B Long

Responsibilities:

To address and, where appropriate, formulate policy regarding the Assets & Amenities provided by the Council and develop schemes and projects for Town Development.

Report of the Chairman – Councillor Veronika Pond

Working Groups:

Since last year some working groups have been closed as their work is now finished. The current ones are as follows:

Community Right to Bid

Office Establishment Management

Markets

Christmas Lights (Purchasing)

Ludgershall-Andover Rail Re-opening

Bus Shelters

Evolution during the Year:

It became obvious that the splitting of the committees into two, i.e. Assets and Amenities and Community Engagement, provided no benefit to the Town, placed an additional burden on the staff and so a vote was taken by each committee to seek a unified solution at Full Council on the 10th May 2018.

In September 2017 the lease was signed for the new offices. Once the alterations have been completed so that Town Council complies with all the Health and Safety guidelines including Fire Safety Regulations we expect to be moving before the Chairman of the Office Establishment Management working group goes on holiday.

The Christmas Lights team goes from strength to strength even with all the additional work needed to comply with the new HCC new regulations.

The joint working group working on re-opening the Ludgershall-Andover railway line, with Ludgershall Town Council, HCC and Wiltshire's Unitary Authority has now been joined by a representative from TVBC.

The sterling work done by Councillor Katherine Bird for the Community Right to Bid applications should be commended this year.

Bus Shelters negotiations are now being handled by the Town Clerk and Responsible Financial Officer.

Report by

Councillor Veronika Pond (Chairman of Assets and Amenities Committee 2017/2018)

COMMUNITY ENGAGEMENT COMMITTEE

Chairman	Cllr Revd. A Fitchet
Vice Chairman	Cllr B Long
	Cllr K Bird
	Cllr L Gregori
	Cllr R Hughes
	Cllr G McBride
	Cllr R Kidd
	Cllr M Mumford
	Cllr R Rowles

Responsibilities:

To address and where appropriate, formulate policy regarding public relations and public engagement by the Council and develop schemes and projects for ongoing publicity of council activities:

- ◆ Communications
- ◆ Business Plan
- ◆ Events
- ◆ Grants
- ◆ Website
- ◆ Media Relations

Report of the Chairman – Councillor Revd. Andy Fitchet

Engaging with the community is of course the primary role of a Councillor. All councillors have, in their own way, engaged with the community over the last year. As a council there has been a concerted effort to be the influencers of positive change in the Town. Whether that be challenging Housing Developers, County Council decisions, such as the withdrawal of funding from the Junction, challenging the Borough Council's decision around the leisure centre closure and the successful attempt at securing temporary swimming facilities or more recently working with lone voices on the Borough Council to challenge the decision to knock down the George Yard car park toilets. All of these things have been led by individual councillors trying to do their best to make Andover the best place to live and work.

It is not just individual Councillors who have been busy but as a Council we have been running events and planning events for the future.

A-Fest

A-Fest this year coincided with the St George's Day Parade. The weather was kind to us and as usual the acts that performed showed how much talent we have in Andover. Andover College provided the infrastructure and ability for A-Fest to have music acts by hosting the rehearsals with The Rockhouse, and our thanks to The Rockhouse for this. Over the last few years a cohesive relationship has developed between ATC, the Music department at Andover College and The Rockhouse – for which we are grateful. Councillor K Bird and Councillor G McBride once again led on A-Fest for the Town

Council, and our thanks must go to them.

The Shilling Fair

The Shilling Fair was without doubt one of the Highlights of the summer in Andover. ATC worked in Partnership with Jenny from Fuse Projects to put on this spectacular event. The Town was strewn with Councillors and volunteers in 18th Century Costume celebrating and remembering the Georgian heritage of our Town Centre.

Stalls were decorated with flowers and the High Street with willow twigs to give a more country market feel to the market stalls on the High Street. Heritage Tours, Street Theatre, Musicians, Fairground rides and Donkey rides also added to the atmosphere of the event. Some Stall holders entered into the theme of the event by dressing in costume. The fair created the largest footfall to Andover High Street of all the events during August.

Councillor B Long worked extremely hard to put on the Shilling Fair and we owe her a debt of gratitude and look forward to it happening again this summer.

Andover Youth Council

Andover Youth Council have had another good year and have helped the young people of Andover learn about local government and get involved in the decisions that will improve their lives. The Youth Council now has 9 co-opted members but we are always looking for more. Youth Councillor Callum McGuire has led the Youth Council as its Executive Officer competently and passionately. The plans for the year ahead include partnering with local youth organisations to look at how there can be more youth engagement, working with TVBC to look at providing outdoor gym equipment alongside many more exciting initiatives coming up.

Andover Challenges Programme

The Andover Challenges Programme (ACP) was set up 18 Months ago to provide one-off funding to identify a social or societal challenge in Andover that needs addressing, with them being preferably linked to the UN Sustainable Development Goals.

The ACP Team, led by Cllr McBride, received 3 different proposals from Cllr's who had identified issues. The Grants Panel met to discuss the options and Andover Mind, under the guidance of Cllr Mumford, were awarded the ACP funding to provide a Dementia Garden to support those with Dementia maintain their independence and enjoyment with professional care and support.

The Grants Panel

This year the Grants panel have met and given grant of £500 was given to Andover Trees United to help fund transport for school children to take part in Planting Fortnight when approx. 1000 tree whips were planted in Harmony Woods.

They also considered the grant applications for the Andover Challenges Programme.

215 Remembrance Event

2018 is the year in which we commemorate the ending of the First World War 100 years ago.

