



ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

To the Members of Andover Town Council:

You are hereby summoned to attend a meeting of the **ANNUAL COUNCIL** to be held in the Guildhall, Andover on Wednesday 2 May 2012 at 7.00 pm when it is proposed to transact the following business:-

A handwritten signature in blue ink, appearing to be 'Wendy R Coulter', is written over a light blue horizontal line.

Wendy R Coulter
Town Clerk – 26 April 2012

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

1 **APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence.

2 **DECLARATIONS OF INTEREST**

To receive and note any declarations of interest relevant to the agenda.

3 **MINUTES**

The Chairman to sign as a correct record the minutes of the Andover Town Council meeting held on 15 March 2012 – attached at **Appendix A**.

4 **PUBLIC PARTICIPATION**

There is an opportunity for members of the public to make statements or ask questions on items on the agenda. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

5 **CHAIRMAN'S REVIEW**

The Chairman to give a short speech on his review of the past Municipal year and to give his thanks.

6 ELECTION OF THE CHAIRMAN

To elect a Chairman for the municipal year 2012/2013.

1. To receive proposals for the position of Chairman. (The proposer and seconder to make a short statement to support the proposition).
2. If there is more than one proposition to take a vote by show of hands.

7 THE CHAIRMAN TO MAKE THE DECLARATION OF ACCEPTANCE OF OFFICE

To receive the Chairman's Declaration of Acceptance of Office.

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

8 ELECTION OF VICE CHAIRMAN

To elect the Vice-Chairman for the municipal year 2011/2012.

1. To receive proposals for the position of Vice-Chairman. (The proposer and seconder to make a short statement to support the proposition).
2. If there is more than one proposition to take a vote by show of hands.

9 VICE CHAIRMAN TO MAKE THE DECLARATION OF ACCEPTANCE OF OFFICE

To receive the Vice-Chairman's Declaration of Acceptance of Office.

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

10 VOTE OF THANKS TO THE RETIRING CHAIRMAN

To receive the Vote of Thanks for the retiring Chairman.

11 APPOINTMENT TO COMMITTEES

To agree the appointment of Members to Committees and to note the membership of Working Groups – Report attached at **Appendix B**.

12 REVIEW OF ALLOTMENT CHARGES

To consider and approve Allotment Rental Charges from April 2013 – Report attached at **Appendix C**.

13 PROPOSAL FOR A FORUM STYLE MEETING

To consider a proposal from Councillor B Long:

“I propose that Andover Town Council set up a Forum style meeting to enable the Council to meet with residents outside the formal Council meetings”.

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 15 March 2012

Place

The Upper Guildhall, Andover

Attendees: Cllrs David Drew (Chairman), Geoff McBride (Vice Chairman), Katherine Bird, Barbara Carpenter, Alan Cotter, Andy Fitchet, Karen Hamilton, Sandra Hawke, Kevin Hughes, Marion Kerley, Barbara Long, Christopher Lynn, Philip North, Brian Page, Veronika Pond, Anthony Raper, Roy Shukri.

Officers Present: W Coulter (Town Clerk) (taking the minutes)

Members of the Public: 3 (including members of the press)

Prior to the commencement of the meeting the Town Council received a presentation from Wendy Davis of Andover Trees regarding the Andover Wood project.

C 119/11 Apologies for Absence

Apologies for absence were received and accepted from Councillors Zilliah Brooks and Janet Evans.

C 120/11 Declarations of Interest

There were no declarations of interest.

C 121/11 Minutes

The Minutes of the Council meeting held on 19 January 2012 were signed by the Chairman as a correct record.

C 122/11 Public Participation

Mrs C McMullen the Fund Raising Co-Ordinator for Test Valley Brass Youth Band explained to Members that the Band was hoping to raise £10,000 for instruments for the younger children who were members of the Band. She explained that there were 35 young children involved and the Band was encouraging more children to join. Funding for the Band had been sought from other organisations within Andover including the Co-op Community Fund.

