



# ANDOVER TOWN COUNCIL

Budgets and Staffing Committee Meeting Agenda  
2 September 2020

To the Members of the **Budgets & Staffing Committee:**

Cllr R Meyer (Chairman), Cllr D Coole (Vice Chairman), Cllr J Coole, Cllr C Ecclestone,  
Cllr L Gregori, Cllr R Hughes and Cllr D Treadwell.

(copies to all other Members of the Council)

You are hereby summoned to attend a **VIRTUAL** meeting of the **BUDGETS and STAFFING COMMITTEE** to be **held via ZOOM on Wednesday 2 September 2020 at 6.00pm** when it is proposed to transact the following business: -

A handwritten signature in blue ink, appearing to read 'Wendy R Coulter'.

Wendy R Coulter  
Town Clerk

26 August 2020



# ANDOVER TOWN COUNCIL

Budgets and Staffing Committee Meeting Agenda

2 September 2020

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.

If Members of the Public wish to join the meeting, please contact the Deputy Clerk at [deputyclerk@andovertc.co.uk](mailto:deputyclerk@andovertc.co.uk), and the sign in details will be forwarded.

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## Item 1: Apologies for Absence

To receive and accept apologies for absence.

## Item 2: Declarations of Interest

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

## Item 3: Minutes of the last meeting

To agree the minutes of the Budgets and Staffing Committee meeting held on Friday 10 January 2020 - attached at **Appendix A**.

## Item 4: Public Participation

There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer may be given in the meeting and recorded in the minutes or, if necessary, a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

## Item 5: Investments

To receive a presentation from Mr M Davies, Relationship Manager, Local Government of CCLA (<https://www.ccla.co.uk/>).

Mr Davies will make a presentation on the range of Investments that the Town Council could consider. Attached at **Appendix B** are documents relating to the Investments available to the Town Council.

## Item 6: Virement of Budgets 2019/2020

To consider virement of Budgets from 2019/2020 to the Budget of 2020/2021 – report and suggested virement attached at **Appendix C**.

## **Item 7: Draft Budget 2021/2022**

To start consideration of the Draft Budget for 2021/2022 – Draft Budget attached at **Appendix D.**

## **Item 8: Five Year Budget**

To consider a Five Year Budget for the Town Council. A 'Things to Consider' report is attached at **Appendix E.**

## **Item 9: Standing Orders Review**

To note that the Standing Orders review has started, a first Draft of Revised Standing Orders will be presented to the next Committee Meeting in October.

## **Item 10: Members Training**

To consider a Members Training Programme offered by Hampshire Association of Local Councils – Core Skills, The Knowledge, Finance and Planning. Due to the Coronavirus training provisions are very limited and courses are being conducted virtually.

## **Item 11: Office Management**

To receive an update on the management and refurbishment of the Town Council Offices – Report attached at **Appendix F.**

## **Item 12: Staffing Structure and Consultation Progress**

To receive an update on the proposed Staffing Structure and Consultation progress – Report attached at **Appendix G.**

## **Item 13: Work Programme**

To review the current Work Programme attached at **Appendix H.**

## **Item 14: Date of The Next Meeting**

To note the date of the next Budgets and Staffing Committee meeting, Wednesday 7 October 2020, virtually via Zoom, starting at 6.00pm.

The Chairman will close the Meeting.

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**Time and date**

5.30pm, Friday 10 January 2020

**Place**

Town Council Offices, 68b High Street, Andover, Hampshire

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**Details of Attendance:**

Cllr R Meyer (Chairman) (P)

Cllr D Coole (Vice Chairman) (P)

Cllr L Banville (P)

Cllr S Blackmore (A)

Cllr C Ecclestone (P)

Cllr J Coole (P)

Cllr R Rowles (A)

Cllr D Treadwell (P)

**Officers Present:**

Wendy Coulter (Town Clerk)

Michelle Young (Committee & GDPR Officer) (Taking the Minutes)

**Members of the Public:** 2

**Members of the Press:** 0

**BS 064/19 ELECTION OF VICE CHAIRMAN**

It was proposed by Councillor L Banville and seconded by Councillor J Coole that Councillor D Coole be elected Vice Chairman.

A vote was taken, 5 for, 1 abstention.

**RESOLVED: Councillor D Coole was duly elected as Vice Chairman of the Budgets & Staffing Committee until the end of the Municipal Year 2019/2020.**

**BS 065/19 APOLOGIES FOR ABSENCE**

There were no apologies submitted at the meeting.

