



ANDOVER TOWN COUNCIL

Full Council Meeting

The Upper Guildhall, Andover

22nd November 2023 - 6:30 PM

To the Members of Andover Town Council:

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

AGENDA

ITEM	DETAIL	Item Lead	Enc.
1. Apologies	To note apologies for absence.	Mayor	
2. Public session	To receive questions from members of the public and to respond if appropriate or to direct officers to respond in writing after the meeting.	Mayor	
3. Mayor's Announcements	To receive the Town Mayors' Announcements.	Mayor	
4. External reports Each speaker will be limited to three minutes.	To receive verbal reports from: <ul style="list-style-type: none"> • County and Borough Councillors • Other organisations on matters directly relating to Andover Town. 	Mayor	
5. Interests	To receive pecuniary or non-pecuniary declarations of interests for agenda items or dispensation requests.	Mayor	
6. Minutes	To approve the minutes of the last meeting.	Mayor	✓
7. Contractual & delegated payments	To note the payments already made: From: 26 th Oct 2023 To: 14 th Nov 2023	RFO	✓
8. Payments for approval	To note no payments need to be made above the RFO's delegated authority.	RFO	
9. Financial Reports	To receive and approve the following papers: <ol style="list-style-type: none"> a. Bank Statements and Bank Reconciliation b. Cashbook c. Budget d. Earmarked Reserves 	RFO	✓
10. Audit update	To note an update on the Conclusion of Audit for 22-23 and preparation for Interim Audit for 23-24.	Mayor	✓
11. Questions from councillors	To receive written questions from Councillors as per Standing Order 9 (i) – NONE RECEIVED.	Mayor	
12. Back to Basics	Back to Basics project – To approve : <ol style="list-style-type: none"> 1. The Back to Basics Table, and to note the updates given in the footnotes. 	Mayor	✓

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	<p>2. Staff continuing to complete the actions whilst noting that some training will be required.</p> <p>3. Referring the Draft Business Plan and the Draft Mission Statement to the P&R Committee for review.</p>		
13. Land Purchase explanation	To receive an explanation of the Land Purchase Project and to note how the Council will proceed in considering actions transparently.	Cllr Neate	✓
14. Land Purchase feasibility	To consider the feasibility options and if applicable to approve the document.	Cllr Neate	✓
15. Land Purchase Project Risk Assessment	<p>A) To note a Confidential Paper detailing a summary of the discussion with the Landowner. (sent separately)</p> <p>B) To approve the Project Risk Assessment and to note</p> <p style="padding-left: 20px;">i. Some risks cannot be eliminated.</p> <p style="padding-left: 20px;">ii. Some risks are outside of Council's control.</p> <p>C) To approve the Draft Press Release (Confidential paper until wording is approved)</p>	Cllr Neate	by email ✓ by email
16. Land purchase actions from Oct	To note :	Mayor	
	A) updated Project documents from Oct.		✓
	B) information and actions from the October meeting.		✓
17. Land Purchase Work programme.	To approve the continuation of the work programme to build the business case for Council's later review and final decision on whether the land purchase project goes ahead.	Cllr H Neate	✓
18. Community & Events Reports	<p>a. To receive officers' notes C&E Working Group</p> <p>b. To consider a report on the Christmas Lights</p>	Mayor	✓
19. Community & Events recommendations	To approve recommendations from WG.	Cllr H Neate	
	a. Fireworks – recommendation from C&E Working Group is that no further consideration is given regarding free fireworks events for the rest of this administration, unless funded by partners.		
	a. Work on Wayleaves – recommendation from C&E Working Group is that no further action is taken on this.		
20. Community & Events Logo	To consider options and costs for the Town Council logo.	Cllr H Neate	✓
21. Community & Events Structure	To approve the C&E Working Group continuing as a WG.	Cllr H Neate	✓
22. Polices	To note the policies below will be reviewed on the 23 rd November by a Working Group and then brought to the Dec meeting.	Mayor	
	a. Civility and Respect pledge		
	b. Media		
	c. Defibrillator		
23. Office Closure dates	To note the office Christmas closure dates .	Town Clerk	✓

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24. The Drove water works.	To receive an verbal update on works.	Cllr E Reynolds	
25. ASB WG update	To receive a report after the meeting on 15 th Nov and to approve any recommendations made. (report to be sent out prior to Full council meeting.)	Town Clerk	✓
26. Budget review	A. To review the suggested amendments to the Budget. B. To review the amended Budget Report .	RFO	✓ ✓
27. Polling District Review.	To approve the Polling Review Working Group's comments for forwarding to TVBC.	Mayor	✓
28. Autospeedwatch (ASW)	To note an update on the AutoSpeedWatch project.	Mayor	✓
29. Next meeting	To note the date of the next meeting is Wednesday 6th December 2023 to be held at The Upper Guildhall, Andover, at 6.30pm.	Mayor	

Signed: *Gail Foster*, ILCA, CiLCA. Responsible Financial Officer & Proper Officer, 16th Nov 2023.