



ITEM	DETAIL	Item Lead	Enc.
	<ul style="list-style-type: none"> <li>d. <a href="#">Income and Expenditure</a></li> <li>e. <a href="#">List of Debtors &amp; Creditors</a></li> <li>f. <a href="#">VAT Return Information</a></li> <li>g. <a href="#">Trial Balance</a></li> <li>h. <a href="#">Balance Sheet</a></li> <li>i. <a href="#">Additions to the Asset Register and Full List</a></li> <li>j. <a href="#">Draft Annual Return Printout</a></li> <li>k. <a href="#">Virements for Year End</a></li> </ul> <p>To <b>note</b> that the Policy and Resources Chairman has completed a check of the bank statements as per Financial Regulations 2.2.</p>		
<b>12. Internal Audit</b>	<ul style="list-style-type: none"> <li>a) To <b>note</b> and <b>recommend</b> to Full Council the findings and recommendations from the <a href="#">Internal Auditor Mulberry &amp; Co.</a></li> <li>b) To <b>agree</b> actions to be taken in response to the audit report.</li> <li>c) To <b>note</b>, as per <b>C288/05/24</b>, that Mulberry &amp; Co have been engaged for a three year term , ending 2027.</li> <li>d) To <b>note</b>, as per <b>C450/03/26</b>, Full Council considered and approved the independence and competency of Mulberry &amp; Co.</li> <li>e) To <b>consider</b> and <b>approve</b> the continued independence and competency of Mulberry &amp; Co.</li> </ul>	<b>Mayor</b>	✓
<b>13. AGAR</b>	<p>To <b>approve</b> the Annual Governance and Accountability return (AGAR)</p> <ul style="list-style-type: none"> <li>a) To <b>note</b> the <a href="#">Internal Audit Report 2025/2026</a></li> <li>b) To <b>approve</b> and <b>sign</b> <a href="#">the Annual Governance Statement (Section 1)</a></li> <li>c) To <b>approve</b> and <b>sign</b> <a href="#">the Draft Accounting Statement (Section 2)</a></li> <li>d) To <b>approve</b> the <a href="#">Draft Notice of Public Rights and Dates</a></li> </ul>	<b>Mayor</b>	✓
<b>14. External Audit Papers</b>	To <b>confirm</b> the Council has no conflict of interests in using BDO as an external auditor.	<b>Mayor</b>	
<b>15. Code of Conduct</b>	To <b>approve</b> re-adoption of the <a href="#">Code of Conduct</a> as approved at Full Council (C 014/05/25).	<b>Mayor</b>	✓
<b>16. Standing Orders</b>	To <b>approve</b> re-adoption of the NALC model <a href="#">Standing Orders</a> with the amendments agreed previously at Full Council (C 023/05/25).	<b>Mayor</b>	✓
<b>17. Financial Regulations</b>	To <b>approve</b> re-adoption of the NALC <a href="#">model Financial Regulations</a> with the amendments agreed previously at Full Council (C 026/05/25)	<b>Mayor</b>	✓
<b>18. Democratic Structure review</b>	<p>To <b>review</b> the Council's current <a href="#">democratic structure</a> for the civic year 2026/2027 as attached.</p> <p>To <b>consider</b> and <b>approve</b> that a standalone Grants Committee be established.</p> <p>To <b>consider</b> and <b>approve</b> that this Committee meets on a schedule aligned with the Planning Committee (ie every three weeks)</p> <p>To <b>approve</b> that new Terms of Reference be drawn up for the Grants Committee and taken to Policy and Resources for recommendation to Full Council</p> <p><b>New Committees</b></p> <p>If agreed, as per Standing Order 4 the new Committee will need to be officially appointed and members nominated and approved to sit on it.</p>	<b>Mayor</b>	✓
<b>19. Responsibilities</b>	To <b>appoint</b> members to existing committees. Members have provided their preferences, as set out in the <a href="#">attached document</a> .	<b>Mayor</b>	
<b>20. Delegated Authority for Representation at External meetings</b>	<p>To <b>approve</b> delegated authority for the Town Mayor and Deputy Town Mayor to attend meetings on behalf of Andover Town Council, and, where appropriate, for the Chairs of Committees to do the same.</p> <p>To <b>confirm</b> that this delegation does not include authority to make decisions on behalf of the Council. Any information gathered at such meetings must be shared with all Members, and any decisions or actions arising must be brought back to Full Council for formal resolution.</p>	<b>Mayor</b>	

