



# ANDOVER TOWN COUNCIL

## Full Council Meeting

### Upper Guildhall, High Street, Andover

22 October 2025 6:30 PM

**To all members of Andover Town Council.**

You are hereby summoned to attend a meeting when it is proposed to transact the business on the agenda.

*Please note that there are members of the Council who are neurodiverse and those with physical disabilities (e.g. hearing loss), reasonable adjustments will be made to accommodate this. Please be mindful of this and adjust your behaviour if necessary.*

## AGENDA

| ITEM                                                                  | DETAIL                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Item Lead | Enc. |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|
| 1. Public Session                                                     | 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.                                                                                                                                                                                                                                                                                                        | Mayor     |      |
| 2. Apologies                                                          | To <b>note</b> apologies for absence.                                                                                                                                                                                                                                                                                                                                                                                                                      | Mayor     |      |
| 3. Mayor's Announcements                                              | To <b>receive</b> the Town Mayors' Announcements.                                                                                                                                                                                                                                                                                                                                                                                                          | Mayor     |      |
| 4. External Reports<br>Each speaker will be limited to three minutes. | To <b>receive</b> verbal reports from: <ul style="list-style-type: none"> <li>County and Borough Councillors</li> <li>Other organisations on matters directly relating to Andover Town.</li> </ul>                                                                                                                                                                                                                                                         | Mayor     |      |
| 5. Interests                                                          | To <b>receive</b> pecuniary or non-pecuniary declarations of interests for agenda items or dispensation requests.                                                                                                                                                                                                                                                                                                                                          | Mayor     |      |
| 6. Minutes                                                            | To <b>approve</b> the Minutes from <a href="#">previous Full Council meetings held on 17 September 2025</a> and the <a href="#">ECM 17 September 2025</a> .<br>To <b>note</b> the approved Minutes from the following meetings: <ul style="list-style-type: none"> <li>Planning Committee – <a href="#">8 September 2025</a> &amp; <a href="#">22 September 2025</a></li> <li>Community and Events Committee – <a href="#">3 September 2025</a></li> </ul> | Mayor     | ✓    |
| 7. Contractual & Delegated payments                                   | To <b>note</b> that all payments made during the period below, were routine business expenses.<br><a href="#">From: 1 August 2025</a> <a href="#">To: 30 September 2025</a>                                                                                                                                                                                                                                                                                | Mayor     | ✓    |
| 8. Payments for Approval                                              | To <b>note</b> that there are no payments above the RFO's delegated authority.                                                                                                                                                                                                                                                                                                                                                                             | Mayor     |      |
| 9. Credit Card                                                        | To <b>note</b> that there has been no spending on the Credit Card.                                                                                                                                                                                                                                                                                                                                                                                         | Mayor     |      |
| 10. Finance                                                           | To <b>approve</b> the following: <ul style="list-style-type: none"> <li><a href="#">Bank Statements and Bank Reconciliation</a></li> <li><a href="#">Cashbook</a></li> <li><a href="#">Earmarked Reserves</a></li> <li><a href="#">Financial Comparison to date</a></li> </ul>                                                                                                                                                                             | Mayor     | ✓    |
| 11. Interim Audit Report                                              | To <b>receive</b> and <b>approve</b> following recommendation from the Policy and Resources Committee, the <a href="#">interim audit report</a> .                                                                                                                                                                                                                                                                                                          | Mayor     | ✓    |
| 12. AGAR                                                              | To <b>receive</b> and <b>approve</b> , following recommendation from the Policy and Resources Committee: <ul style="list-style-type: none"> <li><a href="#">Notice of Conclusion of External Audit Report 2024-2025</a></li> <li><a href="#">External Audit Report and Certificate 2024- 2025</a></li> </ul>                                                                                                                                               | Mayor     | ✓    |
| 13. Grant Policy & Procedure                                          | To <b>approve</b> following recommendation from the Policy and Resources Committee, the Grant Funding Policy and Procedure: <ul style="list-style-type: none"> <li><a href="#">Grants Policy Report</a></li> <li><a href="#">Grants Policy</a></li> </ul>                                                                                                                                                                                                  | Mayor     | ✓    |
| 14. Financial Risk Assessment                                         | To <b>approve</b> following review and recommendation from the Policy and Resources Committee, the <a href="#">updated Financial Risk Assessment</a> .                                                                                                                                                                                                                                                                                                     | Mayor     | ✓    |
| 15. Business Plan Performance Review                                  | To <b>receive</b> and <b>note</b> the <a href="#">Q2 report</a> and <a href="#">performance matrix</a> on the performance of the Andover Town Council business plan and <b>approve</b> officers putting it on the website.                                                                                                                                                                                                                                 | Mayor     | ✓    |

| ITEM                   | DETAIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Item Lead | Enc. |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|
| 16. Electors Meeting   | To <b>approve</b> that the Full Council meeting scheduled for 15th April 2025 will serve as the Annual Electors Meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Mayor     |      |
| 17. Working Groups     | <p>To <b>receive</b> updates from the following Working Groups. <b>Note</b> each report has its own recommendations.</p> <ul style="list-style-type: none"> <li>• Pride Working Group – date has been agreed.</li> <li>• Grants Working Group – see item 13</li> <li>• <a href="#">Policy Working Group</a></li> <li>• Website Working Group - to follow</li> <li>• LGR/Devolution Working Group to follow</li> <li>• Youth Services Working Group – first meeting is currently being organised, and a report will be presented to the Community and Events Committee in November.</li> <li>• <a href="#">CRTB Working Group</a></li> <li>• <a href="#">Charter Working Group</a> – in communication with Erica Tinsley who will come and speak at the beginning of a Full Council meeting in the new year.</li> </ul> | Mayor     | ✓    |
| 18. Councillor Reports | To <b>receive</b> any reports from Town Council Members.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Mayor     |      |
| 19. Future items       | To <b>receive</b> verbal requests from Councillors for items to be considered at the next Full Council meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Mayor     |      |
| 20. Next meeting       | To <b>note</b> the date of the next meeting is <b>Wednesday 19 November 2025</b> to be held at <b>The Upper Guildhall, Andover, at 6.30pm.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Mayor     |      |

Signed: *Tor Warburton.*

Proper Officer, 16 October 2025.

*Andover Town Council under LGA 1972 S.111; the power to facilitate, be conducive to or incidental to the discharge of the councils powers and functions,*