



ANDOVER TOWN COUNCIL

Full Council Meeting

Upper Guildhall, Andover

21st February 2024 - 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 CouncillorsOther 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: 16 th Jan 2024 To: 13 th Feb 2024	RFO	✓
8. Payments for approval	To note no payments require approval above the RFO's delegated authority.	RFO	
9. Financial Reports	To receive and approve the following papers: <ul style="list-style-type: none">a. Bank Statements and Bank Reconciliationb. Cashbookc. Budgetd. Earmarked Reserves	RFO	✓
10. Training	To note an update on Councillors Training .	Mayor	✓
11. The Drove water works.	To note the water supply works at The Drove are completed and to receive a verbal update regarding track repairs that have needed to be started.	Cllr E Reynolds	
12. Southern Water Tankers	To note a paper in relation to Southern Water Tankers in Andover.	Mayor	✓
13. Seating layout	To consider if there is need to change the seating layout for Full Council meetings.	Mayor	✓

ITEM	DETAIL	Item Lead	Enc.
14. Christmas Lights	To consider & agree the Christmas Lights design for 2024.	Mayor	✓
15. Policies	To consider and approve Policies: a. Media policy clarifying clause . b. Full media Policy .	Mayor	✓
16. ASB WG update	a. To note the notes from the 15 Nov & 17 Jan meetings b. To approve a name change c. To approve Terms of Reference .	Town Clerk	✓
17. Mockumentary Plans	a. To consider and agree the terms on which the mockumentary project should proceed. b. To agree the UK GDPR consent form which has been reviewed by council's legal advisors. c. To approve the members of the Script Review Group d. To approve the Terms of Reference for the WG. e. To agree any other actions to be taken by staff.	Mayor	✓ ✓
18. Website supplier	To consider and appoint a supplier for a new website.	Mayor	✓
19. Website design	To consider delegation arrangements for making amendments to the basic design and for delivery.	Mayor	✓
20. Picket Piece	To receive a report on the Land Purchase Project .	Cllr Neate	✓
21. Tree Works	To receive an update on Tree Works at the Allotments. (Report to be provided on 21 st Feb)	Town Clerk	
22. Andover Pride	a. To note the key partners and stakeholders involved. b. To note the agenda and meeting notes from the Stakeholders meeting held on 16 th Feb. c. To approve the date, time, location and costs already identified. d. To approve the continuation of Stakeholders meetings reporting to C & E WG.	Mayor	✓
23. Allotment Fencing	To approve fencing quotes for allotment sites. (paper to be brought to the meeting.)	Mayor	
24. Councillor reports	To receive any reports from Town Council Members.	Mayor	
25. Future items	To receive verbal requests from Councillors for items to be considered at the next Full Council meeting.	Mayor	
26. Next meeting	To note the date of the next meeting is Wednesday 20th March 2024 to be held at The Upper Guildhall, Andover, at 6.30pm.	Mayor	

Signed: *Gail Foster*, ILCA, CiLCA. Responsible Financial Officer & Proper Officer, 16th Feb 2024.