



# **ANDOVER TOWN COUNCIL**

## **ANNUAL REPORT**

### **2020 / 2021**

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## THE TOWN MAYOR OF ANDOVER TOWN COUNCIL

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*Cllr R Rowles*

*Town Mayor – Andover Town Council May 2019 – May 2021*

*Cllr Barbara Long*

*Town Mayor - Andover Town Council – May 2021*

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## INTRODUCTION

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### History of Andover Town Council

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

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

The Town Council 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 50,000. 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 it chooses 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.

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## COUNCILLORS

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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 & Staffing Committee, now renamed Policy & Resources Committee. Events Committee, now renamed, Assets & Communities. The 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 had a Staffing Sub-Committee up until November 2020 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 a 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 2020 – 2021

<b>Appendix F</b>	– Attendance at Allotment Committee Meetings 2020 – 2021
<b>Appendix G</b>	– Attendance at Budgets & Staffing/Policy & Resources Committee Meetings 2020 – 2021
<b>Appendix H</b>	– Attendance at Events/Assets & Communities Committee Meetings 2020 – 2021
<b>Appendix I</b>	– Attendance at Planning Committee Meetings 2020 – 2021
<b>Appendix J</b>	- Attendance at Staffing Sub-Committee Meetings (up to November 2020)

Each committee has a Chairman and Vice-Chairman. The Budgets & Staffing/Policy & Resources Committee has 7 Members (up to a maximum of 11), the Allotments Committee has 6 Members (maximum of 7), the Events/Assets & Communities Committee has 8 Members (up to a maximum of 10), the Planning Committee has 7 Members (maximum of 10) and the Staffing Sub-Committee had 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 2020/2021 the Town Councillors have attended a limited number of training courses due to the restrictions in place during the Coronavirus Pandemic. The training courses that were running were mainly run by the Hampshire Association of Local Councils, the training sessions have included:

### ***Training & Awareness for Councillors – Surrey Hills Solicitors (January 2021):***

Councillor L Banville), D Coole, J Sangster, L Gregori, R Hughes, B Long, R Meyer, R Rowles

### ***Finance for Councillors – HALC – 8 June 2021***

Councillor B Long.

### ***Managing People in Local Councils – HALC – 16 June 2021:***

Councillor R Rowles.

## Website

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 has recently been updated with an Accessibility Statement and a new accessibility toggle.

The Town Council also now has its own Facebook Page.

The website is currently under review 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 £10,000 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 2020/2021 grants have been given to the following organisations:

**The Abel Foundation – Meeting Room - £2,000**

**Kids on Track – One off Equipment - £1,000**

**Test Valley Heroes – Award - £350**

**Unity – Covid Vaccinations - £6,000**

## **Events**

During 2019/2020 to enable and assist local events to take place in Andover, the Town Council set up an Events Budget and devised a Policy to allow local organisations to apply for Event Funding from the Town Council. Local organisations were able to express a request for funding to their Ward Councillor who could request that monies be set aside in the Events Budget. The Organisations were then invited to apply for funding and provided all the requirements within the Events Funding Policy were adhered to and it was within the Town Council's powers to provide funding, the Events Committee could award up to £3000 per event.

However, due to the Coronavirus Pandemic from March 2020, most events were cancelled and the funding was not fully utilised.

**Chat Together CIC – A-Fest 2020 - £2,400**

## **Coronavirus Pandemic and Funding Awarded**

In March 2020 it was confirmed that the UK would be put into lockdown following the confirmation of growing numbers of people diagnosed with the Coronavirus. On 18 March 2020, the government announced that England would be put into lockdown and to ensure the safety of its Members and staff, staff were told to work from home, the Town Council Offices were closed and public Council and Committee meetings were cancelled.

In order to help as many people as possible during the initial crisis, the Town Council set up a Coronavirus Fund to assist local organisations offering help and support to people in need. A total of £3,000 was given out.

**Veterans in Action - £500**

**Picket Piece Residents Association - £500**

**QC Foundation - £500**

**Enham Trust - £500**

**The Rockhouse Foundation - £500**

**Markway School - £500**

Initially, in the early days of the lockdown, the Council had no way of holding its public meetings and so authority was delegated to the Town Clerk to carry out day to day tasks and ensuring that the Town Council met its basic legal obligations.

Eventually, Central Government approved a temporary law, enabling Councils in England to hold virtual online meetings to ensure they could continue to operate.

The Council set up a Zoom account and Council and Committee meetings took place online. The convenience of the meetings soon became apparent as more and more Members of the public signed in to listen and observe the meetings, at one meeting over 75 local residents attended.

During 2020 it was confirmed that the country was facing a pandemic and Coronavirus was not going to go away.

Restrictions were lifted at the end of June 2020 and there was hope that things would return to normal. However, the Covid-19 was still on the increase and the Council was advised to take extreme caution with regard to returning staff back to the offices and admitting public. This proved to be prudent advice as a new strain of Covid-19 quickly took hold and by September 2020 restrictions were back in place and people advised to work from home again. Just after Christmas 2020, the whole country was back under lockdown restrictions.

The Council continued to hold all its meetings online during this time to ensure the safety of its Members, the Public and staff.

However, from the 7 May 2021, central government confirmed that it would no longer allow Local Councils to hold their meetings online in England. Parish Councils now have to hold their meetings Face to Face, even though Covid Restrictions are still in place and infection rates are increasing again. The government announced that restrictions would be lifted in controlled measures. England waits to see whether all restrictions will be lifted.

## **Staffing**

Currently, Andover Town Council has two full time members of staff; the Town Clerk and Committee/GDPR Officer and 3 part-time members of staff; the Deputy Clerk, 2 Allotments Officers (Job Share), providing allotment management and service provision.

