



ANDOVER TOWN COUNCIL

ANNUAL REPORT

2019 / 2020

CONTENTS

The TOWN MAYOR of Andover Town Council.....	4
Introduction	5
History of Andover Town Council.....	5
Demographics for the Town Council	5
The Powers and Duties of the Town Council	5
Councillors.....	7
Code of Conduct.....	7
Committee Structure.....	7
Training.....	8
Website	8
Annual Town Electors Meeting	8
Grants.....	9
Events.....	9
Honorary Freeman	9
Staffing	9
BUDGETS AND STAFFING Committee.....	10
Report of the Chairman – Cllr R Meyer	10
EVENTS Committee	11
Report of the Chairman – Cllr J Coole.....	11
PLANNING Committee	13
Report of the Chairman of the Planning Committee – Cllr C Ecclestone.....	13
ALLOTMENTS Committee	16
Report of the Chairman – Cllr A Watts	16
STAFFING Sub-Committee.....	17
Report of the Chairman – Cllr David Coole.....	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 2019/2020	31
Town Clerk & RFO, DPO.....	31

Appendix E – Attendance at Full Council Meetings 2019 - 2020	32
Appendix F – Attendance at Allotment Committee Meetings 2019- 2020.....	34
Appendix G – Attendance at BUdgets and Staffing Committee Meetings 2019 - 2020	35
Appendix H – Attendance at Events Committee Meetings 2019 - 2020	36
Appendix I – Attendance at Planning Committee Meetings 2019 - 2020	37
Appendix J – Attendance at Staffing Sub-Committee Meetings 2019 - 2020	39
Appendix K – Andover Town Council Budget 2020/2021.....	40

THE TOWN MAYOR OF ANDOVER TOWN COUNCIL

Report to be given at the Electors Meeting (subsequently published on website after the meeting).

Cllr Richard Rowles

Town Mayor - Andover Town Council

INTRODUCTION

History of 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 was composed of 19 Members (Councillors) representing the 5 wards (Alamein, Harroway, Millway, St Mary's and Winton) in the Town of Andover.

In 2018 the Town Council, as part of a Community Governance Review, led by Test Valley Borough Council, underwent a series of changes following consultation.

The 5 Wards were increased to 6 and are now: Downlands, Harroway, Millway, Romans, St Marys and Winton.

The parished area that the Town Council now covers has also increased to include the Augusta Park area and Burghclere Down.

The number of Councillors has been reduced to 16.

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 approximately 5248 Acres. The total population of the Andover Town Council area is approximately 42,000. The area consists of 6 wards represented by Councillors as follows:

Downlands	– 2 Councillors
Harroway	– 3 Councillors
Millway	– 3 Councillors
Romans	- 3 Councillors
St Mary's	– 3 Councillors
Winton	– 2 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 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. One of the first duties that all Councillors must perform is to agree to and sign up to the Code of Conduct, this is then witnessed and counter signed by the Responsible Officer 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 four main Committees which feed into the Full Council; these are the Budgets and Staffing Committee, Events 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 2019 – 2020
- Appendix F** – Attendance at Allotment Committee Meetings 2019 – 2020

Appendix G	– Attendance at Budgets & Staffing Committee Meetings 2019 – 2020
Appendix H	– Attendance at Events Committee Meetings 2019 – 2020
Appendix I	– Attendance at Planning Committee Meetings 2019 – 2020
Appendix J	- Attendance at Staffing Sub-Committee Meetings 2019 – 2020

Each committee has a Chairman and Vice-Chairman. The Budgets & Staffing Committee has 7 Members (up to a maximum of 11), the Allotments Committee has 7 Members (maximum of 7), the Events Committee has 7 Members (up to a maximum of 10), the Planning Committee has 10 Members (maximum of 10) and the Staffing Sub-Committee has 5 Members (maximum of 5).

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. However, members of the public are not entitled to take part in the discussions or decisions of the meetings.

Training

During 2019/2020 the Town Councillors have attended various training courses, mainly run by the Hampshire Association of Local Councils, the training sessions have included:

The Knowledge and Core Skills 1 & 2 – Attended by:

Councillor L Banville, S Blackmore (Resigned from the Town Council 06.01.2020), D Coole, J Coole, G Davis, K Farrer, A Fitchet (Resigned from the Town Council 02.10.2019), V Harber (Resigned from the Town Council 13.12.2019), M James, R Meyer, R Rowles, P Scott (Left the Town Council 08.11.2019), D Treadwell and A Watts.

Basic Planning – Attended by:

Councillor L Banville, D Coole, J Coole, G Davis, M James, R Meyer, R Rowles and A Watts.

Local Council Finance – Attended by:

Councillor D Coole, J Coole, G Davis, M James, R Meyer, R Rowles, D Treadwell and A Watts.

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.

The website is currently under review by the Events Committee and alterations and improvements will be made over the next 12 months.

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 £15,000 per year to assist local charities and organisations based in Andover with one off projects. The Town Council's Grants Policy has been reviewed and updated to reflect the larger Budget set aside. During 2019/2020 grants have been given to the following organisations:

16 May 2019 – Andover Radio Limited – Armed Forces Day - £1000

8 November 2019 – Andover Mencap – Makaton Friendly Andover - £6,750

Events

To enable and assist local events to take place in Andover, the Town Council has set up an Events Budget and devised a Policy to allow local organisations to apply for Event Funding from the Town Council. Local organisations can express a request for funding to their Ward Councillor who can request that monies be set aside in the Events Budget. The Organisations are then invited to apply for funding and provided all the requirements within the Events Funding Policy are adhered to and it is within the Town Council's powers to provide funding, the Events Committee can award up to £3000 per event.

Funding provided in 2019/2020:

A-Fest Event – April 2020 - £2,400

Honorary Freeman

For the first time in 2019, the Town Council awarded the honour of Honorary Freeman of the Town to Mr Holloway. Please see the Town Mayors report for further details.

Staffing

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

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

During 2019/2020 the Staff have completed the following training:

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

Employment Law Update (South East Employers) – Town Clerk, Committee/GDPR Officer

BUDGETS AND STAFFING COMMITTEE

Chairman Cllr R Meyer (Formerly Revd. A Fitchet, May – November 2019)

Vice-Chairman Cllr D Coole (Formerly V Harber, May – December 2019)

Cllr S Blackmore (Resigned from Town Council 06.01.2020)

Cllr J Coole

Cllr C Ecclestone

Cllr L Gregori

Cllr R Hughes

Cllr D Treadwell

Responsibilities:

- ◆ Policy and Procedures
- ◆ Finance
- ◆ Asset Management
- ◆ Human Resources
- ◆ Member Services

Report of the Chairman – Cllr R Meyer

Following the change of Chair and Vice Chair in the latter part of 2019/20, the Budgets and Staffing Committee embarked on a dynamic and progressive programme of work. November and January saw the formulation of a bold and sustainable budget that would support the future ambitions of the Town Council. The budget allows for the growth of the Council's staffing structure to accommodate the transfer of the remaining Parish-level Services from Test Valley Borough Council, the economic development of businesses and tourism, a significantly increased financial commitment to community groups and major public events and an investment in the communities' health and well-being.

On 10th January 2020, the Committee approved and recommended to Full Council, a budget of £379,666 for the year 2020/2021. On 22nd January 2020, Full Council by approved a budget of £379,666. To offset a possible increase of the precept, Full Council approved the transfer of £35,420 from Earmarked Reserves to offset the budget. Full Council then approved a precept level of £344,204, equating to a Town Council tax precept of £21.10, based on a band D property. This is a precept increase of £1.07 per band D property. This compares very favourably to the Borough Council's precept increase of £5.00 per band D property.

A Work Programme has been established that will enable the regular monitoring and updating of the Council's policies and procedures, finances, asset management, human resources and Member Services. The Committee has tasked all relevant Committees to conduct a review of their future Earmarked Reserve requirements over the coming months.

The Budgets and Staffing Committee has ensured that the Town Council remains on a stable financial footing whilst delivering a bold and ambitious budget that will enable the Council to grow its Services, Assets and Responsibilities. We continue to work with other local authorities to help fund events and services that benefit Andover residents.

Report by

Councillor Rebecca Meyer

(Chairman of Budgets & Staffing Committee 2019/2020)

EVENTS COMMITTEE

Chairman**Cllr J Coole****Vice Chairman****Cllr R Meyer**

Cllr L Banville

Cllr A Buckenham (Resigned from the Town Council 13.02.2020)

Cllr D Coole

Cllr C Ecclestone

Cllr L Gregori

Cllr R Hughes

Responsibilities:

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

- ◆ Assets and Amenities
- ◆ Communications
- ◆ Business Plan
- ◆ Events
- ◆ Grants
- ◆ Office
- ◆ Finance

Report of the Chairman – Cllr J Coole

From May until October 2019, the above responsibilities were undertaken by the Full Council. This proved not to be effective and in November 2019, the Events Committee was formed. Since then, it has been an extremely busy and productive period as the Committee Members sought to establish an effective committee, agree a bold and ambitious budget for 2020/21 and prepare the ground for an expansion of Town Council Services and a wide variety of projects and activities.

In 2019, the Council supported major Town Centre events, including the successful A-Fest, Andover Armed Forces Day, Shilling Fair and Christmas Lights events. We increased our grants fund from £1000 to £15,000 and will be keeping it at this level for 2020/21. So far, we have allocated £6,750 to Andover Mencap to deliver sign language (Makaton) courses and make Andover a Makaton-friendly town, which will enable businesses to use sign language to help staff communicate with their customers.

Looking forward to 2020/21, we are producing a new long-term business plan that will help shape the future activities of Andover Town Council. We have established a Negotiating Team to effect the transfer of the remaining Parish-level Services from Test Valley Borough Council. Subject to negotiations, we plan to complete these transfers by 2022/23. We have also formed a Property Purchasing Team, to identify new Town Council Offices and other properties that will benefit Andover residents.

In preparation for the transfer of the Parish-level Services, we have taken the decision to restructure the Council Staff Organisation so that the staffing structure is robust and flexible enough to both

absorb and expand as the Services are transferred. We have made the Receptionist a full time post so that the Offices will be open five days a week and we have created two new posts, Economic Development Officer and Community Officer.

The Economic Development Officer will be focusing on improving the business and tourism opportunities for the Council and Andover businesses, while the Community Officer will concentrate on delivering community projects and activities that improve the health and well-being of residents. They will be working closely with their Borough counterparts so that we can maximise the wealth, health and well-being opportunities for our residents, businesses and visitors.

We will be redesigning the Town Council website to make it more user friendly and introducing a Visit Andover website to help promote and encourage more people to visit Andover. We have set aside £5,000 that will go towards improving Andover's tourism offering and may include tourist/community information pop-up shops and the introduction of the Andover Pound.

We have made available £12,000 to be spent on supporting Youth Clubs for 13-19 year olds (and up to 24 years for disabled). We are also encouraging other community groups to apply for grants from our £15,000 general grants fund and have recently simplified our Grants Policy to enable this.

In 2020/21, the Council will be supporting even more major Town Centre events. In addition to the A-Fest, Andover Armed Forces Day, Shilling Fair and Christmas Lights event, we will be supporting the Gardening Fair, Food Fair, Cycling Festival, Carnival, Festival of Motoring, Proms and Gardening Competition. We will also be supporting events held within our six Ward areas.

We are looking to significantly improve our Christmas lights offering to make Andover an even more attractive and festive place over the Christmas period. Subject to funding and permissions, we are planning to extend Christmas lights to all the lanes leading into the Town Centre and in the Town Mills Park.

We are looking to develop new projects and events such as improvements to Vigo Park (bandstand, café-pavilion, splash-play area, outdoor gym equipment), new Public Toilets, independent access to businesses, a May Fayre and an International Food Festival.

2019/20 has been a busy year for the Events Committee, preparing the ground for what promises to be a very bright future for Andover residents, business and visitors alike.

Report by
Councillor Joanne Coole
(Chairman of Events Committee 2019/2020)

PLANNING COMMITTEE

Chairman Cllr C Ecclestone (Formerly R Rowles, May – November 2019)

Vice-Chairman Cllr Cllr G Davis

Cllr A Buckenham (Resigned from the Town Council 13.02.2020)

Cllr D Coole

Cllr J Coole

Cllr K Farrer

Cllr L Gregori

Cllr R Hughes

Cllr M James

Cllr R Meyer

Cllr A Watts

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 C Ecclestone

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 2019/2020 the Planning Committee has made observations on 264 Planning Applications, 20 Advertisement Applications, 20 Listed Building Consent Applications, 19 Street Trading Applications and 9 Street Naming and Numbering Applications.

The Planning Committee see several applications for tree works at each of its meetings. It was noticeable that the quality of the applications' information has declined in many cases. Often no photographs or the trees in question are offered, very sketchy plans that are not even vaguely to scale are sometimes offered, sometimes no plan at all.

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

The Committee has become focussed on the issue of the wide discrepancy between the landscaping requirements that Test Valley Borough Council is making upon newer industrial/businesses parks and the almost total absence of stipulations in existing facilities owned by Test Valley Borough Council. We note that this is even the case with regard to new builds or substantially rebuilt facilities on Portway and Walworth. The fluctuating onerousness of demands at Andover Airfield Business Park is poignant.

Street naming applications were few in number. Street trading licenses also were sparse.

The telecommunications license applications were not of significance.

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 2019/2020 increased its focus on footpaths and stressed its responsibility for this matter with Hampshire County Council. We have made representations to Test Valley Borough Council, Northern Area Planning Committee highlighting our concerns regarding specific planning applications. We have made ongoing representations with regard to breaches relating to the Captain's Mezz on Bridge Street.

The committee has been working with community concerns related to excessive speeding in Andover Down and has begun the process of installing Speed indicators signs (SIDs) with the first one on the road in question to be followed by four others on key arteries into the town.

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.

Design and Neighbourhood Plans

The committee has resolved to undertake a Design Statement for the Conservation Area and a subsequent Neighbourhood Plan for St Mary's Ward. On two occasions Test Valley Borough Council officers have kindly attended to inform councillors of the process relating to these types of plans. The committee has interacted with various potential consultants for the former task and has sent one offer to full council for approval.