Councillor K Bird has been leading the ATC response on how we mark the occasion. Funding has been set aside for a community project involving local schools and organisations where groups will prepare one of 215 soldier silhouettes to represent the 215 names on the Andover War Memorial. These life-sized WW1 soldier figures will be installed for one day in Andover as a memorial to the loss of life of those from our Town, and a way of developing new links and discovering connections between residents. This will be a significant event and we hope that you come and be a part of it, either by taking on one of the figures as part of a local school or organisation, or as an observer and participant on the day. This will be a spectacular event and hope you will be able to come and see it whilst it is up.

Report by

Councillor Revd. Andy Fitchet (Chairman of Community Engagement Committee 2017/2018)

PLANNING COMMITTEE

Chairman **Cllr Barbara Long**

Vice-Chairman **Cllr Veronika Pond**

Cllr Carol Bartholomew

Cllr Barbara Carpenter

Cllr Alan Cotter

Cllr Christopher Ecclestone

Cllr Luigi Gregori

Cllr Richard Kidd

Cllr Richard Rowles

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 – Councillor 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 2017/2018 the Planning Committee has made observations on 326 Planning Applications, 5 Street Trading Applications, 13 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.

The Planning Committee has also made comments on 42 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.

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

The Committee have received two presentations on the future development in Picket Piece.

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 2017/2018 considered consultations on footpaths. We have made representations to Test Valley Borough Council Northern Area Planning Committee highlighting our concerns regarding specific planning applications.

The Town Council made representation to Northern Area Planning Committee and Test Valley Cabinet on the demolition of George Yard Toilets.

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 18 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. Members of the Committee met with developers in Picket Piece regarding the land allocated in Picket Piece for allotments. They have 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.

Report by

Councillor Barbara Long (Chairman of Planning Committee 2017/2018)

ALLOTMENT COMMITTEE

Chairman	Cllr K Hughes
Vice-Chairman	Cllr A Cotter
	Cllr C Bartholomew
	Cllr V Pond
	Cllr B Long
	Cllr L Gregori
	Cllr R Kidd

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 of the Allotments Committee, Councillor Kevin Hughes

2017/18 was another busy year for the Allotments Committee and the Allotment Officer, Lisa Laing. The Allotments Committee continued to hold quarterly meetings and surgeries, and also completed a number of ad-hoc site visits.

2017/18 has seen far fewer complaints of vermin compared to 2016/17. These results have been achieved through the continued hard work of our pest controller combined with the vigilance of allotment holders.

2017/18 has seen the committee and staff focus on reducing ongoing maintenance costs as much as possible. This is a challenging task given that the sites are large and contain many fences, trees and bushes that the council is responsible for maintaining. Possible options include the removal of bushes and trees that require annual maintenance. With this in mind the committee have started working on a standard model for future allotment sites. This will then be used as a blueprint for future sites with the aim of minimising maintenance costs for those sites and ensuring they are fit for purpose.

The Allotments newsletter continues to provide allotment holders with regular updates and useful information. We have also held a number of competitions for allotment holders including Largest Pumpkin and Best Scarecrow.

I would like to end this report by paying tribute to the Officers, Wendy Coulter, Tor Warburton and Lisa Laing, along with our team of Wardens. Without their tireless work much of the above would not have been achievable. I would also like to take this opportunity to thank our Allotments Officer Lisa Laing who sadly has decided to move on within Andover Town Council. Lisa has worked incredibly hard to improve the allotments for both allotment holders and the Town Council and will be sorely missed by all that had the privilege to work with her.

Report by Councillor Kevin Hughes (Chairman of the Allotments Committee 2017/2018)

STAFFING SUB-COMMITTEE

Chairman	Cllr L Gates
Vice-Chairman	Cllr R Hughes
	Cllr S Hardstaff
	Cllr L Gregori
	Cllr R Kidd

Responsibilities:

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

The Work of the Staffing Sub-Committee

Over the past year the Town Council employed a full time Town Clerk, a Part-time Allotments Officer and Committee Officer. The Town Council also jointly employs with Test Valley Borough Council a part time Town Centre Manager. The Council has recently appointed an office Receptionist/Admin assistant and has just recruited a new Allotments Officer.

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

The Staffing Committee has carried out a review of staff job descriptions and contracts and the Council's staffing structure. This was carried out in conjunction with the council's audit report/recommendations and included benchmarking/comparisons with other similar authorities. A series of recommendations were then submitted to the Policy and Resources Committee.

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 assess the impact of new GDPR regulations on the Council. Staffing levels for the planned new offices have been recommended and agreed with the Policy and Resources Committee. A new protocol for staff appraisals has been agreed and appraisals are ongoing.

The Staffing Sub Committee has worked with the Town Clerk to develop a member/officer protocol and infrastructure to ensure adequate support and response is given to members and the public. We have also worked with the Town Clerk to facilitate and encourage members training. The committee chairman is a member of the new office working group to ensure an orderly move to the new offices. The Staffing Committee will continue to meet on a regular (six monthly) basis to monitor the above with additional meetings if required.

Report by Councillor Len Gates (Chairman of the Staffing Sub-Committee 2017/2018)

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 Groups that remain in place all year are the Christmas Lights Working Group, reporting to Community Engagement Committee for publicity and Assets & Amenities Committee for purchasing and infrastructure, and the Website Working Group.