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

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## **BUDGETS AND STAFFING/ POLICY & RESOURCES COMMITTEE**

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<b>Chairman</b>	<b>Cllr R Meyer</b>
<b>Vice-Chairman</b>	<b>Cllr D Coole</b>
	Cllr J Coole
	Cllr C Ecclestone
	Cllr L Gregori
	Cllr R Hughes
	Cllr D Treadwell

### **Responsibilities:**

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

### **Report**

The Budgets & Staffing Committee prepared the Budget for recommendation to the Full Council in January 2021.

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## EVENTS/ ASSETS & COMMUNITIES COMMITTEE

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**Chairman**

**Cllr D Coole**

**Vice Chairman**

**Cllr R Meyer**

Cllr L Banville

Cllr J Coole

Cllr C Ecclestone

Cllr L Gregori

Cllr R Hughes

Cllr B Long

### **Responsibilities:**

To address and, where appropriate, formulate policy regarding Events and 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

### **Report**

The Events Committee approved preparations for the Christmas Lights and Christmas Tree 2020.

Grants were awarded to:

The Abel Foundation for a meeting room - £2,000

Kids on Track for Equipment - £1,000

Test Valley Heroes for an award scheme - £350

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## PLANNING COMMITTEE

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**Chairman** Cllr C Ecclestone

**Vice-Chairman** Cllr B Long

Cllr D Coole

Cllr J Coole

Cllr L Gregori

Cllr R Hughes

Cllr R Meyer

### **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**

#### **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 2020/2021 the Planning Committee has made observations approximately 300 Planning Applications, various Advertisement Applications, Listed Building Consent Applications, Street Trading Applications and Street Naming and Numbering Applications.

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# ALLOTMENT COMMITTEE

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Chairman	<b>Cllr L Gregori</b>
Vice-Chairman	<b>Cllr B Long</b>
	Cllr L Banville
	Cllr D Coole
	Cllr R Hughes
	Cllr 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 L Gregori**

The last year has posed considerable challenges to an effective operation of the allotments. The disruption caused by the COVID-19 pandemic together with staff maternity leave and sickness have significantly affected the service that we have been able to provide to our allotment holders. The annual rent collection exercise, the allocation of new plots, and ongoing maintenance all suffered due to these disruptions.

I would like to thank all the plot holders and in particular the wardens for their patience and efforts in dealing with the COVID-19 challenges. The government direction on social distancing and public health rules was far from clear and led to much confusion and distress both amongst plot holders and officers.

Looking forward on a more positive front we are in the process of taking on the new site at Ox Drove and we have initiated discussions over the Augusta Park allotment site. The latter site should become available later this year, though I would urge caution following our experiences with the Ox Drove site. I would personally like to thank the officers, in particular the Deputy Town Clerk, and Councillor Barbara Long in their longstanding efforts to get the Ox Drove site finally implemented with tenants moving in shortly.

The pandemic has highlighted the potential need for additional plots, and we have been carrying out an exercise to establish our needs against actual provision. However, although we successfully argued in council for funds to support purchase of suitable land, the pandemic has delayed us in developing a better understanding of what our position actually is as tenants have delayed giving up their plots.

Last year I drafted an Allotment Maintenance Strategy with help from wardens which we then subsequently adopted. Unfortunately, again because of the pandemic we were not in a position to

implement it. However, in this new municipal year, we will liaise with wardens as a priority to identify the essential maintenance requirements on which we can then plan accordingly.

**Report by**

**Councillor Luigi Gregori (Chairman of the Allotments Committee 2020/2021)**

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## STAFFING SUB-COMMITTEE

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Chairman	<b>Cllr D Coole</b>
Vice-Chairman	<b>Cllr C Ecclestone</b>
	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**

**THE STAFFING SUB-COMMITTEE WAS DISBANDED IN NOVEMBER 2020.**



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

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The Town Council has had 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:

### **Planning Committee**

Charter Stone/Celebration Working Group

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## ANDOVER TOWN COUNCIL – FINANCE

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### **Budget 2021/2022**

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 2021/2022.

## APPENDIX A – POWERS AND DUTIES OF PARISH COUNCILS

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

<b>FUNCTION</b>	<b>POWERS &amp; DUTIES</b>	<b>STATUTORY PROVISIONS</b>
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

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## APPENDIX B – ELECTED COUNCILLORS OF ANDOVER TOWN COUNCIL

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Alphabetically:

	<b>Ward represented</b>
Councillor N Asamoah	Millway
Councillor L Banville	Harroway
Councillor D Coole	Romans
Councillor J Coole	Downlands
Councillor C Ecclestone	Millway
Councillor L Gregori	Harroway
Councillor R Hughes	Harroway
Councillor K Hughes	Downlands
Councillor B Long	St Mary's
Councillor N Long	St Mary's
Councillor R Meyer	Winton
Councillor M Mumford	Millway
Councillor R Rowles	Winton
Councillor J Sangster	Romans
Councillor D Treadwell	Romans
Councillor S Waue	St Mary's

By ward:

**Ward represented**

**Name of Councillor**

Downlands

Councillor J Coole

Councillor K Hughes

Harroway

Councillor L Banville

Councillor L Gregori

Councillor R Hughes

Millway

Councillor N Asamoah

Councillor C Ecclestone

Councillor M Mumford

Romans

Councillor D Coole

Councillor J Sangster

Councillor D Treadwell

St Mary's

Councillor B Long

Councillor N Long

Councillor S Waue

Winton

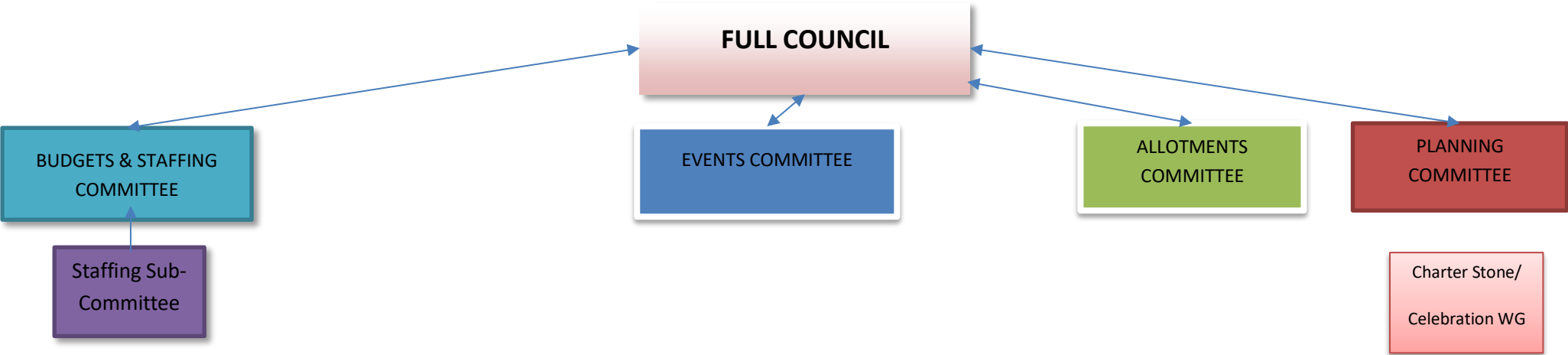
Councillor R Meyer

Councillor R Rowles

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# APPENDIX C – ANDOVER TOWN COUNCIL COMMITTEE STRUCTURE

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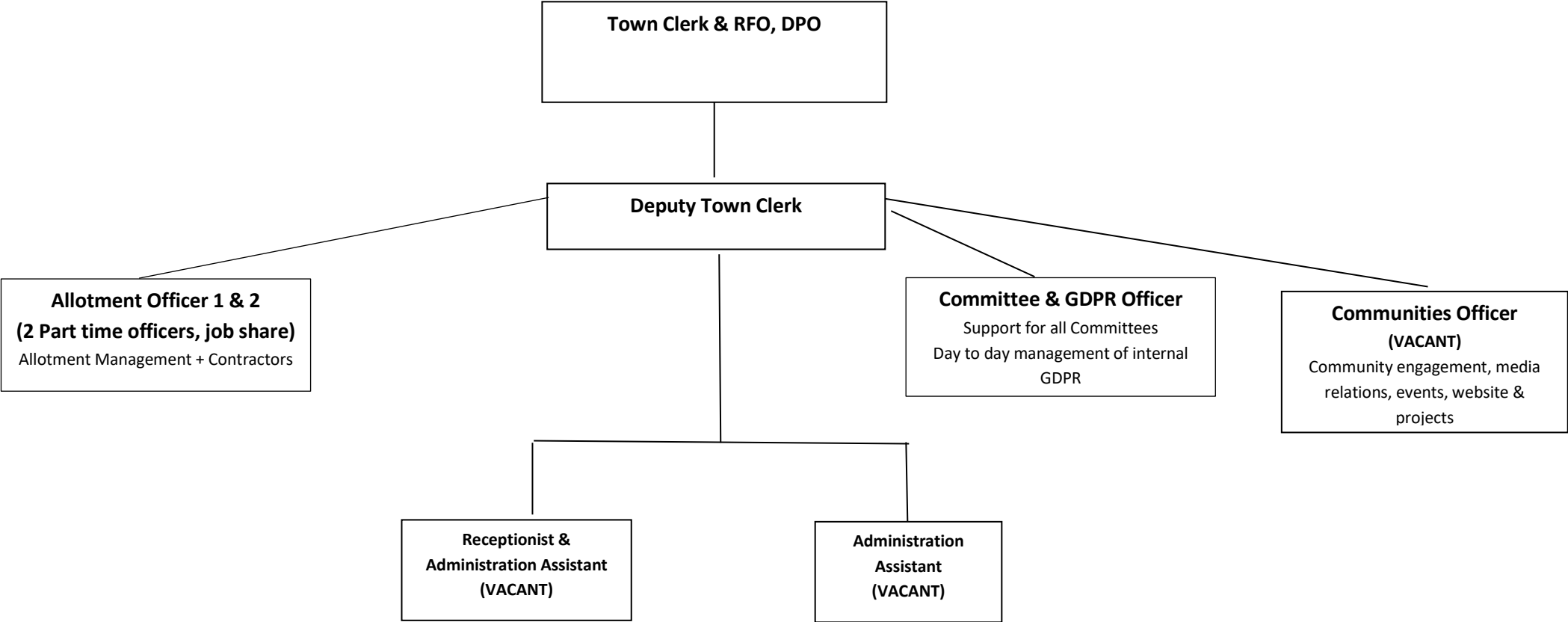


Working Groups report back to their respective Committees  
which in turn report back to full Council

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# APPENDIX D – STAFFING STRUCTURE 2020/2021

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## APPENDIX E – ATTENDANCE AT FULL COUNCIL MEETINGS 2020 - 2021

Councillor	09.06.2020	30.06.2020	16.09.2020	21.10.2020	05.11.2020	07.12.2020	15.12.2020	21.01.2021	26.01.2021	04.03.2021	24.03.2021	06.04.2021	28.04.2021	27.05.2021	23.06.2021	15 Meetings
N Asamoah	N/A	N/A	N/A	N/A	1	1	1	1	0	0	0	0	0	1	0	5
L Banville	1	1	1	1	1	1	0	1	1	0	0	0	0	1	1	10
D Coole	1	0	1	1	1	1	1	1	1	1	1	1	0	0	0	11
J Coole	1	0	1	1	1	1	1	1	0	0	0	0	0	0	0	7
C Ecclestone	1	0	1	1	1	1	1	1	1	1	1	1	0	1	1	13
L Gregori	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
R Hughes	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
K Hughes	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	0	2
B Long	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
N Long	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	2
R Meyer	1	0	1	1	1	1	1	1	1	1	0	0	0	0	0	9
M Mumford	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	2
R Rowles	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
J Sangster	N/A	N/A	N/A	N/A	1	0	1	1	1	1	1	1	1	1	1	10
D Treadwell	1	1	1	1	1	1	1	1	1	0	1	0	0	1	0	11

