

ANDOVER TOWN COUNCIL WEBSITE:

The home page is to be visually attractive and to show the Council's address, and phone number and email address.

office@andovertc.co.uk

It should give the following options, which would then link to a page for each: (order of options to be clarified.)

- 1. About the Council**
- 2. Events**
- 3. Meetings**
- 4. Accounts and Audit**
- 5. Allotments**
- 6. Grants**
- 7. Policies**
- 8. Speed Indicator Devices (SIDs)**
- 9. Facilities**
- 10. Report a problem**
- 11. Christmas Lights**
- 12. Contact us**
- 13. Current Projects**

ABOUT THE COUNCIL							
1 st level		2 nd level		3 rd Level		4 th Level	
Info	Options or PDF	Info	Options or PDF	Info	Options or PDF	PDFs	
<div data-bbox="62 719 219 938" style="border: 1px solid green; padding: 5px; width: fit-content;">About the council -></div> <div data-bbox="248 743 483 1150" style="border: 1px solid blue; padding: 5px; width: fit-content;">Basic info about incorporation of the council</div>		<div data-bbox="584 692 792 799" style="border: 1px solid blue; padding: 5px; width: fit-content;">Councillors -></div>	<div data-bbox="819 647 1032 1015" style="border: 1px solid orange; padding: 5px; width: fit-content;">Info about the May 2023 election.</div>	<div data-bbox="1077 400 1290 564" style="border: 1px solid orange; padding: 5px; width: fit-content;">Mayor R Hughes - Harroway</div>	<div data-bbox="1312 280 1496 528" style="border: 1px solid blue; padding: 5px; width: fit-content;">Short bio and photo Phone no.</div>	<div data-bbox="1581 217 1783 272" style="border: 1px solid orange; padding: 5px; width: fit-content;">RPI form</div>	<div data-bbox="1783 217 2040 272" style="border: 1px solid red; padding: 5px; width: fit-content;">RPI for Councillor pdf</div>
				<div data-bbox="1581 296 1783 352" style="border: 1px solid orange; padding: 5px; width: fit-content;">Attendance</div>		<div data-bbox="1783 296 2040 352" style="border: 1px solid red; padding: 5px; width: fit-content;">Attendance Record *</div>	
				<div data-bbox="1581 376 1783 432" style="border: 1px solid orange; padding: 5px; width: fit-content;">Contact</div>		<div data-bbox="1783 376 2018 464" style="border: 1px solid blue; padding: 5px; width: fit-content;">FORM = EMAIL CONTACT CLLR</div>	
				<div data-bbox="1581 456 1783 512" style="border: 1px solid orange; padding: 5px; width: fit-content;">Council</div>		<div data-bbox="1783 456 2063 512" style="border: 1px solid red; padding: 5px; width: fit-content;">Council Structure pdf *</div>	
				<div data-bbox="1581 536 1783 592" style="border: 1px solid orange; padding: 5px; width: fit-content;">Ward Map</div>		<div data-bbox="1783 536 2051 592" style="border: 1px solid red; padding: 5px; width: fit-content;">Ward map pdf *</div>	
					As above	Deputy-Mayor J Sangster - Romans	
					As above	K Bird	
					As above	J Cockaday	
					As above	M Farren	
					As above	L Gregori	
	As above	T Gregory					
	As above	J Hughes					
	As above	K Hughes					
	As above	S Hardstaff					

ABOUT THE COUNCIL

ABOUT THE COUNCIL							
1 st level		2 nd level		3 rd Level		4 th Level	
Info	Options or PDF	Info	Options or PDF	Info	Options or PDF	PDFs	
			R Kidd		As above		
			M McGarry		As above		
			R Meyer		As above		
			H Neate		As above		
			E Reynolds		As above		
			S Waue		As above		
			Staff Structure >	Staff Structure pdf *			
	Staff ->	List of Staff and working hours.	Request an appointment	FORM = REQUEST STAFF APPOINTMENT			
			Email the office	FORM = EMAIL CONTACT STAFF			
	Council Structure	Council Structure pdf *					

