



**ANDOVER TOWN COUNCIL**  
**Policy & Resources Committee**  
**The Lights, Andover**  
**31<sup>st</sup> July 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 business on the agenda.

## AGENDA

| ITEM                                  | DETAIL                                                                                                                                              | Item Lead                | Enc. |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------|
| 1. <b>Public session</b>              | 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. | <b>Previous Chairman</b> |      |
| 2. <b>Elect Chairman</b>              | To <b>elect</b> the Chairman for the Committee.                                                                                                     | <b>Previous Chairman</b> |      |
| 3. <b>Elect Vice-Chair</b>            | To <b>elect</b> the Vice-Chairman for the Committee.                                                                                                | <b>New Chairman</b>      |      |
| 4. <b>Apologies</b>                   | To <b>note</b> apologies for absence.                                                                                                               | <b>Chairman</b>          |      |
| 5. <b>Interests</b>                   | To <b>receive</b> pecuniary or non-pecuniary declarations of interests for agenda items or dispensation requests.                                   | <b>Chairman</b>          |      |
| 6. <b>Minutes</b>                     | To <b>approve</b> the <a href="#">minutes</a> of the last meeting.                                                                                  | <b>Chairman</b>          | ✓    |
| <b>ITEMS FOR NOTING.</b>              |                                                                                                                                                     |                          |      |
| 7. <b>Fin Regs assumptions</b>        | To <b>note</b> the <a href="#">assumptions</a> that have been made when preparing the draft Financial Regulations.                                  | <b>Chairman</b>          | ✓    |
| 8. <b>Cross Reference sheet</b>       | To <b>note</b> the <a href="#">cross references</a> sheet that shows relationships between governing documents.                                     | <b>Chairman</b>          | ✓    |
| <b>COMMITTEE DECISIONS.</b>           |                                                                                                                                                     |                          |      |
| 9. <b>P&amp;R Terms of Reference.</b> | To review and adopt the <a href="#">Policy &amp; Resources</a> Terms of Reference. ( <a href="#">clean copy</a> )                                   | <b>Chairman</b>          | ✓    |
| 10. <b>HR Terms of Reference.</b>     | To review and adopt the <a href="#">HR Sub-Committee Terms</a> of Reference. ( <a href="#">clean copy</a> )                                         | <b>Chairman</b>          | ✓    |
| 11. <b>HR Sub-Committee</b>           | To appoint Councillors to the <a href="#">HR Sub-Committee</a> .                                                                                    | <b>Chairman</b>          | ✓    |
| 12. <b>Standing Orders</b>            | To <b>review</b> and <b>adopt</b> the revised <a href="#">Standing Orders</a> . ( <a href="#">clean copy</a> .)                                     | <b>Chairman</b>          | ✓    |
| 13. <b>Financial Regs</b>             | To <b>review</b> and <b>adopt</b> the <a href="#">Financial Regulations</a> . ( <a href="#">clean copy</a> )                                        | <b>Chairman</b>          | ✓    |
| 14. <b>Scheme of Delegation</b>       | To <b>review</b> and <b>approve</b> the <a href="#">Scheme of Delegation</a> ( <a href="#">clean copy</a> )                                         | <b>Chairman</b>          | ✓    |
| 15. <b>Code of Conduct</b>            | To <b>review</b> and <b>adopt</b> the <a href="#">Code of Conduct</a>                                                                               | <b>Chairman</b>          | ✓    |

| ITEM                     | DETAIL                                                                                                                                                          | Item Lead       | Enc. |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------|
| <b>16. Business Plan</b> | To <b>approve</b> councillors to work on the <a href="#">Business Plan</a> and to agree actions.                                                                | <b>Chairman</b> | ✓    |
| <b>17. Grants budget</b> | To consider the <a href="#">Grant Budget</a> and decide on actions.                                                                                             | <b>Chairman</b> | ✓    |
| <b>18. Next meeting</b>  | To <b>note</b> the date of the next P&R Committee meeting is <b>Wednesday 6<sup>th</sup> November 2024 to</b> be held at <b>The Lights, Andover, at 6.30pm.</b> | <b>Mayor</b>    |      |

Signed: *Gail Foster*, ILCA, CiLCA. Responsible Financial Officer & Proper Officer, 24<sup>th</sup> Jul 2024.