C 123/11 Chairman's Announcements

The Chairman, Councillor Drew made the following announcements:

1. Tickets for the Best of British Concert on 30 June 2012 were now available from The Lights Box Office
2. The Annual Town Electors Meeting is to take place on 22 March 2012
3. On 26 March 2012 there is Planning Training with Paul Jackson, Head of Planning at Test Valley Borough Council
4. On 5 April 2012 there is an informal meeting for all Councillors to attend to discuss the year ahead.

C 124/11 Committee Minutes

The following Minutes were received and noted:

23 February 2012 – Policy and Resources Committee
9 January 2012 – Planning Committee
30 January 2012 – Planning Committee
13 February 2012 – Planning Committee

C 125/11 Town Council Business Plan

Following a recommendation from the Policy and Resources Committee, Members considered the adoption of the Town Council Business Plan.

It was proposed by Cllr K Bird and seconded by Cllr P North and unanimously

RESOLVED: That Andover Town Council adopt the Town Council Business Plan (attached to record minutes).

C 126/11 Council and Committee Framework

Members considered recommendations from the Policy and Resources Committee regarding the adoption of a new Committee Framework, for a trial period of one year, commencing at the start of the New Council Year in May 2012.

Cllr P North introduced the report and explained that the new committee framework with the third committee fitted into the Town Council's Business Plan and would cover the work included in the third part of the business plan.

Cllr Hawke agreed that the new Committee Framework was a good idea and that there would be a key point of contact for work to be achieved.

Cllr Long was concerned that the Committee would be a form of 'rubber stamping' and commented that the Working Groups had been working well. She suggested that

Working Groups formed within the new Committee Framework should be sourced from all Councillors.

Cllr Drew explained that existing Working Groups would continue as they are.

However, all future projects would be overseen and managed by the new Amenities and Town Development Committee.

Cllr North confirmed that membership of Working Groups would be taken from the whole Council and that Budgets would continue to be approved by Full Council.

Cllr Bird confirmed that the new Committee Framework would work well under the Business Plan and that all reports would come back to Full Council for approval.

It was proposed by Cllr North and seconded by Cllr Bird and a vote was taken, with one abstention and

RESOLVED: That the new committee framework be approved and adopted by Full Council, for a trial period of one year, commencing at the start of the new Council Year in May 2012 (Committee Framework attached to record minutes).

C 127/11 Standing Orders

Members considered recommendations from the Policy and Resources Committee regarding the adoption of reviewed and amended Standing Orders.

It was proposed by Cllr North and seconded by Cllr Bird and

RESOLVED: That the reviewed and amended Standing Orders be adopted and in accordance with Standing Orders, re-distributed to all Members.

C 128/11 Appointment of Internal Auditor

Members considered the recommendation of the Policy and Resources Committee to approve the appointment of HW Controls and Assurance LLP to carry out the Town Council's Internal Audit Plan for three years.

Members noted that the Town Council's Internal Audit was carried out by HW Controls and Assurance LLP in 2011 and that it was recommended to approve an Internal Audit Plan for three years to maintain consistency and continuity following the format of the Practitioners Guide 2010 to Governance and Accountability for Local Councils.

It was proposed by Cllr North and seconded by Cllr Bird and

RESOLVED: That HW Controls and Assurance LLP be appointed as Internal Auditor for Andover Town Council for three years following the format of the Practitioners Guide 2010 to Governance and Accountability for Local Councils.

C 129/11 Diamond Jubilee Celebrations

Members considered a recommendation from the Policy and Resources Committee for:
1. The purchase of a Lighting Plaque to be affixed to the Guildhall, complete with costs

- for Listed Building Planning Permission
2. To purchase a Beacon to be affixed to the top of St Mary's Church, Andover.
 3. To receive an update report from the Jubilee Working Group regarding the feasibility of a TV Screen in the High Street to broadcast the Jubilee celebrations on 4 June 2012.

Cllr Long introduced the item and informed Members that the Beacon for St Mary's Church had been ordered. She explained that the Jubilee Working Group has considered the proposal to provide a TV Screen and the High Street and had agreed that it would not be feasible to organise the event in the short time scale, with the resources available.