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

Assets & Amenities Committee

Bus Shelters
Community Right to Bid
Christmas Lights (Purchasing and Infrastructure)
Office Establishment Management
Markets
Ludgershall to Andover Railway

Community Engagement Committee

Grants
Website
215 Event
Christmas Lights (Publicity)
Andover Challenges Programme
Shilling Fair
A-Fest

Policy & Resources Committee

Council Operations
Earmarked Reserves
Investment Strategy

ANDOVER TOWN COUNCIL – FINANCE

Budget 2018/2019

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 2018/2019.

ANDOVER YOUTH COUNCIL

Membership of Andover Youth Council

Executive Officer	Yth Cllr C McGuire
Deputy Executive Officer	Yth Cllr J Auton
	Yth Cllr F Shirly
	Yth Cllr B McGuire
	Yth Cllr H Speed

Advisory Panel

Report of the Executive Officer – Youth Councillor C McGuire

Andover Youth Council was set up and started in November 2013, with 6 Members.

The Youth Council has been set up following the principle of Roger Hart's Ladder of Young People's Participation.

The Youth Council is now at Rung 7: Young people lead and initiate decision.

During 2015 we, as the Youth Councillors have actively promoted the Youth Council, going to local schools, youth groups and organisations to make presentations about what we're doing and encouraging more Young People to join.

We have been very successful and more young people are joining because they want to help make Andover a better place.

In moving up Roger Hart's Ladder and wanting to achieve Rung 7 and 8, we discussed with the Youth Advisory Group how we could take on projects and events that would help improve the lives of all young people in Andover.

The Advisory Group helped us to devise a survey to ask young people what was needed or missing in Andover for young people. 196 surveys were completed by young people and overwhelmingly the top priority was a Festival.

With this information we, as the Youth Council brainstormed ideas about what we could do. We wanted to be able to provide an annual event, something where young people could come together in a safe environment and enjoy local bands, meet organisations who offer services to young people and that would be available to all 11-25 year olds in Andover and the surrounding villages.

We came up with the idea of A-Fest. It took place on Friday 17 April 2015 in the High Street. The featured local bands and entertainment and local youth organisations were given the opportunity to promote their services to young people.

We did our own fundraising and raised the equivalent of £14,000 from local organisations offering to sponsor us and grant applications applied for including £6,300 from the Big Lottery Fund.

A-Fest was a great success and enabled us to continue the great work of the Youth Council and enable us to reach Rung 8 of Roger Hart's ladder: Young People and Adults share decision-making.

Due to its success A-Fest was held again in 2016, 2017 and will be held again in 2018. This time the Youth Council delegated to a Working Group the task of organising the event. The Youth Council are still actively involved and make all the decisions.

We are continuing to promote the Youth Council. We are continuing to campaign going out to local schools and spreading the word about what we do, recruiting more Youth Councillors.

Riverside Bowl are very generously allowing us to use their conference room for our meetings. We'd like to extend our thanks to Riverside Bowl for their support of the Andover Youth Council.

We continue to recruit more Members and we are still looking for a permanent secretary to assist with our meetings.

We have already reviewed the wishes of the young people and during 2016/2017 we put forward another large project to promote, encourage, support and reach out to all young people in Andover. We are researching funding to enable us to have a Youth Community Bus which will be a mobile centre for the young people of Andover to provide a support hub, information hub and somewhere where young people can go to socialise.

We are working very closely with Test Valley Borough Council with the projects to install gym equipment in the parks and we also hope to help them with any future projects.

We are also actively involved with Andover Vision and hope we can help them out with projects and vice versa in the future.

Report of Executive Officer, Youth Councillor Callum McGuire – Andover Youth Council

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 councils area	Local Government Act 1972, s.145 (1)(b) Local Government Act 1972, s.145 (2)
Tourism	Power to charge for admission to a theatre provided by the council 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

