



ANDOVER TOWN COUNCIL

Full Council Meeting

Upper Guildhall, High Street, Andover

10 June 2026 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 reasonable adjustments will be made to accommodate this.

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: <ul style="list-style-type: none"> • County and Borough Councillors • Other organisations on matters directly relating to Andover Town. 	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 of the Mayor Making Full Council meeting held on 20 May 2026 . To note the approved minutes from the following meetings: <ul style="list-style-type: none"> • Small Grants sub-committee - 10 March 2026 • Planning Committee - 11 May 2026 	Mayor	✓
7. Contractual & delegated payments	To note the payments already made: From: 1 May 2026 _____ To: 28 May 2026	Mayor	✓
8. Payments for Approval	To note that there are no payments made above the RFO's delegated authority.	Mayor	
9. Credit Card	To note that the credit card payments up to 29 May 2026 .	Mayor	✓
10. Finance	To approve the following: <ol style="list-style-type: none"> a. Bank Statements and Bank Reconciliation b. Cashbook c. Earmarked Reserves d. Financial Comparison to date 	Mayor	✓
11. Revenue grant deferral	<ul style="list-style-type: none"> • To receive the response from Unity regarding a deferred grant application. • To approve the grant application. 	Mayor	✓
12. U-Choose Card	<ul style="list-style-type: none"> • To receive a report requesting the release of further funding from the Youth Budget line. • To approve further funding from the Youth Budget line, as per the report. 	Mayor	✓
13. Democratic Structure review	To consider and approve : <ol style="list-style-type: none"> a. The creation of a Grants Committee b. The Terms of Reference for the Grants Committee (with report) c. The proposed meeting cycle every three weeks (aligned to Planning Committee) d. The overall democratic structure for 2026/2027 	Mayor	✓
14. Terms of Reference	To review and approve the following Terms of Reference: <ul style="list-style-type: none"> • Full Council (with report) • Policy and Resources Committee (with report) • HR Sub Committee (with report) • Community and Events Committee (with report) • Allotments Committee (with report) 	Mayor	✓

ITEM	DETAIL	Item Lead	Enc.
	<ul style="list-style-type: none"> Planning Committee (with report) 		
15. Membership of Committees	<p>To appoint members to the following Standing Committees:</p> <ul style="list-style-type: none"> Policy and Resources Community and Events Grants Allotments Planning <p>Member preferences are set out in the attached schedule.</p> <p>Appointment of Members to Committees (Voting Procedure) Voting for the appointment of Members to Committees shall be conducted in accordance with:</p> <ul style="list-style-type: none"> Standing Order 3 (Voting on Appointments); and Standing Order 4 (Committees and Sub-Committees); together with the approved Committee Terms of Reference. Each Councillor shall have the number of votes equal to the number of vacancies available on the Committee, as determined by the approved Terms of Reference (Standing Order 4). The names of all nominees shall be read out in alphabetical order. Members shall cast their votes for their preferred candidates, up to the number of available positions (Standing Order 3). The candidates receiving the highest number of votes shall be appointed to the Committee, up to the maximum membership permitted. <p>Tie-Break:</p> <ul style="list-style-type: none"> In the event of a tie for the final available position(s), a further vote shall be taken limited to the tied candidates (Standing Order 3). If the vote remains tied, the Chairman of the meeting shall exercise a casting vote in accordance with Standing Order 3(h). 	Mayor	✓
16. External Representation Delegation	<ul style="list-style-type: none"> To receive a report To approve delegated authority for the Town Clerk and relevant Committee Chairmen/Vice-Chairmen to attend external meetings for information gathering To confirm that no decisions or commitments may be made under this delegation and all matters must be reported to Council 	Mayor	✓
17. Scheme of Delegation	To review and approve the revised Scheme of Delegation and report .	Mayor	✓
18. Publication Scheme	To note that the Publication Scheme will be reviewed by the Policy Working Group and, where required, recommended to Full Council.	Mayor	
19. Financial Regulations and Standing Orders	To note that these documents will be reviewed by Policy & Resources and referred to Full Council as required.	Mayor	
20. New Starter equipment	To approve the purchase of equipment for the new starter up to £1800 from 4001/5 (IT support and equipment).	Mayor	
21. Councillor reports	To receive any reports from Town Council Members.	Mayor	
22. Speaker	To note Sharath Ranjan will be speaking at the start of our next Full Council meeting to deliver a presentation on where Test Valley Police are regarding our crime and anti-social behaviour performance.	Mayor	
23. Future items	To receive verbal requests from Councillors for items to be considered at the next Full Council meeting.	Mayor	
24. Exclusion of the Press and Public	To PASS a resolution that, accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of item 22 on the grounds that it involves the likely disclosure of exempt information under Schedule 12A of the Local Government Act 1972, specifically paragraph 1 (information relating to an individual), in relation to staffing matters.	Mayor	
25. Staffing	To receive a report on staffing.	Mayor	✓
26. Next meeting	To note the date of the next meeting is Wednesday 8 July 2026 to be held at The Upper Guildhall, Andover, at 6.30pm.	Mayor	

Signed: *Tor Warburton*. CiLCA Town Clerk, 4 June 2026.

Andover Town Council under the Localism Act 2011, Chapter 1, ss.1-8, the General Power of Competence.