



ANDOVER TOWN COUNCIL

Full Council Meeting

Upper Guildhall, Andover

1st May 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 Councillors (standing orders) • 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 20 th March meeting.	Mayor	✓
7. Year End	YEAR END 2023-2024 REVIEW: To receive recommendations from the P&R Committee to approve the following:	P&R Chairman	
a.	Bank Statements & Bank Reconciliation.		✓
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.		
m.	To note the findings and recommendations from internal auditor Mulberry & Co.		✓

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n.	To note the Internal Audit Report completed by Mulberry & Co.		✓
o.	To approve the Annual Governance Statement (Section 1) for recommendation to Full Council.		✓
p.	To approve the Draft Accounting Statement (Section 2) for recommendation to Full Council.		✓
q.	To approve the Draft Notice of Public Rights and Dates for inspection for recommendation to Full Council.		✓
r.	To re-appoint Mulberry & Co for a three-year term .		✓
s.	To consider and agree the renaming of the heading " Town Centre Development " in the Trial Balance.		✓
8. Policies from P&R	To approve the recommendations for adoption from P&R.	Mayor	
a.	Capability	Mayor	✓
b.	Communication and Involvement	Mayor	✓
c.	Complaints	Mayor	✓
9. Allotment Fencing	To approve a recommendation from the Allotment Committee for fencing replacement .	Mayor	✓
10. Apology process.	To approve a list of appropriate reasons for apologies.	Mayor	✓
11. Councillor Training	To receive feedback from Councillors on the recent training session from HALC.	Mayor	
12. Diversity Training	To consider a quote for Diversity Training and to decide on actions.	Mayor	✓
13. Youth Engagement WG	To receive the notes from the last meeting and note the survey for young people is live.	Mayor	✓
14. Christmas Lights	To note an update on the Christmas Lights for 2024, and to formulate questions for the Deputy Clerk if necessary.	Mayor	✓
15. St Andrews Weyhill Road	To consider if investigations should be undertaken into the possible purchase of St Andrews Methodist Church .	Mayor	✓
16. Asset disposals	To consider actions to take with relation to office equipment no longer required by the Town Council.	Mayor	✓
17. Andover Pride	<p>a) To receive the notes from the last meeting on 19th April.</p> <p>b) To note that Andover Mind will contribute £1,500 towards the Pride event this year.</p> <p>c) To approve the cost & style of hi-vis vests.</p> <p>d) To approve the cost & style of gazebos with TC branding.</p> <p>e) To consider a report the potential to sell merchandising at Andover Pride 2024.</p>	Mayor	✓ ✓ ✓ ✓ ✓
18. Local plan	To note the comments made by the planning committee in response to the TVBC local plan .	Mayor	✓
19. Grant applications	To consider Grant Applications from: <p>a. 20th Andover Guides</p> <p>b. ACE</p>		✓ ✓

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	c. Andover Carnival		✓ ✓
20. Allotment Rules & Regulations	To approve a recommendation from the Allotments Committee to amend a clause in the Rules & Regulations .	Mayor	✓
21. Website supplier	To receive a verbal update on the Website transfer project.	Deputy Mayor	
22. Business Cards	To consider the purchase of business cards for Councillors and Officers.	Mayor	✓
23. Picket Piece	To receive an update on the Land Purchase Project survey.	Cllr Neate	✓
24. Questions from councillors	To receive written questions from Councillors as per Standing Order 9 (i)	Mayor	✓
25. Councillor reports	To receive any reports from Town Council Members.	Mayor	
26. Future items	To receive verbal requests from Councillors for items to be considered at the next Full Council meeting.	Mayor	
27. Next meeting	To note the date of the next meeting is Wednesday 22nd May 2024 to be held at The Upper Guildhall, Andover, at 6.30pm.	Mayor	

Signed: *Gail Foster*, ILCA, CiLCA. Responsible Financial Officer & Proper Officer, 24th Apr 2024.