The committee has made representations to Hampshire County Council with regards to numerous egregious breaches of the Conservation Area rules with regard to street furniture and street lighting.

The committee also made representations to Hampshire County Council regarding the unstoppage of

London Street.

The committee is engaged and is exercising its rights with regard to street plantings and starting a study process with reference to street trees in the Town Centre.

The committee was briefed by Taylor Wimpey, for which we were grateful, on their future plans and the committee highlighted to the developers the potentially looming high school places shortage over the next decade.

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.

We note that applications for developments on the Eastside of the town are increasingly involving mini-estates which come without infrastructure and are the output of opportunistic (ostensibly) less-resourced developers. Little to nothing is demanded of these developers by Test Valley Borough Council and the Andover Town Council planning committee is reduced to noting parking considerations when play space, school places and traffic considerations raised by the committee are deemed not material by Test Valley Borough Council's Planning department.

The Town Council is supportive of residential development in the Town centre to increase footfall. It does not want to see these developments, however, cramping existing nightlife businesses and activities in the town centre.

The start of the Design Statement process and the reactivation of the Neighbourhood Plan process offers the opportunity for Town residents, councillors and other stakeholders to put forward their views outside the context of the "masterplan", which is essentially a property development scheme for Test Valley Borough Council's assets and those of a commercial landholder.

We note with concern a seeming decrease in the number of applications going to Northern Area Planning for consideration by the people's representatives, with an extraordinarily high number of applications being delegated for officer approval. Several cross-council (i.e. both Andover Town Council and Test Valley Borough Council members) intend to send more applications of public concern to Northern Area Planning (Test Valley Borough Council) for debate.

Report by

Councillor Christopher Ecclestone

(Chairman of Planning Committee 2019/2020)

ALLOTMENT COMMITTEE

Chairman	Cllr A Watts
Vice-Chairman	Cllr M James
	Cllr L Banville
	Cllr A Buckenham (Resigned from the Town Council 13.02.2020)
	Cllr G Davis
	Cllr L Gregori
	Cllr R Hughes
	Cllrs D Treadwell

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 A Watts

I would like to start this report by thanking all of our lovely office staff for all the hard work that they do for us, also I would like to thank the Wardens for all the work that they put in on each of their sites.

It has been another busy year and I am pleased to say that the new gates on Vigo Road allotments have been installed and are looking good.

The new site at Picket Piece will hopefully be ready by late summer, negotiations are being finalised between the Town Council Solicitors and the Developers Solicitors.

Quotes are being sought for new fencing for Old Winton Road allotments to start the programme of works to update and improve fencing and security across the Town Council's current 7 allotment sites.

Cllr Mick James and I have attended site visits with the two Allotment Officers and all sites that we have been to look good.

There are currently no vacant plots on any of the allotment sites which is the largest uptake that we have had for many years. The Allotment Officers during 2019 introduced a waiting list again for the first time in five years.

The allotment newsletter is always welcomed by the allotment holders with updates and good information.

Report by

Councillor Alison Watts (Chairman of the Allotments Committee 2019/2020)

STAFFING SUB-COMMITTEE

Chairman	Cllr D Coole
Vice-Chairman	Cllr C Ecclestone
	Cllr L Banville
	Cllr J Coole
	Cllr R Meyer

Responsibilities:

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

Report of the Chairman – Cllr David Coole

The Staffing Sub-Committee Terms of Reference (TOR) were approved at the 8th November 2019 Budgets and Staffing Committee meeting. The Sub-Committee Membership was approved at the 10th January 2020 Budgets and Staffing Committee meeting.

The Sub-Committee met on 20th January 2020 and considered:

- ◆ Current and proposed Staffing Structure, Job Descriptions, Salaries.
- ◆ Staff Recruitment, Interviews and Selection.
- ◆ Overtime and Time Off In Lieu (TOIL).
- ◆ Training and Development.
- ◆ Performance Management.
- ◆ Employee Relations.
- ◆ Compliance with Legislation.

It was apparent that due to staffing shortages over the past two years, the Officers were seriously overworked and struggling to keep pace with their workloads, all of which was creating a stressful work environment. The Sub-Committee put in place arrangements to enable Officers to focus on their essential core work responsibilities within agreed working hours, thereby improving their health and well-being. It was agreed that Officers would not take on any new work until they had cleared their backlogs and/or until new Officers were appointed.

It was noted that the previous Council Administrations had not ensured the Town Clerk had been given the time to complete her training for the Certificate in Local Council Administration (CiLCA) qualification. This has prevented this current Administration from introducing a range of ambitions. Arrangements are now being put in place to ensure this happens quickly.

The current staffing structure has been reviewed to take into account the transfer of the remaining Parish-level Services from Test Valley Borough Council to Andover Town Council, currently carried out by the Borough Council on behalf of the Town Council. A proposed Staffing Structure, which was considered by the 22nd January 2020 Full Council meeting (subject to staff consultation), is designed to be robust and flexible enough to both absorb and expand as the Services are transferred. We have made the Receptionist a full time post so that the Offices will be open five days a week and we have created two new posts, Economic Development Officer and Community Officer.

The Economic Development Officer will be focusing on improving the business and tourism opportunities for the Council and Andover businesses, while the Community Officer will concentrate on delivering community projects and activities that improve the health and well-being of residents. They will be working closely with their Borough Council counterparts so that we can maximise the wealth, health and well-being opportunities for our residents, businesses and visitors.

We have also identified new posts that will be filled as the Services (and funding) are transferred from the Borough Council. These include Environment Officers who will look after the urban parks, open spaces, playgrounds, and grounds maintenance. There will also be additional Estates Officers who will manage Services such as cemeteries, sports pavilions, community halls, bus shelters, footpaths and street furniture.

On behalf of the Staffing Sub-Committee, I would like to thank the Town Clerk and all the Council Officers for their commitment and hard work under very difficult conditions and for ensuring the continued efficient and effective running of the Council this past year. We look forward to 2020/21 being the beginning of a rolling programme of significant improvements and Service responsibilities for Andover Town Council, which will enable Officers and Members to provide better and more focused levels of Service currently not available to residents and businesses.

**Report by Councillor D Coole
(Chairman of Staffing Sub-Committee 2019/20)**

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

Budgets & Staffing Committee

Policies Working Group

Planning Committee

Neighbourhood Development Plan (NDP) Steering Group

ANDOVER TOWN COUNCIL – FINANCE

Budget 2020/2021

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 2020/2021.

