



# Andover Town Council

To **note** the Cross Reference Sheet for governing documents.

Item No.

**8**

**Produced for:** P&R Committee

**By:** Town Clerk

**Date of Report:** 24 Jul 2024

## Background:

The Council are reviewing all the current governing documents and would like to ensure that there are no contradictions between the documents. This table is set up to highlight where each document may cover the same subject.

Standing Orders	Scheme of Delegation	Risk Management Scheme & Risk Assessment	Terms of Reference					Financial Regulations
			Allotments Committee	P & R Committee	HR Sub-Committee	C & E Committee	Planning Committee	
18, a,ii		Review annually						2.2
18b Review F.R Annually		Review annually						2.3
	1. Planning application responses.						TBC Planning application responses.	
17a+b Comply with Practitioners Guide	2 Payment of invoices							4
	2. Payment of invoices							5
	2.2.7 £1,000 excl. VAT							5.15 & 6.9.i £1,000 excl. VAT
	2.28 £2,000 excl. VAT							5.18 & 6.9.ii £2,000 excl. VAT
	3. Staffing				2 Staffing			

Standing Orders	Scheme of Delegation	Risk Management Scheme & Risk Assessment	Terms of Reference					Financial Regulations
			Allotments Committee	P & R Committee	HR Sub-Committee	C & E Committee	Planning Committee	
	4.1 Urgent spending £5,000		1.+2. Committee = £7,500  3. Town Clerk AND the Chairman AND Vice-Chairman = £3,000	9a Committee = £5,000	None all changes to salary budget line to be approved by Full council.	Not mentioned	Not mentioned.	5.15 Urgent spending: P&R =£5,000 Allotments = £7,500 Clerk & named councillors for single resolution = £10,000
	4.1 Urgent spending £5,000 max							8.1 Card payment £2,000 max
18, d,e & f								Appendix 1, 5)
19c					3a + 4			
19e					5			