



ANDOVER TOWN COUNCIL

Full Council Meeting

Upper Guildhall, High Street, Andover

19 November 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.
Please note that this meeting may be recorded for minuting purposes.

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. Mayor's Announcements	To receive the Town Mayors' Announcements.	Mayor	
4. External Reports	To receive verbal reports from: - County and Borough Councillors - Other organisations on matters directly relating to Andover Town. Each speaker will be limited to three minutes.	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 from previous Full Council meetings held on 22 October 2025 . To note the approved Minutes from the following meetings: - Policy and Resources Committee – 30 July 2025 and 15 October 2025 - HR sub-committee – 22 April 2025. - Allotment Committee – 16 July 2025 - Planning Committee – 13 October 2025	Mayor	✓
7. Contractual & Delegated payments	To note that all payments made during the period below, were routine business expenses. From: 1 October 2025 To: 31 October 2025	Mayor	✓
8. Payments for Approval	To note that there is one payment above the RFO's delegated authority, which was previously agreed and approved at Full Council in March 2025 (Minutes of C420/03/25 and C421/03/25 refer).	Mayor	✓
9. Credit Card	To note that there has been no spending on the Credit Card.	Mayor	
10. Finance	To approve the following: Bank Statements and Bank Reconciliation Cashbook Earmarked Reserves Financial Comparison to date	Mayor	✓
11. Ladbroke's Scaffolding	To note that an email has been sent to the Test Valley CEO as per the Planning Committee. To discuss any other steps that can be taken.	Mayor	
12. Staffing report	To receive the staffing report following the Policy and Resources Committee meeting held on 6th November 2025. To note that all staff appraisals have been conducted satisfactorily and that pay increments will be actioned on 1st April 2026. To approve the recommended awards in recognition of industry-related qualifications as per Policy and Resources Committee recommendation (PR 049/11/5).	Mayor	✓

ITEM	DETAIL	Item Lead	Enc.
	To note the HR budget review and recommendation.		
13. Website traffic	To note the response from our website provider on the validity of website figures received: Regarding AI traffic: this is extremely unlikely to be affecting your Google Analytics data in any meaningful way. Google Analytics is designed to filter out non-human traffic. The platform automatically excludes: • Known bots and crawlers • Spam referrals • Automated scripts and monitoring tools Additionally, legitimate AI tools (like ChatGPT, Claude, Perplexity, etc.) don't generate traffic that would appear in your Analytics. These tools don't actually visit websites when answering questions - they work from their training data or use specialised search APIs that don't trigger standard page views.	Mayor	
14. PCC Community Speed Watch	Please note that this fund is available up to £8,000 for Community Speed Watch. Approval is being sought to submit a bid, by the closing date of 28 th November, for the benefit of the whole of Andover. See attached report.	Mayor	✓
15. Working Groups	To receive updates from the following Working Groups. • Pride Working Group – date has been agreed, approve formation of Working Group for 2026. • Policy Working Group • Grants Working Group • Website Working Group • LGR Working Group - to approve the Tor (attached) • Youth Services Working Group • CRTB Working Group • Charter Working Group • Office building/Cameo Working Group - report	Mayor	✓
16. Christmas Lights update	To receive and note the report in order to be able to answer residents questions if asked.	Mayor	✓
17. Christmas Office Closure	To note that the Office will be closed for the festive season from midday on the 19 December 2025 to 5 January 2026.	Mayor	
18. Councillor Reports	To receive any reports from Town Council Members.	Mayor	
19. Future items	To receive verbal requests from Councillors for items to be considered at the next Full Council meeting.	Mayor	
20. Next meeting	To note the date of the next meeting is Wednesday 10 December 2025 to be held at The Upper Guildhall, Andover, at 6.30pm.	Mayor	

Signed: *Tor Warburton.*

Proper Officer, 13 November 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,