



# P&R Committee Minutes

Time and date

6.30pm on Wednesday **13 March 2024**

Place

The Lights, Andover

**Councillors Present:**

Arrival time noted if after meeting start

Cllr S Hardstaff (Chairman) ✓	Cllr K Bird (Vice Chairman) ✓	Cllr E Reynolds ✓
Cllr L Gregori ✓	Cllr R Meyer ✓	Cllr H Neate ✓
Cllr J Hughes ✓ (18:34pm)	Cllr R Hughes ✗	Cllr R Kidd ✓

**Officers Present:**

Gail Foster (Town Clerk)

<b>Members of the Public:</b>	1
<b>County/Borough Councillors:</b>	0
<b>Members of the Press:</b>	0

<b>PUBLIC SESSION</b>	
<b>PR 064/03/24</b>	No questions were raised by members of the public.
<b>APOLOGIES</b>	
<b>PR 065/03/24</b>	Apologies had been received from Councillors R Hughes.
<b>INTERESTS</b>	
<b>PR 066/03/24</b>	Non-pecuniary declarations were received from: <ol style="list-style-type: none"> <li>1. Councillor E Reynolds, as a member of the Drove Association, and as an allotment plot holder.</li> <li>2. Councillor H Neate, as a plot holder at Ox Drove allotment site.</li> </ol> No pecuniary declarations were received.
<b>MINUTES</b>	
<b>PR 067/03/24</b>	It was proposed by Councillor Reynolds and seconded by Councillor Bird and <b>RESOLVED: Unanimously</b> , that the <a href="#">minutes</a> of the Town Council Meeting held on 31 <sup>st</sup> January 2024, be signed by the Chairman as a correct record, as soon as possible after the meeting had closed. <b>Action: Committee Officer</b>
<b>CONTRACTUAL &amp; DELEGATED PAYMENTS</b>	
<b>PR 068/03/24</b>	It was proposed by Councillor Meyer and seconded by Councillor Bird and <b>RESOLVED: Unanimously</b> , that the contractual and delegated <a href="#">payments</a> that had

Signed as a true and accurate record of the meeting  
 These minutes are published in draft pending approval at the next Full Council / Committee meeting.  
 Mayor / Chairman: ..... Date: .....

	been made in the period of 14 <sup>th</sup> February 2024 to 5 <sup>th</sup> March 2024, as per report detailed in item 5 on the agenda be approved.
<b>PAYMENTS FOR APPROVAL</b>	
<b>PR 069/03/24</b>	Members noted that there were no payments that required approval above the RFO's delegated authority.
<b>BANK RECONCILIATION</b>	
<b>PR 070/03/24a</b>	(Cllr J Hughes joined the meeting at 18:34pm) It was proposed by Councillor Meyer and seconded by Councillor Reynolds and <b>RESOLVED: FOR – 7, AGAINST – 0, ABSTENTIONS – 1</b> , that the <a href="#">Bank Statements and Bank Reconciliation</a> showing the following balances be approved: <ul style="list-style-type: none"> <li>i. UTB 1 = £448,173.25</li> <li>ii. UTB 2 = £87,834.70</li> <li>iii. Redwood Bank = £87,207.18</li> <li>iv. Total = £623,215.13</li> </ul> Cllr Reynolds advised that Redwood bank had introduced a second sign in requirement for logging into the online banking. He had found it a bit problematic and had been assured by Redwood Bank that this was being addressed.
<b>PR 070/03/24b</b>	Additional signatories would be added to the Unity Trust Bank Account. <b>Action: Committee Officer.</b>
<b>PR 070/03/24c</b>	Another attempt to open the Cambridge and Counties bank account would be made. <b>Action: Committee Officer.</b>
<b>CASHBOOK</b>	
<b>PR 071/03/24</b>	It was proposed by Councillor Meyer and seconded by Councillor Reynolds and <b>RESOLVED: Unanimously</b> , that the <a href="#">Cashbook</a> showing the following balances be approved: <ul style="list-style-type: none"> <li>i. Gross receipts to date = £416,789.35</li> <li>ii. Gross payments to date = £352,633.01</li> </ul>
<b>BUDGET REPORT</b>	
<b>PR 072/03/24</b>	It was proposed by Councillor Reynolds and seconded by Councillor Bird and <b>RESOLVED: Unanimously</b> , that the <a href="#">Budget</a> showing the net budget remaining of £33,576.09 be approved.
<b>EARMARKED RESERVES</b>	
<b>PR 073/03/24a</b>	It was proposed by Councillor Gregori and seconded by Councillor Reynolds and <b>RESOLVED: Unanimously</b> , that the Earmarked Reserves as listed in the <a href="#">report</a> be approved: <ul style="list-style-type: none"> <li>i. Elections = £79,036.28</li> <li>ii. Allotments = £ 86,662.26</li> <li>iii. Christmas Lights = £ 12,591.74</li> <li>iv. Property Purchase = 102,000.00</li> <li>v. CIL Funds = £ 99,099.83</li> </ul>