ABOUT THE COUNCIL							
1 st level		2 nd level		3 rd Level		4 th Level	
Info	Options or PDF	Info	Options or PDF	Info	Options or PDF	PDFs	
			Allotments	Go to Level1 Allotments			
			Speed Indicator Devices SIDs	Go to Level1 SIDS			
			Grants	Go to Level1 GRANTS			
			Christmas lights ->	Go to Level1 Christmas Lights			
		What do we do ->	Info plus options for more detail	Explain duty & scope	Next Meeting->	Go to Level1 MEETINGS	
					Planning Consultee	List of Decisions	List of planning comments / decisions pdf

ABOUT THE COUNCIL

ABOUT THE COUNCIL							
1 st level		2 nd level		3 rd Level		4 th Level	
Info	Options or PDF	Info	Options or PDF	Info	Options or PDF	PDFs	
			Duties & Powers ->	Intro & explain GPC	More info ->	Powers list & GPC exceptions pdf	
			Eligibility Criteria	Short version and link to GOVT site	Link to GOVT website		
	Become a councillor	Existing vacancies	Process for co-option	Short version of process			
			Apply for co-option	Co-option form			
			Process for Election	Short version and link to TVBC site	Link to GOVT website		
	Business plan	Info and pdf document	Business plan	Business plan			
			Mission Statement	Mission Statement			
	Volunteer ->	Wardens etc	POSSIBLE LINK TO ORGANISATIONS DIRECTORY				

EVENTS

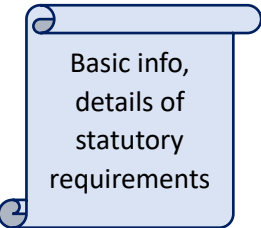






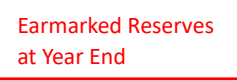

EVENTS						
1 st level		2 nd level		3 rd level		4 th level
Info	Options or PDF	Info	Options or PDF	Info	Options or PDF	PDFs
<p>Basic info about how ATC can hold and run events either solely or in partnership with other organizations.</p>	<p>Andover Pride 2024</p>	<p>Description of event</p>	<p>Final Report incl. Costs</p>	<p>Info, & photos of the event with costs</p>		
			<p>Event preparations</p>	<p>Diary/blog style updates in lead up to event.</p>		
	<p>Land consultation Feb 2024</p>	As above				
	<p>Christmas Festival Dec 2023</p>	As above				






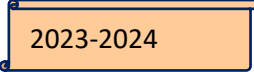





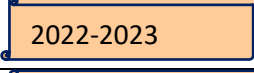





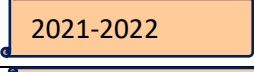




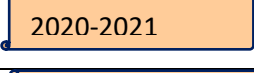




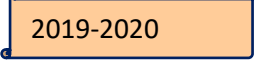
MEETINGS						
1 st level		2 nd level		3 rd level		4 th level
Info	Options or PDF	Info	Options or PDF	Info	Options or PDF	PDFs
Basic info about statutory requirements	All Meetings	Table of meetings set out as below. Table to be "filterable" on all columns.	Agendas for each meeting			
			Minutes for each meeting			
			Attendance record		Attendance Record *	

Some Colour coding (or shape usage for colour blind persons) to help with identifying each type of meeting, and to aid sort function. only SUGGESTION as below:
Web designer to help with a solution to show all the meetings displayed on 1 page, but also that the next meeting is VERY VISIBLE.