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
	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 L Banville	Harroway
Councillor S Blackmore (Resigned from Town Council 06.01.2020)	Millway
Councillor A Buckenham (Resigned from Town Council 21.02.2020)	Downlands
Councillor D Coole	Romans
Councillor J Coole	Downlands
Councillor G Davis	Romans
Councillor D Day (Left Council 13.12.2019)	Harroway
Councillor C Ecclestone	Millway
Councillor K Farrer	St Marys
Councillor A Fitchet (Resigned from Town Council 02.10.2019)	Downlands
Councillor L Gregori	Harroway
Councillor V Harber (Resigned from Town Council 13.12.2019)	St Mary's
Councillor R Hughes	Harroway
Councillor M James	St Marys
Councillor R Meyer	Winton
Councillor R Rowles	Winton
Councillor P Scott (Left the Council 13.12.2019)	Harroway
Councillor D Treadwell	Romans
Councillor A Watts	Millway

By ward:

Ward represented

Name of Councillor

Downlands

Councillor J Coole

Vacant

Harroway

Councillor L Banville

Councillor L Gregori

Councillor R Hughes

Millway

Councillor C Ecclestone

Councillor A Watts

Vacant (By-Election 23.04.2020)

Romans

Councillor D Coole

Councillor G Davis

Councillor D Treadwell

St Mary's

Councillor K Farrer

Councillor M James

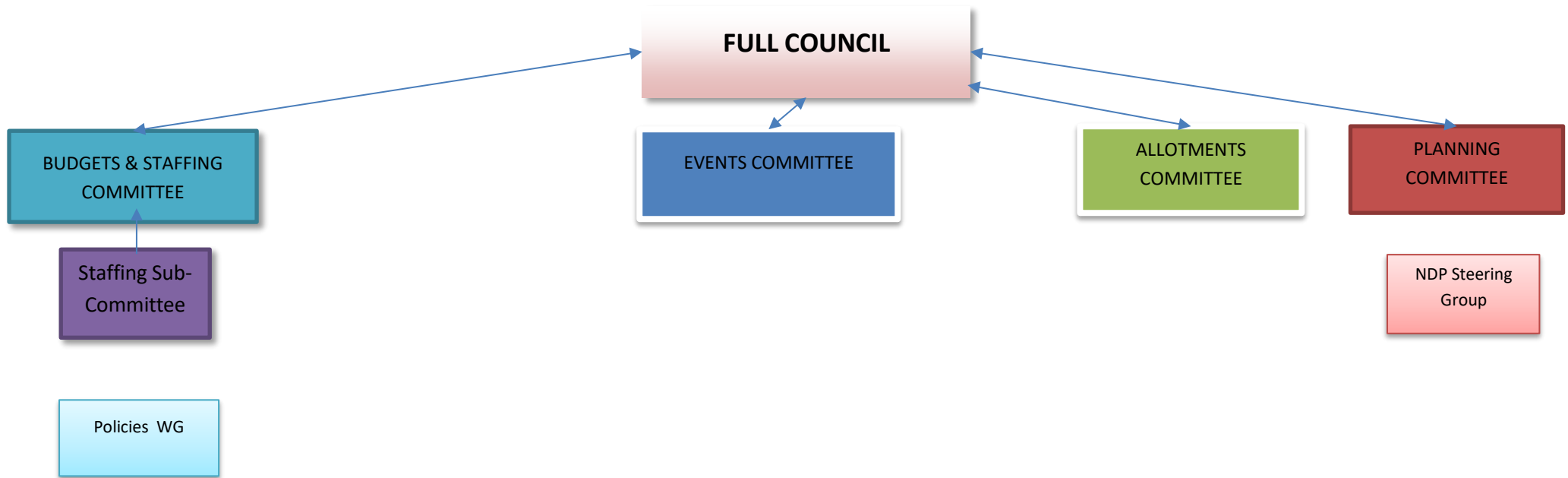
Vacancy (By-Election 12.03.2020)

Winton

Councillor R Meyer

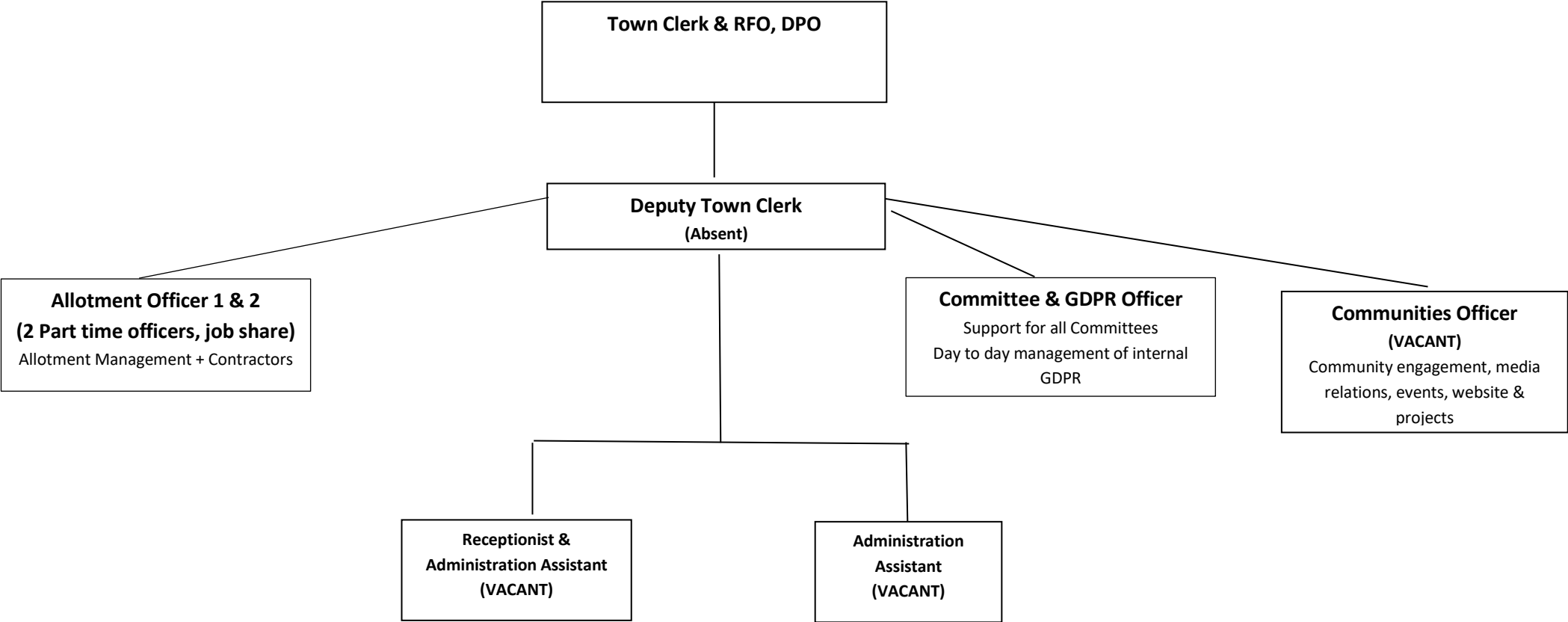
Councillor R Rowles

APPENDIX C – ANDOVER TOWN COUNCIL COMMITTEE STRUCTURE



Working Groups report back to their respective Committees which in turn report back to full Council