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	To <b>approve</b> adding this to the Committees and Council Terms of Reference.		
21. Terms of Reference	To review and approve the following Terms of Reference: a. <a href="#">Full Council</a> b. <a href="#">Policy and Resources Committee</a> c. <a href="#">Community and Events Committee</a> d. <a href="#">Allotments Committee</a> e. <a href="#">Planning Committee</a> f. <a href="#">HR Sub Committee</a> as recommended by Policy and Resources (Min:PR 099/04/26) g. <a href="#">Small Grants Sub-Committee</a> .	Mayor	✓
22. Scheme of Delegation	To <b>review</b> the <a href="#">Council's delegation</a> arrangements to (Committees, sub-committees, staff & other authorities)	Mayor	✓
23. Meeting Schedule May 2026 to May 2027	To <b>review</b> and <b>approve</b> the <a href="#">Meeting Schedule for May 2026 to May 2027</a> . <b>To note that, where possible, all clashes of regular meetings with external organisations have been accommodated.</b>	Mayor	✓
24. Declarations of Interests	To <b>confirm</b> that all Declarations of Interests are up to date.	Mayor	
25. Contracts and Contract Liaisons	(A) To <b>review</b> <a href="#">contract arrangements</a> with other local authorities, not-for-profit bodies & businesses (to follow). (B) To <b>review</b> and <b>approve</b> <a href="#">representation with external bodies and arrangements</a> for reporting back	Mayor	✓
26. Renewal of 5 Year Advantage-Edge Contract	To <b>review</b> and <b>approve</b> the Advantage-Edge 5 year Contract Renewal annual quote of £2,585.50 (+VAT), which covers: <ul style="list-style-type: none"> <li>Finance, Allotments, Service Manager and InspectEDGE for Allotments.</li> <li>6 Concurrent users</li> <li>17/05/26 - 16/05/27 (1st year period)</li> </ul>	Mayor	
27. General Power of Competence	To confirm that the Council meets the eligibility criteria set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, made under the Localism Act 2011, namely: <ul style="list-style-type: none"> <li>That at least two-thirds of councillors were elected at the last ordinary election; and</li> <li>That the Clerk holds a recognised qualification (CILCA or equivalent).</li> </ul> <b>Recommendation:</b> That the Council resolves to adopt the General Power of Competence.	Mayor	
28. Insurance	To <b>note</b> current insurance cover is held by the Council. To <b>note</b> that this has been reviewed and approved at previous Full Council meeting ( <b>C423/03/26</b> ) To <b>note</b> this is to be reviewed again in 2027.	Mayor	
29. Subscriptions	To <b>review</b> and <b>approve</b> payment, where and when necessary, the Council's and/or staffs' <a href="#">subscriptions</a> to other bodies.	Mayor	✓
30. Policy Reviews	To <b>note</b> that the Policies are being reviewed by the Policy Working Group and will be taken to the Policy and Resources Committee, where required, for recommendation to Full Council. To <b>note</b> that the HR Policies are being reviewed and updated to accommodate the changes required by Employment Law driven by the Employment Rights Act 2025, and will be taken to the HR Sub-Committee for recommendation to the Policy and Resources Committee.	Mayor	
31. Corporate Risk Assessment	To <b>review</b> and <b>approve</b> the <a href="#">Corporate Risk Assessment</a> . To <b>note</b> that any amendments will be reviewed by Policy and Resources and recommended back to Full Council.	Mayor	✓
32. Training	To <b>review</b> and <b>note</b> the training that has been undertaken by <a href="#">Councillors and Staff in 2025/2026</a> . To <b>review</b> and <b>note</b> training that has been booked for members and Staff for 2026/2027.	Mayor	✓
33. Section 137	To <b>note</b> the <a href="#">s137 funds</a> that have been used in 2025/2026.	Mayor	✓

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34. Grants	To <b>consider</b> and <b>approve</b> a <a href="#">Revenue Grant application from Unity for £13,780.00</a> to fund the “OP Isolation Project” within the 55+ provision, following recommendation for approval by the Community and Events Committee. (MIN: CE 279/05/26) *Revenue Grant - <a href="#">Revenue Funding Policy</a>	Mayor	✓
35. Christmas Lights Extensions 2026	To <b>note</b> that Quote A, Pocket Park – 5M Cone Tree, white wooden gate/fencing, installation and removal £3,960.05 (+VAT) was approved at Community and Events Committee (MIN:CE267/05/26) To <b>note</b> that Quote B, High Street – Fencing for Tree – White wooden gate/fencing, installation and removal £2,391.20 (+VAT), was approved at Community and Events Committee (MIN:CE270/05/26) To <b>note</b> confirmation has been received from Test Valley Borough Council’s Planning Department, stating permissions are unlikely to be required.	Mayor	
36. Councillor reports	To <b>receive</b> any reports from Town Council Members.	Mayor	
37. Future items	To <b>receive</b> verbal requests from Councillors for items to be considered at the next Full Council meeting.	Mayor	
38. Next meeting	To <b>note</b> the date of the next meeting is <b>Wednesday 10 June 2026</b> to be held at <b>The Upper Guildhall, Andover, at 6.30pm.</b>	Mayor	

Signed: *Tor Warburton.*

Town Clerk, 14 May 2026.

*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,*