ANDOVER TOWN COUNCIL

Minutes of Policy & Resources Committee

Time and date
6.30pm, Wednesday, 7 June 2023

Place
The Lights, Andover

Details of Attendance:
Members of the Committee:
Cllr S Hardstaff (Chairman) (P)
Cllr K Bird (Vice Chairman) (P)
Cllr L Gregori (P), Cllr J Hughes (A), Cllr R Hughes (P), Cllr R Kidd (A), Cllr R Meyer (A),
Cllr H Neate (P), Cllr E Reynolds (P)

Officers Present:
Gail Foster (Town Clerk)
Tor Warburton (Deputy Clerk)

Members of the Public: 7 for part of the meeting, (1 attending via Zoom)
Members of the Press: 0

PUBLIC SESSION

PR 001/06/23 There were no comments received from Members of the Public present at the meeting.

APOLOGIES

PR 002/06/23 Apologies were received from Councillors J Hughes and R Meyer.

ELECTION OF CHAIRMAN

PR 003/06/23 It was proposed by Councillor L Gregori and seconded by Councillor K Bird that Councillor S Hardstaff be elected as Chairman of the Policy and Resources Committee for the Municipal Year 2023/2024.
There were no other nominations.

ELECTION OF VICE CHAIRMAN

PR 004/06/23 It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that Councillor K Bird be elected as Vice Chairman of the Policy and Resources Committee for the Municipal Year 2023/2024.

INTERESTS

PR 005/06/23 Councillors were reminded of the Standing Declarations of Interests which had been approved by Council for Councillor E Reynolds as a Member of the Drove Allotment Association and a plot holder and Councillor H Neate as an allotment plot holder. Councillor K Bird declared an interest in agenda item 12.

MINUTES

PR 006/06/23 It was proposed by Councillor L Gregori and seconded by Councillor E Reynolds and **RESOLVED: FOR – 5, AGAINST – 0, ABSTENTIONS - 1** that the Minutes of the Policy and Resources Committee meeting held on 21 February 2023 be signed by the Chairman as a correct record.

Action: Committee Officer

CONTRACTUAL & DELEGATED PAYMENTS

PR 008/06/23 Members received and noted the contractual and delegated payments that had already been made for the period 6th May 2023 to 30th May 2023, as per the report detailed in appendix 7 on the agenda.

PAYMENTS FOR APPROVAL

PR 009/06/23 Members noted that there were no payments that required approval for the period of 6th May 2023 to 30th May 2023.

(2 Members of the Public joined the meeting at 6.35pm)

FINANCIAL REPORTS

PR 010/06/23 It was proposed by Councillor L Gregori and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the following financial papers be approved:

a. Bank Statements and Bank Reconciliation showing balances:
   i. UTB 1 = £517,291.63
   ii. UTB 2 = £86,156.42
   iii. Redwood Bank = £85,067.89
   iv. Total = £688,515.94
b. Cashbook
   i. Gross receipts to date = £183,974.39
   ii. Gross payments to date = £54,556.22
c. Budget
   i. Net Budget remaining = £133,630.94
d. Earmarked Reserves
   i. Elections £79,036.28
   ii. Allotments £88,011.04
   iii. Christmas Lights £12,591.74
   iv. Property Purchase £102,000.00
   v. CIL Funds £99,099.83

TERMS OF REFERENCE

PR 011/06/23 POLICIES AND RESOURCES

Structure and Quorum

It was proposed by Councillor L Gregori and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that the Policy and Resources Committee Terms of Reference is referred to Full Council, for approval to amend the total number of members to 9, with the flexibility to change it to 10. **Action: Town Clerk**

Responsibility

It was proposed by Councillor L Gregori and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that:

i. Point 2 be amended to read, "To secure the good governance of the Council's affairs (in accordance with the Practitioners' Guide and Financial Regulations) including the management of staffing and appointments."

ii. Add in point 4 to read," Emergency measures as per Scheme of Delegation."