S Waue	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	2
<b>Meeting TOTALS</b>	<b>10</b>	<b>06</b>	<b>10</b>	<b>10</b>	<b>12</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>10</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>13</b>	<b>10</b>	

#### 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

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## APPENDIX F – ATTENDANCE AT ALLOTMENT COMMITTEE MEETINGS 2020- 2021

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Councillor	05.08.2020	14.12.2020	03.02.2021	14.04.2021	4 Meetings
L Gregori (Chairman)	1	1	1	1	4
B Long (Vice Chairman)	1	1	1	1	4
L Banville	1	1	0	0	2
D Coole	N/A	1	1	1	3
R Hughes	1	1	1	1	4
D Treadwell	0	1	0	1	2
<b>Meetings TOTAL</b>	<b>4</b>	<b>6</b>	<b>4</b>	<b>5</b>	



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## APPENDIX G – ATTENDANCE AT BUDGETS AND STAFFING COMMITTEE MEETINGS 2020 - 2021

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Councillor						5 Meetings
	02.09.2020	14.10.2020	01.12.2020	19.01.2021	22.04.2021	
R Meyer (Chairman)	1	1	1	1	1	5
D Coole (Vice Chairman)	1	1	1	1	1	5
J Coole	1	1	1	1	0	4
C Ecclestone	1	1	1	1	0	4
L Gregori	1	1	1	1	1	5
R Hughes	1	1	1	1	1	5
J Sangster	N/A	N/A	N/A	N/A	1	1
D Treadwell	1	1	1	1	1	5
Meetings TOTALS	7	7	7	7	6	

## APPENDIX H – ATTENDANCE AT EVENTS/ASSETS & COMMUNITIES COMMITTEE MEETINGS 2020 - 2021

Councillor	14.07.2020	18.08.2020	22.09.2020	08.12.2020	12.02.2021	13.04.2021	6 Meetings
D Coole (Chairman)	1	1	1	1	1	1	6
R Meyer (Vice Chairman)	1	1	1	1	1	1	6
N Assamoah	N/A	N/A	N/A	1	0	0	1
L Banville	0	0	0	0	1	0	1
J Coole	1	1	1	1	1	1	6
C Ecclestone	1	1	1	1	1	1	6
L Gregori	1	1	1	1	1	1	6
R Hughes	1	1	1	1	1	0	5
J Sangster	N/A	N/A	N/A	1	1	1	3
<b>Meeting TOTALS</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>8</b>	<b>8</b>	<b>6</b>	

## APPENDIX I – ATTENDANCE AT PLANNING COMMITTEE MEETINGS 2020 - 2021

Councillor																15 Meetings
	27.07.2020	17.08.2020	07.09.2020	29.09.2020	19.10.2020	16.11.2020	30.11.2020	21.12.2020	11.01.2021	01.02.2021	15.02.2021	08.03.2021	19.04.2021	10.05.2021	01.06.2021	
C Ecclestone (Chairman)	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	13
B Long (Vice Chairman )	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
D Coole	1	1	0	1	1	1	1	1	1	0	0	1	1	0	0	10
J Coole	N/A	N/A	N/A	1	1	1	1	0	1	0	0	N/A	N/A	N/A	N/A	5
L Gregori	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
R Hughes	0	1	1	1	0	0	1	0	1	1	1	1	1	1	1	11
R Meyer	1	0	1	0	1	1	1	1	1	0	0	0	0	0	0	7
Meeting Totals	5	5	5	6	6	6	7	5	7	4	4	5	5	3	3	

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## APPENDIX J – ATTENDANCE AT STAFFING SUB-COMMITTEE MEETINGS 2020 - 2021

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Councillor	11.08.2020	1 Meeting
D Coole (Chairman)	1	<b>1</b>
L Banville	1	<b>1</b>
C Ecclestone (Vice Chairman)	1	<b>1</b>
J Coole	1	<b>1</b>
R Meyer	1	<b>1</b>
Meeting Totals	<b>5</b>	

## APPENDIX K – ANDOVER TOWN COUNCIL BUDGET 2021/2022

FINANCIAL BUDGET 2021/2022 AGREED AT COUNCIL 26.01.2021

### INCOME

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	BUDGET 2021/2022
<b>Assets &amp; Communities</b>							
3025	<b><u>Town Development</u></b>						
3025/1	Income from Events	£322.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/2	Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
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	£0.00	£0.00	£0.00	£0.00
3025/5	A-Fest	£30.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/6	Shilling Fair	£3,450.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025	<b>TOTAL</b>	£3,802.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>TOTAL EVENTS &amp; PROJECTS</b>							
		<b>£3,802.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	BUDGET 2021/2022
<b>Policy &amp; Resources</b>							
36	Business Rates Refund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
99	Heating & Lighting	£259.60	£0.00	£0.00	£0.00	£0.00	£0.00
3000	Precept	£319,378.35	£0.00	£344,204.00	£344,204.00	£344,204.00	£0.00
3001	TVBC Tax Band Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3002	Election Expenses Refund	£0.00	£0.00	£2,341.20	£2,341.20	£2,341.20	£0.00
3010	Bank Interest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3020	Insurance Premium Refund	£0.00	£0.00	£79.04	£79.04	£79.04	£0.00
3020	Grants Received	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3021	Cil Monies	£73,907.48	£0.00	£13,346.06	£13,346.06	£13,346.06	£0.00

3115	VAT Write Off	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3116	IT Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3339	Mayors Events	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3998	Funds Held for Youth Council	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3999	Funds Held for N P	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000	Defibrillator	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4210	Waste Removal	£0.00	£0.00	£26.00	£26.00	£26.00	£0.00
4211	Photocopying	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4212	Payroll	£779.76	£0.00	£0.00	£0.00	£0.00	£0.00
<b>TOTAL Policy &amp; Resources</b>		<b>£394,325.19</b>	<b>£0.00</b>	<b>£359,996.30</b>	<b>£359,996.30</b>	<b>£359,996.30</b>	<b>£0.00</b>

