Andover Town Council

P&R Committee Minutes

Time and date 6.30pm on Wednesday 29 April 2026

Place The Lights, Andover

Councillors Present: Arrival time noted if after meeting start

Cllr S Hardstaff (Chairman)	**P**	Cllr J Goodwin (Vice Chairman)	**P**		Cllr K Bird	**A**
Cllr M Farren	**P**	Cllr L Gregori	**P**		Cllr A Horsnell	**P**
Cllr J Hughes	**P**	Cllr R Hughes	**P**	7.03pm	Cllr R Kidd	**P**
Cllr H Neate	**P**	Cllr E Reynolds	**P**		Cllr G Walters	**X**

Officers Present: Micha West (Deputy Town Clerk)

Members of the Public: 1
County/Borough Councillors: 0
Members of the Press: 0

PUBLIC SESSION

PR 079/04/26 There were no comments received from the Member of Public present.

APOLOGIES

PR 080/04/26 Apologies were received from Councillor K Bird.

INTERESTS

PR 081/04/26 Non-pecuniary declarations were received from:

1. Councillor E Reynolds, as a member of the Drove Association and as an allotment plot holder.

MINUTES

PR 082/04/26 It was proposed by Councillor E Reynolds and seconded by Councillor H Neate and **RESOLVED: FOR - 8, AGAINST - 0, ABSTENTIONS – 1,** that the Minutes of the Policy and Resources Committee meeting held on 7 January 2026, be signed by the Chairman as a correct record.

CONTRACTUAL & DELEGATED PAYMENTS

PR 083/04/26 Members received and noted the payments that had already been made for the period of 1April 2026 to 20 April 2026.

PAYMENTS FOR APPROVAL

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These minutes are published in draft pending approval at the next Committee meeting.

PR 084/04/26 Members noted that there was one payment made above the RFO's delegated authority.

YEAR END 2025-2026 REVIEW

PR 085/04/26 The year-end review was introduced, following which members raised questions. Two queries were raised in relation to financial comparison: (1) the Barlows Lane water charge; and (2) pest control at Picket Twenty.

Clarification was provided on the first query. In response to the second query, the Deputy Clerk confirmed they would follow up in writing the following day after the meeting.

PR 086/04/26 It was proposed by Councillor M Farren and seconded by Councillor A Horsnell and **RESOLVED: Unanimously**, that the following reports, be approved:

- Bank Statements & Bank Reconciliation
- Financial Budget Summary
- Cashbook & Earmarked Reserves
- Income and Expenditure
- List of Debtors & Creditors
- VAT Return Information
- Trial Balance
- Balance Sheet
- Additions to the Asset Register and Full List
- Draft Annual Return Printout
- Virements for Year End
- Financial Comparison to March 2026

It was noted that the Policy and Resources Chairman had completed a check of the bank statements as per Financial Regulations 2.2.

INTERNAL AUDIT

PR 087/04/26 Members reviewed the report from the Internal Auditor and went into questions.

PR 088/04/26 It was proposed by Councillor L Gregori and seconded by Councillor A Horsnell, and **RESOLVED: Unanimously,** that the findings and recommendations of the Internal Auditor, Mulberry & Co; be recommended to Full Council.

PR 089/04/26 Councillor H Neate proposed a vote of thanks to staff for preparing the report, particularly noting the auditor's comments recognising a well-managed and robust governance framework.

PR 090/04/26 It was noted as per C450/03/26, that Mulberry & Co had been engaged for a three year term, ending in 2027.

PR 091/04/26 It was proposed by Councillor L Gregori and seconded by Councillor J Goodwin and **RESOLVED: Unanimously,** that the amendment to the Website Accessibility Statement 2021 to state "(WCAG) 2.2 AA standard" and that the Deputy Clerk's email address in the document, be updated and put on the website as soon as possible after the meeting.

PR 092/04/26 Members noted the affirmation of the independence of the Internal Audit function in accordance with professional standards.

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PR 093/04/26 Members noted the Internal Audit Report 2025/2026.

PR 094/04/26 It was proposed by Councillor E Reynolds and seconded by Councillor H Neate and **RESOLVED: Unanimously**, that the Annual Governance Statement (Section 1) be approved and recommended to Full Council.

PR 095/04/26 It was proposed by Councillor M Farren and seconded by Councillor J Goodwin and **RESOLVED: Unanimously**, that the Draft Accounting Statement (Section 2) be approved and recommended to Full Council.

PR 096/04/26 It was proposed by Councillor H Neate and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the Draft Notice of Public Rights and dates for inspection be approved and recommended to Full Council

MEETING SCHEDULE MAY 2026 – MAY 2027

PR 097/04/26 Members reviewed the Meeting Schedule for May 2026 and May 2027 and noted that, where possible, all clashes of regular meetings with external organisations had been accommodated.
A few amendments were proposed to the meeting schedule.

PR 098/04/26 It was proposed by Councillor H Neate and seconded by Councillor E Reynolds and **RESOLVED: Unanimously,** to:

- remove the Policy and Resources Committee meeting scheduled for 3 June 2026
- arrange an alternative date for an HR Sub-Committee meeting in 2026
- add a Policy and Resources Committee meeting date for 28 April 2027
- remove all meetings scheduled after 6 May 2027 until further notice.

HR SUB COMMITTEE TERMS OF REFRENCE

PR 099/04/26 Members reviewed the updated HR Sub-Committee Terms of Reference.
It was proposed by Councillor E Reynolds and seconded by Councillor M Farren and **RESOLVED: FOR: 8, AGAINST: 0, ABSTENTIONS: 1,** that the updated HR Sub-Committee Terms of Reference be approved and recommended to Full Council.

REVIEW OF STAFF PAY SCALE BANDS

(Councillor R Hughes arrived at 7.03pm)

PR 100/04/26 Members reviewed the recommendation from the HR Sub-Committee regarding the revised pay band scales for three roles. Due to the item needing more information which was deemed confidential, it was recommended this item be put on hold until after the exclusion of the public.

EXCLUSION OF THE PRESS AND PUBLIC

PR 101/04/26 It was proposed by Councillor M Farren and seconded by Councillor A Horsnell and **RESOLVED: Unanimously**, that Members of the Press and Public be excluded from the meeting from item 14, due to the confidential nature of the agenda item and to comply with GDPR.

STAFFING

PR 102/04/26 Members reviewed the report on the recommendations from the HR Sub-Committee, following a salary adjustment for the Town Clerk/RFO
It was proposed by Councilor R Hughes and seconded by Councillor M Farren and **RESOLVED: Unanimously,** that advice first be sought from the following: the Auditor, HR advisers and NALC prior to the next Full Council meeting for final approval.

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NEXT MEETING

PR 103/04/26 Members noted that the date of the next meeting would be on **Wednesday 1 July 2026 at The Lights, Andover, at 6.30pm.**

MEETING CLOSURE

PR 104/04/26 The Chairman closed the meeting at **7.34pm.**

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