**BS 066/19 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**BS 067/19 MINUTES**

It was proposed by Councillor C Ecclestone and seconded by Councillor L Banville that the Minutes of the Budgets & Staffing Committee meeting held on 8 November 2019 be signed by the Chairman as a correct record.

A vote was taken, which was unanimous.

**RESOLVED: That the Minutes of the Budgets & Staffing Committee meeting held on 8 November 2019 be signed by the Chairman as a correct record.**

**BS 068/19 PUBLIC PARTICIPATION**

There were no members of the public present.

**BS 069/19 STAFFING SUB-COMMITTEE MEMBERSHIP**

The Membership of the Staffing Sub-Committee was considered. Councillors R Meyer, D Coole, J Coole and C Ecclestone put their names forward for the Committee.

It was agreed that an additional Member would be sought at the next full Council meeting to be held on Wednesday 22 January 2020.

It was proposed by Councillor D Coole and seconded by Councillor L Banville that Councillors R Meyer, D Coole, J Coole and C Ecclestone form the membership of the Staffing Sub-Committee with an additional Member to be sought from the full Council meeting to be held on 22 January 2020.

**RESOLVED: That Councillors R Meyer, D Coole, J Coole and C Ecclestone form the membership of the Staffing Sub-Committee with an additional Member to be sought from the full Council meeting to be held on 22 January 2020.**

**BS 070/19 DRAFT BUDGET 2020/2021**

Members considered a draft budget for recommendation to full Council.

Members considered the costs for the provision of the Allotments and it was agreed to recommend to the Allotment Committee that they look at ways of reducing the expenditure for 2021/2022 and to work to make the Allotments cost neutral. It was proposed by Councillor D Coole and seconded by Councillor J Coole. A vote was taken which was unanimous.

**RESOLVED: That the Allotment Committee look at ways of reducing the expenditure for 2021/2022 and to work to make the Allotments cost neutral.**

It was proposed by Councillor R Meyer and seconded Councillor D Coole that the meeting be extended beyond the 2 hour time limit.

A vote was taken which was unanimous.

**RESOLVED: That the meeting be extended beyond the 2 hour time limit.**

Members continued to consider the covering report accompanying the proposed budget. Amendment were made to the budget to reduce costs.

The final proposed budget to recommend to full Council was as follows:

Income: £25,660

Expenditure: £405,326

Members further agreed to recommend to full Council that the Precept level be increased to £23.29 to cover the proposed budget costs.

This was proposed by Councillor C Ecclestone and seconded by Councillor L Banville. A vote was taken, 5 for, 1 against, no abstentions.

**RESOLVED: The proposed Budget to recommend to full Council be as follows:**

**Income: £25,660**

**Expenditure: £405,326**

**To recommend to full Council that the Precept level be increased to £23.29 to cover the proposed budget costs.**

## **BS 071/19 EARMARKED AND OPERATIONAL RESERVES**

Members considered a report on Earmarked and Operational Reserves.

It was noted that each of the Standing Committees was responsible for monitoring its Earmarked Reserves.

It was therefore proposed by Councillor R Meyer and seconded by Councillor C Ecclestone that the Events Committee consider the Earmarked Reserves set aside under the Terms of Reference for the Events Committee and any recommended reductions/changes. A vote was taken which was unanimous.

**RESOLVED: That the Events Committee consider the Earmarked Reserves set aside under the Terms of Reference for the Events Committee and any recommended reductions/changes.**

It was then proposed by Councillor D Coole and seconded by Councillor R Meyer that the Allotments Committee review its Earmarked Reserves set aside under the Terms of Reference for the Allotment Committee in particular with reference to the removal of non-essential hedges and produce a 10 year programme of expenditure. A vote was taken which was unanimous.

**RESOLVED: that the Allotments Committee review its Earmarked Reserves set aside under the Terms of Reference for the Allotment Committee in particular with reference to the removal of non-essential hedges and produce a 10 year programme of expenditure.**

Councillor D Coole proposed and seconded by Councillor R Meyer that the Events Committee review the Earmarked Reserves set aside for the Christmas Lights. A vote was taken which was unanimous.

**RESOLVED: That the Events Committee review the Earmarked Reserves set aside for the Christmas Lights.**

It was proposed by Councillor C Ecclestone and seconded by Councillor D Coole that the management file for the Earmarked Reserves show the monies set aside for Elections as 2 funds. A Main Election fund and a By-Election Fund. A vote was taken which was unanimous.