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	BUDGET 2021/2022
<b>Allotments</b>							
3050	<b><u>Allotment Rents</u></b>						
3050/1	Admirals Way	£911.42	£800.00	£1,288.95	£488.95	£488.95	£800.00
3050/2	Barlows Lane	£4,958.58	£5,500.00	£4,418.63	-£1,081.37	£4,418.63	£5,000.00
3050/3	Churchill Way	£2,219.15	£2,000.00	£2,197.98	£197.98	£2,197.99	£2,200.00
3050/4	Mylen Road	£1,195.95	£1,300.00	£1,246.06	-£53.94	£1,246.06	£1,200.00
3050/5	Old Winton Road	£3,975.25	£3,600.00	£3,812.37	£212.37	£3,812.37	£3,700.00
3050/6	The Drove	£5,214.09	£7,000.00	£5,438.84	-£1,561.16	£5,438.84	£5,000.00
3050/7	Vigo Road	£5,017.54	£4,500.00	£4,816.00	£316.00	£4,816.00	£5,000.00
3050/8	Picket Piece	£0.00	£960.00	£0.00	-£960.00	-£960.00	£0.00
3050/9	Picket Twenty	n/a	n/a	n/a	n/a	n/a	£0.00
3050	<b>TOTAL</b>	<b>£23,491.98</b>	<b>£25,660.00</b>	<b>£23,218.83</b>	<b>-£2,441.17</b>	<b>£21,458.84</b>	<b>£22,900.00</b>
3051	<b><u>Deposits</u></b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3052	Deposit Credit Interest	£20.78	£0.00	£10.40	£10.40	£10.40	£0.00
3053	Deposit Direct Payment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>TOTAL ALLOTMENTS</b>		<b>£23,512.76</b>	<b>£25,660.00</b>	<b>£23,229.23</b>	<b>-£2,430.77</b>	<b>£21,469.24</b>	<b>£22,900.00</b>

<b>TOTAL INCOME</b>	<b>£421,639.95</b>	<b>£25,660.00</b>	<b>£383,225.53</b>	<b>£357,565.53</b>	<b>£381,465.54</b>	<b>£22,900.00</b>
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**EXPENDITURE**

**Assets & Communities**

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	BUDGET 2021/2022
4700	<b>Events &amp; Projects</b>						
4700/2	Christmas Lights	£22,070.18	£20,000.00	£22,462.26	-£2,462.26	-£2,462.26	£22,500.00
4700/3	A-Fest	£1,167.26	£500.00	£2,400.00	-£1,900.00	-£1,900.00	£700.00
4700/4	Shilling Fair	£5,404.96	£3,000.00	£1,338.83	£1,661.17	£1,661.17	£700.00
4700/5	Youth Clubs	£0.00	£12,000.00	£0.00	£12,000.00	£12,000.00	£10,000.00
4700/6	Miscellaneous Events (Covid)	£0.00	£0.00	£3,000.00	-£3,000.00	-£3,000.00	£0.00
4700/7	Armed Forces Day (was Events)	£1,243.95	£1,000.00	£0.00	£1,000.00	£1,000.00	£700.00
4700/8	Andover Cycling Festival	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00	£700.00
4700/9	Andover Challenges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/10	WW1 Event (215)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/11	Festival of Motoring	£0.00	£2,000.00	£0.00	£2,000.00	£2,000.00	£700.00
4700/12	Defibrillator Provision	£3,927.99	£4,000.00	£0.00	£4,000.00	£4,000.00	£0.00
4700/13	Community Engagement	£802.00	£500.00	£0.00	£500.00	£500.00	£600.00
4700/14	Andover Carnival	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00	£700.00
	Andover Gardening						
4700/15	Competition	£0.00	£500.00	£0.00	£500.00	£500.00	£400.00
4700/16	Pancake Day	£0.00	£500.00	£0.00	£500.00	£500.00	£0.00
4700/17	Tourism	£0.00	£5,000.00	£0.00	£5,000.00	£5,000.00	£0.00
4700/18	Water Butt Scheme	£0.00	£500.00	£0.00	£500.00	£500.00	£0.00
4700/19	Andover Proms	£0.00	£500.00	£0.00	£500.00	£500.00	£400.00
4700/20	Food Fair	£0.00	£500.00	£0.00	£500.00	£500.00	£0.00
4700/21	Gardening Fair	£0.00	£500.00	£0.00	£500.00	£500.00	£0.00
	Street Furniture	n/a	n/a	n/a	n/a	£0.00	£0.00
	Playgrounds	n/a	n/a	n/a	n/a	£0.00	£0.00
	Urban Parks & Open Spaces	n/a	n/a	n/a	n/a	£0.00	£0.00
	Cemeteries	n/a	n/a	n/a	n/a	£0.00	£0.00

	Public Halls	n/a	n/a	n/a	n/a	£0.00	£0.00
	Outdoor Sports Facilities	n/a	n/a	n/a	n/a	£0.00	£0.00
	Dog & Litter Bins	n/a	n/a	n/a	n/a	£0.00	£0.00
4700	<b>TOTAL</b>	£34,616.34	£53,000.00	£29,201.09	£23,798.91	£23,798.91	£38,100.00

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
4190	<b>Grants</b>						
4190/1	Grants	£7,750.00	£5,000.00	£3,697.22	£1,302.78	£0.00	£10,000.00
4190/1/1	Emergency Funding	£0.00	£0.00	£0.00	£0.00	£0.00	£3,000.00
4190/3	Grants Section 137	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4190	<b>TOTAL</b>	£7,750.00	£5,000.00	£3,697.22	£1,302.78	£0.00	£13,000.00

4000/6 **Website & Community Development**

4000/6/1	Website	£1,078.02	£2,000.00	£246.25	£1,753.75	£0.00	£3,000.00
4000/6/2	Website Hosting	£431.48	£500.00	£389.55	£110.45	£0.00	£550.00
4000/6/3	Newsletter	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000	<b>TOTAL</b>	£1,509.50	£2,500.00	£635.80	£1,864.20	£0.00	£3,550.00

