



Time and date

6.30pm on Wednesday **30 July 2025**

Place

The Lights, Andover

Councillors Present:

Arrival time noted if after meeting start

Cllr S Hardstaff (Chairman) ✓	Cllr J Goodwin (Vice Chairman) ✓		Cllr K Bird ✓
Cllr M Farren ✓	Cllr L Gregori ✓	7.15pm	Cllr A Horsnell ✓
Cllr J Hughes ✓	Cllr R Hughes ✓		Cllr R Kidd ✓
Cllr H Neate ✓	Cllr E Reynolds ✓		Cllr G Walters ✓

Officers Present:

Tor Warburton (Town Clerk), Leah Walsh (Admin Assistant)

Members of the Public:

1

County/Borough Councillors:

0

Members of the Press:

0

PUBLIC SESSION

PR 001/07/25 No questions were raised by members of the public.

ELECTION OF CHAIRMAN

PR 002/07/25 It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird that Councillor S Hardstaff be elected as Chairman.

It was proposed by Councillor G Walters and seconded by Councillor M Farren that Councillor R Hughes be elected as Chairman.

There were no other nominations.

In accordance with Standing Orders, section 8, voting took place via a show of hands. The results were:

Cllr S Hardstaff – FOR – 7

Cllr R Hughes – FOR – 4

It was **RESOLVED:** that Councillor S Hardstaff be appointed as Chairman of the Policy and Resources Committee for the Municipal Year 2025/2026.

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ELECTION OF VICE CHAIRMAN

PR 003/07/25

It was proposed by Councillor M Farren and seconded by Councillor H Neate that Councillor J Goodwin be elected as Vice Chairman.

It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird that Councillor K Bird be elected as Vice Chairman.

It was proposed by Councillor R Hughes and seconded by Councillor G Walters that Councillor J Hughes be elected as Vice Chairman.

There were no other nominations.

In accordance with Standing Orders, section 8, voting took place via a show of hands. The results were:

Cllr J Goodwin – FOR – 4

Cllr K Bird – FOR - 3

Cllr J Hughes – FOR – 4

A second round of voting took place and the results were:

Cllr J Goodwin – FOR – 7

Cllr J Hughes – FOR – 4

It was **RESOLVED:** that Councillor J Goodwin be appointed as Vice Chairman of the Policy and Resources Committee for the Municipal Year 2025/2026.

APOLOGIES

PR 004/07/25

It was noted that Councillor L Gregori would be late.

INTERESTS

PR 005/07/25

Non-pecuniary declarations were received from:

1. Councillor E Reynolds, as a member of the Drove Association, and as an allotment plot holder.

MINUTES

PR 006/07/25

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 30 April 2025, be signed by the Chairman as a correct record.

CONTRACTUAL & DELEGATED PAYMENTS

PR 007/07/25

Members received and noted the payments that had already been made from 1 July 2025 to 20 July 2025.

PAYMENTS FOR APPROVAL

PR 008/07/25

Members noted that there were no payments made above the RFO's delegated authority.

FINANCES

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- PR 009/07/25** It was proposed by Councillor E Reynolds and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that the following reports, be approved:
- Bank Statements & Bank Reconciliation
 - Cashbook
 - Earmarked Reserves
 - Financial Comparison to date

SCHEME OF DELEGATION

- PR 010/07/25** It was proposed by Councillor R Hughes and seconded by Councillor J Goodwin and **RESOLVED: Unanimously**, that the updated Scheme of Delegation and all related documents be approved for recommendation to Full Council.

FULL COUNCIL TERMS OF REFERENCE

- PR 011/07/25** It was proposed by Councillor R Hughes and seconded by Councillor H Neate and **RESOLVED: FOR - 10, AGAINST - 1, ABSTENTIONS - 0** - that the draft Terms of Reference for Full Council be approved for recommendation to Full Council.