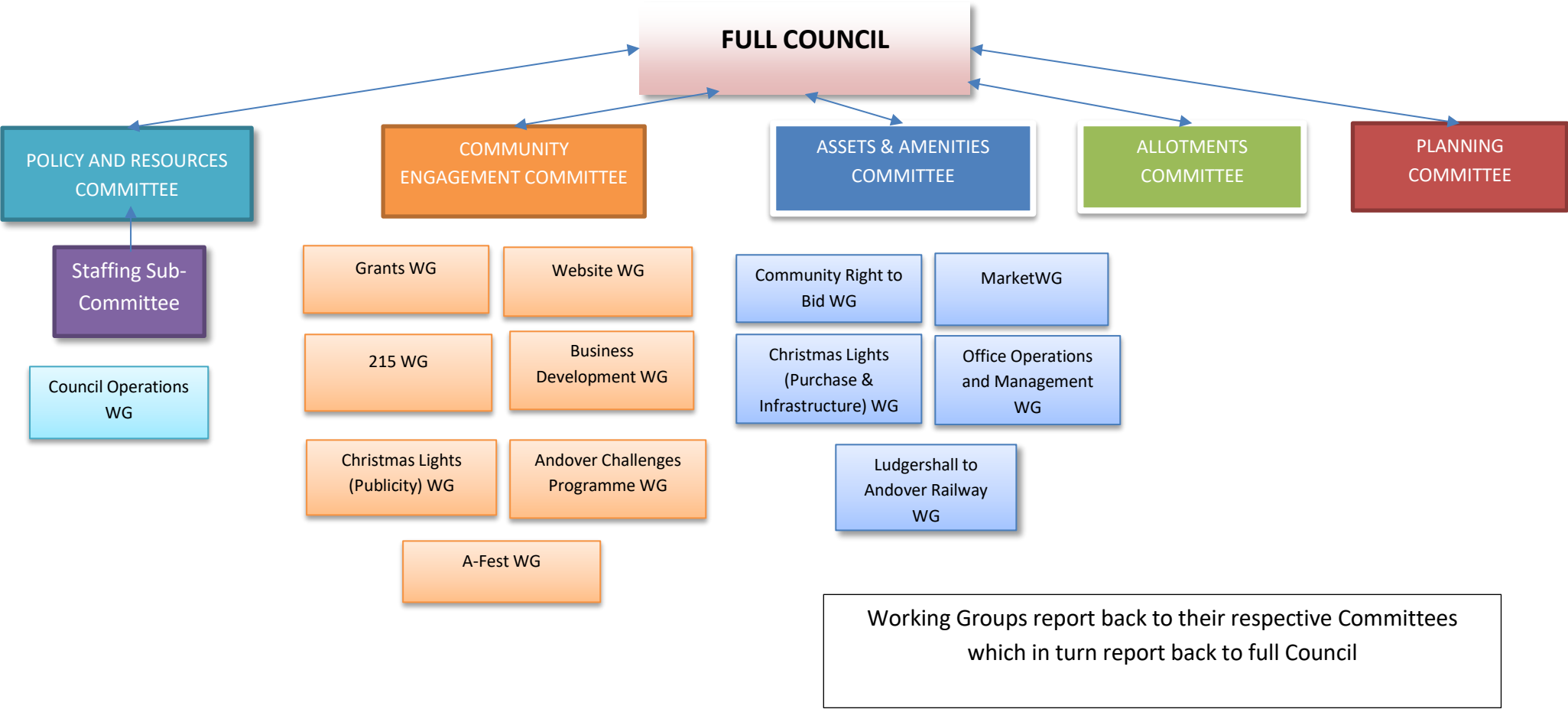
Councillor K Bird

Councillor C Bartholomew

Councillor S Hardstaff

Councillor B Long

APPENDIX C – ANDOVER TOWN COUNCIL COMMITTEE STRUCTURE



APPENDIX D – ATTENDANCE AT FULL COUNCIL MEETINGS 2017 - 2018

Councillor	23.03.2017	11.05.2017	22.06.2017	07.09.2017	30.11.2017	25.01.2018	6 Meetings
K Bird	1	1	1	1	0	1	5
L Bird	N/A	1	1	1	1	1	5
C Bartholomew	1	1	1	1	1	1	6
B Carpenter	1	1	1	1	1	1	6
A Cotter	1	1	1	1	1	1	6
P Crossman	N/A	1	1	0	1	0	4
C Ecclestone	1	1	1	0	1	0	4
A Fitchet	1	1	1	1	1	1	6
L Gates	1	1	1	1	1	1	6
L Gregori	1	1	1	1	1	1	6
S Hardstaff	1	1	1	1	1	1	6
K Hughes	0	1	0	0	1	0	2
R Hughes	1	0	1	0	0	1	3
R Kidd	1	1	1	1	1	1	6
B Long	1	1	1	1	1	1	6

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

APPENDIX E – ATTENDANCE AT ALLOTMENT COMMITTEE MEETINGS 2017 - 2018

Councillor	06.04.2017	06.07.2017	14.09.2017	05.10.2017	18.01.2018	5 Meetings
K Hughes	1	1	1	1	1	5
A Cotter	1	1	1	1	1	5
C Bartholomew	1	1	1	1	1	5
V Pond	1	1	1	1	1	5
B Long	1	1	1	0	0	3
L Gregori	1	0	1	0	1	3
R Kidd	0	1	1	0	1	3
Meetings TOTAL	6	6	7	4	6	

APPENDIX F – ATTENDANCE AT ASSETS & AMENITIES COMMITTEE MEETINGS 2017 - 2018

Councillor							6 Meetings
	30.03.2017	04.05.2017	13.07.2017	19.10.2017	07.12.2017	01.02.2018	
C Ecclestone (Chair up to May 2017)	1	1	0	0	1	1	4
V Pond (Chair from May 2017)	1	1	1	1	1	1	6
R Kidd (Vice Chair from May 2017)	1	1	1	1	1	1	6
K Bird	1	1	1	1	1	1	6
L Bird	N/A	1	1	1	1	1	5
A Cotter	1	1	0	1	1	1	5
L Gregori	1	1	1	1	1	1	6
S Hardstaff	0	0	0	0	0	0	0
R Hughes	1	1	1	1	0	1	5
B Long	1	1	1	0	1	0	4
Meetings TOTALS	8	9	7	7	8	8	

APPENDIX G – ATTENDANCE AT COMMUNITY ENGAGEMENT COMMITTEE MEETINGS 2017 - 2018

Councillor	13.04.2017	01.06.2017	20.07.2017	02.11.2017	14.12.2017	15.02.2017	6 Meetings
R Rowles (Chair up to May 2017)	1	0	0	0	0	0	1
K Bird	1	0	1	1	1	1	5
L Bird	N/A	N/A	1	1	1	0	3
P Crossman	N/A	1	0	0	1	1	3
A Fitchet (Chair from May 2017)	0	1	1	1	1	1	5
L Gregori	1	0	0	1	1	1	4
R Hughes	1	1	0	0	0	1	3
B Long	1	1	0	1	1	1	5
G McBride	1	1	1	0	0	1	4
R Kidd	1	1	1	0	1	1	5
M Mumford	N/A	1	0	1	1	1	4
Meeting Totals	7	7	5	6	8	9	

APPENDIX H – ATTENDANCE AT POLICY & RESOURCES COMMITTEE MEETINGS 2017 - 2018

Councillor	18.05.2017	08.06.2017	27.07.2017	16.11.2017	21.12.2017	11.01.2018	01.03.2018	7 Meetings
S Hardstaff (Chairman)	1	1	1	1	1	1		7
K Bird	1	1	1	1	1	1		7
L Gates	1	1	0	1	1	1		
L Gregori (Vice Chairman)	1	1	0	1	1	1		
R Hughes	0	0	1	0	0	1		
V Pond	1	1	1	1	1	1		
M Mumford	1	1	1	1	1	1		
R Kidd	1	1	1	1	1	1		
Meeting Totals	8	8	7	8	8	9		

APPENDIX I – ATTENDANCE AT PLANNING COMMITTEE MEETINGS 2017 - 2018

Councillor	27.03.2017	18.04.2017	08.05.2017	30.05.2017	19.06.2017	10.07.2017	31.07.2017	21.08.2017	11.09.2017	02.10.2017	23.10.2017	13.11.2017	04.12.2017	22.01.2018	12.02.2018	05.03.2018	16 Meetings
B Long (Chairman)	1	1	1	0	1	1	1	1	1	1	1	1	1	1	1	1	15
A Cotter (Vice Chair up to May 2017)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
C Bartholomew	1	1	1	0	1	1	1	1	1	1	1	1	0	1	1	1	14
B Carpenter	1	1	1	1	0	1	0	1	1	0	1	1	0	1	1	1	13
C Ecclestone	1	1	1	0	1	0	1	0	0	1	1	1	1	1	0	1	11
L Gregori	1	1	1	0	1	0	0	1	1	1	1	1	1	1	1	1	13
V Pond (Vice Chair from May 2017)	N/A	N/A	N/A	1	1	1	1	0	1	1	1	1	0	1	1	1	11
R Rowles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
R Kidd	1	1	1	1	0	1	1	1	1	1	0	1	1	1	1	1	14
Meeting Totals																	

APPENDIX J – ATTENDANCE AT STAFFING SUB-COMMITTEE MEETINGS 2017 - 2018

Councillor	11.05.2017	21.09.2017	26.10.2017	26.01.2018	09.02.2018	5 Meetings
S Hardstaff	1	0	1	1	1	4
R Hughes (Vice Chairman)	1	1	1	1	1	5
L Gregori	1	1	1	1	1	5
L Gates (Chairman)	1	1	0	1	1	4
R Kidd	1	1	0	1	1	4
Meeting Totals	5	4	3	5	5	

APPENDIX K – ANDOVER TOWN COUNCIL BUDGET 2018/2019

FINANCIAL BUDGET 2018/2019

		Previous Year's Net	Budget 2017/2018	Actual Net	Balance	BUDGET 2018/2019	Projected Balance @ 31.03.2018
INCOME							
Events & Projects							
3025	Town Development						
3025/1	Income from Events	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/2	Grants	£700.00	£0.00	£3,912.00	£3,912.00	£0.00	£3,912.00
3025/3	Sponsorship	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/4	Proms in the park	£0.00	£0.00	£469.38	£469.38	£0.00	£469.38
3025/5	A-Fest	£0.00	£0.00	£2,415.00	£2,415.00	£0.00	£2,415.00
3025/6	Shilling Fair	£0.00	£0.00	£215.00	£215.00	£0.00	£215.00
3025	TOTAL	£750.00	£0.00	£7,011.38	£7,011.38	£0.00	£7,011.38
TOTAL EVENTS & PROJECTS		£750.00	£0.00	£7,011.38	£7,011.38	£0.00	£7,011.38
Policy & Resources							
36	Business Rates Refund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3000	Precept	£261,651.89	£268,001.40	£268,001.40	£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	£276.96	£150.00	£0.00	-£150.00	£0.00	-£150.00
3020	Grants Received	£2,270.00	£0.00	£0.00	£0.00	£0.00	£0.00
3021	Cil Monies	£0.00	£0.00	£4,782.75	£4,782.75	£0.00	£4,782.75
3100	VAT Refund	£15,718.17	£0.00	£5,622.78	£5,622.78	£0.00	£5,622.78
3110	VAT Overclaim	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3339	Mayors Events	£0.00	£0.00	£111.62	£111.62	£0.00	£111.62
3998	Funds Held for Youth Council	£2,100.00	£0.00	£0.00	£0.00	£0.00	£0.00
3999	Funds Held for N P	£1,000.00	£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	£308.53					
TOTAL POLICY & RESOURCES	£283,325.55	£268,151.40	£278,518.55	£10,367.15	£0.00	£10,367.15
					BUDGET	Projected
	Previous Year's Net	2017/2018	Actual Net	Balance	2018/2019	Balance @
Allotments						31.03.2018
3050 Allotment Rents						
3050/1 Admirals Way	£844.70	£800.00	£735.97	-£64.03	£800.00	£800.00
3050/2 Barlows Lane	£5,587.52	£5,500.00	£3,291.88	-£2,208.12	£5,500.00	£5,500.00
3050/3 Churchill Way	£2,286.87	£2,000.00	£1,891.42	-£108.58	£2,000.00	£2,000.00
3050/4 Mylen Road	£1,388.46	£1,400.00	£1,234.86	-£165.14	£1,300.00	£1,400.00
3050/5 Old Winton Road	£3,685.24	£3,800.00	£3,207.64	-£592.36	£3,600.00	£3,800.00
3050/6 The Drove	£7,097.69	£7,200.00	£5,783.66	-£1,416.34	£7,000.00	£7,200.00
3050/7 Vigo Road	£4,589.93	£4,900.00	£3,052.43	-£1,847.57	£4,500.00	£4,900.00
Picket Piece					£960.00	
3050 TOTAL	£25,480.41	£25,600.00	£19,197.86	-£6,402.14	£25,660.00	£25,600.00
3051 Deposits						
3052 Deposit Credit Interest	£4.05	£0.00	£1.89	£1.89	£0.00	£0.00
3053 Deposit Direct Payment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Returned Deposits	£100.00					
TOTAL ALLOTMENTS	£25,584.46	£25,600.00	£19,199.75	-£6,400.25	£25,660.00	£25,600.00
TOTAL INCOME	£325,981.01	£293,751.40	£304,729.68	£10,978.28	£25,660.00	£42,978.53

