



ANDOVER TOWN COUNCIL

Policy & Resources Committee

The Lights, Andover

10th April 2024 - 6:30 PM

To the Members of the 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 receive 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 note apologies for absence.	Mayor	
3. Interests	To receive pecuniary or non-pecuniary declarations of interests for agenda items or dispensation requests.	Mayor	
4. Minutes	To approve the minutes of the last meeting.	Mayor	✓
5. Contractual & delegated payments	To note the payments made : From: 14 th Mar 2024 To: 31 st Mar 2024	RFO	✓
6.	YEAR END 2023-2024 REVIEW: To approve and recommend for approval to Full Council:		
a.	Bank Statements & Bank Reconciliation.	Chairman	✓
b.	Final Budget Summary		✓
c.	Cashbook		✓
d.	Income & Expenditure		✓
e.	List of Debtors & Creditors		✓
f.	VAT Return information		✓
g.	Trial Balance		✓
h.	Balance Sheet		✓
i.	Additions to the Asset Register and full list .		✓
j.	Draft Annual Return Printout		✓
k.	Virements for Year End		✓
l.	To note that the P+R Chairman has completed a check of the bank statements as per Financial Regulations 2.2.	RFO	
7. Internal Audit	To note the findings and recommendations from internal auditor Mulberry & Co.	Chairman	✓
a.	To agree actions to be taken in response to audit report.	Chairman	
8. AGAR	To approve the Annual Governance and Accountability Return (AGAR) for recommendation to Full Council:	Chairman	
a.	To note the Internal Audit Report completed by Mulberry & Co.	Chairman	✓

ITEM	DETAIL	Item Lead	Enc.
b.	To approve the Annual Governance Statement (Section 1) for recommendation to Full Council.	Chairman	✓
c.	To approve the Draft Accounting Statement (Section 2) for recommendation to Full Council.	Chairman	✓
d.	To approve the Draft Notice of Public Rights and Dates for inspection for recommendation to Full Council.	Chairman	✓
9. Future Audits	To re-appoint Mulberry & Co for a three-year term.	Chairman	✓
10. Policies	To approve the following Policies for recommendation to Full Council. a. Anti-Fraud and Corruption b. Business Plan c. Capability d. Communication and Involvement e. Complaints	Chairman	✓
11. Next meeting	To note the date of the next Full Council meeting is Wednesday 24th April 2024 to be held at The Upper Guildhall, Andover, at 6.30pm.	Chairman	

Signed: *Gail Foster*, ILCA, CiLCA. Responsible Financial Officer & Proper Officer, 4th April 2024.