



ANDOVER TOWN COUNCIL

Policy and Resources Committee Meeting

The Lights, Andover

1 July 2026 - 6:30 PM

To the Members of the Policy and Resources Committee: Cllrs A Horsnell, E Reynolds, G Walters, J Goodwin, J Hughes, K Bird, L Gregori, R Hughes, S Hardstaff.

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. Election of chairman	To elect the Chairman of the Committee for the municipal year 2026-2027.	Town Clerk	
2. Election of vice chairman	To elect the Vice Chairman of the Committee for the municipal year 2026-2027.	Chair	
3. 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.		
4. Apologies	To note apologies for absence.	Chairman	
5. Interests	To receive pecuniary or non-pecuniary declarations of interests for agenda items or dispensation requests.	Chairman	
6. Minutes	To approve the minutes of the meeting held on the 29 April 2026 .	Chairman	✓
7. Contractual and delegated payments	To note the payments already made from: 1 June 2026 to 23 June 2026 .	Chairman	✓
8. Payments for approval	To note and approve the payments above the RFO's delegated authority .	Chairman	✓
9. Finances	To approve the following: • Bank Statements & Bank Reconciliation • Cashbook • Earmarked Reserves • Financial Comparison to date	Chairman	✓
10. HR Sub-Committee	To appoint up to 5 members from this Committee to the HR sub-committee, as per the Terms of Reference.	Chairman	
11. Policies	To review and approve for recommendation to Full Council the following policies: a. DBS policy (new) - report b. Data Breach and Disposal Incident procedure (new) c. Business Continuity Policy (new) d. Grievance Policy (rewritten) - update sheet e. Disciplinary Policy (rewritten) - update sheet f. Health and Safety Policy (rewritten) - update sheet g. Information Policy (rewritten) - update sheet h. Record Retention Policy (new) i. Risk Management Policy (new)	Chairman	✓
12. Standing Orders	To review and approve for recommendation to Full Council, minor amendments to Standing Orders – to follow after legal advice.	Chairman	
13. Next meeting	To note the date of the next meeting is at 6:30pm on 7 October 2026 at The Lights, Andover.	Chairman	

Signed: Tor Warburton.

Proper Officer, 25 June 2026

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