



ANDOVER TOWN COUNCIL

Wednesday 11 May 2022

To the Members of Andover Town Council:

You are hereby summoned to attend the Annual Full Council and Mayor Making meeting to be held in the **Upper Guildhall, High Street, Andover on Wednesday 11 May 2022 at 6.30pm** when it is proposed to transact the following business: -

Wendy R Coulter
Town Clerk & RFO

5 May 2022

The public are also admitted to the meeting via zoom and live stream.

(Public Bodies (Admission to Public Meetings) Act 1960)

Join Zoom Meeting

<https://us06web.zoom.us/j/87434456956?pwd=M0hTS2wxbzA2YmVtUjF4ZE9ZeU05UT09>

Meeting ID: 874 3445 6956

Passcode: 273648

One tap mobile

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ANDOVER TOWN COUNCIL

Wednesday 11 May 2022

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS: In line with Andover Town Council's "Recording at Meetings" Policy, Members and the public are requested to note that this meeting will be recorded by the Council, and may also be subject to the recording by members of the public.

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1 Election of Town Mayor

To elect the Town Mayor for the Municipal Year 2022/2023.

1. To receive proposals for the position of Town Mayor.

(The proposer and seconder to make a short statement to support the proposition).

Proposed by Cllr M Mumford and seconded by Cllr J Sangster that Cllr B Long be elected to position of Town Mayor for the Municipal Year 2022/2023.

To receive any further proposals.

2. If there is more than one proposal, to take a vote by show of hands.

2 The Town Mayor to make the Declaration of Acceptance of Office

To receive the Town Mayor's Declaration of Acceptance of Office.

1. The Town Mayor to sign the Declaration of Acceptance of Office.
2. The Town Mayor to make a short statement on his/her appointment.

The newly elected Town Mayor will take the chair for the meeting.

3 Vote of Thanks to the Retiring Town Mayor

To receive the Vote of Thanks for the retiring Town Mayor.

4 Town Mayor's Review

The retiring Town Mayor to give a short speech on his review of the past Municipal Year and to give her thanks.

5 Election of Deputy Town Mayor

To elect the Deputy Town Mayor for the Municipal Year 2022/2023.

1. To receive proposals for the position of Deputy Town Mayor.

(The proposer and seconder to make a short statement to support the proposition).

Proposed by Cllr and seconded by Cllr that Cllr be elected to position of Deputy Town Mayor for the Municipal Year 2022/2023.

To receive any further proposals.

2. If there is more than one proposal, to take a vote by show of hands.

6 Deputy Town Mayor to make the Declaration of Acceptance of Office

To receive the Deputy Town Mayor's Declaration of Acceptance of Office.

1. The Deputy Town Mayor to sign the Declaration of Acceptance of Office.
2. The Deputy Town Mayor to make a short statement on his/her appointment.

7 Apologies for Absence

To receive and accept apologies for absence.

8 Disclosable Pecuniary Interests and Non-Pecuniary Interests

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Andover Member's Code of Conduct.

9 Minutes of Previous Meeting

The Town Mayor to sign as a correct record the Minutes of the Council Meeting held on 13 April 2022 – Minutes attached at **Appendix A**.

10 Democratic Change Proposal

To consider proposals for a revised Democratic Structure for Andover Town Council which includes the revised Democratic Structure and Committee Terms of Reference – Report and Structure attached at **Appendix B**.

11 Appointment of Members to Committees

To appoint Members to Standing Committees, Panels and Working Groups, as appropriate.

12 Standing Orders

To approve the adoption of revised Standing Orders as recommended by the Policy & Resources Committee – Revised Standing Orders attached at **Appendix C**.

13 Financial Regulations

To approve the adoption of revised Financial Regulations as recommended by the Policy & Resources Committee – Revised Financial Regulations attached at **Appendix D**.

14 Dates of Meetings

To consider and approve the dates of Council and Committee meetings up to the Annual Council Meeting in May 2023 – List of meeting dates attached at **Appendix E**.

15 Outside Bodies – Councillor Representatives

To confirm the Town Council's representatives for 2022/2023 on the following Outside Bodies:

Test Valley Association of Town and Parish Councils: (Town Mayor + 1 + Alternate)

Test Valley Transport: 3

Ludgershall/Andover Railway Group: 2

16 General Power of Competence

To pass a resolution confirming that the Town Council is eligible to exercise the right to use the General Power of Competence – explanation report attached at **Appendix F**.

17 Inventory of Land, Assets and Office Equipment

To note an inventory of Land, Assets and Office Equipment - attached at **Appendix G**.

18 Insurance Cover

To note the Town Council's insurance is provided by Aviva Insurance plc.

To note that the Town Council has Public Liability Insurance up to the value of £15,000,000.

- Contents Insurance + rented photocopier – approx. £85,000
- Notice Boards x 2 - £3,500
- Office equipment, Christmas Lights & equipment, Regalia, Defibrillators, Portable toilets – approx. £50,000
- Employers Liability - £10,000,000
- Legal Defence - £500,000
- Fidelity - £500,000
- Legal Expenses - £1,000,000
- Officials Liability - £250,000

To note the Town Council's Cyber and Crime Insurance is provided by Travelers Insurance Company Ltd and has Cyber and Crime Insurances up to the value of £100,000 for one claim.

19 Subscriptions to Other Bodies

To confirm that the Town Council subscribes to the following bodies:

Hampshire Association of Local Councils (HALC)

National Association of Local Councils (NALC)

South East Employers (SEE)

National Allotment Association (NAA)

Society of Local Council Clerks (SLCC)

20 Authorisation of the Clerk

To authorise the Clerk to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any future Resolution passed by the Council.

21 Finance

To note payments up to 21 April 2022 – Attached at **Appendix H.**

To authorise payments up to 5 May 2022 – Attached at **Appendix I.**

22 Jubilee Celebrations – ERII Sign

To receive and approve recommendations in a report on further repairs needed to the ERII sign before installation. To note that installation has been approved – attached at **Appendix J.**

23 Date of Next Meeting

To note the date of the next Council meeting is **Wednesday 22 June 2022 at 6.30pm** – venue to be confirmed.

The Town Mayor will close the meeting



ANDOVER TOWN COUNCIL

Minutes Council

Time and date

6.30pm on Wednesday 13 April 2022

Place

Upper Guildhall, High Street, Andover

Cllr B Long - Town Mayor (P)		
Cllr R Hughes - Deputy Town Mayor (P)		
Cllr N Asamoah (A)	Cllr L Banville (A)	Cllr D Coole (P)
Cllr J Coole (P)	Cllr C Ecclestone (A)	Cllr L Gregori (P)
Cllr K Hughes (A)	Cllr N Long (P)	Cllr R Meyer (P)
Cllr M Mumford (P)	Cllr R Rowles (A)	Cllr J Sangster (P)
Cllr D Treadwell (A)	Cllr S Waue (P)	

Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Town Clerk) (Taking the minutes & managing online streaming)

County/Borough Councillors:

Councillor I Anderson

Councillor Z Brooks

Members of the Public: Unknown

Members of the Press: Unknown

Due to the Covid-19 Pandemic this meeting was held in the Guildhall following Coronavirus preventative measures. The Town Council made arrangements to stream the meeting virtually to allow as much public access as possible.

C184/04/22	APOLOGIES FOR ABSENCE
	Apologies were received and accepted from Councillors N Asamoah, K Hughes and D Treadwell.
C185/04/22	DECLARATIONS OF INTEREST
	There were no Declarations of Interest in relation to any item on the agenda.
C186/04/22	MINUTES
	The Minutes of the Town Council meeting held on 23 March 2022 were deferred until the next Council meeting, pending clarification of the accuracy of Minute reference C178/03/22.
C187/04/22	TOWN MAYOR'S ANNOUNCEMENTS
	The Town Mayor was very pleased to announce that the Town Clerk had passed her CiLCA Qualification. Members joined the Town Mayor in congratulating the Town Clerk on her achievement.
C188/04/22	PUBLIC PARTICIPATION
	<p><i>The notes below are a precis of statements/questions. They are not recorded word for word.</i></p> <p>Member of Public 1: Tonight, one item on your agenda is to approve the release of the allocated funds held for the AFest next month. It has served the community for 8 years, bringing many organisations, businesses and groups together to achieve one aim, to ensure the young people of our town to know there are options available for them to gain skills and improve themselves as individuals. AFest brings these opportunities together. The Town Council has supported AFest every year that it has been running, since the beginning. So why should this year be the exception? AFest happened because of the Town Council. After the loneliness and isolation that we've all been through during the lockdown. We need to make sure that we reconnect and bring people together. As the Town Council you have the means to support the community and a long-lasting legacy for this town, bringing together key partners and stake holders to put on an amazing event on May the 8th including the food and music stalls, entertainment and attractions. So please support this and thank you.</p> <p>Town Mayor's response: Thank you very much.</p> <p>Councillor I Anderson: The council approved the Town Youth Officer on the 29 January 2021. You allowed £35,000.00 to be put aside for this. I was wondering how much further you had got with this?</p>