APPENDIX D – STAFFING STRUCTURE 2019/2020



APPENDIX E – ATTENDANCE AT FULL COUNCIL MEETINGS 2019 - 2020

Councillor	16.05.2019	14.06.2019	19.07.2019	09.08.2019	16.08.2019	26.09.2019	11.10.2019	28.10.2019	08.11.2019	13.12.2019	22.01.2020	26.02.2020	13.03.2020	17.04.2020	08.05.2020	11 Meetings
L Banville	1	1	1	1	1	0	1	1	1	1	1	0				10
S Blackmore (Left 06.01.2020)	1	1	1	1	1	0	0	1	0	0	N/A	N/A	N/A	N/A	N/A	6
A Buckenham (Joined 13.12.2019) (Left 21.02.2020)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1	1	N/A	N/A	N/A	N/A	2
D Coole	1	1	0	1	1	1	1	1	1	1	1	1				11
J Coole	1	0	0	1	1	1	1	1	1	1	1	1				10
G Davis	1	0	0	0	1	0	1	1	1	0	0	0				5
D Day	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0
C Ecclestone	1	1	0	1	1	0	1	0	0	1	1	1				8
K Farrer	1	1	0	1	1	1	1	1	1	0	0	0				8
A Fitchet (Left 02.10.2019)	1	1	1	0	1	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5
L Gregori (Joined 06.02.2020)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1				1
V Harber (Left 13.12.2019)	1	1	1	1	0	1	1	1	1	1	N/A	N/A	N/A	N/A	N/A	9
R Hughes (Joined 06.02.2020)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1				1
M James	1	1	1	1	0	1	1	1	1	0	1	0				9
R Meyer	1	1	1	1	0	1	1	1	1	1	1	1				11

R Rowles	1	1	1	1	1	1	1	1	0	0	1	1				10
P Scott (Left 13.12.2020)	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0
D Treadwell	0	1	1	1	1	1	1	1	1	1	1	1				11
A Watts	1	1	1	0	1	1	1	1	1	1	1	1				11
Meeting TOTALS	13	12	9	11	11	10	12	12	10	9	10					

Key

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

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

Meeting TOTALS – the number of Members at the meeting

N/Q – Not quorate

APPENDIX F – ATTENDANCE AT ALLOTMENT COMMITTEE MEETINGS 2019- 2020

Councillor	14.06.2019	16.08.2019	11.10.2019	13.12.2019	19.02.2020	10.03.2020	6 Meetings
A Watts (Chairman)	1	1	1	1	0	1	4
M James (Vice Chairman)	1	0	1	1	0	1	3
L Banville	1	0	0	1	0	0	2
G Davis	0	1	0	0	0	0	1
L Gregori (Joined Committee 26.02.2020)	N/A	N/A	N/A	N/A	N/A	1	1
R Hughes (Joined Committee 26.02.2020)	N/A	N/A	N/A	N/A	N/A	1	1
D Treadwell	0	1	1	1	1	0	4
R Rowles (Left Committee 26.02.2020)	1	1	1	0	0	N/A	3
Meetings TOTAL	4	4	4	4	N/Q	4	

APPENDIX G – ATTENDANCE AT BUDGETS AND STAFFING COMMITTEE MEETINGS 2019 - 2020

Councillor	5 Meetings					
	21.06.2019	19.07.2019	26.09.2019	08.11.2019	10.01.2020	
R Meyer (Chairman)	0	1	0	1	1	3
D Coole (Vice Chairman)	1	0	1	1	1	4
S Blackmore (Left Committee 06.01.2020)	1	1	N/A	N/A	N/A	2
J Coole	1	0	1	1	1	4
C Ecclestone	1	0	0	0	1	2
A Fitchet (Left Committee 02.10.2019)	1	1	1	N/A	N/A	3
L Gregori (Joined Committee 26.02.2020)	N/A	N/A	N/A	N/A	N/A	0
V Harber (Left Committee 13.12.2019)	0	1	1	1	N/A	3
R Hughes (Joined Committee 26.02.2020)	N/A	N/A	N/A	N/A	N/A	0
R Rowles	0	1	1	0	0	2
D Treadwell	0	1	0	1	1	3
Meetings TOTALS	5	6	5	5	5	

APPENDIX H – ATTENDANCE AT EVENTS COMMITTEE MEETINGS 2019 - 2020

Councillor	04.12.2019	25.02.2020	2 Meetings
J Coole (Chairman)	1	1	2
R Meyer (Vice Chairman)	1	1	2
L Banville	0	1	1
D Coole	1	1	2
C Ecclestone	0	1	1
L Gregori (Joined the Committee 26.02.2020)	N/A	N/A	0
R Hughes (Joined the Committee 26.02.2020)	N/A	N/A	0
Meeting TOTALS	3	5	

APPENDIX I – ATTENDANCE AT PLANNING COMMITTEE MEETINGS 2019 - 2020

Councillor	28.05.2019	17.06.2019	08.07.2019	29.07.2019	19.08.2019	09.09.2019	30.09.2019	21.10.2019	11.11.2019	09.12.2019	18.12.2019	06.01.2020	20.01.2020	10.02.2020	02.03.2020	14 Meetings
C Ecclestone (Chairman wef 11.11.2019)	0	1	0	0	0	0	0	1	0	1	1	1	1	1	1	8
G Davis (Vice Chairman wef 11.11.2019)	0	0	1	0	1	0	1	1	1	0	1	0	0	0	0	6
L Banville (Left Committee 26.02.2020)	1	1	1	1	0	1	1	1	0	0	0	1	1	0	N/A	9
A Buckenham (Joined the Committee 18.12.2019) (Resigned 21.02.2020)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	1	1	1	N/A	3
D Coole	1	1	0	0	0	1	1	1	1	1	1	1	1	1	1	12
J Coole (Joined Committee 26.02.2020)	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	1	1
K Farrer (Joined the Committee 30.09.2019)	N/A	1 (sub)	N/A	N/A	N/A	N/A	0	1	0	0	0	0	0	0	0	2
L Gregori (Joined the Committee 26.02.2020)	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	1	1
V Harber (Joined the Committee 29.07.2019 to 30.09.2019) (Resigned 13.12.2019)	N/A	N/A	N/A	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
R Hughes (Joined the Committee 26.02.2020)	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	1	1
M James	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1	0	0	0	1	1	0	0	3
R Meyer (Vice Chairman wef 28.05.2019 to 08.07.2019)	1	1	0	0	0	0	1	0	1	0	1	1	1	1	1	9

R Rowles (Left Committee 26.02.2020) (Chairman from 28.05.2019 to 21.10.2019)	1	1	1	1	0	1	1	1	0	0	0	0	0	0	N/A	7
A Watts (Vice Chairman wef 29.07.2019 to 21.10.2019)	N/A	N/A	N/A	1	0	0	1	1	1	0	0	1	1	0	1	7
Meeting Totals	4	6	3	3	NQ	3	6	8	4	NQ	4	7	7	4	7	

APPENDIX J – ATTENDANCE AT STAFFING SUB-COMMITTEE MEETINGS 2019 - 2020

Councillor	20.01.2020	1 Meeting
D Coole (Chairman)	1	1
C Ecclestone (Vice Chairman)	1	1
J Coole	1	1
R Meyer	1	1
Meeting Totals	4	