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
4100/1	<b><u>Town Mayor</u></b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4100/1/1	Town Mayor Badge & Regalia	£0.00	£50.00	£0.00	£50.00	£50.00	£0.00
4100/1/2	Remembrance Day Wreath	£0.00	£0.00	£36.00	£0.00	-£36.00	£50.00
4100/1/3	Town Mayor Charities	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4100/1	<b>Total</b>	£0.00	£50.00	£36.00	£50.00	£14.00	£50.00

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
	<b><u>Venue Hire/Facilities</u></b>						
4100/6	Refreshments	£91.98	£100.00	£0.00	£150.00	£150.00	£0.00
4100/7	Room Hire Fund	£670.31	£200.00	£0.00	£200.00	£200.00	£0.00
		£762.29	£300.00	£0.00	£350.00	£350.00	£0.00



4204	New Building Fund	£0.00	£6,000.00	£0.00	£6,000.00	£6,000.00	£0.00
4205	Bus Shelters	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		£0.00	£6,000.00	£0.00	£6,000.00	£6,000.00	£0.00

	<b>Assets</b>	<b>2019/2020 Net</b>	<b>Budget 2020/2021</b>	<b>Actual Net @ 31.12.2020</b>	<b>Balance 2020/2021</b>	<b>Projected balance by 31.03.2021</b>	<b>PROPOSED BUDGET 2021/2022</b>
4210/3	Rent - Office	£14,017.00	£12,000.00	£9,230.85	£2,769.15	£0.00	£12,000.00
4210/4	Rates - Office	£0.00	£8,000.00	£3,458.10	£4,541.90	£0.00	£8,000.00
4210/5	Water Rates - Office	£0.00	£300.00	£0.00	£300.00	£0.00	£300.00
4210/6	Heating & Lighting - Office	£5,889.55	£3,500.00	£722.08	£2,777.92	£2,500.00	£6,000.00
4210/7	Telephone & Broadband	£1,704.11	£2,500.00	£2,490.90	£9.10	£0.00	£2,500.00
4210/8	Photocopying	£4,312.30	£4,000.00	£2,508.40	£1,491.60	£0.00	£4,000.00
4210/9	Stationery	£940.46	£1,200.00	£478.43	£721.57	£0.00	£1,200.00
4210/10	Postage	£1,888.93	£1,700.00	£706.03	£993.97	£0.00	£2,000.00
	Office & Equipment						
4210/15	Maintenance	£3,601.98	£3,000.00	£3,860.46	-£860.46	-£860.46	£3,500.00
4210/16	New Equipment & Furniture	£350.71	£1,000.00	£131.40	£868.60	£0.00	£1,000.00
4210/17	Waste Removal	£536.43	£700.00	£79.95	£620.05	£620.05	£700.00
		£33,241.47	£37,900.00	£23,666.60	£14,233.40	£2,259.59	£41,200.00
<b>TOTAL Assets &amp; Communities</b>		<b>£77,879.60</b>	<b>£104,750.00</b>	<b>£57,236.11</b>	<b>£47,599.29</b>	<b>£32,422.50</b>	<b>£95,900.00</b>

		<b>2019/2020 Net</b>	<b>Budget 2020/2021</b>	<b>Actual Net @ 31.12.2020</b>	<b>Balance 2020/2021</b>	<b>Projected balance by 31.03.2021</b>	<b>PROPOSED BUDGET 2021/2022</b>
<b>Policy &amp; Resources</b>							
4000	<b>Corporate Management</b>						
400	IT Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000/1	Accounts Support	£122.00	£1,020.00	£1,123.50	-£103.50	-£103.50	£1,530.00
4000/2	Bank Charges	£845.04	£400.00	£478.71	-£78.71	-£78.71	£600.00
4000/3	Legal & Professional Fees	£4,960.00	£6,000.00	£14,954.94	-£8,945.94	-£8,945.94	£7,000.00
4000/4	Legal Costs	n/a	n/a	n/a	n/a	n/a	£0.00

4000/5	Audit Fees	£2,116.66	£2,200.00	£1,095.83	£1,104.17	£1,104.17	£2,400.00
4000/6	IT Support & Equipment	£1,662.44	£2,500.00	£570.58	£1,929.42	£1,929.42	£2,500.00
		£9,706.14	£12,120.00	£18,223.56	-£6,094.56	-£6,094.56	£14,030.00

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	BUDGET 2021/2022
4100	<b><u>Democratic Representation</u></b>						
4100/1	Members Training & Courses	£908.91	£1,500.00	£30.00	£1,470.00	£0.00	£1,500.00
4100/2	Members Travel	£0.00	£100.00	£0.00	£100.00	£100.00	£100.00
4100/3	Members Expenses	n/a	n/a	n/a	n/a	n/a	£0.00
4100/4	Public Building Hire	£1,070.25	£1,000.00	£72.00	£928.00	£928.00	£1,200.00
4100	TOTAL	£1,979.16	£2,600.00	£102.00	£2,498.00	£1,028.00	£2,800.00
4180	<b><u>Other Services to the Public</u></b>						
4180/1	Election Costs	£13,769.14	£25,000.00	£39,647.93	-£14,647.93	-£14,647.93	£10,000.00
4180	TOTAL	£13,769.14	£25,000.00	£39,647.93	-£14,647.93	-£14,647.93	£10,000.00

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	BUDGET 2021/2022
4200	<b><u>Administration Rechargeable Payroll</u></b>						
4200/1	Payroll	£144,531.27	£210,886.00	£114,412.44	£96,473.56	£58,886.00	£215,000.00
4200/3	Staff Training	£360.00	£1,500.00	£445.00	£1,055.00	£1,055.00	£2,500.00
4200/4	Staff Travel	£74.48	£200.00	£737.58	-£537.58	-£537.58	£500.00
4200	TOTAL	£144,965.75	£212,586.00	£115,595.02	£96,990.98	£59,403.42	£218,000.00

