



# ANDOVER TOWN COUNCIL

## Policy and Resources Committee Meeting

### The Lights, Andover

29 April 2026 - 6:30 PM

To the Members of the Policy and Resources Committee:

Cllr S Hardstaff (Chairman), Cllr J Goodwin (Vice Chairman), Cllr K Bird, Cllr M Farren, Cllr L Gregori, Cllr A Horsnell, Cllr J Hughes, Cllr R Hughes, Cllr R Kidd, Cllr H Neate, Cllr E Reynolds and Cllr G Walters.

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.	Chairman	
2. Apologies	To <b>note</b> apologies for absence.	Chairman	
3. Interests	To <b>receive</b> pecuniary or non-pecuniary declarations of interests for agenda items or dispensation requests.	Chairman	
4. Minutes	To <b>approve</b> the minutes of the meeting held on the <a href="#">7 January 2026</a> .	Chairman	✓
5. Contractual and delegated payments	To <b>note</b> the payments already made: <a href="#">From: 1 April 2026 To: 20 April 2026</a>	Chairman	✓
6. Payments for approval	To <b>note</b> there is <a href="#">one payment to be made</a> above the RFO's delegated authority.	Chairman	✓
7. YEAR END 2025-2026 REVIEW:	To <b>approve</b> and recommend for approval to Full Council: a) <a href="#">Bank Statements &amp; Bank Reconciliation</a> b) <a href="#">Final Budget Summary</a> c) <a href="#">Cashbook with Earmarked Reserves</a> d) <a href="#">Income and Expenditure</a> e) <a href="#">List of Debtors &amp; Creditors</a> f) <a href="#">VAT Return Information</a> g) <a href="#">Trial Balance</a> h) <a href="#">Balance Sheet</a> i) <a href="#">Additions to the Asset Register and Full List</a> j) <a href="#">Draft Annual Return Printout</a> k) <a href="#">Virements for Year End</a> l) <a href="#">Financial Comparison to date</a> To <b>note</b> that the Policy and Resources Chairman has completed a check of the bank statements as per Financial Regulations 2.2.	Chairman	✓
8. Internal Audit	a) To <b>note</b> and <b>recommend</b> to Full Council the findings and recommendations from <a href="#">Internal Auditor Mulberry &amp; Co</a> . b) To <b>agree</b> actions to be taken in response to the audit report. c) To <b>note</b> , as per C450/03/26, that Mulberry & Co have been engaged for a three year term, ending in 2027. d) To <b>note</b> and <b>approve</b> the amendment to the <a href="#">Website Accessibility Statement 2021</a> , to state "(WCAG) 2.2 AA standard" as per the Internal Auditor's advisory note and recommend to Full Council. e) To <b>note</b> the affirmation of the independence of the Internal Audit function in accordance with professional standards.	Chairman	✓
9. AGAR	To <b>approve</b> the Annual Governance and Accountability return (AGAR). a) To <b>note</b> the <a href="#">Internal Audit Report 2025/2026</a> . b) To <b>approve</b> the <a href="#">Annual Governance Statement (Section 1)</a> for recommendation to Full Council.	Chairman	✓

ITEM	DETAIL	Item Lead	Enc.
	<ul style="list-style-type: none"> <li>c) To <b>approve</b> the <a href="#">Draft Accounting Statement (Section 2)</a> for recommendation to Full Council.</li> <li>d) To <b>approve</b> the <a href="#">Draft Notice of Public Rights</a> and Dates for inspection for recommendation to Full Council.</li> </ul>		
<b>10. Meeting Schedule May 2026 – May 2027</b>	To <b>review</b> and <b>approve</b> the <a href="#">Meeting Schedule for May 2026 to May 2027</a> and recommend to Full Council for final approval. <i>To <b>note</b> that, where possible, all clashes of regular meetings with external organisations have been accommodated.</i>	<b>Chairman</b>	✓
<b>11. HR Sub Committee Terms of Reference</b>	To <b>review</b> and <b>approve</b> the HR sub-committee Terms of Reference (clean) and recommend to Full Council for approval (to follow).	<b>Chairman</b>	
<b>12. Review of Staff Pay Band Scales</b>	To <b>approve</b> the HR Sub-Committee's amendment recommendation for <a href="#">Pay Band Scales</a> to be increased and recommend to Full Council for approval.	<b>Chairman</b>	✓
<b>13. Exclusion of the Press and Public</b>	To <b>PASS</b> a Resolution in accordance with section 1 of The Public Bodies (Admission to Meetings) Act 1960 to exclude the Members of the Press and Public from the Meeting due to the confidential nature of agenda item 14 and to comply with GDPR.	<b>Chairman</b>	
<b>14. Staffing</b>	To <b>receive</b> a report and make a recommendation to Full Council.	<b>Chairman</b>	✓
<b>15. Next meeting</b>	To <b>note</b> the date of the next meeting is to be confirmed once the meeting schedule is approved.	<b>Chairman</b>	

Signed: *Tor Warburton.*

Proper Officer, 24 April 2026