APPENDIX K – ANDOVER TOWN COUNCIL BUDGET 2020/2021

FINANCIAL BUDGET 2020/2021

INCOME

		2018/2019 Net	Budget 2019/2020	Actual Net @ 31.12.2019	Balance 2019/2020	PROPOSED BUDGET 2020/2021
Events & Projects						
3025	Town Development					
3025/1	Income from Events	£20.00	£0.00	£322.00	£322.00	£0.00
3025/2	Grants	£3,500.00	£0.00	£0.00	£0.00	£0.00
3025/3	Sponsorship	£0.00	£0.00	£0.00	£0.00	£0.00
3025/4	Proms in the park	£0.00	£0.00	£0.00	£0.00	£0.00
3025/5	A-Fest	£170.00	£0.00	£30.00	£30.00	£0.00
3025/6	Shilling Fair	£745.00	£0.00	£3,450.00	£3,450.00	£0.00
3025	TOTAL	£4,435.00	£0.00	£3,802.00	£3,802.00	£0.00
TOTAL EVENTS & PROJECTS						
		£4,435.00	£0.00	£3,802.00	£3,802.00	£0.00
Policy & Resources						
36	Business Rates Refund	£0.00	£0.00	£0.00	£0.00	£0.00
99	Heating & Lighting	£44.53	£0.00	£259.60	£259.60	£0.00
3000	Precept	£273,169.14	£0.00	£319,378.35	£319,378.35	£344,204.00
3001	TVBC Tax Band Grant	£0.00	£0.00	£0.00	£0.00	£0.00
3010	Bank Interest	£5.20	£0.00	£0.00	£0.00	£0.00
3020	Grants Received	£2,800.00	£0.00	£0.00	£0.00	£0.00
3021	Cil Monies	£11,100.60	£0.00	£73,907.48	£73,907.48	£0.00
3100	VAT Refund	£12,773.05	£0.00	£17,058.00	£17,058.00	£0.00
3110	VAT Overclaim	£0.00	£0.00	£0.00	£0.00	£0.00
3115	VAT Write Off	£0.00	£0.00	£0.00	£0.00	£0.00
3116	IT Equipment	£82.52	£0.00	£0.00	£0.00	£0.00

3339	Mayors Events	£1,065.00	£0.00	£0.00	£0.00	£0.00
3998	Funds Held for Youth Council	£3.00	£0.00	£0.00	£0.00	£0.00
3999	Funds Held for N P	£184.13	£0.00	£0.00	£0.00	£0.00
4211	Photocopying	£575.28	£0.00	£0.00	£0.00	£0.00
4212	Payroll	£486.99	£0.00	£779.76	£779.76	£0.00
TOTAL POLICY & RESOURCES		£302,289.44	£0.00	£411,383.19	£411,383.19	£344,204.00

		2018/2019 Net	Budget 2019/2020	Actual Net @ 31.12.2019	Balance 2019/2020	PROPOSED BUDGET 2020/2021
Allotments						
3050	Allotment Rents					
3050/1	Admirals Way	£1,290.15	£800.00	£911.42	£111.42	£800.00
3050/2	Barlows Lane	£4,628.11	£5,500.00	£4,831.86	-£668.14	£5,500.00
3050/3	Churchill Way	£1,888.51	£2,000.00	£2,202.53	£202.53	£2,000.00
3050/4	Mylen Road	£1,466.58	£1,300.00	£1,166.55	-£133.45	£1,300.00
3050/5	Old Winton Road	£3,397.93	£3,600.00	£3,937.05	£337.05	£3,600.00
3050/6	The Drove	£8,591.45	£7,000.00	£5,143.37	-£1,856.63	£7,000.00
3050/7	Vigo Road	£3,984.78	£4,500.00	£4,841.76	£341.76	£4,500.00
3050/8	Picket Piece	£0.00	£960.00	£0.00	-£960.00	£960.00
3050	TOTAL	£25,247.51	£25,660.00	£23,034.54	-£2,625.46	£25,660.00
3051	Deposits	£200.00	£0.00	£0.00	£0.00	£0.00
3052	Deposit Credit Interest	£122.71	£0.00	£15.53	£15.53	£0.00
3053	Deposit Direct Payment	£0.00	£0.00	£0.00	£0.00	£0.00
	Returned Deposits					
TOTAL ALLOTMENTS		£25,570.22	£25,660.00	£23,050.07	-£2,609.93	£25,660.00
TOTAL INCOME		£332,294.66	£25,660.00	£438,235.26	£435,625.33	£369,864.00

EXPENDITURE						PROPOSED BUDGET 2020/2021
		2018/2019 Net	Budget 2019/2020	Actual Net @ 01.11.2019	Balance 2019/2020	
Events & Projects						
4700	Events & Projects					
4700/2	Christmas Lights	£19,580.60	£20,000.00	£20,143.40	-£143.40	£20,000.00
4700/3	A-Fest	£994.95	£2,500.00	£1,167.26	£1,332.74	£500.00
4700/4	Shilling Fair	£3,656.58	£3,000.00	£5,404.96	-£2,404.96	£3,000.00
4700/5	Youth Clubs	£122.28	£0.00	£0.00	£0.00	£12,000.00
4700/6	Armed Forces Day	£0.00	£0.00	£0.00	£0.00	£1,000.00
4700/7	Andover Cycling Festival	N/A	N/A	N/A	N/A	£1,000.00
4700/-	Events	£3,000.00	£5,000.00	£1,243.95	£3,756.05	£0.00
4700/8	Andover Challenges	£3,000.00	£0.00	£0.00	£0.00	£0.00
4700/9	WW1 Event (215)	£8,568.60	£0.00	£0.00	£0.00	£0.00
4700/10	Festival of Motoring	£313.60	£400.00	£0.00	£400.00	£2,000.00
4700/11	Defibrillator Provision	£0.00	£0.00	£3,927.99	-£3,927.99	£4,000.00
4700/12	Community Engagement	£0.00	£802.00	£802.00	£0.00	£500.00
4700/13	Andover Proms	N/A	N/A	N/A	N/A	£500.00
4700/14	Gardening Fair	N/A	N/A	N/A	N/A	£500.00
4700/15	Food Fair	N/A	N/A	N/A	N/A	£500.00
4700/14	Andover Carnival	N/A	N/A	N/A	N/A	£1,000.00
	Andover Gardening					
4700/15	Competition	N/A	N/A	N/A	N/A	£500.00
4700/16	Pancake Day	N/A	N/A	N/A	N/A	£500.00
4700/17	Tourism	N/A	N/A	N/A	N/A	£5,000.00
4700/18	Water Butt Scheme	N/A	N/A	N/A	N/A	£500.00
4700	TOTAL	£39,236.61	£31,702.00	£32,689.56	-£987.56	£53,000.00
4190	Grants					
4190/1	Grants	£300.00	£12,000.00	£1,000.00	£11,000.00	£5,000.00
4190/1/1	1 off grant for LGBTTQQAAP	£0.00	£1,000.00	£0.00	£1,000.00	£0.00
4190/3	Grants Section 137	£0.00	£0.00	£0.00	£0.00	£0.00