EXPENDITURE

		Previous Year's Net	2017/2018	Actual Net	Balance	BUDGET 2018/2019	Projected Balance @ 31.03.2018
Events & Projects							
4700	Town Centre Development						
4700/1	Notice Boards	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/2	Christmas Lights	£14,990.10	£22,000.00	£17,039.37	£4,960.63	£20,000.00	£3,000.00
4700/3	A-Fest	£2,020.50	£1,000.00	£6,520.39	-£1,465.39	£3,000.00	-£1,465.39
4700/4	Shilling Fair	£0.00	£1,000.00	£2,836.88	-£1,836.88	£2,000.00	-£1,836.88
4700/5	Youth Council	£4,602.56	£2,000.00	£21.50	£1,978.50	£2,000.00	£1,978.50
4700/6	Town Centre Management	£25,689.20	£4,000.00	£475.20	£3,524.80	£4,000.00	£0.00
4700/7	Projects	£5,270.50	£6,565.00	£9,796.44	-£3,231.44	£0.00	-£3,231.44
4700/8	Andover Health & Wellbeing	£0.00	£300.00	£0.00	£300.00	£0.00	£300.00
4700/9	Andover Challenges	£0.00	£0.00	£0.00	£0.00	£3,000.00	£0.00
4700/10	WW1 Event (215)	£0.00	£0.00	£0.00	£0.00	£5,000.00	£0.00
4700/11	Festival of Motoring	£0.00	£0.00	£0.00	£0.00	£400.00	£0.00
4700/13	Defibrillator Provision	£0.00	£0.00	£0.00	£0.00	£5,000.00	£0.00
4700/14	Proms in the Park	£0.00	£0.00	£2,813.75	-£2,813.75	£0.00	-£2,813.75
4700	TOTAL	£52,572.86	£36,865.00	£39,503.53	£1,416.47	£44,400.00	-£4,068.96
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TOTAL Events & Projects		£52,572.86	£36,865.00	£39,503.53	£1,416.47	£44,400.00	-£4,068.96

		Previous Year's Net	2017/2018	Actual Net	Balance	BUDGET 2018/2019	Projected Balance @ 31.03.2018
Policy & Resources							
4000	Corporate Management						
4000/1	Accounts Support	£1,830.30	£900.00	£51.00	£849.00	£1,250.00	£0.00
4000/2	Bank Charges	£110.85	£0.00	£131.90	-£131.90	£110.00	-£80.00
4000/3	Legal & Professional Fees	£1,078.00	£2,600.00	£3,553.00	-£953.00	£1,250.00	-£953.00
4000/4	Audit Fees	£1,657.08	£1,500.00	£850.00	£650.00	£1,700.00	£0.00
4000/5	IT Support & Equipment	£1,341.01	£1,000.00	£188.32	£811.68	£1,400.00	£0.00

4000/6	Website & Community Development						
4000/6/1	Website	£0.00	£2,000.00	£525.00	£1,475.00	£1,500.00	£0.00
4000/6/2	Website Hosting	£0.00	£500.00	£269.55	£230.45	£450.00	£0.00
4000/6/3	Newsletter	£0.00	£250.00	£0.00	£250.00	£250.00	£0.00
4000	TOTAL	£6,017.24	£8,750.00	£5,568.77	£3,181.23	£7,910.00	-£1,033.00
4100	Democratic Representation						
4100/1	Chairman's Allowance	£0.00	£50.00	£20.00	£30.00	£50.00	£30.00
4100/1/1	Chairman's Badge & Regalia	£0.00	£1,650.00	£0.00	£1,650.00	£0.00	£0.00
4100/1	Total	£0.00	£1,700.00	£0.00	£1,700.00	£50.00	£0.00
4100/2	Members Training & Courses	£1,430.00	£1,500.00	£717.45	£782.55	£800.00	£0.00
4100/3	Members Travel	£38.88	£100.00	£20.60	£79.40	£100.00	£0.00
4100/4	Public Building Hire	£570.00	£720.00	£1,535.40	-£815.40	£200.00	-£1,500.00
4100/5	Funds Held for Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4100	TOTAL	£2,038.88	£4,020.00	£2,293.45	£1,746.55	£1,100.00	-£1,470.00
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
4190	Grants						
4190/1	Grants	£3,790.00	£1,000.00	£0.00	£1,000.00	£1,000.00	£0.00
4190/1/1	1 off grant for LGTB	£0.00	£0.00	£0.00	£0.00	£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	£3,790.00	£1,000.00	£0.00	£1,000.00	£2,000.00	£0.00

