



**ANDOVER TOWN COUNCIL**  
**P & R Committee**  
**The Lights, Andover**  
**07<sup>th</sup> June 2023 - 6:30 PM**

**To the Members of Andover Town Council Policy & Resources Committee:**

You are hereby summoned to attend a meeting when it is proposed to transact the following business:

## AGENDA

ITEM	DETAIL	Item Lead	Enc.
1. Public session	To <b>receive</b> questions from members of the public and to respond if appropriate or to direct officers to respond in writing after the meeting.	Mayor	
2. Apologies	To <b>note</b> apologies for absence.	Mayor	
3. Election of Chairman	To <b>elect</b> a Chairman for the Committee	Mayor	
4. Election of Vice-Chairman	To <b>elect</b> a Vice-Chairman for the Committee	Chairman	
5. Interests	To <b>receive</b> pecuniary or non-pecuniary declarations of interests for agenda items or dispensation requests.	Chairman	
6. Minutes	To <b>approve</b> the <a href="#">minutes</a> of the last meeting.	Chairman	✓
7. Contractual & delegated payments	To <b>note</b> the <a href="#">payments</a> already made: From: 6 <sup>th</sup> May 2023 To: 30 <sup>th</sup> May 2023	RFO	✓
8. Payments for approval	To <b>note</b> <a href="#">no payment approvals</a> need to be made: From: 6 <sup>th</sup> May 2023 To: 30 <sup>th</sup> May 2023	RFO	✓
9. Financial Reports	To <b>receive</b> and <b>approve</b> the following papers: a. <a href="#">Bank Statements and Bank Reconciliation</a> b. <a href="#">Cashbook</a> c. <a href="#">Budget</a> d. <a href="#">Earmarked Reserves</a>	RFO	✓
10. Terms of Reference	To <b>review</b> and <b>approve</b> the Terms of Reference for: a. <a href="#">Policies &amp; Resources Committee</a> b. <a href="#">HR Panel</a>	Chairman	✓
11. HR Panel	To <b>select</b> Councillors to form the HR Panel.	Chairman	✓
12. P & R - Policies	To <b>review</b> the following documents for recommendation: a) <a href="#">Grant Policy</a> b) <a href="#">Grant Procedure</a> c) <a href="#">Grant Application form.</a>	Chairman	✓
13. P & R - Resources	To <b>consider</b> subscription to <a href="#">Parish Online</a> £1,500 pa.	Chairman	✓
14. Questions from councillors	To <b>receive</b> written questions from Councillors as per Standing Order 9 (i)	Chairman	

Signed: *Gail Foster*, ILCA, CiLCA. Responsible Financial Officer & Proper Officer, 31<sup>st</sup> May 2023.