4190	TOTAL	£300.00	£13,000.00	£1,000.00	£12,000.00	£5,000.00
TOTAL Events & Projects		£43,196.61	£44,702.00	£33,689.56	£11,012.44	£58,000.00
		2018/2019 Net	Budget 2019/2020	Actual Net @ 01.11.2019	Balance 2019/2020	PROPOSED BUDGET 2020/2021
Policy & Resources						
4000	Corporate Management					
400	IT Equipment	£1,193.28	£0.00	£0.00	£0.00	£0.00
4000/1	Accounts Support	£410.39	£1,000.00	£88.00	£912.00	£1,020.00
4000/2	Bank Charges	£512.73	£200.00	£651.56	-£451.56	£400.00
4000/3	Legal & Professional Fees	£3,620.00	£6,000.00	£3,525.00	£2,475.00	£6,000.00
4000/4	Audit Fees	£1,525.00	£1,700.00	£1,925.00	-£225.00	£2,200.00
4000/5	IT Support & Equipment	£4,288.31	£2,500.00	£1,165.80	£1,334.20	£2,500.00
4000/6	Website & Community Development					
4000/6/1	Website	£725.25	£2,000.00	£863.80	£1,136.20	£2,000.00
4000/6/2	Website Hosting	£419.50	£500.00	£335.64	£164.36	£500.00
4000/6/3	Newsletter	£0.00	£250.00	£0.00	£250.00	£0.00
4000	TOTAL	£12,694.46	£14,150.00	£8,554.80	£5,595.20	£14,620.00
4100	Democratic Representation					
4100/1	Town Mayor					
4100/1/1	Town Mayor Badge & Regalia	£0.00	£0.00	£0.00	£0.00	£0.00
4100/1/2	Remembrance Day Wreath	£30.00	£50.00	£0.00	£50.00	£100.00
4100/1/3	Town Mayor Charities	£1,244.61	£0.00	£0.00	£0.00	£0.00
4100/1	Total	£1,274.61	£50.00	£0.00	£50.00	£100.00
4100/2	Members Training & Courses	£75.00	£1,500.00	£908.91	£591.09	£1,500.00
4100/3	Members Travel	£56.25	£100.00	£0.00	£100.00	£100.00
4100/4	Public Building Hire	£426.80	£400.00	£944.25	-£544.25	£600.00
4100/5	Funds Held for Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00

4100/6	Refreshments	£0.00	£100.00	£51.34	£48.66	£100.00
4100/7	Room Hire Fund	£0.00	£700.00	£109.31	£590.69	£200.00
4100	TOTAL	£1,832.66	£2,850.00	£2,013.81	£836.19	£2,600.00
4180	Other Services to the Public					
4180/1	Election Costs	£0.00	£20,000.00	£48.00	£19,952.00	£25,000.00
4180	TOTAL	£0.00	£20,000.00	£48.00	£19,952.00	£25,000.00
						PROPOSED BUDGET 2020/2021
		2018/2019 Net	Budget 2019/2020	Actual Net @ 01.11.2019	Balance 2019/2020	
4200	Administration Rechargeable Payroll					
4200/1	Payroll	£146,723.17	£173,000.00	£112,824.15	£60,175.85	£210,886.00
4200/3	Staff Training	£1,106.25	£1,500.00	£0.00	£1,500.00	£1,500.00
4200/4	Staff Travel	£287.86	£200.00	£21.60	£178.40	£200.00
4200	TOTAL	£148,117.28	£174,700.00	£112,845.75	£61,854.25	£212,586.00
4204	New Building Fund	£0.00	£5,998.00	£0.00	£5,998.00	£6,000.00
4205	Bus Shelters	£0.00	£0.00	£0.00	£0.00	£0.00
		£0.00	£5,998.00	£0.00	£5,998.00	£6,000.00
						PROPOSED BUDGET 2020/2021
		2018/2019 Net	Budget 2019/2020	Actual Net @ 01.11.2019	Balance 2019/2020	
4210	Administration Rechargeable					
4210/2	Office Sundries	£562.84	£250.00	£53.54	£196.46	£250.00
4210/3	Rent - Office	£11,743.29	£14,000.00	£12,517.00	£1,483.00	£12,000.00
4210/4	Rates - Office	£17,011.86	£8,000.00	£0.00	£8,000.00	£8,000.00
4210/5	Water Rates - Office	£0.00	£300.00	£0.00	£300.00	£300.00
4210/6	Heating & Lighting - Office	£3,439.05	£2,000.00	£3,420.93	-£1,420.96	£3,500.00
4210/7	Telephone & Broadband	£5,664.31	£2,000.00	£1,175.50	£824.50	£2,500.00
4210/8	Photocopying	£2,774.78	£3,000.00	£3,418.35	-£418.35	£4,000.00
4210/9	Stationery	£731.13	£1,000.00	£811.51	£188.49	£1,200.00

4210/10	Postage	£1,398.12	£1,500.00	£1,688.20	-£188.20	£1,700.00
4210/11	Subscriptions/Memberships	£3,043.00	£3,000.00	£2,835.00	£165.00	£3,000.00
4210/12	Insurance	£3,679.49	£4,000.00	£0.00	£4,000.00	£4,000.00
4210/14	Advertising	£0.00	£50.00	£0.00	£50.00	£0.00
	Office & Equipment					
4210/15	Maintenance	£3,796.13	£2,500.00	£2,693.33	-£193.33	£3,000.00
4210/16	New Equipment & Furniture	£35,922.48	£1,000.00	£244.70	£755.30	£1,000.00
4210/17	Waste Removal	£495.20	£1,000.00	£309.24	£690.76	£700.00
4210/18	Publications	£0.00	£400.00	£99.95	£300.05	£200.00
4210	TOTAL	£90,261.68	£44,000.00	£29,267.25	£14,732.72	£45,350.00
TOTAL POLICY & RESOURCES		£252,906.08	£261,698.00	£152,729.64	£108,968.36	£306,506.00

		2018/2019 Net	Budget 2019/2020	Actual Net @ 01.11.2019	Balance 2019/2020	PROPOSED BUDGET 2020/2021
4300	Planning/Highways					
4300/1	Provision of Speed Signs	N/A	N/A	N/A	N/A	£0.00
4300/2	Design Statement/NP	N/A	N/A	N/A	N/A	£0.00
4300	TOTAL					£0.00

		2018/2019 Net	Budget 2019/2020	Actual Net @ 01.11.2019	Balance 2019/2020	PROPOSED BUDGET 2020/2021
Allotments						
4500	Allotment Service					
4500/1	Allotment Maintenance					
4500/1/1	Admirals Way					
4500/1/1/1	Services	£829.98	£1,000.00	£691.94	£308.06	£1,000.00
4500/1/1/2	Grounds Maintenance	£463.42	£1,500.00	£553.00	£947.00	£1,500.00
4500/1/1/3	Water Charges	£305.55	£300.00	£195.26	£104.74	£300.00
4500/1/1/4	Repairs & Renewals	£0.00	£150.00	£0.00	£150.00	£150.00