	<p>Town Mayor's response: I will need to come back to you formally, to make sure I got the details right. It was proposed that we were going to put money aside to get somebody. I seem to remember that a working group was supposed to meet up. They were going to bring forward and pull together what was available. That working group, as far as I know, has never met. I don't think it was proposed that we were going to employ somebody, however, I need to check that.</p> <p>Councillor J Sangster: I'll just speak to that. I spoke to Councillor Rowles and we did not want to duplicate efforts by Hampshire County Council. I will double check and move this forward.</p> <p>Councillor R Hughes: Hopefully Councillor Anderson will go back to Test Valley Borough Council (TVBC) and I'm sure that as in the normal case that a role like that is not contracted to the Council, but is a particular purpose, that the Council would be prepared to match funds. Any funding that the other Councils would like to give on the basis that they are the principal Councils and we are only a minority Council, to help fund it and any contribution that we can make would come into it, should we decide to go along with it.</p> <p>Councillor D Coole: Just to clarify, money was never set aside. Its not in our Earmarked Reserves. That's not to say we couldn't reallocate Earmarked funds or take from CIL monies. Our Back-to-Basics strategy does not allow for expanding beyond our Basics unless we as a Council decide otherwise. Thank you.</p> <p>Town Mayor's response: TVBC has picked up on it and there is now a group meeting about Youth Provision. We do need to look at what provision there is already before we can move on with this. We will come back to you Councillor Anderson.</p>
C189/04/22	REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS
	<p><i>The notes below are a precis of statements/questions. They are not recorded word for word.</i></p> <p>Councillor I Anderson: The benches have been fixed under the underpass at Vigo Park. The lights on Pilgrims Way have been fixed. Councillor Long has now received his response from me following his question regarding the homeless person. The footpath on Eastfield Road, by the Central Club, had tree roots coming up through it, is now being resurfaced. To go back to anti-social behaviour, instances that started in St Mary's Ward on 20th January, 22nd February and 20th March, as you know Operation Assembly is now in place. I attended a meeting at the Andover Police Station last Friday evening and it was very productive. Going forward, the Police are working with the youth. There is an a well organised occasion for these youths to get together with Police at the Valley Leisure pool tomorrow and a survey will be completed to ascertain the needs of the youth.</p>

	<p>Councillor Z Brooks: We've been getting lots of emails regarding the Millennium Man statue. We are still working with the artist to see how we can make him more sturdy. He is solid as a rock. We are unsure how he gets pushed over all the time.</p> <p>Councillor N Matthews:</p> <ol style="list-style-type: none"> 1. L2 Development planning application refused. I have since spoken with the planning manager of Taylor Wimpey and they have agreed to hold a full and open public consultation meeting very soon. This will be held at the APCA, and is likely to be in early May. I am expecting confirmation of day/time in the next couple of days and will ensure you are informed. 2. The communal bin area at Harebell Road has now been cleared, again for the second time in as many weeks. I have written letters to the residents to ensure bins are not contaminated. We have also insisted the management company stay on top of Controlling it. 3. No Parking signs have now been installed in the visitor parking spaces around Dairy Rd/Atrium to prevent contractors parking there. I have further insisted TW place hard standing matting on the grass, to get them all off the road, but they still dragging their feet! 4. The new cycle/footpath and bollards have now been completed on Cricketers and looks much better. We are still awaiting Shepherd Spring surgery to renew the pathway up the side of the surgery, but understandably have other priorities at the moment. 5. Youth mental health and wellbeing support is now moving really well, with some services now in place. Also, CCG, NHS and PCN taking much more proactive and collaborative action now. It is my intention to begin to stand back from chairing the focus group, and concentrate on providing therapy and counselling support directly in to the new services. We now have a directory almost complete, new "be you" walk in centre, two social worker placements on task, with more ready to engage. The proposed new hub/network is now being taken on by local authority services. I shall write a comprehensive briefing note on all details by the end of May.
C190/04/22	QUESTIONS FROM THE ANDOVER TOWN COUNCILLORS TO THE BOROUGH AND COUNTY COUNCILLORS
	<p>Councillor L Gregori to Councillor I Anderson: I asked Councillor Anderson to shed some light on the long term plans that TVBC have for the Chantry Centre. I was wondering whether there was any update.</p> <p>Councillor I Anderson: I am still working on it. I have asked Councillor Phil North to come back to me with the answers you required.</p>
C191/04/22	GRANTS PANEL
	<p>Members noted that the Picket Piece Baby and Toddler Group and Andover Youth Football Club, had been notified of their successful grant applications and the funds had been paid.</p> <p>Members discussed the request from AFest to release the allocated funds in the Events (AFest) budget line for 2022/2023.</p>

	<p>It was proposed by Councillor D Coole and seconded by Councillor J Sangster that the request to release the allocated funds in the Events (AFest) budget line for 2022/2023, be approved.</p> <p>A vote was taken: FOR – 9, AGAINST – 0, ABSTENTION – 1</p> <p>RESOLVED: That the request to release the allocated funds in the Events (AFest) budget line for 2022/2023, be approved.</p>
C192/04/22	RECOMMENDATIONS FROM ALLOTMENT COMMITTEE
	<p>Members received and considered the new Chicken Keeping Policy which had recently been agreed by the Allotment Committee.</p> <p>It was proposed by Councillor B Long and seconded by Councillor N Long that the new Chicken Keeping Policy be approved.</p> <p>It was proposed by Councillor D Coole that an amendment be made to remove the Bee section from the Chicken Policy.</p> <p>Councillor J Coole seconded the motion.</p> <p>A vote was taken: FOR – 8, AGAINST – 1, ABSTENTIONS – 1</p> <p>RESOLVED: That the Bee section be removed from the Chicken Keeping Policy.</p> <p>Members returned to the original proposal to approve the Chicken Keeping Policy with the Bee section removed.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That the Chicken Keeping Policy with the Bee section removed, be approved.</p>
C193/04/22	FINANCE
	<p>It was proposed by Councillor N Long and seconded by Councillor R Meyer that the List of Payments up to 31 March 2022 be approved.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That the List of Payments up to 31 March 2022 be approved.</p> <p>It was proposed by Councillor S Waue and seconded by Councillor R Meyer that the List of Payments up to 6 April 2022 be approved.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That the List of Payments up to 6 April 2022 be approved.</p>
C194/04/22	STAFFING REVIEW
	<p>Members received the terms and conditions of the contract with the independent HR Consultant.</p> <p>Members noted that once the contract was signed, the elected HR Working Group would meet with the consultant to start the Staffing Review.</p> <p>Members debated the contract terms and conditions.</p> <p>It was noted that the hourly costings would be £90 and it had been estimated that the review would take 64 hours to complete.</p> <p>It was clarified that there was no specific budget set aside to cover the relevant costings and therefore, consideration of taking monies from Reserves, would be required.</p>

	<p>Members debated the lack of a limit on the costings involved and the hours charged by the HR Consultant. It was reiterated that all aspects of the contract would be managed by the Officers and the urgency to move forward with the review was made clear. It was proposed by Councillor L Gregori and seconded by Councillor M Mumford that £6,000.00 be set aside from Operational Reserves to cover the costs of the HR study. A vote was taken: FOR – 6, AGAINST – 1, ABSTENTIONS – 3 RESOLVED: That £6,000.00 be set aside from Operational Reserves to cover the costs of the HR study.</p> <p>The Town Clerk clarified that the contract did contain the terms and conditions that the HR Consultant would be working under. Now that a motion had been passed to set a ceiling of £6,000.00, the HR Panel could request confirmation from the HR Consultant of the hours involved, what would be delivered and the specific details of the contract. It was proposed by Councillor L Gregori and seconded by Councillor S Waue that the terms and conditions of the contract be agreed, in order to work with the external consultant. A vote was taken: FOR – 8, AGAINST – 2, ABSTENTIONS – 0 RESOLVED: That the terms and conditions of the contract be agreed, in order to work with the external consultant.</p>
C195/04/22	OFFICE MOVE
	<p>Members noted that the tenancy with Incuhive had started and Officers would be visiting the site to determine how much space there was and what would be needed to be transferred to the new office site, . Once this information had been obtained, a report would be brought back to Council.</p>
C196/04/22	QUESTIONS FROM COUNCILLORS
	<p>Councillor R Meyer: Why are we continuing to run our Council counter to the Transparency Act, when an email was received by all Councillors in November 2021 indicating this?</p> <p>Town Clerk response: The items you have highlighted have been picked up by the Internal Auditor already. They are being addressed and we will be submitting a report to the Policy and Resources Committee next month, on the progress of those completions.</p> <p>Councillor R Meyer: What are your plans to ensure we are fully compliant with the Transparency Act and what is the time frame for that completion?</p> <p>Town Clerk's response: We will take that to Policy and Resources and work with them to get that completed. It should be done within the next couple of months.</p> <p>Councillor R Meyer: When do you plan to ensure we are fully compliant with sections 6 of the Local Audit and Accountability Act 2014?</p>

Town Clerk's response:

Section 6 that I found, are you referring to the meaning of the smaller authority?

Councillor R Meyer:

I'd need to check my notes on that. I'll come back to you on that one.

So, when will we be allowing our Councillors access to all paperwork, as was advised by the solicitor who gave us training?

Town Clerk's response:

The Councillors do have access to the relevant paperwork within the bounds of the GDPR and the Data Protection Act. If there are specific papers that you are referring to, I will answer that further. But under the GDPR and Data Protection, we do make sure you have access.

Councillor R Meyer:

When will we be following the Accounts and Audit Regulations of 2015, specifically category 2, Authority must in following order, consider the statement of accounts by the members at a meeting as a whole? It is pretty clear that approval of the right of all Council Members at a Minuted meeting ultimately and not a panel. Consideration can mean asking for evidence of a process that were used to approve grants and being able to view receipts, if necessary, prior to resolving them. Such evidence can be included in agenda papers.