Signed as a true and accurate record of the meeting

These minutes are published in draft pending approval at the next Full Council / Committee meeting.

Mayor / Chairman: ..... Date: .....

<b>PR 073/03/24b</b>	The Town Clerk advised that the recent payments for Tree works had not yet been taken out of the Allotments Earmarked Reserves. This would be completed before year end. <b>Action: Town Clerk.</b>
<b>POLICIES – FINANCIAL RISK ASSESSMENT</b>	
<b>PR 074/03/24a</b>	Councillors considered the <a href="#">Financial Risk Assessment</a> and it was proposed by Councillor Meyer and seconded by Councillor Kidd and <b>RESOLVED: FOR Unanimously</b> , that the following amendments be made before bringing the revised document to Full Council on Wednesday 20 <sup>th</sup> March: <b>Action: Town Clerk.</b>
<b>PR 074/03/24b</b>	A line would be added to ensure that there are sufficient officers and councillors able to view or action the bank accounts. <b>Action: Town Clerk.</b>
<b>PR 074/03/24c</b>	Two more councillors would be added as signatories to the Unity Trust Bank account. <b>Action: Committee Officer.</b>
<b>PR 074/03/24d</b>	A section for Treasury Management would be added to the Financial Risk Assessment. <b>Action: Town Clerk.</b>
<b>PR 074/03/24e</b>	The coloured column would be removed. <b>Action: Town Clerk.</b>
<b>PR 074/03/24f</b>	A line will be added under the section “Asset Controls” requiring that the stability of banks holding council funds are regularly reviewed. <b>Action: Town Clerk.</b>
<b>PR 074/03/24g</b>	A line will be added under the section “Asset Controls” requiring that a formal process is put in place in case office entry cards are lost. <b>Action: Town Clerk.</b>
<b>PR 074/03/24h</b>	A line will be added under the section “Risk Management Arrangements “questioning whether FOI requests are received by more than one officer to ensure prompt handling. <b>Action: Town Clerk.</b>
<b>PR 074/03/24i</b>	A line will be added under the section “Risk Management Arrangements” in relation to holding passwords securely. <b>Action: Town Clerk.</b>
<b>PR 074/03/24j</b>	A line will be added under the section “Risk Management Arrangements “ to prevent GDPR breaches. <b>Action: Town Clerk.</b>
<b>PR 074/03/24k</b>	The annual GDPR review will be undertaken and documented. <b>Action: Committee Officer.</b>
<b>POLICIES - RISK MANAGEMENT SCHEME</b>	
<b>PR 075/03/24a</b>	Councillors had discussed the <a href="#">Risk Management Scheme</a> at the same time as the Financial Risk Assessment. It had been suggested that extra lines be inserted in the Risk Management Scheme so that it could be revisited at the next Policies WG on Monday 18 <sup>th</sup> March: <b>Action: Deputy Clerk.</b>
<b>PR 075/03/24b</b>	A section for Treasury Management would be added in the Risk Management Scheme. <b>Action: Town Clerk.</b>

Signed as a true and accurate record of the meeting

These minutes are published in draft pending approval at the next Full Council / Committee meeting.

Mayor / Chairman: ..... Date: .....