		Previous Year's Net	2017/2018	Actual Net	Balance	BUDGET 2018/2019	Projected Balance @ 31.03.2018
4200	Administration Rechargeable Payroll						
4200/1	Payroll	£73,754.06	£96,700.00	£67,031.61	£29,668.39	£110,000.00	£0.00
4200/3	Staff Training	£295.00	£500.00	£327.00	£173.00	£1,000.00	£0.00
4200/4	Staff Travel	£103.13	£100.00	£67.50	£32.50	£200.00	£0.00
4200	TOTAL	£74,152.19	£97,300.00	£67,426.11	£29,873.89	£111,200.00	£0.00
4204	New Building Fund	£0.00	£56,000.00	£0.00	£56,000.00	£40,000.00	£56,000.00
4205	Bus Shelters	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		£0.00	£56,000.00	£0.00	£56,000.00	£40,000.00	£56,000.00
4210	Administration Rechargeable						
4210/1	Petty Cash	£0.00	£250.00	£0.00	£250.00	£100.00	£0.00
4210/2	Office Sundries	£145.31	£250.00	£48.21	£201.79	£100.00	£0.00
4210/3	Rent - Office	£6,725.55	£14,000.00	£10,736.02	£3,263.98	£12,000.00	£2,000.00
4210/4	Rates - Office	£0.00	£3,000.00	£0.00	£3,000.00	£4,000.00	£0.00
4210/5	Water Rates - Office	£0.00	£150.00	£0.00	£150.00	£300.00	£0.00
4210/6	Heating & Lighting - Office	£1,182.96	£800.00	£384.60	£415.40	£1,200.00	£0.00
4210/7	Telephone & Broadband	£1,012.86	£800.00	£625.22	£174.78	£1,520.00	£0.00
4210/8	Photocopying	£3,531.11	£2,200.00	£3,131.16	£-931.16	£3,000.00	£-2,733.68
4210/9	Stationery	£872.11	£1,000.00	£589.46	£410.54	£850.00	£0.00
4210/10	Postage	£1,739.09	£1,200.00	£1,277.80	£-77.80	£1,500.00	£-942.84
4210/11	Subscriptions/Memberships	£3,002.00	£3,000.00	£3,004.00	£-4.00	£3,000.00	£51.00
4210/12	Insurance	£6,328.97	£3,100.00	£0.00	£3,100.00	£4,000.00	£0.00
4210/14	Other Advertising	£0.00	£50.00	£0.00	£50.00	£50.00	£50.00
4210/15	Office & Equipment Maintenance	£1,498.47	£1,000.00	£1,302.91	£-302.91	£2,000.00	£-899.44
4210/16	New Equipment & Furniture	£3,108.56	£1,000.00	£288.98	£711.02	£800.00	£0.00
4210/17	Waste Removal	£469.00	£550.00	£217.00	£333.00	£500.00	£-20.00
4210	TOTAL	£29,615.99	£32,350.00	£21,605.36	£10,744.64	£34,920.00	£-2,494.96
TOTAL POLICY & RESOURCES		£0.00	£219,420.00	£97,393.69	£122,026.31	£217,180.00	£71,002.04

		Previous Year's Net	2017/2018	Actual Net	Balance	BUDGET 2018/2019	Projected Balance @ 31.03.2018
Allotments							
4500	Allotment Service						
4500/1	Allotment Maintenance						
4500/1/1	Admirals Way						
4500/1/1/1	Services	£836.34	£1,000.00	£620.10	£379.90	£1,000.00	£0.00
4500/1/1/2	Grounds Maintenance	£2,081.09	£1,000.00	£752.00	£248.00	£1,500.00	-£492.00
4500/1/1/3	Water Charges	£290.11	£300.00	£170.05	£129.95	£300.00	£0.00
4500/1/1/4	Repairs & Renewals	£65.00	£600.00	£70.00	£530.00	£150.00	£0.00
4500/1/1/5	Equipment	£609.70	£450.00	£0.00	£450.00	£150.00	£450.00
4500/1/1/6	Sundries	£50.00	£70.00	£0.00	£70.00	£50.00	£70.00
4500/1/1/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/1/8	Pest Control	£0.00	£686.00	£457.12	£228.88	£690.00	£0.00
4500/1/1	TOTAL	£3,932.24	£4,106.00	£2,069.27	£2,036.73	£3,840.00	£28.00
4500/1/2	Barlows Lane						
4500/1/2/1	Services	£836.34	£1,000.00	£620.10	£379.90	£1,000.00	£0.00
4500/1/2/2	Grounds Maintenance	£2,754.01	£1,000.00	£1,850.00	-£850.00	£2,500.00	-£1,960.00
4500/1/2/3	Water Charges	£445.44	£890.00	£542.14	£347.86	£700.00	£0.00
4500/1/2/4	Repairs & Renewals	£70.00	£670.00	£467.89	£202.11	£150.00	£0.00
4500/1/2/5	Equipment	£609.70	£400.00	£0.00	£400.00	£150.00	£400.00
4500/1/2/6	Sundries	£41.67	£70.00	£0.00	£70.00	£50.00	£70.00
4500/1/2/7	Returned Deposits	£50.00	£0.00	£100.00	-£100.00	£0.00	£0.00
4500/1/2/8	Pest Control	£0.00	£686.00	£457.12	£228.88	£690.00	£0.00
4500/1/2	TOTAL	£4,807.16	£4,716.00	£4,037.25	£678.75	£5,240.00	-£1,490.00
4500/1/3	Churchill Way						
4500/1/3/1	Services	£836.34	£1,000.00	£620.10	£379.90	£1,000.00	£0.00
4500/1/3/2	Grounds Maintenance	£2,500.51	£1,000.00	£920.00	£80.00	£2,500.00	-£270.00
4500/1/3/3	Water Charges	£453.95	£480.00	£224.04	£255.96	£500.00	£0.00
4500/1/3/4	Repairs & Renewals	£0.00	£600.00	£68.00	£532.00	£150.00	£300.00
4500/1/3/5	Equipment	£615.70	£400.00	£0.00	£400.00	£150.00	£200.00
4500/1/3/6	Sundries	£41.67	£70.00	£0.00	£70.00	£50.00	£70.00