Town Clerk's response:

The Accounts and Audit Regulations to which you refer is about the sign off of the Year End accounts and the Annual Governance Accountability Return, which is the AGAR. It is a specific process that Council has to follow. It doesn't refer to individual payments or receipts. The payments and receipts are submitted to the Council on a monthly basis and signed off as per the Financial Regulations and Standing Orders. It was agreed by Full Council in August 2021, that the Grant Panel will be formed to consider the grant applications and ensure they met the Grant Policy criteria and make recommendations to that Full Council. The report that is submitted, contains that information sufficient for the Members to make a decision. It is a standard practice for most Parish Councils. It's also just been through the CILCA and passed. So, no fault was found with the way that we deal with our grants.

Councillor R Meyer:

How is it an asset to Andover Town Council and the public that when Councillors attempt to quote laws, which the Council and all Councils in England must follow, they're not allowed to?

Town Clerk's response:

I don't think I can answer that as Clerk.

Town Mayor:

I'm not quite sure what you are referring to.

Councillor R Meyer:

Ok, I just know that these are meant to be up for discussions and so per Standing Orders, a question shall not require a response at the meeting or start a debate with a question. So, I can write you privately about how you wouldn't allow me to quote a law last time.

According to our own Financial Regulations, which I can quote for you below;

"Only Full Council can approve Earmarked Reserves and Virements."

Why when a Councillor has repeatedly asserted this, the Councillor has been repeatedly advised they are making it up? This is directly for the Mayor.

Town Mayor's response:

I think I need to come back to you on that because again I'm not quite sure what you are referring to.

Councillor R Meyer:

I can quote it for you.

"No expenditure may be authorised that will exceed the amount provided in the recorded budget for that class of expenditure, other than by resolution of the Council or duly delegated committee. During the budget year and with the approval of Council, having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or Earmarked Reserves as appropriate."

I've heard at least one Councillor quote this twice during meetings. Why do you not allow this and why do you say they are making this up?

Town Mayor's response:

Any virements are approved by Council for going from Earmarked Reserves.

Councillor R Meyer:

Ok. I think you'll have to come back to me on that.

Have we ticked all the yes boxes in Part 3 of AGAR for 2021 and 2022?

If we had, the report should stipulate that we made a false declaration to AGAR, with respect to "We maintained through the year, an adequate and effective system of internal audit of the accounting records and control systems and we took all responsible steps to ensure ourselves that there are no matters of actual or potential non-compliance of laws, regulations and proper practices, that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances."

Town Clerk's response:

We are due to have our final internal audit for the year 2021/2022. The auditor is due to come in May. So, he will go through all of the processes and I will await his report. We won't tick any boxes until he has done that report.

Councillor R Meyer:

Do we as a Council and the public as a tax payer that fuels this Council and expect it to follow each and every law, have to wait until a new Chair and Vice Chair of this Council are appointed, before any proper care of the law will be enforced?

Deputy Mayor:

	<p>If said Councillor believes that the Deputy Mayor has committed anything illegal or wholly wrong, I suggest you report it to the Police and have them investigate it.</p> <p>Councillor R Meyer: That's not what you do. You don't report this to the Police. I think you need to look at our Financial Regulations and the Act.</p> <p>Councillor J Coole: Please can you provide an update regarding the Freeman of Andover certificate, for the late Alex Holloway, which was due to be presented to his daughter Felicity Holloway? Also, which business is currently framing it?</p> <p>Town Mayor's response: It has been framed. I understand it is with Councillor Rowles at the moment. I am chasing this up.</p> <p>Councillor L Gregori: I raised 2 questions. One was the accessibility of the Annual Report to the Electors, which I attended. I did ask that it was publicised on our website. It is on the website but at the bottom, quite difficult. So, I suggest that we send it to the press for a start and it should be front and centre of our website. The other question was regarding the easements of reports. We can talk about offline.</p> <p>Deputy Clerk response: Thank you for your question. We are following it up.</p>
C197/04/22	DATE OF NEXT MEETING
	Members noted the date of the next meeting: Wednesday 11 May 2022 , at the Guildhall, High Street, Andover, starting at 6.30pm.
<p>The Town Mayor closed the meeting at 7.26pm.</p>	
<p>Town Mayor _____ Date _____</p>	

Produced for:

Annual Council

Date of Report:

Wednesday 27 April 2022

Summary of Key Issues

The Policy & Resources Committee reviewed the Democratic Structure of the Town Council and have recommended changes.

1. Remove all Panels except for the HR Panel.
2. HR Panel to have revised Terms of Reference to better reflect Council Policy and Staffing Contracts.
3. Current Standing Committees to remain – namely: Allotments Committee, Policy & Resources Committee and Planning Committee.
4. A new Standing Committee be created to replace Panels, namely Community & Events Committee.
5. Terms of Reference for Committees to be revised to better reflect Council Policies, Schemes of Delegation and Standing Orders.
6. Number of Council meetings throughout the year to be reduced and a more efficient cycle of meetings to allow for work to be completed between meetings.

Current Situation

A revised Committee Structure is attached at the end of the Report, showing Council, Committees, new Committee and HR Panel. It is proposed that all Panels be disbanded with the exception of the HR Panel. The Panels to be replaced with a new committee – Community & Events.

The Terms of Reference - attached, have been revised to better reflect Council Policies, Standing Orders and Schemes of Delegation.

The Dates of Meetings, to be considered later in the agenda, have been amended to reduce the number of Council meetings per year and create a committee cycle which will allow for work to be completed between meetings and the Town Council to meet its legal obligations on time.

Financial Implications

From May 2021 to April 2022 the total amount of officer time spent on Council and Committees was in total – **902 hours**

From May 2021 to April 2022 the total cost in officer time was **£18,196**

From May 2021 to April 2022 the total costs for photocopying and printing – **£3,912.10**

From May 2021 to April 2022 the total costs for room/hall hire - **£3,249.32**

It is anticipated that once the new offices have been set up, Committee meetings will be able to be held at a reduced cost of £25 per hour.

Legal and Policy Implications

All Town Council Committees must comply with the Town Council's Standing Orders, Financial Regulations and policies.

Local Government Act 1972, sections 101-106 and Schedule 12; Local Government and Housing Act 1989, section 13; Parish and Community Councils (Committees) Regulations 1990 (SI 1990 No 2476).

Recommendations

The Policy & Resources Committee recommend that Council:

1. Remove all Panels except for the HR Panel.
2. HR Panel has revised Terms of Reference to better reflect Council Policy and Staffing Contracts.
3. Approve the current Standing Committees – namely: Allotments Committee, Policy & Resources Committee and Planning Committee.
4. Approves a new Standing Committee to replace Panels, namely Community & Events Committee.
5. Approve the Terms of Reference for Committees revised to better reflect Council Policies, Schemes of Delegation and Standing Orders.
6. Approve the reduced number of Council meetings throughout the year and a more efficient cycle of meetings to allow for work to be completed between meetings.

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: townclerk@andovertc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

ANDOVER TOWN COUNCIL
ALLOTMENTS COMMITTEE
TERMS OF REFERENCE

This Committee will comprise of up to 9 Members of the Council.
The quorum of the committee will be 1/3 its Membership + 1.

The committee shall appoint an Elected Member as its Chairman
The committee shall appoint an Elected Member as its Vice Chairman

The committee will meet at least 6 times per year or as required.

Terms of Reference

To address and formulate policy, other than that determined by Council, for consideration by Council for Allotment provision in Andover, agree maintenance works, develop partner relationships with other local organisations for the provision of leisure gardens in Andover and monitor and maintain the Budget for allotment provision.

To develop, monitor and or review the following and make recommendations to full Council as per Standing Orders:

To have delegated authority to carry out the following:

1. To approve maintenance works for the provision of the Allotment Service, within the Allotments Budget
2. To monitor day to day maintenance within the Budget and to agree Capital Expenditure
3. To investigate further areas for allotment provision in Andover

Finance

1. To be responsible for the following Budget Heads and approve expenditure accordingly:

4500 – Allotment Service
3050 – Allotment Rents
3051 – Allotment Deposits

Urgent Matters

To provide any two elected members, normally the Chairman and the Vice Chairman of the Allotments Committee to be consulted by the Town Clerk to deal with urgent matters in relation to the Terms of Reference of the Allotments Committee which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting.

ANDOVER TOWN COUNCIL
PLANNING COMMITTEE
TERMS OF REFERENCE

The Committee will comprise of up to 9 Elected Members.

The quorum of the Committee shall be 1/3 its Membership + 1

The committee shall appoint an Elected Member as Chairman.

The committee shall appoint an Elected Member as Vice-Chairman.

Terms of Reference

To make observations on all planning applications and planning issues for the Andover area, including Development Briefs, Local Plans, Structure Plans and Development Control and to make site visits where necessary.

To have delegated authority to carry out the following:

- a) To consider all planning applications submitted to Andover Town Council by Test Valley Borough Council and Hampshire County Council and comment thereon within the prescribed time limits and make observations in consultation with the adopted Local Plans.
- b) To monitor the future social, community and cultural implications of residential development.
- c) To consider the implications of local and strategic plans and comment thereon within the prescribed time limits.
- d) To represent the views of the Town Council at planning appeals and representation to Test Valley Borough Council regarding planning and development matters and encourage consultation with the Planning Authority and developers where appropriate.
- e) To inform the community of Andover on major planning issues and to encourage participation in decision making.
- f) To have delegated authority to exercise the Town Council's statutory right to be notified of planning applications.
- g) To make observations on all planning applications notified by the Planning Authorities.
- h) To make observations on all telecommunication proposals received by Andover Town Council.
- i) To submit the Council's observations to the relevant planning authorities.
- j) To hear preliminary proposals for development within Andover
- k) To represent the Council at Development Forums and Planning Authority Site Visits and Planning Committee Meetings.
- l) To consider the environmental impact of planning proposals in Andover and adjacent parishes.
- m) To respond to any consultations or matters on traffic and transport affecting the Town Council area.