<b>PR 075/03/24c</b>	Under the section "Legal / Liability" the line relating to GDPR and FOI would be split into two separate risks. <b>Action: Town Clerk.</b>
<b>PR 075/03/24d</b>	Under the section "Financial Risk" a line will be added showing "Financial institution holding council funds collapses" <b>Action: Town Clerk.</b>
<b>PR 075/03/24e</b>	A process would be drawn up to monitor Bank Stability Ratings. <b>Action: Cllr Neate and Town Clerk</b>
<b>PR 075/03/24f</b>	Under the section "Security Risk," lines will be added showing "Loss of office entry access cards," "Loss of IT Passwords" <b>Action: Town Clerk.</b>
<b>PR 075/03/24g</b>	Under the section "Reputational Risk," a line will be added showing "Loss of IT Passwords" <b>Action: Town Clerk.</b>
<b>PR 075/03/24h</b>	Under the section "IT Risk," a line will be added showing "Loss of IT Passwords" <b>Action: Town Clerk.</b>
<b>PR 075/03/24i</b>	Under the section "IT Risk," a line will be added showing "Data Quality Risk" <b>Action: Town Clerk.</b>
<b>PR 075/03/24j</b>	Under the section "IT Risk," a line will be added showing "Website information Risk" <b>Action: Town Clerk.</b>
<b>NEXT MEETING</b>	
<b>PR 076/03/24</b>	Members noted that the date of the next Full Council meeting would be <b>Wednesday 20 March 2024</b> , to be held in the <b>Upper Guildhall, Andover, at 6.30pm</b> and the next Policy & Resources Committee meeting would be <b>Wednesday, 10 April 2024</b> , to be held at <b>The Lights, Andover, at 6.30pm.</b>
<b>EXCLUSION OF PRESS AND PUBLIC</b>	
<b>PR 077/03/24</b>	It was proposed by Councillor Gregori and seconded by Councillor J Hughes and <b>RESOLVED: Unanimously</b> , that the Press and Public would be excluded from the rest of the meeting due to the confidential nature of the next item and to comply with GDPR.
<b>CONFIDENTIAL – STAFFING MATTERS</b>	
<b>PR 078/03/24a</b>	Cllr Hardstaff and the Town Clerk gave a short verbal report to Councillors in relation to the staffing review that was currently being undertaken.  It was noted that a matrix has been produced of all the tasks that the staff currently perform, and discussions were underway to reallocate some of the tasks to different staff members. Every officer would be gaining some responsibilities and losing others in the reshuffle. The aim was that the small admin team would become more effective and

Signed as a true and accurate record of the meeting

These minutes are published in draft pending approval at the next Full Council / Committee meeting.

Mayor / Chairman: ..... Date: .....

	<p>efficient and better able to serve the Council and Community within the next six months.</p> <p>An important reason for the job reallocating was to ensure that officers were cross trained in all areas. This would provide that holiday, sickness and other absences did not result in a lack of productivity.</p> <p>Any absence of the Town Clerk had been identified as a “Single Point of Failure,” and Councillors were reassured that this was being addressed. Back up training to cover key functions had already been started.</p> <p>As soon as all the staff had agreed to their new roles, further training would start. A six-month review would be scheduled, when any necessary tweaking to the roles could be discussed.</p> <p>Initial responses from officers had been positive, although it is early days and discussions are ongoing.</p> <p>All changes are allowing officers the opportunity for growth and additional learning required to follow a more defined career path suited to their strengths and abilities.</p>
<p><b>PR 078/03/24b</b></p>	<p>The Town Clerk advised that the staff structure had been updated on the website to show the current <a href="#">structure</a> before any amendments had been made.</p> <p>If the staff agreed to a new structure, this would be amended and the website updated. <b>Action: Town Clerk.</b></p>
<p><b>PR 078/03/24c</b></p>	<p>All Staff contracts were being reviewed and the HR Panel would assist with the rewriting. <b>Action: Town Clerk and HR Panel.</b></p>

The Chairman of the Committee closed the meeting at **19:13 pm.**

Signed as a true and accurate record of the meeting

These minutes are published in draft pending approval at the next Full Council / Committee meeting.

Mayor / Chairman: ..... Date: .....