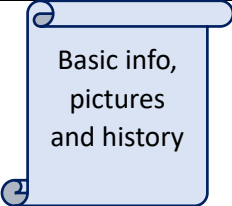








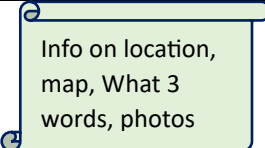




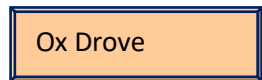

Type	Status	Date	Time	Location	Agenda button	Minutes button	Calendar Year	Administration period
FULL COUNCIL	Scheduled	21 st February	6.30 pm	The Guildhall	pending	pending	2024	May 2023-2024
Planning Committee	Scheduled	12 th February	6.30 pm	The Lights	pending	pending	2024	May 2023-2024
Allotments Committee	Scheduled	7 th February	6.30 pm	The Guildhall	pending	pending	2024	May 2023-2024
Policy & Resources Committee	Scheduled	31 st January	6.30 pm	The Lights	pending	pending	2024	May 2023-2024
FULL COUNCIL	Agenda issued	24 th January	6.30 pm	The Guildhall	link	pending	2024	May 2023-2024
Planning Committee	Agenda issued	22 nd January	6.30 pm	The Guildhall	link	pending	2024	May 2023-2024
Policy & Resources Committee	Meeting held	10 th January	6.30 pm	The Lights	link	Draft Minutes	2024	May 2023-2024
FULL COUNCIL	Re-scheduled	10 th January			-	-	2024	May 2023-2024
Community & Events WG	Meeting held				link	Final Notes	2023	May 2023-2024
Allotments Committee	Meeting held				link	Final Minutes	2023	May 2023-2024
Planning Committee	Meeting held						2023	May 2023-2024
FULL COUNCIL	Meeting held						2023	May 2023-2024
Policy & Resources Committee	Meeting held						2023	May 2023-2024

ACCOUNTS & AUDIT

ACCOUNTS & AUDIT						
1 st level		2 nd level		3 rd level		4 th level
Info	Options or PDF	Info	Options or PDF	Info	Options or PDF	PDFs
 <p>Basic info, details of statutory requirements</p>	 <p>Table of links</p>	 <p>Accounts reports 2023-2024</p>	 <p>Button Link to PDFs</p>			
			 <p>Balance Sheet</p>			
			 <p>Trial Balance</p>			
			 <p>Bank Rec</p>			
			 <p>Earmarked Reserves at Year End</p>			
			 <p>Larger payments</p>			

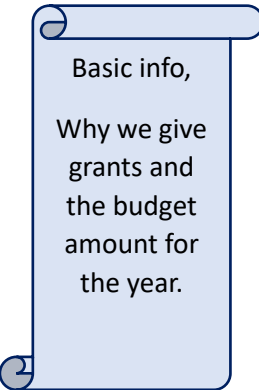
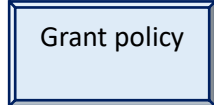

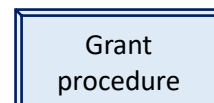



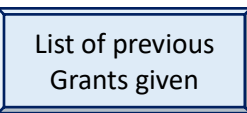

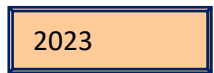
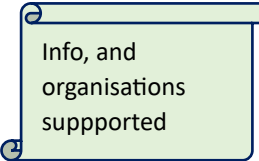
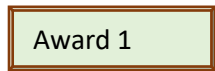