- n) To respond to any consultations or matters on Minerals affecting the Town Council area.
- o) To refer any of the above matters to Full Council for debate and decision.

The Planning Committee may only express the approved views and observations of the Planning Committee or Council.

Representation at Outside Bodies may be undertaken by delegated Elected Members or Officers of Andover Town Council.

ANDOVER TOWN COUNCIL
POLICY & RESOURCES COMMITTEE
TERMS OF REFERENCE

This committee will comprise of up to 9 Members of the Council.
The quorum of the committee will be 1/3 its Membership + 1.

The committee shall appoint an Elected Member as its Chairman
The committee shall appoint an Elected Member as its Vice Chairman

Terms of Reference

To address, formulate policy for consideration by Council; to be responsible for the Council's financial budget and other assets as delegated by Council; to secure the good governance of the Council's affairs, including the management of staffing and appointments, committee arrangements and day to day business.

To develop, monitor and or review the following and make recommendations to full Council as per Standing Orders:

Policy & Procedures

2. To identify key policy issues facing the Council and to formulate, for the Council's consideration, its strategies and timetables for dealing with them
3. To make recommendations to Council on changes and to review Standing Orders and Financial Regulations
4. To ensure the Council is adequately resourced to achieve its aims and objectives, powers and duties of the Council and Standing Committees if relevant
5. In consultation with the Responsible Officer, to agree the principles of the Management of Committee finance
6. To review the Council's Risk Management Policy & Strategy and recommend to Council accordingly
7. To maintain and review the Council's strategic objectives and performance

Finance

8. To be responsible for the following Budget Heads and approve expenditure accordingly:

4000 – Corporate Management (up to and inclusive of Budget 4000/5)

4100 – Democratic Representation

4180 – Other Services to the Public

4200 – Administration Rechargeable (Staffing)

4210 – Administration Rechargeable

9. To review the Council's Financial Plan and Strategy
10. To prepare annual budgets reflecting the Council's agreed strategy and priorities for approval by Council and recommendation of the Precept to Council

11. To secure effective control of expenditure authorising items of expenditure on behalf of the Council and scrutiny of expenditure against budgets throughout the year
12. To make recommendations to Council on the use of financial reserves
13. To make recommendations to Council on charges and fees of Council services
14. Treasury Management
15. Leasing, loans and finance
16. To recommend to council the appointment of an Independent Internal Auditor for the accounts and procedures of the Council
17. To consider the audited accounts and report back to Council
18. To oversee the Council's banking and investment arrangements and keep investment policy under review

Asset Management

19. To ensure that the Council is fully covered by Insurance to carry out all its functions as a Local Authority
20. To investigate the possible management/ownership of assets in Andover

Business Plan

21. To organise and oversee the Business Plan process throughout the year.
22. To encourage the citizens of Andover to play a major role in shaping the future Business Plan
23. To review progress of current elements of the Business Plan and suggest modifications to Full Council

Human Resources

24. To review and maintain Staffing Levels at appropriate levels to deliver services
25. To approve the Grading of Staff and level of remuneration using as a guide the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions in line with the Society of Local Council Clerks (SLCC)
26. To undertake recruitment procedures, equal opportunity statements and guidelines on employment practice
27. To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees

Member Services

28. To oversee and approve a programme for Members Training
29. To oversee provision for Members Services

Urgent Matters

To provide any two elected members, normally the Chairman and the Vice Chairman of the Policy & Resources Committee to be consulted by the Town Clerk to deal with urgent matters in relation to the Terms of Reference of the Policy & Resources Committee which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting.

ANDOVER TOWN COUNCIL
HUMAN RESOURCES (HR) PANEL
TERMS OF REFERENCE

This Committee will comprise of 5 Members of the Council.

The quorum of the committee will be 1/3 its Membership + 1.

All Members must have or be willing to receive training in Human Resources and Employment Law.

The sub-committee shall appoint an Elected Member as its Chairman

The sub-committee shall appoint an Elected Member as its Vice Chairman

Its Officer will be the Town Clerk as Head of Paid Staff.

Regularity of Meetings: To meet as required by arrangement with the Town Clerk

Terms of Reference

Compliance with Legislation

1. To ensure that the Council, through its Officers, complies with current employment legislation
2. To ensure that the Council fulfils its corporate statutory responsibilities with regards to the employment of all staff
3. To review all Human Resources Policies and make recommendations to full Council

Staffing Levels, Recruitment and Retention

4. To make recommendations to the Policy and Resources Committee on staffing levels for the Council
5. To make recommendations to the Policy and Resources Committee on levels of salaries and wages, pay increases, bonuses and other staffing benefits
6. To form a recruitment and selection panel for all staffing posts
7. To appoint one member to sit with the Town Clerk during all staffing appointments

Training and Development

8. To review staff training and development needs as identified by the Town Clerk and the Council

Performance Management

9. To appoint a small panel of no more than three members as an appraisal panel for the Town Clerk
10. To negotiate and agree performance targets with the Town Clerk

Employee Relations

11. To mediate when required between officers and members the balance of an achievable work load
12. To appoint a panel of three members to consider any grievances by staff in line with the Council's Human Resources Policies
13. To appoint a panel to hear appeals on personnel issues.

ANDOVER TOWN COUNCIL
COMMUNITY & EVENTS COMMITTEE (RECOMMENDED NEW COMMITTEE)
TERMS OF REFERENCE

This committee will comprise of up to 9 Members of the Council.
The quorum of the committee will be 1/3 its Membership + 1.

The committee shall appoint an Elected Member as its Chairman
The committee shall appoint an Elected Member as its Vice Chairman

Terms of Reference

To address and where appropriate, formulate policy regarding Events provided by the Council and develop schemes and projects for Community & Town Development, public relations and public engagement by the Council and develop schemes and projects for ongoing publicity of council activities;

To develop, monitor and or review the following and make recommendations to Full Council if projects fall outside delegated Budget as per Standing Orders and Financial Regulations:

Communications

1. To develop strategy on media relations, and to formulate policy on public participation.
2. To act as a channel for communication with external partners
3. To assist the Town Clerk with the preparation of the Annual Report for the Annual Electors Meeting
4. To oversee the maintenance and development of the Council's Website
5. To formulate an Emergency Plan for the Council as and when required.

Events

1. To Co-ordinate any events the Council conducts or takes part in and to ensure that such activity is publicised
2. To develop and manage the Christmas Lights

Grants

1. To oversee and publicise the Grant Funding the Council releases each year.
2. To appoint a Working Group to assess applications for funding.
3. To make decisions for awarding Grants on behalf of the Council, within the Grant budget.

Finance

To be responsible for the following Budget Heads and approve expenditure accordingly:

EXPENDITURE

4190 – Grants

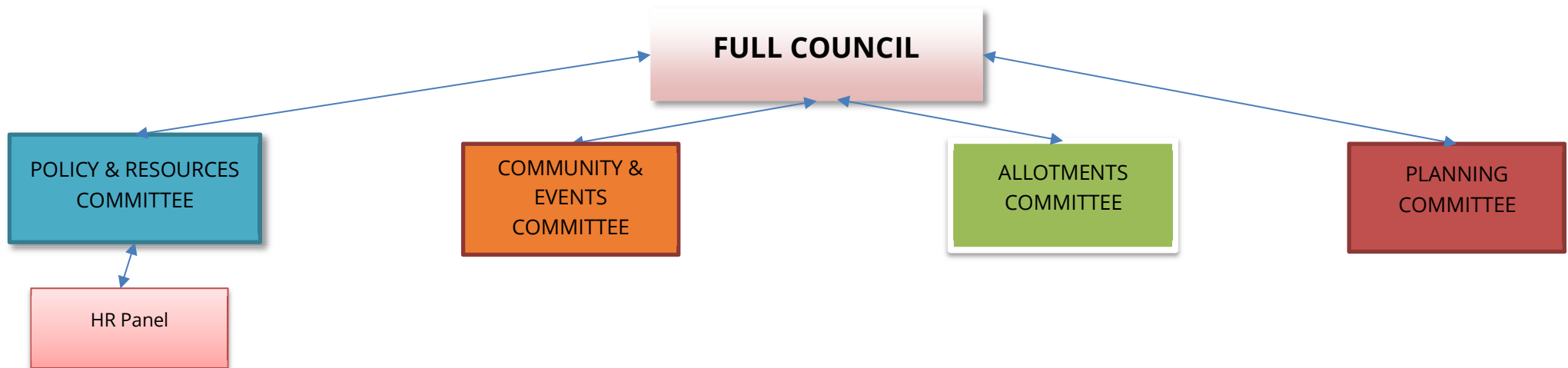
4700 – Town Centre Development

4000/6 – Web Site & Community Development

Urgent Matters

To provide any two elected members, normally the Chairman and the Vice Chairman of the Community & Events Committee to be consulted by the Town Clerk to deal with urgent matters in relation to the Terms of Reference of the Community & Events Committee which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting.