Cllr Long reminded Members that the Tickets for the Jubilee Band Concert on 30 June 2012 to celebrate the Diamond Jubilee were now available from The Lights. She thanked all the Working Group for the work they had put in to helping organise and manage the events.

Cllr North thanked Cllr Long for her hard work and commitment to the project and recommended to Council to approve the recommendations of the Policy and Resources Committee.

It was proposed by Cllr North and seconded by Cllr Long and

RESOLVED:

1. To purchase a lighting plaque to be affixed to the Guildhall to celebrate the Diamond Jubilee
2. To approve the cost of the Listed Building Permission for the erection of the Lighting Plaque
3. To purchase a Jubilee Beacon to be affixed at the top of St Mary's Church

C 130/11 Grant Awards 2011/2012

Members considered the recommendations of the Grants Working Group to approve the Town Council Grant Awards for 2012.

Members noted that the Grants Working Group considered all applications submitted within the Grants Guidelines.

It was proposed by Cllr Long and seconded by Cllr Hamilton and

RESOLVED:

1. To award Andover Model Railway Club £350 towards extra storage space
2. To award Test Valley Brass Band £650 towards a Yamaha Cornet.
3. To write to Enham and PHAB explaining that they have not been successful in 2011/2012.

C 131/11 Staffing Policies

It was agreed to withdraw this item from the Agenda.

C 132/11 Annual Meeting of Electors

Members were requested to approve the Annual Report to be presented at the Annual Meeting of Electors.

It was requested by Members that the Working Groups and the works completed should be detailed separately within the report.

It was proposed by Cllr Hamilton and seconded by Cllr Page and

RESOLVED: That the Annual Report to be presented at the Annual Meeting of Electors be approved.

C 133/11 Community Awareness Day

Cllr Hamilton, Chairman of the Community Awareness Day Working Group gave a verbal update report on the progress of the event, taking place on Friday 30 March 2012.

She explained that the Community Day event would run from 10am to 3pm, 20 Community Groups were to be present on the day. The Upper Guildhall would be available as a gift from the Mayor of Test Valley. Members of the Council had given their support and would be helping out on the day.

The Town Council would run its own stall, which would promote the website, and events that the Town Council was organising.

C 134/11 Allotments Update

Cllr McBride, Chairman of the Allotments Sub-Committee gave Members an update on the works carried out at the allotment sites.

He explained that works had been completed at Vigo Road to clear away rubbish, debris and weeds.

Following a request from the Police and Local Housing Authority, two cherry trees had been felled at Admirals Way. This was as the trees were causing a security risk.

The water was due to be turned on at all allotment sites at the end of March 2012 and invoices for 2012/2013 would be sent out at the beginning of April 2012.

C 135/11 Parish Boundaries

Members considered correspondence from both Enham Parish Council & Smannell Parish Council regarding parish council boundaries. Smannell Parish Council had expressed concern at the number of new houses being built at Augusta Park which are within its boundary. This represents a significant increase in the number of dwellings in the Smannell parish.

Smannell Parish Council had approached Andover Town Council to ask that a joint letter be written to request that Test Valley Borough Council that the parish boundaries be redrawn in 2015, reflecting Augusta Park being contained in Andover.

Cllr Drew confirmed that the Boundaries Commission would decide where the boundaries of parishes would lie.

Before making a formal response, further details of the timescales and mechanism would be obtained from Test Valley Borough Council. A map of the current boundaries will also be requested and circulated to members.

C 136/11 Finance

Members received and approved the list of payments up to 12 March 2012.

Date	Supplier	Payment Details	Amount (£)
14.03.2012	ACE Liftaway	Toilet services Feb 2012	464.60
14.03.2012	British Telecom	Feb Telephone costs	74.48
14.03.2012	Miss W Coulter	March expenses	140.13
14.03.2012	Direct 2 U	Office Chair	52.80
14.03.2012	DMJ Butler Country Services	Allotments Maintenance	1403.40
14.03.2012	First Clean Services	Window Cleaning	18.00
14.03.2012	Garry Hatto Lettings	Office Rent	458.33
14.03.2012	Office Furniture	Office Desk	112.80
14.03.2012	PC World Business	Desktop Computer	494.49
14.03.2012	Pitney Bowes	1 yr Ink Cartridges	123.54
14.03.2012	Running Imp	Jubilee Mugs x 12	49.14
14.03.2012	Southern Water	Mylen Road Allots	280.60
14.03.2012	Test Valley Borough Council	Election Costs	37151.37
14.03.2012	Think Print	Toner Cartridge	60.90
Total Payments			£40884.58

Members received and approved the Town Council Accounts up to 29 February 2012 – attached to record minutes.