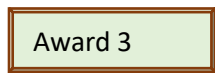

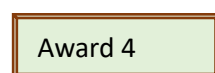

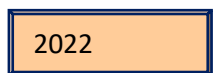
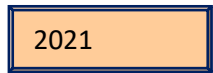
Financial Year	Internal Auditor's Interim Report	Internal Auditor's Final Report	AGAR Papers	Publication of Electors' Rights	External Audit Certificate	Accounts Reports
1 st April 2023 – 31 st March 2024	 <p>Button Link to PDF</p>	 <p>Button Link to PDF</p>	 <p>Button Link to PDF</p>	 <p>Button Link to PDF</p>	 <p>Button Link to PDF</p>	 <p>2023-2024</p>
1 st April 2022 – 31 st March 2023	 <p>Button Link to PDF</p>	 <p>Button Link to PDF</p>	 <p>Button Link to PDF</p>	 <p>Button Link to PDF</p>	 <p>Button Link to PDF</p>	 <p>2022-2023</p>
1 st April 2021 – 31 st March 2022	 <p>Button Link to PDF</p>	 <p>Button Link to PDF</p>	 <p>Button Link to PDF</p>	 <p>Button Link to PDF</p>	 <p>Button Link to PDF</p>	 <p>2021-2022</p>
1 st April 2020 – 31 st March 2021	-	 <p>Button Link to PDF</p>	 <p>Button Link to PDF</p>	 <p>Button Link to PDF</p>	 <p>Button Link to PDF</p>	 <p>2020-2021</p>
1 st April 2019 – 31 st March 2020	-	 <p>Button Link to PDF</p>	 <p>Button Link to PDF</p>	 <p>Button Link to PDF</p>	 <p>Button Link to PDF</p>	 <p>2019-2020</p>

ALLOTMENTS

1 st level		2 nd level		3 rd level		4 th level
Info	Options or PDF	Info	Options or PDF	Info	Options or PDF	PDFs
 <p>Basic info, pictures and history</p>	 <p>Allotment Policies</p>		 <p>Rules and Regulations *</p>			
			 <p>Blank Tenancy Agreement *</p>			
		 <p>FORM = ALLOTMENT APPLICATION</p>	 <p>Allotment Application form *</p>			
	 <p>Allotment Sites</p>	 <p>List of sites</p>	 <p>Admirals Way</p>	 <p>Info on location, map, What 3 words, photos</p>		
			 <p>Barlows Lane</p>	As above		
			 <p>Churchill Way</p>	As above		
			 <p>Mylen Road</p>	As above		
			 <p>Old Winton Road</p>	As above		
			 <p>Ox Drove</p>	As above		
			 <p>Picket Twenty</p>	As above		

			Saxon Heights	As above		
			The Drove	As above		
			Vigo Road	As above		
	Frequently Asked Questions (FAQ)	Info				
	Allotment Fees	Info				
	Apply for an Allotment	Info on process				
		FORM = ALLOTMENT APPLICATION	Allotment Application form *			
	Allotment news	Blog / Diary style page				
	Report a problem	FORM = REPORT PROBLEM - ATC				
	Committee meetings	Go to Level1 MEETINGS				

GRANTS




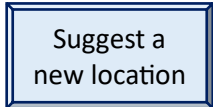
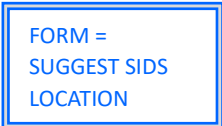
1 st level		2 nd level		3 rd level		4 th level
Info	Options or PDF	Info	Options or PDF	Info	Options or PDF	PDFs
 <p>Basic info, Why we give grants and the budget amount for the year.</p>	 <p>Grant policy</p>		 <p>GRANTS Policy pdf</p>			
	 <p>Grant procedure</p>		 <p>GRANTS Procedure</p>			
	 <p>Apply for a Grant</p>		 <p>GRANTS Application form pdf</p>			
	 <p>List of previous Grants given</p>	 <p>Info on past years.</p>	 <p>2023</p>	 <p>Info, and organisations supported</p>	 <p>Award 1</p>	 <p>End of Grant Report 1</p>
			 <p>Award 2</p>	 <p>End of Grant Report 2</p>		
			 <p>Award 3</p>	 <p>End of Grant Report 3</p>		
			 <p>Award 4</p>	 <p>End of Grant Report 4</p>		
			 <p>2022</p>	As above		
			 <p>2021</p>	As above		

POLICIES

1 st level		2 nd level		3 rd level		4 th level
Info	Options or PDF	Info	Options or PDF	Info	Options or PDF	PDFs
Page showing table.	Table of documents		Link to each PDF			

	Name	Last Version	Approval meeting	Minute no.	Date for review
Statutory Documents	Standing Orders				
	Financial Regulations				
	Code of Conduct				
	Publication Scheme				
General Policies	Allotments Rules and Regs	22 Mar 2023	Full Council	C 156/03/23	
	Beekeeping				
	Business Plan				
	Chicken Keeping				
Employment Policies	Disciplinary				
	Dignity at work				
	Expenses				
	Grievance				
	Maternity Leave				