4500/1/3/7	Returned Deposits	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/3/8	Pest Control	£0.00	£686.00	£457.12	£228.88	£690.00	£0.00
03/01/4500	TOTAL	£4,548.17	£4,236.00	£2,289.26	£1,946.74	£5,040.00	£300.00
04/01/4500	Mylen Road						
4500/1/4/1	Services	£836.34	£1,000.00	£620.10	£379.90	£1,000.00	£0.00
4500/1/4/2	Grounds Maintenance	£3,987.17	£1,000.00	£2,350.00	-£1,350.00	£2,650.00	-£1,650.00
4500/1/4/3	Water Charges	£734.30	£800.00	£316.30	£483.70	£800.00	£0.00
4500/1/4/4	Repairs & Renewals	£0.00	£600.00	£78.00	£522.00	£150.00	£200.00
4500/1/4/5	Equipment	£1,134.70	£500.00	£0.00	£500.00	£150.00	£200.00
4500/1/4/6	Sundries	£74.00	£70.00	£0.00	£70.00	£50.00	£70.00
4500/1/4/7	Returned Deposits	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/4/8	Pest Control	£0.00	£686.00	£457.12	£228.88	£690.00	£0.00
4500/1/4	TOTAL	£6,866.51	£4,656.00	£3,821.52	£834.48	£5,490.00	-£1,180.00
4500/1/5	Old Winton Road						
4500/1/5/1	Services	£836.34	£1,000.00	£620.10	£379.90	£1,000.00	£0.00
4500/1/5/2	Grounds Maintenance	£3,895.51	£1,000.00	£1,815.00	-£815.00	£2,500.00	-£1,600.00
4500/1/5/3	Water Charges	£354.48	£600.00	£646.87	-£46.87	£1,000.00	-£400.00
4500/1/5/4	Repairs & Renewals	£0.00	£600.00	£57.00	£543.00	£150.00	£300.00
4500/1/5/5	Equipment	£609.70	£350.00	£0.00	£350.00	£150.00	£300.00
4500/1/5/6	Sundries	£56.00	£70.00	£0.00	£70.00	£50.00	£70.00
4500/1/5/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/5/8	Pest Control	£0.00	£686.00	£457.12	£228.88	£690.00	£0.00
4500/1/5	TOTAL	£5,752.03	£4,306.00	£3,596.09	£709.91	£5,540.00	-£1,330.00
4500/1/6	The Drove						
4500/1/6/1	Services	£836.34	£1,000.00	£620.10	£379.90	£1,000.00	£0.00
4500/1/6/2	Grounds Maintenance	£2,626.08	£1,000.00	£1,755.00	-£755.00	£2,700.00	-£1,700.00
4500/1/6/3	Water Charges	£2,076.04	£3,500.00	£2,620.13	£879.87	£2,500.00	£0.00
4500/1/6/4	Repairs & Renewals	£0.00	£600.00	£68.00	£532.00	£150.00	£200.00
4500/1/6/5	Equipment	£532.10	£300.00	£0.00	£300.00	£150.00	£300.00
4500/1/6/6	Sundries	£89.22	£70.00	£0.00	£70.00	£50.00	£70.00
4500/1/6/7	Returned Deposits	£100.00	£0.00	£50.00	-£50.00	£0.00	£0.00
4500/1/6/8	Pest Control	£0.00	£686.00	£457.12	£228.88	£690.00	£0.00

4500/1/6	TOTAL	£6,259.78	£7,156.00	£5,570.35	£1,585.65	£7,240.00	-£1,130.00
						BUDGET	Projected
		Previous Year's Net	2017/2018	Actual Net	Balance	2018/2019	Balance @
							31.03.2018
4500/1/7	Vigo Road						
4500/1/7/1	Services	£836.34	£1,000.00	£620.10	£379.90	£1,000.00	£0.00
4500/1/7/2	Grounds Maintenance	£3,613.63	£1,000.00	£1,555.00	-£555.00	£2,500.00	-£1,300.00
4500/1/7/3	Water Charges	£1,074.81	£1,500.00	£432.31	£1,067.69	£1,200.00	£0.00
4500/1/7/4	Repairs & Renewals	£257.00	£600.00	£18.00	£582.00	£150.00	£300.00
4500/1/7/5	Equipment	£809.70	£380.00	£0.00	£380.00	£150.00	£300.00
4500/1/7/6	Sundries	£50.00	£70.00	£0.00	£70.00	£50.00	£70.00
4500/1/7/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/7/8	Pest Control	£0.00	£686.00	£457.28	£228.72	£690.00	£0.00
4500/1/7	TOTAL	£6,641.48	£5,236.00	£3,082.69	£2,153.31	£5,740.00	-£630.00
4500/1	TOTAL	£38,807.37	£34,412.00	£24,466.43	£9,945.57	£38,130.00	-£5,432.00
TOTAL ALLOTMENTS EXPENDITURE		£38,807.37	£34,412.00	£24,466.43	£9,945.57	£38,130.00	-£5,432.00
Total Income		£0.00	£0.00	£293,509.12	£267,759.12	£25,660.00	
Total Expenditure		£0.00	£0.00	£116,431.98	£173,879.30	£299,710.00	
TOTAL NET BALANCE		£0.00	£0.00	£177,077.14	£93,879.82	-£274,050.00	