ANDOVER TOWN COUNCIL – REVISED DEMOCRATIC STRUCTURE – MAY 2022



Appendix C: Revised Standing Orders

C

Standing Orders – Explanation notes

Produced for:

Annual Council

Date of Report:

Friday 29 April 2022

Background

The Town Council is required to review its Standing Orders at least annually. The Standing Orders presented are based on the National Association of Local Council's (NALC) Model Standing Orders 2018. They have been reviewed by the Policy and Resources Committee (26th April 2022) and amended to complement Andover Town Council's existing procedures and policies. Below is an explanation of all the amendments made to the NALC Model Standing Orders 2018. The Policy & Resources Committee requested that the Town Council's policy on Reserves be included within the Financial Regulations.

Amendments made to NALC Standing Orders 2018.

All text in blue are amendments made to complement existing policies and procedures.

All text in red are to be removed.

Introduction and How to Use Model Standing Order – removed. Not required for ATC.

- 3. Meetings Generally – Notification dots changed colour and enlarged to make easier to identify.
- 3. Meetings Generally (u) – The Code of Conduct applies at all times.
- 3. Meetings Generally (y) – Meetings should not exceed 2 hours unless there is unanimous agreement.
- 4. Committees & Sub-Committees (d) – Amended to read that the Town Clerk is appointed as Responsible Financial Officer for Andover Town Council.
- 4. Committees & Sub-Committees (e) – Clarification that apologies should be received by Proper Officer prior to the meeting
- 4. Committees & Sub-Committees (f) – Clarification that Council appoints other committees, working groups or panels.
- 4. Committees & Sub-Committees (f.iii) – Clarification that Committees, Working Groups and Panels may determine the time and number of their meetings.

4. Committees & Sub-Committees (f.iv.) – Confirming that it applies to committees, working groups and panels.
4. Committees & Sub-Committees (f.vi.) – Remove – ATC has always allowed its committees to appoint their own chairmen.
4. Committees & Sub-Committees (f.vii.) – Remove ‘other than a standing committee’, add in ‘standing’ to allow standing committees to appoint their own chairmen.
6. Extraordinary Meetings of the Council, Committees and Sub-Committees – amended to reflect that the Standing Order applies to all Council, Committee, Sub-Committee, Working Group and Panel.
6. Extraordinary Meetings of the Council, Committees and Sub-Committees (e) – clarification that notice is required to be given to the Responsible Officer
9. Motions for a Meeting that Require Written Notice to be Given to the Proper Officer (b) – Clarification that Saturdays are NOT included in the clear days.
11. Management of Information (d) – Clarification that confidential information must not be disclosed.
13. Code of Conduct and Dispensations (e) – Removal of text that is not required.
18. Financial Controls and Procurement (b) – confirmation that an approved list of suppliers may be used.
24. Communicating with District and County or Unitary Councillors (a) – addition to allow the Town Council the discretion to prohibit attendance under extenuating circumstances.

Financial Implications

Any financial implications are included within the Standing Orders.

Legal and Policy Implications

Town and Parish Councils have a statutory power to make discretionary Standing Orders if they chose under Local Government Act 1972, for the regulation of Council proceedings and business. For the quorum, proceedings and place of meeting of their Committees and Sub-Committees LGA 1972, Sch 12, para 42.

LGA 1972, S135 makes provision for Standing Orders for contracts of local authorities. A Town or Parish Council may make Standing Orders with respect to making contracts for the provision of services to the Council and **MUST** make Standing Orders for contracts to supply goods and materials to the Council and for the execution of works for the Council.

Recommendations

To review and amend (as necessary) the Standing Orders.

To approve the amended Standing Orders.

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

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Distribution: To all Councillors



ANDOVER TOWN COUNCIL

MODEL STANDING ORDERS

APRIL 2022

NALC 2018 revised 2020

MODEL STANDING ORDERS 2018 (ENGLAND)

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INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council’s standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council’s Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council’s needs. It is NALC’s view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this ‘()’ requires information to be inserted by a council. A model standing order that includes brackets like this ‘[]’ and the term ‘OR’ provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three (3) minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Mandatory for full Council meetings ●

Mandatory for committee meetings ●

Mandatory for sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum of three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, (a Saturday), a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed **(15)** minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than (3) minutes.

- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- t The minutes of a meeting shall include an accurate record of the following:

 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- u **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- v **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- w **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 4f(viii) for the quorum of a committee or sub-committee meeting.

- x **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- y A meeting shall not exceed a period of two hours **unless by unanimous agreement of all the councillors present and the Town Clerk.**

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d Unless otherwise decided by the Council, the Policy & Resources, Allotments and Planning Committees shall be known as Standing Committees.
- e Apologies for absence should be received by the Proper Officer at least 2 days prior to the meeting unless there are extenuating circumstances.
- f The Council may appoint standing committees or other committees, working groups or panels as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee / working groups / panels other than in respect of the ordinary meetings of a standing committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee / working groups / panels;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (5) days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;

- vii. **other than a standing committee**, shall permit a **standing** committee, sub-committee, **working group or panel**, to appoint its own chairman at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee, sub-committee, **working group or panel** which, in all cases, shall be no less than three;
- ix. shall determine if the public and press are permitted to attend the meetings of a committee, sub-committee, **working group or panel** and also the advance public notice requirements, if any, required for the meetings of a committee, sub-committee, **working group or panels**.
- x. shall determine if the public may participate at a meeting of a committee, sub-committee, **working group or panel** that they are permitted to attend; and
- xi. may dissolve a committee, sub-committee, **working group or panel**.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6.30pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual**

meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.

- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all

insurable risks;

- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee, sub-committee, [working group or panel](#) may convene an extraordinary meeting of the committee, sub-committee, [working group or panel](#) at any time.
- d If the chairman of a committee , sub-committee, [working group or panel](#) does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee, sub-committee, [working group or panel](#) 3 members of the committee , sub-committee, [working group or panel](#) may convene an extraordinary meeting of the committee , sub-committee, [working group or panel](#).
- e [If a person or persons decide to call an extraordinary meeting, the Responsible Officer must be informed of that decision with clear description of the important business. The Responsible Officer will then make sure that the notices and summonses, giving three clear working days' notice of the extraordinary meeting is published and sent as soon as practical.](#)

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least **ten (10)** councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting *or a Sunday, a Saturday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.*
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least **7** clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.
- b. If a motion falls within the Terms of Reference of a standing committee, committee or sub-committee or within delegated powers conferred on an employee, a referral of the same may be made to such standing committee, committee or sub-committee or within delegated powers conferred on an employee, provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expediency

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents **shall not disclose confidential information** or personal data without legal justification.

12. DRAFT MINUTES

Mandatory for full Council meetings	●
Mandatory for committee meetings	●
Mandatory for sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer **OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required]** and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or

- other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least **(6)** days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information

- legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed; (*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chairman or in his absence the Vice-Chairman (if there is one) of the Council] OR Chairman or in his absence Vice-Chairman (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR Planning committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

(*see also standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which

includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The Annual Governance and Accountability Return (AGAR) of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the**

Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity **unless it proposes to use an existing list of approved suppliers (Framework Agreement).**

- c. **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below;**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas,**

oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council OR Policy and Resources committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of Policy and Resources committee or, if he is not available, the vice-chairman (if there is one) of Policy and Resources committee of absence occasioned by illness or other reason and that person shall report such absence to Policy and Resources committee at its next meeting.
- c The chairman of Policy and Resources committee and the vice-chairman OR two members HR Panel shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Policy and Resources committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of Policy and Resources committee or in his absence, the vice-chairman of Policy and Resources committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Policy and Resources committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chairman or vice-chairman of Policy and Resources committee, this shall be communicated to another member of Policy and Resources committee, which shall be reported back and progressed by resolution of Policy and Resources committee.
- f **Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.**
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *If gross annual income or expenditure (whichever is the higher) exceeds £200,000* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list). See also standing order 11.

- a **The Council *may* appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council. [Except where the Town Council reserves the right to prohibit attendance from District and County Councillors who are not members of the Town Council under extenuating circumstances and by resolution.](#)
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (3) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Financial Regulations – Explanation notes

Produced for:

Annual Council

Date of Report:

Friday 29 April 2022

Background

The Town Council is required to review its Financial Regulations at least annually. The Financial Regulations presented are based on the National Association of Local Council's (NALC) Model Regulations 2019. They have been reviewed by the Policy and Resources Committee (26th April 2022) and amended to complement Andover Town Council's existing procedures and policies. Below is an explanation of all the amendments made to the NALC Model Financial Regulations 2019. The Policy & Resources Committee requested that the Town Council's policy on Reserves be included within the Financial Regulations.

Amendments made to NALC Model Financial Regulations 2019

All text in blue are amendments made to complement existing policies and procedures.

All text in red are to be removed.

All text in green, additional section added to set out the policy for Reserves.

Page 1: Contents Page – 13. Stores and equipment – removed. Not required for ATC.

Page 1: Contents Page – 16. Charities – removed. Not required for ATC.

Page 2: 1.8 – Amended to read that the Town Clerk is appointed as Responsible Financial Officer for Andover Town Council.

Page 4: 1.14 – Amended to complement the Grant Policy – Council to approve Grants over £1,000.

Page 6: 4.1 – Amended to ensure checks are in place for Committee expenditure. Council must approve Budget expenditure over £5,000. A Committee can approve expenditure within its delegated budget, over £500 but less than £5,000. The Town Clerk, in conjunction with the Chairman of the appropriate committee may authorise expenditure up to £500.

Page 7: 4.4 – Amended, salary budgets reviewed annually in October.

Page 7: 4.8 – Amended, material means 15% of the budget.