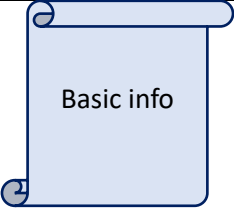

SIDS

SIDS						
1 st level		2 nd level		3 rd level		4 th level
Info	Options or PDF	Info	Options or PDF	Info	Options or PDF	PDFs
 <p>Info and SIDS reports and photos.</p>	 <p>Map of current locations</p>		 <p>Approved SIDS locations</p>			
	 <p>Suggest a new location</p>	 <p>FORM = SUGGEST SIDS LOCATION</p>				

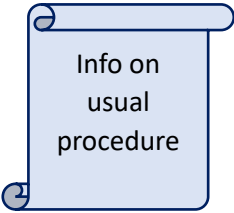



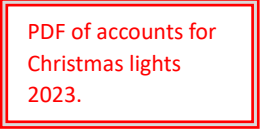
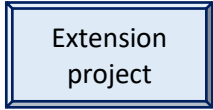
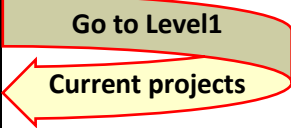
FACILITIES

FACILITIES						
1 st level		2 nd level		3 rd level		4 th level
Info	Options or PDF	Info	Options or PDF	Info	Options or PDF	PDFs
<p>Explanation that the Town Council do not own any facilities other than the allotments. The Guildhall is owned and managed by TVBC</p>	Allotments	<p>Go to Level1</p> <p>Allotments</p>				
	Current Projects	<p>Go to Level1</p> <p>Current Projects</p>				
	Suggest a facility to purchase	<p>Go to Level1</p> <p>Contact us</p>				

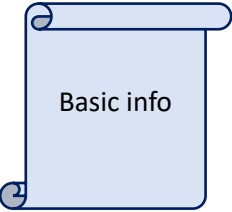

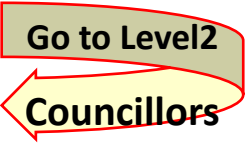

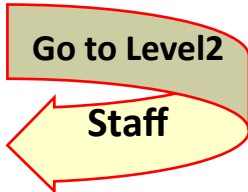

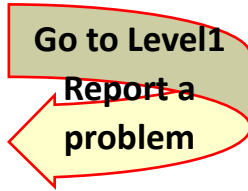



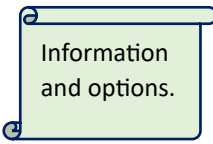
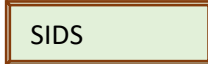

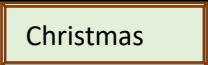



REPORT A PROBLEM

1 st level				2 nd level		3 rd level		4 th level
Info	Options or PDF	Info	Options or PDF	Info	Options or PDF	Info	Options or PDF	PDFs
 <p>Basic info</p>	<div style="border: 1px solid brown; padding: 2px; background-color: #e0f0e0;">Christmas</div>		<div style="border: 1px solid blue; padding: 5px; background-color: #e0f0ff;">FORM = REPORT PROBLEM - ATC</div>					
	<div style="border: 1px solid brown; padding: 2px; background-color: #e0f0e0;">Grants</div>							
	<div style="border: 1px solid brown; padding: 2px; background-color: #e0f0e0;">Planning</div>							
	<div style="border: 1px solid brown; padding: 2px; background-color: #e0f0e0;">Allotments</div>							
	<div style="border: 1px solid brown; padding: 2px; background-color: #e0f0e0;">Flooding</div>		 <p>Link to other organisations</p>					
	<div style="border: 1px solid brown; padding: 2px; background-color: #e0f0e0;">Potholes</div>							
	<div style="border: 1px solid brown; padding: 2px; background-color: #e0f0e0;">Bin Collection</div>							
	<div style="border: 1px solid brown; padding: 2px; background-color: #e0f0e0;">Speeding</div>							
	<div style="border: 1px solid brown; padding: 2px; background-color: #e0f0e0;">Vegetation issues</div>							
	<div style="border: 1px solid brown; padding: 2px; background-color: #e0f0e0;">AntiSocial Behaviour / Leaves in Autumn</div>							