C 137/11 Questions from Councillors

There were no questions from Councillors.

C 138/11 Reports from Councillors

Cllr Page reported that the Older Persons Forum were holding an event on 24 May 2012, a question and answer session in the afternoon from 2pm to 4.30pm.

Cllr Kerley reported that the Age UK Coffee Morning had raised £200.

Cllr McBride and Cllr Fitchet reported that they were working on a 'call for ideas' for the involvement of youth in Andover. A report would be submitted to the next meeting of the Policy and Resources Committee.

Cllr Carpenter reported that the lay-by in Tiberus Road had been replanted.

Cllr Cotter reported that he had been invited to visit the Radian Housing Group new development which had been finished to a very high standard.

C 139/11 Reports from Borough and County Councillors

Cllr North reported that the finger posts in the Town Centre had now been painted black, he had spoken to Test Valley Borough Council and had confirmed that the Town Council sign would be erected by the end of March 2012.

C 140/11 Exclusion of the Press and Public

Due to the confidential nature of the business to be considered regarding personal information Cllr Raper proposed and Cllr Bird seconded that the Press and Public be excluded from the meeting.

C 141/11 Staffing

Members discussed staffing issues including working hours.

The Chairman closed the meeting at 8.40pm.

Chairman

Date



ANDOVER TOWN COUNCIL

B

Report

Members Preferences for Committees

Produced for:
Full Council

Date of Report:
Wednesday 25 April 2012

Summary of Key Issues

At each Annual Council meeting, the Town Council is required to nominate Councillors to be Members of its Standing Committees.

Currently the Standing Committees are; Policy and Resources Committee and Planning Committee.
At the Council Meeting on 15 March 2012 it was agreed to form a further Committee, the Amenities and Town Development Committee.

The Town Council also has two Sub-Committees Allotments and Staffing. It is proposed that as the Staffing Sub-Committee is a Sub-Committee of Council, it becomes a full Standing Committee. It is further proposed that the Membership of the Staffing Committee remain the same for the full term of the Councillors election to the Town Council, in order to maintain continuity and consistency.

It was accepted as a principle, that the Membership number of each committee would be as follows:

Policy and Resources Committee – 11

Amenities and Town Development Committee – 12

Planning Committee – 8

It was also agreed, as per Standing Orders that as far as possible each Committee should reflect the political make up of the Council.

The Town Clerk requested Members to indicate their preferences for Membership and attached at **Annex A** is a list of Committees with Councillors choice of membership.

Financial Implications:

There are no Financial Implications.

Legal and Policy Implications

The Councillors of the Town Council do not have to be Members of any of the Standing Committees of the Council. However, they must ensure that they attend at least one Council meeting every six months.

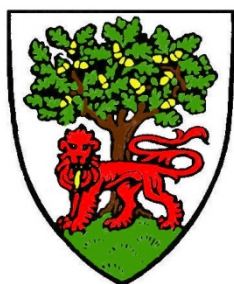
Recommendations:

To approve the Membership of the Town Council's Standing Committees as attached at Annex A of this report.