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	BUDGET 2021/2022
4210	<b><u>Administration Rechargeable</u></b>						
4210/2	Office Sundries	£74.52	£250.00	£0.00	£250.00	£250.00	£250.00
4210/11	Subscriptions/Memberships	£2,835.00	£3,000.00	£3,085.00	-£85.00	-£85.00	£3,100.00

4210/12	Insurance	£0.00	£4,000.00	£0.00	£4,000.00	£0.00	£4,000.00
4210/14	Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4210/18	Publications	£99.95	£200.00	£0.00	£200.00	£0.00	£200.00
4210	TOTAL	£3,009.47	£7,450.00	£3,085.00	£4,365.00	£165.00	£7,550.00
<b>TOTAL POLICY &amp; RESOURCES</b>		<b>£173,429.66</b>	<b>£259,756.00</b>	<b>£176,653.51</b>	<b>£83,111.49</b>	<b>£39,853.93</b>	<b>£252,380.00</b>

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	BUDGET 2021/2022
<b>Allotments</b>							
4500	<b>Allotment Service</b>						
4500/1	Allotment Maintenance						
4500/1/1	<b>Admirals Way</b>						
4500/1/1/1	Services	£898.64	£1,000.00	£609.00	£391.00	£0.00	£1,100.00
4500/1/1/2	Grounds Maintenance	£943.00	£1,500.00	£617.73	£882.27	£0.00	£1,600.00
4500/1/1/3	Water Charges	£275.47	£300.00	£700.38	-£400.38	-£400.38	£400.00
4500/1/1/4	Repairs & Renewals	£16.71	£150.00	£275.14	-£125.14	-£125.14	£150.00
4500/1/1/5	Equipment	£107.52	£150.00	£57.38	£92.62	£92.62	£150.00
4500/1/1/6	Sundries	£39.49	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/1/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/1/8	Pest Control	£619.04	£690.00	£457.12	£232.88	£0.00	£700.00
4500/1/1	TOTAL	£2,899.87	£3,840.00	£2,716.75	£1,123.25	-£382.90	£4,150.00
4500/1/2	<b>Barlows Lane</b>						
4500/1/2/1	Services	£920.92	£1,000.00	£609.00	£391.00	£0.00	£1,100.00
4500/1/2/2	Grounds Maintenance	£1,743.67	£2,500.00	£1,086.48	£1,413.52	£0.00	£2,500.00
4500/1/2/3	Water Charges	£1,354.01	£700.00	£1,400.27	-£700.27	-£700.27	£1,500.00
4500/1/2/4	Repairs & Renewals	£614.79	£150.00	£235.14	-£85.14	-£85.14	£150.00
4500/1/2/5	Equipment	£107.52	£150.00	£227.38	-£77.38	-£77.38	£150.00
4500/1/2/6	Sundries	£39.49	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/2/7	Returned Deposits	£50.00	£0.00	£28.61	-£28.61	-£28.61	£0.00
4500/1/2/8	Pest Control	£619.04	£690.00	£457.12	£232.88	£0.00	£700.00

4500/1/2	TOTAL	£5,449.44	£5,240.00	£4,044.00	£1,196.00	-£841.40	£6,150.00
4500/1/3	<b>Churchill Way</b>						
4500/1/3/1	Services	£920.92	£1,000.00	£609.00	£391.00	£0.00	£1,100.00
4500/1/3/2	Grounds Maintenance	£1,572.67	£2,500.00	£1,336.48	£1,163.52	£0.00	£2,500.00
4500/1/3/3	Water Charges	£508.91	£500.00	£328.32	£171.68	£0.00	£500.00
4500/1/3/4	Repairs & Renewals	£268.71	£150.00	£149.64	£0.36	£0.36	£150.00
4500/1/3/5	Equipment	£107.52	£150.00	£57.38	£92.62	£92.62	£150.00
4500/1/3/6	Sundries	£39.49	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/3/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/3/8	Pest Control	£619.02	£690.00	£457.14	£232.86	£0.00	£700.00
03/01/4500	TOTAL	£4,037.24	£5,040.00	£2,937.96	£2,102.04	£142.98	£5,150.00
04/01/4500	<b>Mylen Road</b>						
4500/1/4/1	Services	£920.92	£1,000.00	£609.00	£391.00	£0.00	£1,100.00
4500/1/4/2	Grounds Maintenance	£1,576.00	£2,650.00	£866.48	£1,783.52	£0.00	£2,600.00
4500/1/4/3	Water Charges	£270.76	£800.00	£502.30	£297.70	£0.00	£600.00
4500/1/4/4	Repairs & Renewals	£64.21	£150.00	£330.64	-£180.64	-£180.64	£150.00
4500/1/4/5	Equipment	£107.52	£150.00	£57.38	£92.62	£92.62	£150.00
4500/1/4/6	Sundries	£64.69	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/4/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/4/8	Pest Control	£619.02	£690.00	£457.12	£232.88	£0.00	£700.00
4500/1/4	TOTAL	£3,623.12	£5,490.00	£2,822.92	£2,667.08	-£38.02	£5,350.00
4500/1/5	<b>Old Winton Road</b>						
4500/1/5/1	Services	£920.92	£1,000.00	£609.00	£391.00	£0.00	£1,100.00
4500/1/5/2	Grounds Maintenance	£1,741.00	£2,500.00	£1,141.48	£1,358.52	£0.00	£2,500.00
4500/1/5/3	Water Charges	£568.57	£1,000.00	£703.06	£296.94	£0.00	£800.00
4500/1/5/4	Repairs & Renewals	£186.71	£150.00	£102.64	£47.36	£47.36	£150.00
4500/1/5/5	Equipment	£107.52	£150.00	£227.40	-£77.40	-£77.40	£150.00
4500/1/5/6	Sundries	£39.49	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/5/7	Returned Deposits	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/5/8	Pest Control	£619.04	£690.00	£457.12	£232.88	£0.00	£700.00
4500/1/5	TOTAL	£4,233.25	£5,540.00	£3,240.70	£2,299.30	£19.96	£5,450.00
4500/1/6	<b>The Drove</b>						

