



Time and date

6.30pm on Wednesday **30 April 2025**

Place

The Lights, Andover

Councillors Present:

Arrival time noted if after meeting start

Cllr S Hardstaff (Chairman)	✓	Cllr K Bird (Vice Chairman)	✓	Cllr E Reynolds	✓
Cllr L Gregori	x	Cllr M Farren	✓	Cllr H Neate	✓
Cllr J Hughes	✓	Cllr R Hughes	✓	Cllr R Kidd	✓

Officers Present:

Tor Warburton (Acting Town Clerk), Michelle West (Acting RFO)

Members of the Public:

1

County/Borough Councillors:

0

Members of the Press:

0

PUBLIC SESSION

PR 133/04/25 No questions were raised by members of the public.

APOLOGIES

PR 134/04/25 Apologies were received from Councillor L Gregori.

INTERESTS

PR 135/04/25 Non-pecuniary declarations were received from:
 1. Councillor E Reynolds, as a member of the Drove Association, and as an allotment plot holder.

MINUTES

PR 136/04/25 It was proposed by Councillor E Reynolds and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that the Minutes of the Town Council Meeting held on 9 April 2025, be signed by the Chairman as a correct record.

FINANCIAL REGULATIONS

PR 137/04/25 Members reviewed the amendments to the NALC model Financial Regulations and went into discussion.

PR 138/04/25 It was proposed by Councillor M Farren and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that the NALC model Financial Regulations, with amendments, in line with updated legislation, be recommended to Full Council for approval as follows:

These Signed as a true and accurate record of the meeting.

Mayor / Chairman:

Date:

- Section 1.7 - authorise any grant over £2000 or any single commitment in excess of £5,000; and

CODE OF CONDUCT

PR 139/04/25

Members reviewed the Code of Conduct.

PR 140/04/25

It was proposed by Councillor M Farren and seconded by Councillor R Kidd and **RESOLVED: Unanimously**, that the Code of Conduct be adopted with the comments below and recommended to Full Council for approval:

- Throughout the document remove he/she/they and replace with they or their as appropriate.
- Ensure that formatting is consistent (i.e. brackets removed etc.)
- Ensure that abbreviations are explained in full throughout the document.

STANDING ORDERS

PR 141/04/25

Members reviewed the amendments to the NALC model Standing Orders and went into discussion, in particular, about the number of days' notice for written questions to the Town Clerk and the correct definition of 'written questions.' Best practice of voting on appointments was also discussed. A suggestion was made to adopt the procedure of 1 vote per person, per position, as used in the recent co-options.

PR 142/04/25

It was proposed by Councillor K Bird that item 9i on page 13, be removed. There was no seconder.

PR 143/04/25

It was proposed by Councillor M Farren and seconded by Councillor R Hughes and **RESOLVED: FOR – 6, AGAINST – 2, ABSTENTIONS – 0**, that item 9i be amended to read, "(2) clear days."

PR 144/04/25

It was proposed by Councillor K Bird and seconded by Councillor S Hardstaff and **RESOLVED: FOR – 3, AGAINST – 2, ABSTENTIONS – 3**, that a 1 vote per person, per position be adopted and recommended to Full Council for approval.

PR 145/04/25

It was proposed by Councillor R Hughes and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that the NALC Model Standing Orders with amendments, in line with updated legislation, be recommended to Full Council for approval.

BUSINESS PLANNING WORKING GROUP REPORT

PR 146/04/25

Members noted the actions from the Business Plan Working group.

PR 147/04/25

Councillor H Neate spoke to the Business Plan report. It was highlighted that the Business Plan Working Group had achieved its objective in the creation of a plan for the Andover Town Council and that it could now be disbanded. To ensure continuity and consistency, a new working group would be set up called The Grants Funding Working Group and operate in conjunction with the Business Plan, to develop plans for an all-inclusive Grants Fund policy and procedure.

PR 148/04/25

Officers were delegated to email all Members and ask whether they would like to join the Grants Funding Working Group.

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PR 149/04/25 It was proposed by Councillor H Neate and seconded by Councillor S Hardstaff and **RESOLVED: Unanimously**, that the recommendations from the Business Plan Working Group be approved, as follows:

- Disband the Business Planning Working Group with immediate effect.
- Transfer the additional task of developing and drafting a Council Grants and Sponsorship strategy to the Community and Events Committee, based on the principles already agreed.
- Existing Business Plan Working Group members continue to work on the Grants and Sponsorship strategy workstream under fresh Terms of Reference, sponsored by the Community and Events Committee.
- Review the draft Terms of Reference at Appendix 1 and recommend them to the Community and Events Committee.

TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

PR 150/04/25 It was proposed by Councillor K Bird and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, that Members of the Press and Public be excluded from the meeting from item 13, due to the confidential nature of the agenda and to comply with GDPR.

STAFFING

PR 151/04/25 Members received and noted an updated report on Staffing issues.

PR 152/04/25 Members noted that the draft Minutes of the HR Sub-Committee meeting held on 22 April 2025, were on the website.

PR 153/04/25 Members noted that the approved Minutes of the HR Sub-Committee meeting held on 20 March 2025 were on the website.

NEXT MEETING

PR 154/04/25 Members noted that the date of the next meeting would be on **Wednesday 30 July 2025 at The Lights, Andover, at 6.30pm.**

MEETING CLOSURE

PR 155/04/25 The Chairman closed the meeting at **7.56pm.**

These Signed as a true and accurate record of the meeting.

Mayor / Chairman:

Date: