



ANDOVER TOWN COUNCIL

To the Members of Andover Town Council:

You are hereby summoned to attend a meeting of full **COUNCIL** to be held at **The Upper Guildhall on Thursday 22 November 2012 at 7.00 pm** when it is proposed to transact the following business:-

Wendy R Coulter

Town Clerk – 16 November 2012

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

Prior to the Meeting, at 7.00pm there will be a presentation to the Council from Steven Lugg, Chief Executive of the Hampshire Association of Local Councils on the Localism Act 2011.

1 APOLOGIES FOR ABSENCE

To receive and accept apologies for absence.

2 DECLARATIONS OF INTEREST

To receive and note any declarations of interest relevant to the agenda.

3 MINUTES

The Chairman to sign as a correct record the minutes of the Town Council meeting held on 6 September 2012 – **Appendix A.**

4 PUBLIC PARTICIPATION

There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer will be given, or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

5 CHAIRMAN'S ANNOUNCEMENTS

To receive the Chairman's Announcements.

6 COMMITTEE MINUTES

To receive and note the attached Minutes of the under-mentioned committees:

19 September 2012 Amenities and Town Development Committee – **Appendix B.**

17 October 2012 2012 Policy and Resources Committee – **Appendix C.**

20 August 2012 Planning Committee – **Appendix D.**

10 September 2012 Planning Committee – **Appendix E.**

01 October 2012 Planning Committee – **Appendix F.**

22 October 2012 Planning Committee – **Appendix G.**

7 **TOWN COUNCIL POLICIES**

To consider and agree the recommendations of the Staffing Sub-Committee to adopt the following policies:
Equality and Diversity Policy – **Appendix H.**

Complaints Policy – **Appendix I.**

Sickness and Absence Management Policy – **Appendix J.**

8 **COMMUNITY TRANSPORT**

To consider the recommendation of the Amenities and Town Development Committee to support a Community Transport Scheme, specifically for Andover, in partnership with Hampshire County Council, Test Valley Borough Council and Test Valley Voluntary Services. Report attached at **Appendix K.**

9 **REVISION OF STANDING ORDERS**

To consider and agree the recommendations of the Policy and Resources Committee to adopt the following revision to Standing Orders:

1. All requests for items to be included on agendas should be submitted to the Town Clerk direct.
2. The Town Clerk will determine whether the request is appropriate by considering the Town Council's legal duties and obligations
3. All requests must be submitted 10 clear working days before any Committee or Council meeting date to ensure that an informed report can be completed and the item included on the agenda within the legal timeframe for the publication of the agenda.
4. The Town Clerk will determine the appropriate committee to consider the request and discuss with the relevant chairman.
5. Each Committee is responsible for developing its own workplan in consultation with the Town Clerk.

10 **CUSTOMER STANDARD FOR RESPONDING TO COMMUNICATIONS**

To consider and agree the recommendation of the Policy and Resources Committee to adopt a Service Standard for responding to Communications.

1. All letters will be responded to within 10 working days
2. Where additional information is required a letter will be responded to as above advising of the reason for the delay and the expected response period
3. All emails will be acknowledged within 2 working days
4. All emails which require information will be responded to within 10 working days
5. All Freedom of Information requests will be responded to within the Legal Time Frame of 20 working days, not including the date the request is received.
6. The Customer Service Standard applies to the Town Council Office.

11 **REVIEW OF CORPORATE RISK ASSESSMENT**

The Town Council has a duty under its responsibilities for Corporate Governance to undertake an annual Corporate Risk Assessment.

To consider and agree the recommendation of the Policy and Resources Committee to adopt the Risk Assessment Action Plan. The Risk Assessment Plan is attached at **Appendix L.**

12 **DATES OF COUNCIL AND COMMITTEE MEETINGS 2013**

To approve the list of Committee and Council Meeting Dates for 2013. List of meeting dates attached at **Appendix M.**

13 **COUNCIL OFFICE – CHRISTMAS OPENING TIMES**

Members are asked to note the opening times of the Town Council Office over the Christmas Period:

Friday 21 December 2012 – Open – 10am to 1.00pm

Monday 24 December 2012 – Closed

Tuesday 25 December 2012 – Closed

Wednesday 26 December 2012 – Closed

Thursday 27 December 2012 – Closed

Friday 28 December 2012 – Closed

Monday 31 December 2012 – Closed

Tuesday 1 January 2013 – Closed

Normal opening hours will resume from 2 January 2013.

- 14 **ALLOTMENTS SUB-COMMITTEE MEMBERSHIP**
To appoint two Members to the Allotment Sub-Committee to bring the Sub-Committee to full complement of Membership.
- 15 **FINANCE**
To receive and approve the list of payments up to 19 November 2012 – papers to follow.
- 16 **QUESTIONS FROM COUNCILLORS**
To receive questions from Councillors as per Standing Order No 8, provided three clear working days' notice of the question has been given to the Town Clerk.
- 17 **MOTIONS – STANDING ORDER 4**
To consider any Motions received as per Standing Order 4.
- 18 **REPORTS FROM COUNCILLORS**
To receive any reports from Town Council Members.
- 19 **REPORTS FROM BOROUGH AND COUNTY COUNCILLORS**
To receive any reports from Borough and County Councillors.

The Chairman will close the meeting.