4500/1/6/1	Services	£850.96	£1,000.00	£641.41	£358.59	£0.00	£1,100.00
4500/1/6/2	Grounds Maintenance	£1,382.80	£2,700.00	£1,981.48	£718.52	£0.00	£2,500.00
4500/1/6/3	Water Charges	£0.00	£2,500.00	£510.95	£1,989.05	£0.00	£1,500.00
4500/1/6/4	Repairs & Renewals	£271.71	£150.00	£17.64	£132.36	£132.26	£150.00
4500/1/6/5	Equipment	£107.52	£150.00	£142.38	£7.62	£7.62	£150.00
4500/1/6/6	Sundries	£39.49	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/6/7	Returned Deposits	£150.00	£0.00	£50.00	-£50.00	-£50.00	£0.00
4500/1/6/8	Pest Control	£676.22	£690.00	£457.14	£232.86	£0.00	£700.00
4500/1/6	TOTAL	£3,478.70	£7,240.00	£3,801.00	£3,439.00	£139.88	£6,150.00
		<b>2019/2020 Net</b>	<b>Budget 2020/2021</b>	<b>Actual Net @ 31.12.2020</b>	<b>Balance 2020/2021</b>	<b>Projected balance by 31.03.2021</b>	<b>PROPOSED BUDGET 2021/2022</b>
4500/1/7	<b>Vigo Road</b>						
4500/1/7/1	Services	£990.88	£1,000.00	£609.00	£391.00	£0.00	£1,100.00
4500/1/7/2	Grounds Maintenance	£1,588.00	£2,500.00	£1,216.50	£1,283.50	£0.00	£2,500.00
4500/1/7/3	Water Charges	£698.09	£1,200.00	£770.11	£429.89	£0.00	£1,000.00
4500/1/7/4	Repairs & Renewals	£226.74	£150.00	£27.66	£122.34	£122.34	£150.00
4500/1/7/5	Equipment	£1,742.70	£150.00	£142.38	£7.62	£7.62	£150.00
4500/1/7/6	Sundries	£39.50	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/7/7	Returned Deposits	£0.00	£0.00	£100.00	-£100.00	-£100.00	£0.00
4500/1/7/8	Pest Control	£561.97	£690.00	£457.24	£232.76	£0.00	£700.00
4500/1/7	TOTAL	£5,847.88	£5,740.00	£3,322.89	£2,417.11	£79.96	£5,650.00
4500/1/8	<b>Picket Piece</b>						
4500/1/8/1	Services	£0.00	£1,000.00	£0.00	£1,000.00	£0.00	£500.00
4500/1/8/2	Grounds Maintenance	£0.00	£500.00	£0.00	£500.00	£0.00	£0.00
4500/1/8/3	Water Charges	£0.00	£500.00	£0.00	£500.00	£0.00	£0.00
4500/1/8/4	Repairs & Renewals	£0.00	£150.00	£0.00	£150.00	£0.00	£0.00
4500/1/8/5	Equipment	£0.00	£150.00	£0.00	£150.00	£0.00	£0.00
4500/1/8/6	Sundries	£0.00	£50.00	£0.00	£50.00	£0.00	£0.00
4500/1/8/7	Pest Control	£0.00	£690.00	£0.00	£690.00	£0.00	£0.00
		£0.00	£3,040.00	£0.00	£3,040.00	£0.00	£500.00
4500/1/9	<b>Picket Twenty</b>						

4500/1/9/1	Services	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00	£500.00
4500/1/9/2	Grounds Maintenance	£0.00	£500.00	£0.00	£500.00	£500.00	£0.00
4500/1/9/3	Water Charges	£0.00	£500.00	£0.00	£500.00	£500.00	£0.00
4500/1/9/4	Repairs & Renewals	£0.00	£150.00	£0.00	£150.00	£150.00	£0.00
4500/1/9/5	Equipment	£0.00	£150.00	£0.00	£150.00	£150.00	£0.00
4500/1/9/6	Sundries	£0.00	£50.00	£0.00	£50.00	£50.00	£0.00
4500/1/9/7	Pest Control	£0.00	£690.00	£0.00	£690.00	£690.00	£0.00
		£0.00	£3,040.00	£0.00	£3,040.00	£3,040.00	£500.00

<b>4500/1</b>	<b>TOTAL ALLOTMENTS</b>	<b>£29,569.50</b>	<b>£41,170.00</b>	<b>£22,886.22</b>	<b>£18,283.78</b>	<b>£2,160.46</b>	<b>£39,050.00</b>
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		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
<b>Planning/Highways</b>							
4300	Planning/Highways	N/A	£0.00	£0.00	£0.00	£0.00	£0.00
4300/1	Provision of Speed Signs	N/A	£0.00	£0.00	£0.00	£0.00	£0.00
4300/2	Design Statement/NP	N/A	£0.00	£0.00	£0.00	£0.00	£0.00
4300/3	St Mary's Neighbourhood Plan	N/A	£0.00	£0.00	£0.00	£0.00	£0.00
4300/4	Street Trees	N/A	£0.00	£0.00	£0.00	£0.00	£0.00
4300/5	Traffic Calming	N/A	£0.00	£0.00	£0.00	£0.00	£0.00
4300/6	SID's Admin & Management	N/A	£0.00	£0.00	£0.00	£0.00	£0.00
4300	Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	PROPOSED BUDGET 2021/2022
<b>Total Income</b>						
		£421,639.95	£25,660.00	£383,225.53	£357,565.53	£22,900.00
<b>Total Expenditure</b>						
		£280,878.76	£405,676.00	£256,775.84	£148,994.56	£387,330.00
<b>TOTAL NET BALANCE</b>						
		£140,761.19	£380,016.00	£126,449.69	£208,570.97	£364,430.00