



ANDOVER TOWN COUNCIL

Thursday 27 May 2021

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 Thursday 27 May 2021 at 6.00pm** when it is proposed to transact the following business: -

Wendy R Coulter
Town Clerk, RFO, DPO

21 May 2021

Please note: Coronavirus Social Distancing Measures will be in place and all in attendance will be required to wear Masks unless they have a medical reason not to.

- Please try to arrive promptly just before 6.00 pm
- Bring your own agenda, where possible, and your own writing implements.
- Wait outside, spaced at 2 metres, then enter the building when asked wearing a face covering , one at a time
- Sanitise hands using the gel provided at the door as your attendance is registered
- Wait to be shown your allocated and distanced seat
- Face covering must be worn at all times when in the building.
- At the end of the meeting leave one at a time as directed
- Wear warm clothing as the room will be well ventilated!

A maximum of 20 persons can be admitted into the Guildhall. The Members and Officers of the Town Council will be in attendance at the Guildhall. Members of the Public will be admitted on a first come, first served basis.

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

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

Zoom joining details:

<https://zoom.us/j/95722712016?pwd=SGgwUUVrMU1MUmQ0R0plb3duSGlwdz09>

Meeting ID: 957 2271 2016

Passcode: 277265



ANDOVER TOWN COUNCIL

Thursday 27 May 2021

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.

Item No	Contents	Page Number
1	Election of the Town Mayor	3
2	The Town Mayor to make the Declaration of Acceptance of Office	3
3	Vote of Thanks to the Retiring Town Mayor	3
4	Town Mayor's Review	3
5	Election of Deputy Town Mayor	3
6	Deputy Town Mayor to make the Declaration of Acceptance of Office	3
7	Apologies for Absence	4
8	Declaration of Acceptance of Office	4
9	Disclosable Pecuniary Interests and Non-Pecuniary Interests	4
10	Code of Conduct 2020	4
11	Democratic Change Proposal	4
12	Staffing Review	4
13	Outside Bodies – Councillor Representatives	4
14	Inventory of Land, Assets and Office Equipment	5
15	Visit Andover Website	5
16	Insurance Cover	5
17	Subscriptions to Other Bodies	5
18	Authorisation of Payments – Signatories	5
19	Authorisation of the Clerk	6
20	Date of Next Meeting	6
21	Exclusion of the Press and Public	6
22	Judicial Review Update	6
Appendix A	Code of Conduct	7
Appendix B	Democratic Change Proposal – Report (To follow)	24
Appendix C	Inventory of Land, Assets and Office Equipment Report	25
Appendix D	Visit Andover Website	27

Item 1: Election of the Town Mayor

To elect the Town Mayor for the Municipal Year 2021/2022.

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 J Sangster and seconded by Cllr L Gregori that Cllr B Long be elected to position of Town Mayor for the Municipal Year 2021/2022.

To receive any further proposals.

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

Item 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.

Item 3: Vote of Thanks to the Retiring Town Mayor

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

Item 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 his thanks.

Item 5: Election of Deputy Town Mayor

To elect the Deputy Town Mayor for the Municipal Year 2021/2022.

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 B Long and seconded by Cllr L Gregori that Cllr R Hughes be elected to position of Deputy Town Mayor for the Municipal Year 2021/2022.

To receive any further proposals.

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

Item 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.

Item 7: Apologies for Absence

To receive and accept apologies for absence.

Item 8: Declaration of Acceptance of Office

To note that Declarations of Acceptance of Office have been received from Elected Town Council Members 2021.

To note Councillor K Hughes made his Declaration of Acceptance of Office witnessed by the Responsible Officer on Monday 26 April 2021.

Item 9: 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.

Item 10: Code of Conduct 2020

To adopt the new Code of Conduct 2020 – new Code attached at **Appendix A**.

Item 11: Democratic Change Proposal

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

Item 12: Staffing Review

To nominate and approve a panel of 3 Town Councillors to represent the Town Council during the Staffing Review conducted by Ellis Whittam.

Item 13: Outside Bodies – Councillor Representatives

To confirm the Town Council's representatives for 2021/2022 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

Item 14: Inventory of Land, Assets and Office Equipment

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

Item 15: Visit Andover Website

To give approval for the Visit Andover Website to go live – report attached at **Appendix D**.

Item 16: Insurance Cover

To note the Town Council's insurance is provided by Royal & Sun Alliance 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 Touchstone Underwriting and has Cyber and Crime Insurances up to the value of £100,000 for one claim.

Item 17: 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)

Item 18: Authorisation of Payments - Signatories

To note existing Signatories and approve additional Signatories for authorisation of payments.