CHRISTMAS LIGHTS

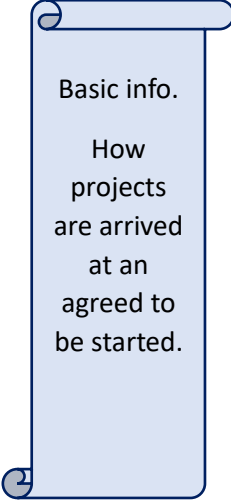


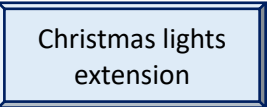

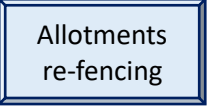
1 st level		2 nd level		3 rd level		4 th level
Info	Options or PDF	Info	Options or PDF	Info	Options or PDF	PDFs
 <p>Info on usual procedure</p>	 <p>Map of current installations</p>		 <p>Parish Online map of current install</p>			
	 <p>Cost of the Lights 2023</p>		 <p>PDF of accounts for Christmas lights 2023.</p>			
	 <p>Extension project</p>		 <p>Go to Level1 Current projects</p>			

CONTACT US

CONTACT US						
1 st level		2 nd level		3 rd level		4 th level
Info	Options or PDF	Info	Options or PDF	Info	Options or PDF	PDFs
 <p>Basic info</p>	 <p>Contact Councillors</p>	 <p>Go to Level2 Councillors</p>				
	 <p>Contact Staff</p>	 <p>Go to Level2 Staff</p>				
	 <p>Report a problem</p>	 <p>Go to Level1 Report a problem</p>				
	 <p>Make a complaint</p>	 <p>List of things that can be complained about.</p>	 <p>Services</p>	 <p>Information and options.</p>	 <p>SIDS</p>	 <p>FORM = SERVICES COMPLAINT</p>
				 <p>Christmas</p>		
				 <p>Grants</p>		
				 <p>Planning</p>		
					 <p>Allotments</p>	

					<div data-bbox="1570 97 1776 164">Flooding</div> <div data-bbox="1570 193 1776 260">Potholes</div> <div data-bbox="1570 288 1776 355">Rubbish</div> <div data-bbox="1570 384 1776 451">Speeding</div>	<div data-bbox="1865 193 2123 416">Link to other organisations</div>
			<div data-bbox="987 512 1207 620">Environment</div>		<div data-bbox="1570 499 1845 646">AntiSocial Behaviour / Leaves in Autumn</div>	<div data-bbox="1865 480 2123 646">Link to other organisations</div>
			<div data-bbox="987 694 1189 802">Councillors</div>	<div data-bbox="1279 659 1491 805">Information</div>	<div data-bbox="1570 659 1776 758">Code of conduct</div>	<div data-bbox="1865 659 2123 716">Code of Conduct pdf</div>
					<div data-bbox="1570 783 1794 882">Relevant policies - Cllrs</div>	<div data-bbox="1865 783 2123 850">Link to policy pdfs</div>
					<div data-bbox="1570 895 1776 994">Make complaint</div>	<div data-bbox="1865 895 2123 1042">Link to other organisations</div>
			<div data-bbox="987 1093 1189 1201">Staff</div>	<div data-bbox="1279 1058 1491 1204">Information</div>	<div data-bbox="1570 1061 1787 1169">Relevant policies - Staff</div>	<div data-bbox="1865 1077 2123 1153">Link to policy pdfs</div>
					<div data-bbox="1570 1198 1776 1297">Town Clerk complaint</div>	<div data-bbox="1865 1198 2085 1297">FORM = TC COMPLAINT</div>
					<div data-bbox="1570 1332 1776 1431">Other staff complaint</div>	<div data-bbox="1865 1332 2085 1431">FORM = STAFF COMPLAINT</div>