Page 7: 5.1 – Amended, banking arrangements including the bank mandate shall be made by the Responsible Financial Officer.

Page 8: 5.2 – Amended, to reflect the Terms of Reference. Council and/or the Policy and Resources Committee can review the schedule of compliance and can approve payments.

Page 8: 5.5 – Amended to show that the Town Clerk/RFO are one and the same for ATC.

Page 8: 5.6 – Amended to show that the Town Clerk/RFO are one and the same for ATC.

Page 9: 5.8 – Amended to reflect the ATC Grant Policy, any grant over £1,000 has to be approved by full Council.

Page 9: 6.6 – Amended, to reflect the Terms of Reference (Council and or Policy & Resources Committee)

Page 11: 6.15 – Amended to show that the Town Clerk/RFO are one and the same for ATC.

Page 11: 6.18 – Amended, to allow for use of a Debit Card, Town Council Officers must not be using their own Credit/Debit Card to pay for Town Council expenses.

Page 11: 6.21 – Added, to provide a Petty Cash float.

Page 11: 6.22 – Amended, to allow the RFO to administer and manage Petty Cash float.

Page 16: 11.1(g) – Appropriate Standing Order No. inserted.

Page 17: 13 – Stores and equipment, whole paragraph to be removed. Not required for ATC.

Page 18: Added to Financial Regulations, the Town Councils policy on Reserves and how they feed into and impact the annual budgeting.

Financial Implications

Any financial implications are included within the Financial Reserves.

Legal and Policy Implications

Sections 137 and 150 LGA 1972; Local Audit and Accountability Act 2014; Accounts and Audit Regulations 2015 (SI 2015 No 234); Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 (SI 2003 No 3146) as amended.

Recommendations

To review and amend (as necessary) the Financial Regulations.

To approve the amended Financial Regulations.

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

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ANDOVER TOWN COUNCIL - MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

1.1. These Financial Regulations govern the conduct of Financial Management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the Council's Standing Orders¹ and any individual Financial Regulations relating to contracts.

1.2. The Council is responsible in law for ensuring that its Financial Management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the Management of Risk.

1.3. The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of the Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the Office of Councillor into disrepute.

1.8. The Town Clerk has been appointed as Responsible Financial Officer (RFO) for this Council and these regulations will apply accordingly.

1.9. The RFO;

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- [approve any grant or a single commitment in excess of £1,000; and](#)
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these Financial Regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council or Policy & Resources Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the Council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. Each committee shall review its three-year forecast of [income and expenditure](#). Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Policy and Resources Committee and then Council not later than the end of November each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than November, prepare detailed estimates of all [income and expenditure](#) including the use of [operational](#) reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy & Resources Committee and the Council.

**** [Refer to use of Reserves at end of Financial Regulations for further information on the use of Reserves and Budgets.](#)

3.3. The Council shall consider annual budget proposals in relation to the Council's three year forecast of [income and expenditure](#) including recommendations for the use of [Earmarked Reserves and Operational reserves](#) and sources of funding and update the forecast accordingly.

3.4. The Council shall fix the precept (Council Tax Requirement), and relevant basic amount of Council Tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- [the Council for all items over £5,000;](#)
- [a duly delegated committee of the Council for items over £500; or](#)
- [the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.](#)

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an Earmarked Reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, the Town Clerk may authorise expenditure on behalf of the Council which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Town Clerk shall report such action to the Chairman/Town Mayor as soon as possible and to the Council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.

4.9. Changes in Earmarked Reserves shall be approved by Council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The Council shall seek credit references in respect of members or employees who act as signatories.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council and/or the Policy & Resources Committee. The Council / Policy & Resources Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council or Policy & Resources Committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council or Policy & Resources Committee meeting.

5.5. The Town Clerk/ RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk/RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Policy & Resources Committee;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Policy & Resources Committee; or

c) fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Policy & Resources Committee.

5.6. For each Financial Year the Town Clerk / RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1

(Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council or Policy & Resources Committee.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £1,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The Council will aim to rotate the duties of Members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Town Clerk/RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a [Council or Policy & Resources Committee](#) Meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council or Policy & Resources Committee at the next convenient meeting.

6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.

6.8. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.

6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Town Clerk/RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Town Clerk/RFO. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Town Clerk and will also be restricted to a single transaction maximum value of £250 unless authorised by Council or Policy & Resources Committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council/Policy & Resources Committee. Transactions and purchases made will be reported to the Council/Policy & Resources Committee and authority for topping-up shall be at the discretion of the Council/Policy & Resources Committee.

6.20. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk/RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21 The Town Council will provide a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

6.22. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. Payment of salaries

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or Policy & Resources Committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council or Policy & Resources Committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.8. Before employing interim staff, the Council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time as one is issued to the Town Clerk/RFO.

8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

8.6. All investments of money under the control of the Council shall be in the name of the Council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of Payments) and Regulation 6 (Instructions for Payments).

9. Income

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3. The Council will review all fees and charges at least annually, following a report of the Town Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the Council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Town Clerk/RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Council.
- g) Any invitation to tender issued under this regulation shall be subject to [Standing Orders](#), ⁴18 (d) and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Town Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants

b) For public works contracts 5,225,000 Euros (£4,551,413)
⁴ Based on NALC's Model Standing Order 18d ©NALC 2018

engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Town Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

[13. Stores and equipment]

[13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.]

[13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.]

[13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.]

[13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.]

13. Assets, properties and estates

13.1. The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

13.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

13.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

13.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

13.5. Subject only to the limit set in Regulation 13.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.

13.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14. Insurance

14.1. Following the Annual Risk Assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.

14.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

14.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

14.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

15. Risk management

15.1. The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk/RFO shall prepare, for approval by the Council, Risk Management Policy Statements in respect of all activities of the Council. Risk Policy Statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

15.2. When considering any new activity, the Town Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

16. Suspension and revision of Financial Regulations

16.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

16.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

17. Use of Financial Reserves

17.1 Andover Town Council is required to maintain adequate financial reserves to meet the needs of the organisation.

17.2 Section 32 and 43 of the Local Government Finance Act 1992 requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure then calculating the budget requirement; however, there is no specified minimum level of reserves that an authority should hold. It is the responsibility of the Responsible Financial Officer and the Members of the Council to determine the level of reserves and to ensure that there are procedures for their establishment and use.

18. The Governance & Accountability for Local Councils Practitioners Guide

18.1 "Councils have no legal powers to hold revenue reserves other than for reasonable working capital needs or for specifically earmarked purposes, whenever a council's year end general reserve is significantly higher than the annual precept, an explanation should be provided to the auditor. Earmarked reserves, which are set aside for specific purposes and for savings for future projects, should be realistic and approved by the Council. However, the amount of general reserve should annually be risk assessed and approved by the Council".

19. Types of Reserves

19.1. Reserves can be categorised as 'operational' (held to cushion the impact of uneven cash flows or unexpected events) or 'earmarked' (held for a specific purpose).

19.2. Earmarked or 'specific' Reserves can be held for several reasons. As the name suggests these represent amounts which are 'earmarked' for specific items of expenditure to meet known or predicted liabilities or projects. Specific Reserves can be used to "smooth" the effects of certain expenditure commitments over a period of time thereby reducing the impact of significant expenditure in any one year. 'Earmarked' Reserves are typically held for four main reasons:

1. Renewals
Used to plan and finance an effective programme of equipment replacement, planned property repair and maintenance or grounds maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
2. Carry Forward of Under-spend
Some expenditure budgeted for projects in a given financial year cannot be spent in that year. Reserves are used as a mechanism to carry forward these resources.
3. Insurance Reserve
To enable the Council to meet the excesses not covered by insurance.

20. Other Earmarked Reserves

- a. May be set up from time to time to meet known or predicted liabilities.
- b. Operational Reserves are often referred to as the 'working balance' and is money which is not earmarked for specific purposes but rather a sum of money held in anticipation of uneven cash flow or set aside to deal with unexpected events or emergencies. This is usually created through surpluses as a result of activities being postponed, cancelled or coming in under budget. Reserves of this nature can be spent or earmarked at the discretion of Members, subject to approval by Council. The 'General' or 'Emergency' Reserve needs to be regularly reviewed using a risk based assessment.

21. Earmarked Reserves

- a. Earmarked Reserves will be established on a 'needs' basis in line with anticipated requirements.
- b. Any decision to set up or extinguish redundant Reserves must be reviewed by the Policy and Resources Committee and recommended to full Council for

formal approval. The Council will be required to identify the following when making recommendations for each reserve:

1. The reason/purpose of the Reserve
2. How and when the Reserve can be used
3. Any procedures for the Reserve's management and control
4. A process and timescales for review of the Reserve to ensure continuing relevance and adequacy

c. Expenditure from Reserves can only be authorised by full Council.

21.1. Reserves should not be held to fund ongoing expenditure.

21.2. All Earmarked Reserves are recorded on a central register held by the Responsible Financial Officer. The register should list the purpose for which the earmarked reserve is held.

21.3. Reviewing the Council's Financial Risk Assessment is part of the annual budgeting by Committee and the year-end accounting procedures. Part of this process identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

22. General Reserves

6.1. An Emergency or General Reserve will be held by the Town Council to cushion the impact of uneven cash flows, and the impact of unexpected, unforeseen, emergency and uninsured situations.

6.2. The level of General Reserves is a matter of professional judgement and so this does not attempt to prescribe a level. The primary means of building a General Reserve will be through reallocation of funds e.g. where a project comes under budget or through allocation from the annual budget.