A minimum of 2 signatories are required. All signatories will be required to undergo a financial background check by the Town Council's bank, Unity Trust.

The following Members are already signatories:

Ms L Banville, Mr R Rowles, Mrs B Long

The Following Members are being processed and added:

Mr D Coole, Mrs J Coole, Mr C Ecclestone, Ms R Meyer, Mr J Sangster.

The following Town Councillors have also indicated their interest: Cllr M Mumford and Cllr S Waue.

To approve the above as Signatories for the Town Council.

Item 19: 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.

Item 20: Date of Next Meeting

To note the date of the next Council meeting is **Wednesday 23 June 2021 at 6pm** – venue to be confirmed.

Item 21: Exclusion of Press and Public

To pass a resolution to exclude the Members of the Press and Public from the Meeting at Agenda Item 22, Judicial Review Update, due to consideration of a Judicial Review which contains confidential information.

CONFIDENTIAL ITEMS

Item 22: Judicial Review Update

To note any updates with reference to the Judicial Review.

The Town Mayor will close the meeting.



Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a.** act in accordance with the local authority's requirements; and
- b.** ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1** I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- 10.2** I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- 10.3** I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"**Disclosable Pecuniary Interest**" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"**Partner**" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which *directly relates* to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registrable Interests as set out in Table 2

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
--	---

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

TO FOLLOW

Town Council Assets, Land & Office Equipment Report

Produced for: Annual Council Meeting: Full Council	Date of Report: Friday 7 May 2021
Summary of Key Issues To note the list of Assets and Office Equipment held by the Town Council as at 7 May 2021.	
Inventory of Land, Assets & Office Equipment <u>Land</u> 7 x Allotment sites – 520 Allotment Plots (Admirals Way, Barlows Lane, Churchill Way, Old Winton Road, Mylen Road, The Drove & Vigo Road) <u>Assets</u> 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 <u>Office Equipment</u> 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 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.
Financial Implications There are no financial implications associated with this report.
Legal and Policy Implications The Town Council must comply with its own Standing Orders for the notification of Buildings, Assets & Office Equipment.
Recommendations To note the list of land, assets and office equipment.

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

DESIGN, CREATION AND SETUP OF 'VISIT ANDOVER' WEBSITE

1. **Summary**

- 1.1 There is a requirement for the town of Andover to have a tourism focused website - which is separate from the town council website - to provide information regarding the town and its surrounding areas to draw tourists and visitors from around the UK and Internationally.

2. **Background**

- 2.1 The Assets & Communities Committee agreed, in principle, to investigate designing, creating, and setting up of a new tourism website for the town. This would involve members of the committee researching the best method of getting a new site designed, by either using available tools or a 3rd party.
- 2.2 It was established that the site would be created as an example draft internally and at no cost using a cloud-based platform. It would then be designed and created, run through committee and then to full council for sign off.

3. **Details**

- 3.1 The committee spent extensive time researching the layout and design of other towns and councils 'Visit' and tourism-based websites and took the best ideas and layouts and with information created a detailed site map on which to start the project.
- 3.2 The design team was then established to start the actual design and creation of the site. Routine meetings were then scheduled and a 3rd party cloud platform chosen to design the site.
- 3.3 Cllr Jason Sangster, Cllr Joanne Coole, Cllr David Coole, Cllr Rebecca Meyer and Cllr Barbara Long were chosen for the design team. Cllr Jason Sangster was chosen to head up the team and take the lead on design and setup of the site. The online cloud platform 'Wix' was chosen to create this draft site due to prior experience with the platform.
- 3.4 Since the start of the design phase, the design team have had routine catchups, design and update meetings. Cllr Jason Sangster has been responsible for the design and setup of the site with Cllr Joanne Coole, Cllr David Coole, Cllr Rebecca Meyer and Cllr Barbara Long providing the content and design input.

4. **Policy/Budget Implications**

- 4.1 The recommendations in this report are within the Council's agreed policy and budgets.
- 4.2 As stated in the Project Proposal document, there were multiple options to choose from when selecting a package to host the site with but it is proposed to select the 'Business Unlimited'

package which is £16.00 per month which will enable the site to go live and provides a host of features and 24/7 support meaning minimal downtime.

5. **Financial, Equal Opportunities, Staffing, Environmental, Community Safety, Customer Services Centre, Website and Risk Management Implications**

5.1 None specific.

8. **Recommendation**

8.1 That full Council agrees that the site can go live.

8.2 That domain name already purchased be linked to the site and implement it into the cloud platform and new site.

8.3 That the management and maintenance roles be clearly defined for both councillors and officers so that everyone involved in the running and maintenance of the site are clear on their roles from the start.

Background Papers

N/A

Report prepared by: Councillor Jason Sangster