

ANDOVER TOWN COUNCIL



Minutes of Policy & Resources Committee

Time and date

6.30pm, Wednesday, 1 November 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 (A), Cllr J Hughes (P), Cllr R Hughes (P), Cllr R Kidd (P) (Arrived at 6.42pm), Cllr R Meyer (A),
Cllr H Neate (P), Cllr E Reynolds (P)

Officers Present:

Gail Foster (Town Clerk) via Zoom

Tor Warburton (Deputy Clerk)

Members of the Public: 1

Members of the Press: 0

PUBLIC SESSION

PR 029/11/23 There were no comments received from Members of the Public present at the meeting.

APOLOGIES

PR 030/11/23 Apologies were received from Councillor L Gregori.

INTERESTS

PR 031/11/23 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.

Signed as a true and accurate record of the meeting:

Chairman/Vice Chairman:..... Date:.....

Page 1 of 3

MINUTES

PR 032/11/23 It was proposed by Councillor E Reynolds and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that the Minutes of the Policy and Resources Committee meeting held on 6 September 2023 be signed by the Chairman as a correct record.
Action: Committee Officer

CONTRACTUAL & DELEGATED PAYMENTS

PR 033/11/23 Members received and noted the [contractual and delegated payments](#) that had already been made for the period 11 October 2023 to 25 October 2023, as per the report detailed in appendix 5 on the agenda.
The Responsible Finance Officer (RFO) explained why the report format had changed. Further discussion would take place between the RFO and Chairman after the meeting, to see if further changes were required.
Action: Town Clerk

PAYMENTS FOR APPROVAL

PR 034/11/23 It was proposed by Councillor R Hughes and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, that the [payments](#) that need to be made for the period 11 October 2023 to 25 October 2023, be approved.

FINANCIAL REPORTS

PR 035/11/23 (Councillor R Kidd arrived at 6.42pm)
It was proposed by Councillor E Reynolds and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that the following financial papers be approved:

- a. [Bank Statements and Bank Reconciliation](#) showing balances:
 - i. UTB 1 = £569,778.30
 - ii. UTB 2 = £87,230.06
 - iii. Redwood Bank = £86,053.37
 - iv. Total = £743,061.73
- b. [Cashbook](#)
 - i. Gross receipts to date = £395,297.40
 - ii. Gross payments to date = £211,139.40
- c. [Budget](#)
 - i. Net Budget remaining = £171,397.92
- d. [Earmarked Reserves](#)
 - i. Elections £79,036.28
 - ii. Allotments £86,662.26
 - iii. Christmas Lights £12,591.74
 - iv. Property Purchase £102,000.00
 - v. CIL Funds £99,099.83

PLANNED EXPENDITURE

PR 036/11/23 The RFO presented a [report](#) and highlighted the forecast expenditure amounts for each cost centre. Further payments totalling approx. £157,230.00 were expected before 31 March 2024.

Signed as a true and accurate record of the meeting:

Chairman/Vice Chairman:..... Date:.....

Page 1 of 3

UNPLANNED EXPENDITURE

PR 037/11/23 Some reasons for extra expenditure were discussed by the Councillors. No new approvals were given for extra spending; however, it was estimated that a possible £56,248.00 could be spent on items not foreseen in the January 2022 budget setting. As usual, any relevant items would be added to Committee or Full Council agendas, so that expenditure could be properly discussed.

Action: Town Clerk

It was noted that if any working groups needed to be scheduled, these could be arranged for after committee meetings, if the agendas were not too complicated.

NEXT MEETING

PR 039/11/23 Members noted the next meetings:
Policy & Resources Committee on **Wednesday 20 December 2023**, to be held in **The Lights, Andover, starting at 6.30pm.**
Full Council on **Wednesday 22 November 2023**, to be held in the **Upper Guildhall, Andover, starting at 6.30pm**

The Chairman closed the meeting at 7.40pm.

Signed as a true and accurate record of the meeting:

Chairman/Vice Chairman:..... Date:.....

Page 1 of 3