HR SUB-COMMITTEE

- PR 012/07/25** The Chairman asked if there were any proposals for Councillors to join the HR Sub-Committee.

The following Members were proposed:

- Cllr E Reynolds – proposed himself and seconded by Cllr K Bird
- Cllr R Hughes – proposed himself and seconded by Cllr R Kidd
- Cllr J Hughes – nominated by Cllr R Hughes and seconded by Cllr M Farren
- Cllr R Kidd - nominated by Cllr R Hughes and seconded by Cllr J Goodwin
- Cllr G Walters – proposed himself and seconded by Cllr R Hughes – withdrew before going to vote
- Cllr K Bird – nominated by Cllr S Hardstaff and seconded by Cllr M Farren
- Cllr A Horsnell – nominated by Cllr H Neate and seconded by Cllr M Farren
- Cllr S Hardstaff – nominated by Cllr K Bird and seconded by Cllr E Reynolds
- Cllr J Goodwin – proposed himself and seconded by Cllr K Bird

- PR 013/07/25** Councillor S Hardstaff invited nominees for the HR Sub-Committee to give a brief overview of their reasons for standing. Nominees were asked to outline:

- Why they wished to be considered,
- If they had previously excluded themselves, why this position may have changed,
- What value they felt they could bring to the sub-committee.

Each nominee provided a short statement in response.

- PR 014/07/25** As a number of proposals had been made, Councillors were instructed to vote on the nominees in alphabetical order. Each Councillor had one vote each and in each round the lowest would drop out until there was a decision. In accordance with Standing Orders, section 8, voting took place via a show of hands.

The results were: (first round)
Cllr K Bird – 7

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Cllr J Goodwin - 6
Cllr R Kidd – 1
Cllr S Hardstaff – 10
Cllr J Hughes – 6
Cllr R Hughes – 5
Cllr A Horsnell – 9
Cllr E Reynolds – 10

The results were: (second round)

Cllr K Bird – 7
Cllr J Goodwin - 8
Cllr S Hardstaff – 9
Cllr J Hughes – 6
Cllr R Hughes – 5
Cllr A Horsnell – 10
Cllr E Reynolds – 10

*Cllr L Gregori arrived at 7.15pm

The results were: (third round)

Cllr K Bird – 7
Cllr J Goodwin - 7
Cllr S Hardstaff – 8
Cllr J Hughes – 7
Cllr A Horsnell – 8
Cllr E Reynolds – 10

The results were: (fourth round)

Cllr K Bird – 6
Cllr J Goodwin - 6
Cllr J Hughes – 7

The results were: (fifth round)

Cllr K Bird – 3
Cllr J Goodwin – 6

It was **RESOLVED**: That Councillors S Hardstaff, J Goodwin, A Horsnell, E Reynolds and J Hughes be appointed as the new members of the HR Sub-Committee, for the Municipal Year 2025/2026.

STAFFING/WEBSITE

PR 015/07/25 It was proposed by Councillor R Hughes and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that staffing for the website be deferred due to more information being needed on this item.

STAFFING

PR 016/07/25 It was noted that all contracts had been updated to comply with the current employment law.

PR 017/07/25 It was noted that all contracts had been updated to include the new job titles and salary bands as agreed at Full Council following a consultation with staff.

PR 018/07/25 It was noted that the contracts would be signed.

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PR 019/07/25 It was noted that the position of Deputy Clerk and Deputy RFO had been advertised internally. The role was offered to Michelle West, who had demonstrated her capability to effectively fulfil the responsibilities over the past year. Michelle West had accepted and would sign her contract accordingly.

PR 020/07/25 It was noted that the staff handbook had been updated to include the recent changes to the legislation.

NEXT MEETING

PR 021/07/25 Members noted that the date of the next meeting would be on **Wednesday 5 November 2025** at **The Lights, Andover, at 6.30pm.**

MEETING CLOSURE

PR 022/07/25 The Chairman closed the meeting at **7.55pm.**

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