CURRENT PROJECTS

1 st level		2 nd level		3 rd level		4 th level
Info	Options or PDF	Info	Options or PDF	Info	Options or PDF	PDFs
 <p>Basic info. How projects are arrived at an agreed to be started.</p>	 <p>Picket Piece Land purchase</p>	 <p>Info / Diary / Blog Updates from officers.</p>				
	 <p>Christmas lights extension</p>	As above				
	 <p>Mockumentary Series</p>	As above				
	 <p>Allotments re-fencing</p>	As above				

ANDOVER TOWN COUNCIL WEBSITE:

Section	Item	Form from website	Word Doc?	PDF?	Page Ready?	Staff handing the page
1. About the Council	a) Staff Structure			Staff Structure pdf *	No	TC
	b) Council Structure			Council Structure pdf *	No	TC
	c) Attendance record			Attendance Record *	No	CO
	d) Ward Map			Ward map pdf *	No	TC
	e) RPI for Councillors			RPI for Councillor pdf	No	TC
	f) Contact Councillors form	FORM = EMAIL CONTACT CLLR	✓		No	AA
	g) Request Staff appointment	FORM = REQUEST STAFF APPOINTMENT	✓		No	AA
	h) Contact Staff form	FORM = EMAIL CONTACT STAFF	✓		No	AA
	i) Planning list of comments		✓	List of planning comments / decisions pdf	No	CO
	j) List of powers		✓	Powers list & GPC exceptions pdf	No	TC
	k) Co-option Form	FORM = CO-OPTION FORM	✓	Co-option form	No	TC
	l) Business Plan			Business plan	No	TC
	m) Mission Statement			Mission Statement	No	TC

Section	Item	Form from website	Word Doc?	PDF?	Page Ready?	Staff handing the page
2. Events	n/a				No	DTC
3. Meetings	n/a			Attendance record as above.	No	CO
4. Accounts and Audit	a) Internal Auditors reports			Auditors reports	No	TC
	b) AGARs			AGAR papers	No	TC
	c) Notices for Public Inspection of accounts			Public rights of inspection	No	TC
	d) External Audit Certificates			External Audit Certificates	No	TC
	e) Accounts reports from EDGE			Accounts reports	No	TC
5. Allotments	a) Rules and Regulations			Rules and Regulations *	No	AO
	b) Tenancy Agreement Blank			Blank Tenancy Agreement *	No	TC
	c) Allotment application	FORM = ALLOTMENT APPLICATION	✓	Allotment Application form *	No	TC
6. Grants	a) Grant application form			Grant Application form *	No	DTC
	b) Grant procedure			Grant Procedure	No	DTC
	c) Grant Policy			Grant Policy *	No	DTC
7. Policies	a) All policies			All polices	No	DTC
8. Speed Indicator Devices (SIDs)	a) Map of approved SIDS locations			Approved SIDS locations	No	DTC
	b) Suggest a new SIDS location	FORM = SUGGEST SIDS LOCATION			No	DTC

Section	Item	Form from website	Word Doc?	PDF?	Page Ready?	Staff handing the page
9. Facilities	n/a				No	DTC
10. Report a problem	a) Report a problem to ATC	FORM = REPORT PROBLEM - ATC	✓		No	TC
11. Christmas lights	a) Current installation map			Parish Online map of current install	No	DTC
	b) Costs for 2023		✓	PDF of accounts for Christmas lights 2023.	No	TC
12. Contact us	a) Complaint about ATC Services	FORM = SERVICES COMPLAINT	✓		No	DTC
	b) Complaint about Town Clerk	FORM = TC COMPLAINT	✓		No	DTC
	c) Complaint about Staff	FORM = STAFF COMPLAINT	✓		No	DTC
13. Current Projects	n/a				No	TC