6.3. If in the most extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its Earmarked Reserves to provide short-term resources.

6.4. The Council must at all times keep a minimum balance sufficient to pay two month's salaries to staff and associated expenses e.g. National Insurance, tax contributions and pensions.

23. Principles to Assess the Adequacy of Balances and Reserves

23.1. A considerable degree of professional judgement is required in making any financial assessment and the Responsible Financial Officer can only be expected to provide advice with the help and possible guidance from the Members and other advisory sources.

23.2. Setting the budgets is the responsibility of the individual Committees in collaboration with the Responsible Financial Officer, reviewed by the Policy and Resources Committee and a recommendation then made to full Council for ratification and formal approval. This forms the foundation of setting the precept.

24.3. In order to assess the adequacy of Reserves when setting the budget, both the Responsible Financial Officer and the Committees should take account of the strategic, operational and financial risks facing the Committee/Council. The financial risks should be assessed in the context of the Council's overall approach to risk management. The Responsible Financial Officer should ensure that the Council has put in place effective arrangements for internal audit of the control environment and systems of internal control.

23.4. Setting the level of Reserves is just one of several related decisions in the formulation of the long and medium term financial strategy as well as the budget for a particular year. Account should be taken of the key financial assumptions underpinning the budget alongside a consideration of the Town Council's financial management arrangements. In addition to the cash flow requirements of the Council the following factors should be considered:

Budget Assumptions	Financial standing and management
Inflation and interest rates	The overall financial standing of the Town Council (such as the level of borrowing, debt outstanding, collection rates etc.)
Estimates of the level and timing of capital receipts	The authorities track record in budget and financial management including the robustness of plans.
The treatment of demand led pressures	The Town Council's capacity to manage in-year budget pressures
Planned efficiency savings / productivity gains	The strength of the financial information and reporting arrangements.
The financial risks inherent in any significant new funding partnerships, major outsourcing arrangements or major capital developments. The availability of other funds to deal with major contingencies and the adequacy or provisions.	The Town Council's virement and end of year procedures in relation to budget under / overspends. The adequacy of the insurance arrangements to cover major unforeseen risks.
Keeping increases to a minimum or within any applied capping.	Taking a balanced approach between likely expenditure and the ability of the community as a whole to absorb the financial impact of an increased precept.
Availability of other funding sources	Bearing in mind the possibility of other funding streams e.g. Section 106 or CILS monies or grants for projects.

23.5. Balancing the annual budget by drawing on 'General' or 'Emergency' Reserves must be viewed as a legitimate short term option only. Such reserves must not be deployed to finance recurrent expenditure or to financial anticipated or foreseeable projects.

24. Governance Concerning the Balances and Reserves

24.1. Balances and Reserves will be reviewed annually as part of the review of Financial Regulations by the Policy and Resources Committee and reported to the Town Council as part of the budget setting process.

24.2. This will include a report from the Responsible Financial Officer, prepared in collaboration with the Policy and Resources Committee, on the adequacy of the Reserves (Operational and Earmarked) taking into account the forthcoming financial year and the Council's medium and long-term financial plans or projects.

24.3. The Responsible Financial Officer in collaboration with all Council Committees should review the levels of Earmarked Reserves held and make recommendations to the Policy and Resources Committee on creation of additional Reserves as well as the extinction of redundant Earmarked Reserves as part of the Annual budgeting process. Any recommendations once reviewed by the Policy and Resources Committee will then be taken to full Council for formal approval.

24.4. Operational Reserves must be viewed as a short-term resolution of unexpected costs, they must not be used to finance recurrent expenditure or to finance foreseeable or anticipated projects.

24.5. Foreseeable or anticipated project costs should be properly budgeted for and included in Earmarked Reserves.

25. Reserves Currently Maintained

25.1. The level of Operational Reserves is to be not less than sufficient to pay two month's salaries to staff and associated expenses and no more than 6 months operating costs, i.e. half the annual precept and in any year.

25.2. The level of Earmarked Reserves is listed in the register.

Appendix E: Dates of Meetings

E

ANDOVER TOWN COUNCIL

PROPOSED MEETING DATES MAY 2022 – MAY 2023

Day	Date	Time	Meeting	Venue
MAY				
Monday	2 May 2022		BANK HOLIDAY	
Monday	9 May 2022	6.00pm	Planning Committee	The Lights
Wednesday	11 May 2022	6.30pm	Council (ANNUAL MAYOR MAKING)	The Guildhall
Monday	30 May 2022	6.00pm	Planning Committee	The Lights
JUNE				
Thursday	2 June 2022		BANK HOLIDAY	
Friday	3 June 2022		BANK HOLIDAY	
Tuesday	14 June 2022	6.30pm	Policy & Resources Committee	The Lights
Monday	20 June 2022	6.00pm	Planning Committee	The Lights
Wednesday	22 June 2022	6.30pm	Council (Annual Return)	The Guildhall
JULY				
Thursday	7 July 2022	6.30pm	Allotment Committee	The Lights
Monday	11 July 2022	6.00pm	Planning Committee	The Lights
Wednesday	20 July 2022	6.30pm	Events Committee	The Lights
AUGUST				
Monday	1 August 2022	6.00pm	Planning Committee	The Lights
Tuesday	2 August 2022	6.30pm	Policy & Resources Committee	The Lights
Monday	22 August 2022	6.00pm	Planning Committee	The Lights
Monday	29 August 2022		BANK HOLIDAY	
SEPTEMBER				
Wednesday	14 September 2022	6.30pm	Council	The Guildhall
Monday	12 September 2022	6.00pm	Planning Committee	The Lights
Wednesday	21 September 2022	6.30pm	HR Panel	The Lights
OCTOBER				
Monday	3 October 2022	6.00pm	Planning Committee	The Lights
Wednesday	5 October 2022	6.30pm	Allotment Committee	The Lights
Tuesday	11 October 2022	6.30pm	Policy & Resources Committee	The Lights
Wednesday	19 October 2022	6.30pm	Events Committee	The Lights
Monday	24 October 2022	6.00pm	Planning Committee	The Lights
NOVEMBER				
Wednesday	2 November 2022	6.30pm	HR Panel	The Lights
Monday	14 November 2022	6.00pm	Planning Committee	The Lights
Tuesday	22 November 2022	6.30pm	Policy & Resources Committee	The Lights
Wednesday	30 November 2022	6.30pm	Council	The Guildhall
DECEMBER				

Monday	5 December 2022	6.00pm	Planning Committee	The Lights
Wednesday	7 December 2022	6.30pm	Allotment Committee	The Lights
Tuesday	13 December 2022	6.30pm	Policy & Resources Committee	The Lights
Thursday	15 December 2022	6.30pm	Events Committee	The Lights
Monday	26 December 2022		(Boxing Day) BANK HOLIDAY	
Tuesday	27 December 2022		BANK HOLIDAY	
JANUARY				
Monday	2 January 2023		BANK HOLIDAY	
Tuesday	3 January 2023	6.00pm	Planning Committee	The Lights
Tuesday	10 January 2023	6.30pm	Policy and Resources Committee	The Lights
Monday	23 January 2023	6.00pm	Planning Committee	The Lights
Wednesday	25 January 2023	6.30pm	Council (BUDGET and Precept)	The Guildhall
FEBRUARY				
Thursday	3 February 2023	6.30pm	Allotments Committee	The Lights
Thursday	9 February 2023	6.30pm	Events Committee	The Lights
Monday	13 February 2023	6.00pm	Planning Committee	The Lights
Tuesday	21 February 2023	6.30pm	Policy and Resources Committee	The Lights
MARCH				
Wednesday	1 March 2023	6.30pm	Events Committee	The Lights
Monday	6 March 2023	6.00pm	Planning Committee	The Lights
Wednesday	8 March 2023	6.30pm	Allotments Committee	The Lights
Wednesday	15 March 2023	7.00pm	Town Electors Meeting	The Guildhall
Wednesday	22 March 2023	6.30pm	Council	The Guildhall
Monday	27 March 2023	6.00pm	Planning Committee	The Lights
APRIL				
Thursday	6 April 2023	6.30pm	Allotment Committee	The Lights
Friday	7 April 2023		BANK HOLIDAY	
Monday	10 April 2023		BANK HOLIDAY	
Monday	17 April 2023	6.00pm	Planning Committee	The Lights
Wednesday	19 April 2023	6.30pm	Events Committee	The Lights
MAY				
Monday	1 May 2023		BANK HOLIDAY	
Tuesday	2 May 2023	6.30pm	Policy & Resources Committee	The Lights
Thursday	4 May 2023		ELECTIONS ????????	
Wednesday	17 May 2023	6.30pm	Annual Council (Mayor Making)	The Guildhall
Monday	29 May 2023		BANK HOLIDAY	
Tuesday	30 May 2023	6.00pm	Planning Committee	The Lights

Appendix F: General Power of Competence

F

Produced for: Full Council	Date of Report: 27.04.2022	Author of Report: W. Coulter (Town Clerk)
Summary To pass a resolution confirming that the Town Council is eligible to exercise the right to use the General Power of Competence.		
Background At the Annual Council, May 2019, a Resolution was passed which stated that the Town Council would make arrangements with a view to the Town Council becoming eligible to exercise the General Power of Competence in the future.		
Legal and Policy Implications <ol style="list-style-type: none">1. The GPC, Localism Act 2011 s1-8, gives local authorities in England, including eligible local councils, “<i>the power to do anything that individuals generally may do</i>”, as long as they remain within the law.2. Two criteria to be eligible to exercise the GPC (General Power of Competence) (Prescribed Conditions) Order 2012 (S.I. 2012 No. 965):<ol style="list-style-type: none">a. The number of councillors elected at the last ordinary election or subsequent by-election, must equal/exceed two thirds of total number of councillors (1), including vacant seats. This includes uncontested seats. Co-opted and appointed councillors do not count.b. The Town Clerk holds one sector-specific qualification and completed relevant training provided through the NTS. Qualifications are:<ul style="list-style-type: none">- Certificate in Local Council Administration- Cert HE in Local Policy or first level of foundation degree in Community Engagement and Governance awarded by University of Gloucestershire or its successor qualifications		
Confirmation that the Criteria have now been met <ol style="list-style-type: none">1. The number of councillors elected at the last ordinary election and subsequent by-elections exceeds two thirds of the total number of councillors. There are no vacant seats. It includes uncontested seats. (Last election May 2019).2. The Town Clerk as of March 2022, holds a sector specific qualification, namely the Certificate in Local Council Administration (CiLCA) and has completed the relevant training through the NTS.		