25 April 2012

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C High Street, Andover, Hampshire. SP10 1NG.
Tel: 01264 335592

Distribution: To all Councillors



ANDOVER TOWN COUNCIL

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PROPOSED MEMBERSHIP OF STANDING COMMITTEES 2012/2013

Policy Resources &	Amenities & Town Development	Planning	Allotments	Staffing
Janet Evans	Barbara Long	Barbara Long	Sandra Hawke	Janet Evans
Marion Kerley	Chris Lynn	Sandra Hawke	Janet Evans	Marion Kerley
David Drew	Marion Kerley	Veronika Pond	Phil North	David Drew
Roy Shukri	David Drew	Barbara Carpenter	Alan Cotter	Andy Fitchet
Phil North	Veronika Pond	Alan Cotter	Geoff McBride	Katherine Bird
Karen Hamilton	Phil North	Brian Page	Tony Raper	Tony Raper
Andy Fitchet	Karen Hamilton			
Katherine Bird	Brian Page			
Geoff McBride	Andy Fitchet			
Tony Raper	Katherine Bird			
Zilliah Brooks	Tony Raper			
Kevin Hughes	Zilliah Brooks			
	Kevin Hughes			
TOTAL: 12	TOTAL:13	TOTAL: 6	TOTAL: 6	TOTAL: 6

ANDOVER TOWN COUNCIL
LIST OF MEETING DATES FOR 2012

Day	Date	Time	Meeting	Venue
Wednesday	2 May 2012	7.00pm	Annual Council	Guildhall
Monday	7 May 2012		BANK HOLIDAY	
Tuesday	8 May 2012	7.00pm	Planning	Council Office
Monday	28 May 2012	7.00pm	Planning	Council Office
Monday	4 June 2012		BANK HOLIDAY (Queens Diamond Jubilee)	
Tuesday	5 June 2012		BANK HOLIDAY (Queens Diamond Jubilee)	
Thursday	7 June 2012	7.00pm	Policy and Resources (Finance & Annual Rtn)	Council Office
Thursday	14 June 2012	7.00pm	Council (Annual Rtn)	Guildhall
Monday	18 June 2012	7.00pm	Planning	Council Office
Wednesday	27 June 2012	7.00pm	Amenities and Town Development	Council Office
Monday	9 July 2012	7.00pm	Planning	Council Office
Thursday	19 July 2012	7.00pm	Policy and Resources	Council Office
Monday	30 July 2012	7.00pm	Planning	Council Office
Wednesday	15 August 2012	7.00pm	Policy and Resources	Council Office
Monday	20 August 2012	7.00pm	Planning	Council Office
Monday	27 August 2012		BANK HOLIDAY	
Thursday	6 September 2012	7.00pm	Council	Guildhall
Monday	10 September 2012	7.00pm	Planning	Council Office
Wednesday	19 September 2012	7.00pm	Amenities and Town Development	Council Office
Monday	1 October 2012	7.00pm	Planning	Council Office
Wednesday	17 October 2012	7.00pm	Policy and Resources (Budget)	Council Office
Monday	22 October 2012	7.00pm	Planning	Council Office
Monday	12 November 2012	7.00pm	Planning	Council Office
Wednesday	14 November 2012	7.00pm	Amenities and Town Development	Council Office
Thursday	22 November 2012	7.00pm	Council (Budget)	Guildhall
Monday	3 December 2012	7.00pm	Planning	Council Office
Wednesday	12 December 2012	7.00pm	Policy and Resources (Budget)	Council Office
Tuesday	25 December 2012		BANK HOLIDAY (Christmas Day)	
Wednesday	26 December 2012		BANK HOLIDAY (Boxing Day)	



ANDOVER TOWN COUNCIL



Report

Title
Allotment Rental Charges - Increase

Produced for: Full Council	Date of Report: 26 April 2012
Summary of Key Issues To approve the recommendation of the Allotments Sub-Committee to increase the Allotment Rental charges from April 2013.	
Current Situation The Allotments Sub-Committee have considered the on-going costs of administering and maintaining the 7 allotment sites owned by the Town Council in Andover. Attached at Annex I is the costings report considered by the Allotment Sub-Committee and the formula used to calculate the final cost increase. The Allotments Sub-Committee are recommending that the Allotment Rental charges be increased from 0.19p per square metre to 0.40p per square metre. As a local authority the Town Council must be seen to be reasonable but consideration must be given to the fact that the Town Councils Precept is funded only by the residents of Andover and is it reasonable that residents who do not rent allotments should subsidise those that do.	
Financial Implications The financial implications are included in Annex I .	
Legal and Policy Implications The Town Council must act in a reasonable manner but also provide 'value for money' for its residents.	
Recommendation To approve the recommendation of the Allotments Sub-Committee to increase the allotment rental fees in 2013/2014 from 0.19p per square metre to 0.40p per square metre as per report Annex I and to increase the allotment fees each year thereafter by the rate of inflation.	