Councillor L Gregori suggested the addition of a paragraph for Delegated Powers, with reference to section 4.1 of the Financial Regulations. The Town Clerk advised a draft version would be created and circulated to all Members prior to the next Full Council meeting.
Action: Town Clerk

Policy and Procedures

It was proposed by Councillor L Gregori and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that point 5 is to retain the wording "Standing Orders."
Action: Town Clerk

Finance

It was proposed by Councillor K Bird and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that points 16 and 17 with the amendments, be approved.
Action: Town Clerk

PR 012/06/23 HR PANEL

Structure and Quorum

Members noted that HR Panel would be changed to HR Sub-Committee.

It was proposed by Councillor R Hughes and seconded by Councillor E Reynolds and **RESOLVED: FOR – 3, AGAINST – 3, ABSTENTIONS – 0**, that Members of the HR Sub-Committee would be approved by Full Council.
The Chairman used his casting vote in favour.

It was proposed by Councillor K Bird and seconded by Councillor E Reynolds and **RESOLVED: FOR – 4, AGAINST – 0, ABSTENTION – 1**, that the HR Sub-Committee would comprise of Council Members appointed by the Policy and Resources Committee.
(Councillor R Hughes left the meeting at 7.25pm)

Responsibility

(Councillor H Neate left the meeting at 7.27pm)
(Councillor R Hughes rejoined the meeting at 7.29pm)
(Councillor H Neate rejoined the meeting at 7.30pm)

It was proposed by Councillor K Bird and seconded by Councillor E Reynolds and **RESOLVED: FOR – 4, AGAINST - 0, ABSTENTIONS – 2,** that the HR Sub-Committee Terms of Reference be updated as follows:

- First para to read, "The Sub-Committee will comprise of up to 5 members of the Policy and Resources Committee and shall appoint a Member Chairman and Vice Chairman annually. Its Officer will be the Town Clerk as Head of Paid Staff."
- 2nd para to read, "All members are strongly encouraged to receive suitable training within 6 months of joining the sub-committee, in Human Resources and Employment Law."

Action: Town Clerk

Town Clerk noted that Standing Order 19C would be changed to reflect the updates.

HR PANEL

PR 013/06/23 The Chairman proposed that the selection of Members for the HR Panel be discussed in a confidential session after the meeting.

P & R - POLICIES

PR 014/06/23 Councillor K Bird declared a potential interest in the wording of the policy as she had previously and may again, apply for a grant. Councillors did not feel that Councillor Bird should be excluded from the agenda item. Members reviewed and discussed the Grants Policy. It was agreed that the Grant Procedure and Grant Application form required no amendments at the time of the meeting.
Due to the number of comments and amendments raised, it was proposed by Councillor S Hardstaff and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that:

- A Policy and Resources Working Group be set up to discuss the Grants Policy in more detail.
- The Town Clerk receive a list of all comments made.
- The current Grant Policy be combined with tracked changes and brought back to the Policy and Resources Committee for further review.

Action: Town Clerk

P & R - RESOURCES

PR 015/06/23 Members considered a subscription to Parish Online.
It was proposed by Councillor R Hughes and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the subscription to Parish Online at a cost of £1,500.00 per annum, be accepted.
Action: Town Clerk

QUESTIONS FROM COUNCILLORS

PR 016/06/23 There were no questions received from Members of the Town Council.
It was proposed by Councillor L Gregori and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the Council meeting proceeded to the confidential session.

CONFIDENTIAL

HR PANEL

PR 017/06/23 Members returned to item 11 on the agenda and considered selecting Members for the HR Sub-Committee. It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird, that 4 Members be chosen to expediate the process and allow the sub-committee to be formed in time for an urgent meeting next week.
A vote was taken as follows:
Councillor K Bird – Unanimous
Councillor M Farren – no votes

Councillor S Hardstaff – Unanimous
Councillor R Kidd – FOR – 2, AGAINST – 3, ABSTENTIONS – 1
Councillor R Meyer – no votes
Councillor H Neate – Unanimous
Councillor E Reynolds – Unanimous
RESOLVED: That Councillor K Bird, Councillor S Hardstaff, Councillor H Neate and Councillor E Reynolds be appointed as Members of the HR Sub-Committee.

The Chairman closed the meeting at 8.25pm.