Actions to exercise the General Power of Competence
The Town Council must decide, at a full meeting of the Council, that it meets the criteria for eligibility at that particular point in time. The resolution must be clearly written in the minutes. The Council then must revisit the decision and make a new resolution every four years or following an ordinary election.
Recommendations:
<ul style="list-style-type: none">• To pass a resolution confirming that the Town Council is eligible to exercise the General Power of Competence.

Note: The person to contact about this report is W. Coulter (Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

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Email: townclerk@andovertc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

Appendix G: Inventory of Land, Assets & Office Equipment

G

Produced for:

Annual Council Meeting:
Full Council

Date of Report:

Tuesday 3 May 2022

Summary of Key Issues

To note the list of Assets and Office Equipment held by the Town Council as at 3 May 2022.

Inventory of Land, Assets & Office EquipmentLand

8 x Allotment sites – 531 Allotment Plots (Admirals Way, Barlows Lane, Churchill Way, Old Winton Road, Mylen Road, The Drove, Vigo Road & Ox Drove)

Assets

Christmas Tree Fencing x 6 panels

Christmas Lights – 2 festoons, 8 stringed lights, 4 curtains, star, Father Christmas & sleigh

ER 11 Plaque

Display Boards x 12

Notice Boards x 2

Office Equipment

8 x laptop computers

8 x screens

1 x server

1 x Epson Printer

1 x ID Card maker

8 x desks

1 x reception desk

3 x desk lamps

7 x meeting tables

6 x office chairs

35 x meeting chairs

1 x projector

1 x laminator

2 x reception seating sofas

1 x small meeting table

8 x filing cabinets

<p> 5 x cupboards 1 x safe 4 x whiteboards 8 x telephone handsets 7 x portable telephone handset 1 x security monitor 1 x CCTV camera 1 x stairlift 8 x acoustic room divider partitions 1 x Kitchen table + 4 chairs 1 x fridge 1 x microwave 1 x kettle 1 x coffeemaker Stationery – including the following: 6 months’ supply of paper, envelopes, writing pads, pens, staples, paperclips, post-it notes, laminate pockets. </p>
<p>Financial Implications</p> <p>There are no financial implications associated with this report.</p>
<p>Legal and Policy Implications</p> <p>The Town Council must comply with its own Standing Orders for the notification of Buildings, Assets & Office Equipment.</p>
<p>Recommendations</p> <p>To note the list of land, assets and office equipment.</p>

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

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Website: www.andover-tc.gov.uk

Distribution: To all Councillors

ANDOVER TOWN COUNCIL PAYMENTS UP TO 21 April 2022

Bacs/Cheque No	Invoice Date	Invoice No	Supplier	Budget Head	Goods/Supplies	Cost (£)
	04.04.2022	961823170	British Gas		Electricity 68B HS 02.03.2022-01.04.2022	£11.25
	04.04.2022	982572881	British Gas		Electricity 68B HS 02.01.2022-01.02.2022	£11.25
	17.04.2022	TCRAP22	HP Instant Ink (Town Clerk)		Printer Ink supplies March/April 22	£16.49
	01.04.2022	4563	Evolve Websites (Custom Studio)		Website hoting and support April 2022	£35.94
	01.04.2022	1078	Forest Call Handling		Call Handling March 2022	£152.40
	01.04.2022	514028030	James Hallam (Insurance)		GPA/Sickness/Business Travel Insurance	£437.66
	03.04.2022	DBAWAApr	Mr D Bolland		Grass Cutting AW Allts April 2022	£11.14
	01.04.2022	AO!Apr22	Mrs F Long		Batteries for mouse and keyboard	£3.99
	16.04.2022	004/23/0024937	PEAC Finance		Hire of Photocopier 01.05.2022-31.07.2022	£767.18
	07.04.2022	06/04/2022	Plummer's		Turn water on across all allotment sites	£148.89
	11.07.2022	11/04/2022	Plummer's		2 new taps at CW allotment site	£99.58
	11.04.2022	10320	Test Valley Telecom		Domain renewal of andovertc.co.uk for 2 years	£54.00
	07.04.2022	5812	Test Valley Telecom		domain hosting and email for andovertc.co.uk	£144.00
	01.04.2022	111289782	Amazon (Mrs J Whiteman)		Printer Ink supplies March/April 22	£39.99
	08.04.2022	CORIENAPR22	HP Instant Ink (Committee Officer)		Printer Ink supplies March/April 22	£19.98
TOTAL						£1,953.74

ANDOVER TOWN COUNCIL PAYMENTS UP TO 5 May 2022

Bacs/Cheque No	Invoice Dat	Invoice No	Supplier	Budget Head	Goods/Supplies	Cost (£)
	30.04.2022	717314-71732	A1 - Loo Hire		Hire of toilets for 7 allotment sites	£617.40
	27.04.2022	Event	A-Fest		A-Fest Event Funding 2022	£735.00
	30.04.2022	409950	Aquaid		Annual rental Charge for Water cooler	£157.68
	12.04.2022	976649492	British Gas		Electricity Charges 68B HS 09.03.2022-08.04.2022	£6.88
	12.04.2022	976649491	British Gas		Electricity Charges 68B HS 09.03.2022-09.04.2022	£214.24
	12.04.2022	2775423/23	Business Stream		Water provision AW Allts 14.01.22-1104.22	£65.20
	26.04.2022	CUK0043324	Cobweb		Provision of Microsoft 365 - April 2022	£283.02
	01.05.2022	4629	Evolve Websites (Custom Studio)		Hosting Website May 2022	£35.94
	01.05.2022	1108	Forest Call Handling		Call Handling April 2022	£139.20
	20.04.2022	5068	Hampshire Associaiton of LC		HALC Fee + NALC Fee	£2,970.00
	03.05.2022	LL927	LucyLockIt - Locksmith		Repair and replacement Lock VR Allts	£89.00
	28.04.2022	TC0422	MB Pest Services		Pest Control for 7 Allotment Sites	£400.00
	27.04.2022	26958	Moores Cleaning Services		Office cleaning Services April 2022	£303.65
	28.04.2022	6893	Surrey Hills		Retainer for Legal Advice March & April 2022	£600.00
TOTAL						£6,617.21

Appendix J: Jubilee Celebrations – ERII Sign

J

Produced for:	Date of Report:	Author of Report:
Full Council	29/04/22	Tor Warburton

Background:

- Approval was given to repair the ERII sign for installation on the Guildhall in celebration of the Queen's Jubilee at the March Full Council Meeting.
- Below is a picture of the sign when it was last up in 2012.



Current situation:

During the necessary repairs that were approved at the Full Council meeting in March, further damage has been found which requires repair before it is installed on the Guildhall at the end of May 2022.

Further repairs costs are: £1354.07.

If these further repairs are not done the motif will not be able to be hung, large areas of the white strip lights are not working because of water ingress. Please see pictures below:



Repairs will take a minimum of 7 days so in order to hang the motif by the end of May approval is required at this Full Council Meeting.

Permission has been obtained to hang the motif on the Guildhall.

Budget:

The current cost (approx.) are:

Repair and installation of ER sign:	£2,697.27
Cost of artists for picnic in park:	£1,400
Prize for dress up competition:	£50
First Aid provision:	£140
Toilets:	£200
Cost of gas canisters for beacon:	£200
Prize for window competition:	£100

Total without new repair costs: £4,787.27

Total costs with new repair costs: £6,141.27

Agreed budget for all three events: £7320

Legal and Policy Implications

Andover Town Council must comply with the following legislation for the ERII lighting display;

- Highways Act 1980 Section 178 (with specific attention to subsection (1))
- BS EN 40-3-1:2013 Lighting Columns. Design and verification. Specification for characteristic loads.

- BS EN 40-3-2:2013 Lighting Columns. Design and verification. Verification by testing.
- BS EN 40-3-3:2013 Lighting Columns. Design and verification. Verification by calculation.
- PD 6547:2004+A1: 2009. Guidance on the use of BS EN 40-3-1 and BS EN 40-3-3.
- TR22 Managing a vital asset: Lighting Supports. ILP
- GP03: Code of Practice for Electrical Safety in Highway Electrical Operations. ILP
- BS7671: Requirements for Electrical Installations.
- Traffic Management Act 2004.
- The Construction (Design and Management) Act 2007

Health and Safety and Work etc Act 1974

Recommendations:

- **To note report and approve the further repair costs.**

Note: The person to contact about this report is Tor Warburton (Deputy Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

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Distribution: To all Councillors