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG

Tel: 01264 335592

Distribution: To all Councillors

ATC Allotments Rent Increase Model

Introduction

The ATC currently runs 7 Allotment sites with 493 plots. It is the strategic aim of the ATC to manage its allotments in a business sustainable manner. Annex A shows the baseline figures and a projected work plan for the coming 12 months. This plan has been projected forward three years. With this in mind this document proposes a price increase from 19p per sq m to 40p per sq m this will make the average rent per average plot to £46.29.

Model

Several variables such as plot size and half paying tenants make it difficult to make forward projections of income. In this calculation plot sizes and allotment holders have been combined as the 'Allotments Factor' this gives an effective method to calculate a sustainable new plot price per sq m.

Let A=The Allotments Factor the combination of all plot sizes and allotment holders

Let I=Income

Let P=price per sq m

Hence:

$$A=I/P$$

Therefore:

$$A=10013.9/0.19$$

Which gives:

$$A=52,704.74$$

To calculate a New plot price per sq m

Let R=Routine Maintenance & Admin Costs Per Year+10% contingency £20,858.20 [see Annex A]

Let N=New price per sq m

$$N=R/A$$

$$N=20,858.20/52,704.74$$

Which gives:

N=£0.40

Av Plot size=116.98

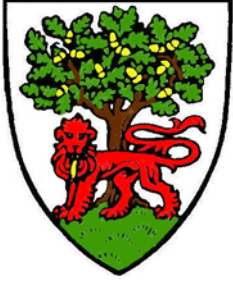
Therefore Average rent paid will be

$$**116.98*0.40=£46.29**$$

Annex A

Baseline Figures

Grand total of plots available	493.00	
Total number of plots with 50% discount (includes warden disc.)	226.00	
Total sq m	57,670.00	
Av Plot size	116.98	
Price per sq m	0.19	
Paying full price	267.00	
Money made from full price	5,934.28	
Paying Half Price	226.00	
Money made from half price	2,511.51	
Total money made	8,445.79	
Cost analysis of Allotments 2011/2012		
	£	
Income	£10,013.90	
Outgoing (Maintenance)	£6,722.67	
Outgoing (Water)	£3,985.43	
Outgoing (Administration)	£5,279.76	
Outgoing (loos)	£3,575.16	
Total outgoing	£19,563.02	
Routine Maintenance & Admin Costs Per Year:		+10%
Loos	£3,600.00	£3,960.00
Grass cutting	£1,548.00	£1,702.80
Taps & water turn on/off	£824.00	£906.40
Hedge/tree trimming (yearly)	£3,770.00	£4,147.00
Weed clearance (every 4 months)	£840.00	£924.00
Pest control (rats/wasps)	£630.00	£693.00
Administration	£6,250.00	£6,875.00
Legal Advice	£1,500.00	£1,650.00
Total cost	£18,962.00	£20,858.20



ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

To the duly elected Members of the Amenities and Town Development Committee:

A meeting of the Amenities and Town Development Committee will be held in the Upper Guildhall, High Street, Andover on Wednesday 2 May 2012, immediately following the Annual Council Meeting.

The Agenda for the meeting is set out below.

A handwritten signature in blue ink, appearing to read 'Wendy R Coulter', is written over a white background.

Wendy R Coulter
Town Clerk – 26 April 2012

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

1 APOLOGIES FOR ABSENCE

To receive and accept apologies for absence.

2 ELECTION OF CHAIRMAN

To elect a Chairman for the Municipal Year 2012 – 2013.

3 ELECTION OF VICE-CHAIRMAN

To elect a Vice-Chairman for the Municipal Year 2012 – 2013.

The Chairman will close the meeting.