4500/1/1/5	Equipment	£293.41	£150.00	£107.52	£42.48	£150.00
4500/1/1/6	Sundries	£0.00	£50.00	£39.49	£10.51	£50.00
45001/1/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/1/8	Pest Control	£628.54	£690.00	£447.60	£242.40	£690.00
4500/1/1	TOTAL	£2,520.90	£3,840.00	£2,034.81	£1,805.19	£3,840.00
4500/1/2	Barlows Lane					
4500/1/2/1	Services	£766.38	£1,000.00	£714.22	£285.78	£1,000.00
4500/1/2/2	Grounds Maintenance	£778.75	£2,500.00	£1,011.00	£1,489.00	£2,500.00
4500/1/2/3	Water Charges	£1,574.61	£700.00	£876.39	-£176.39	£700.00
4500/1/2/4	Repairs & Renewals	£181.33	£150.00	£148.08	£1.92	£150.00
4500/1/2/5	Equipment	£214.41	£150.00	£107.52	£42.48	£150.00
4500/1/2/6	Sundries	£0.00	£50.00	£39.49	£10.51	£50.00
4500/1/2/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/2/8	Pest Control	£628.58	£690.00	£447.62	£242.38	£690.00
4500/1/2	TOTAL	£4,144.06	£5,240.00	£3,344.32	£1,895.68	£5,240.00
4500/1/3	Churchill Way					
4500/1/3/1	Services	£893.58	£1,000.00	£714.22	£285.78	£1,000.00
4500/1/3/2	Grounds Maintenance	£1,670.00	£2,500.00	£1,251.00	£1,249.00	£2,500.00
4500/1/3/3	Water Charges	£430.88	£500.00	£329.03	£170.97	£500.00
45001/3/4	Repairs & Renewals	£1,165.00	£150.00	£252.00	-£102.00	£150.00
4500/1/3/5	Equipment	£266.19	£150.00	£107.52	£42.48	£150.00
4500/1/3/6	Sundries	£2.70	£50.00	£39.49	£10.51	£50.00
4500/1/3/7	Returned Deposits	£50.00	£0.00	£0.00	£0.00	£0.00
4500/1/3/8	Pest Control	£628.54	£690.00	£447.60	£242.40	£690.00
03/01/4500	TOTAL	£5,106.89	£5,040.00	£3,140.86	£1,899.14	£5,040.00
04/01/4500	Mylen Road					
4500/1/4/1	Services	£829.98	£1,000.00	£714.22	£285.78	£1,000.00
4500/1/4/2	Grounds Maintenance	£2,010.00	£2,650.00	£876.00	£1,774.00	£2,650.00
4500/1/4/3	Water Charges	£363.53	£800.00	£171.51	£628.49	£800.00
4500/1/4/4	Repairs & Renewals	£985.00	£150.00	£47.50	£102.50	£150.00
45001/4/5	Equipment	£133.40	£150.00	£107.52	£42.48	£150.00
4500/1/4/6	Sundries	£0.00	£50.00	£64.69	-£14.69	£50.00

4500/1/4/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/4/8	Pest Control	£628.54	£690.00	£447.60	£242.40	£690.00
4500/1/4	TOTAL	£4,950.45	£5,490.00	£2,429.04	£3,060.96	£5,490.00

		2018/2019 Net	Budget 2019/2020	Actual Net @ 01.11.2019	Balance 2019/2020	PROPOSED BUDGET 2020/2021
4500/1/5	Old Winton Road					
4500/1/5/1	Services	£829.98	£1,000.00	£714.22	£285.78	£1,000.00
4500/1/5/2	Grounds Maintenance	£1,190.00	£2,500.00	£1,691.00	£809.00	£2,500.00
4500/1/5/3	Water Charges	£627.53	£1,000.00	£518.57	£481.43	£1,000.00
4500/1/5/4	Repairs & Renewals	£64.79	£150.00	£85.00	£65.00	£150.00
4500/1/5/5	Equipment	£193.41	£150.00	£107.52	£42.48	£150.00
4500/1/5/6	Sundries	£0.00	£50.00	£39.49	£10.51	£50.00
4500/1/5/7	Returned Deposits	£250.00	£0.00	£50.00	-£50.00	£0.00
4500/1/5/8	Pest Control	£628.54	£690.00	£447.60	£242.40	£690.00
4500/1/5	TOTAL	£3,784.25	£5,540.00	£3,653.40	£1,886.60	£5,540.00
4500/1/6	The Drove					
4500/1/6/1	Services	£829.98	£1,000.00	£644.26	£355.74	£1,000.00
4500/1/6/2	Grounds Maintenance	£1,848.71	£2,700.00	£1,382.80	£1,317.20	£2,700.00
4500/1/6/3	Water Charges	£2,106.63	£2,500.00	£0.00	£2,500.00	£2,500.00
4500/1/6/4	Repairs & Renewals	£0.00	£150.00	£0.00	£150.00	£150.00
4500/1/6/5	Equipment	£213.41	£150.00	£107.52	£42.48	£150.00
4500/1/6/6	Sundries	£10.00	£50.00	£39.49	£10.51	£50.00
4500/1/6/7	Returned Deposits	£50.00	£0.00	£100.00	-£100.00	£0.00
4500/1/6/8	Pest Control	£628.56	£690.00	£504.78	£185.22	£690.00
4500/1/6	TOTAL	£5,687.29	£7,240.00	£2,778.85	£4,461.15	£7,240.00
4500/1/7	Vigo Road					
4500/1/7/1	Services	£829.98	£1,000.00	£784.18	£215.82	£1,000.00
4500/1/7/2	Grounds Maintenance	£2,062.55	£2,500.00	£1,218.00	£1,282.00	£2,500.00
4500/1/7/3	Water Charges	£1,039.67	£1,200.00	£588.82	£611.18	£1,200.00

4500/1/7/4	Repairs & Renewals	£0.00	£150.00	£85.00	£65.00	£150.00
4500/1/7/5	Equipment	£248.41	£150.00	£1,742.70	-£1,592.70	£150.00
4500/1/7/6	Sundries	£0.00	£50.00	£39.50	£10.50	£50.00
4500/1/7/7	Returned Deposits	£50.00	£0.00	£0.00	£0.00	£0.00
4500/1/7/8	Pest Control	£628.70	£690.00	£390.55	£299.45	£690.00
4500/1/7	TOTAL	£4,859.31	£5,740.00	£4,848.75	£891.25	£5,740.00

		2018/2019 Net	Budget 2019/2020	Actual Net @ 01.11.2019	Balance 2019/2020	PROPOSED BUDGET 2020/2021
4500/1/8	Picket Piece					
4500/1/8/1	Services	£0.00	£0.00	£0.00	£0.00	£1,000.00
4500/1/8/2	Grounds Maintenance	£0.00	£0.00	£0.00	£0.00	£500.00
4500/1/8/3	Water Charges	£0.00	£0.00	£0.00	£0.00	£500.00
4500/1/8/4	Repairs & Renewals	£0.00	£0.00	£0.00	£0.00	£150.00
4500/1/8/5	Equipment	£0.00	£0.00	£0.00	£0.00	£150.00
4500/1/8/6	Sundries	£0.00	£0.00	£0.00	£0.00	£50.00
4500/1/8/7	Pest Control	£0.00	£0.00	£0.00	£0.00	£690.00
		£0.00	£0.00	£0.00	£0.00	£3,040.00
4500/1	TOTAL ALLOTMENTS	£31,053.45	£38,130.00	£22,230.03	£15,899.97	£41,170.00

Total Income	£332,294.66	£25,660.00	£438,235.00	£376,575.26	£369,864.00
Total Expenditure	£327,156.14	£344,530.00	£208,649.23	£135,880.77	£405,326.00
		-			
TOTAL NET BALANCE	£5,138.52	£318,870.00	£219,586.03		-£35,462.00