**RESOLVED: That the management file for the Earmarked Reserves show the monies set aside for Elections as 2 funds. A Main Election fund and a By-Election Fund.**

Members considered the Operational Reserves held by the Town Council including the Operational Reserves Policy. It was noted that currently the Operational Reserves were recommended to be held at 6 months of operating costs. However, the Town Council did not hold sufficient Reserves to maintain 6 months operating costs. It was therefore proposed by Councillor R Meyer and seconded by Councillor L Banville that it be recommended to full Council that the level of Operational Reserves be reduced to 3 months operating costs. A vote was taken which was unanimous.

**RESOLVED: That it be recommended to full Council that the level of Operational Reserves be reduced to 3 months operating costs.**

## **BS 072/19 CORPORATE RISK ASSESSMENT**

Members received the Corporate Risk Assessment for the Year 2019/2020 which included the Summary Report, Overall Risk Report and the Risk Action Plan Report.

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that the Corporate Risk Assessment for year 2019/2020 be recommended to full Council for approval. A vote was taken which was unanimous.

**RESOLVED: That the Corporate Risk Assessment for year 2019/2020 be recommended to full Council for approval.**

**BS 073/19 INTERNAL AUDIT**

Members received Part 2 of the Internal Audit Report and Action Plan for the Year End 31 March 2020. It was proposed by Councillor D Coole and seconded by Councillor R Meyer that Part 2 of the Internal Audit Report and Action Plan be recommended to full Council for approval. A vote was taken which was unanimous.

**RESOLVED: That Part 2 of the Internal Audit Report and Action Plan be recommended to full Council for approval.**

**BS 074/19 FIVE YEAR BUDGET**

Members considered starting work to create a 5 Year Budget Plan. This would enable the Town Council to plan for the future and draw up a plan to take on the services covered by the Andover Levy and other services that Town and Parish Councils were empowered to undertake. It was agreed that the existing Business Plan would be used as a basis to create a 5 year budget proposal. It was proposed by Councillor C Ecclestone and seconded by Councillor D Coole that the Budgets & Staffing Committee start work on creating a 5 Year Budget Plan.

**RESOLVED: that the Budgets & Staffing Committee start work on creating a 5 Year Budget Plan.**

**BS 075/19 POLICY & STANDING ORDERS REVIEW**

Members noted that the Standing Orders and Council Policies required reviewing on a regular basis. It was proposed by Councillor C Ecclestone and seconded by Councillor L Banville that Councillors R Meyer and D Coole work with the Town Clerk to start reviewing the Standing Orders and Policies of the Town Council. A vote was taken which was unanimous.

**RESOLVED: That Councillors R Meyer and D Coole work with the Town Clerk to start reviewing the Standing Orders and Policies of the Town Council.**

**BS 076/19 PROVISION OF TOILETS ON ALLOTMENT SITES**

Members considered requesting the Allotment Committee to look into the cost of the provision of toilets on the allotment sites and possibly replacing them with compostable toilets.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Allotment Committee be requested to look into the cost of the provision of toilets on the allotment sites and possibly replacing them with compostable toilets. A vote was taken which was unanimous.

**RESOLVED: that the Allotment Committee be requested to look into the cost of the provision of toilets on the allotment sites and possibly replacing them with compostable toilets.**

**BS 077/19 MEMBERS TRAINING**

Members considered setting up a Members Training Programme.

It was suggested that Test Valley Borough Council be approached to ask if they could provide Town Council Members with training.

It was agreed that Officers would bring proposals back to the next Committee meeting.

**BS 078/19 OFFICE MANAGEMENT**

Members received an update on the Management of the Town Council Offices. It was noted that a Part Time Temporary Receptionist had been recruited.

Members considered recommending to full Council a proposal for a staffing structure. It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that a proposed Staffing Structure be recommended to full Council. A vote was taken which was unanimous.

**RESOLVED: That a proposed Staffing Structure be recommended to full Council. A vote was taken which was unanimous.**

(Cllr D Treadwell left the meeting at 8.23pm.)

**BS 079/19 WORK PROGRAMME**

It was agreed that the Work Programme would include the following:

- To show the entire Municipal Year
- Refurbishment of Town Council Office
- Monitor of Building
- Review of Policies
- 5 Year Budget
- Report on recruitment progress.

**BS 080/19 DATE OF THE NEXT MEETING**

Members noted that the date of the next meeting was Friday 17 April 2020, to be held in the Upper Guildhall, High Street, Andover at 5.30pm.

The Chairman closed the meeting at 8.32pm.

Chairman

Date

## The Public Sector Deposit Fund

UK domiciled short-term LVNAV Qualifying Money Market Fund rated AAmmf  
Fact Sheet – 31 July 2020

### Investment objective

To maximise the current income consistent with the preservation of capital and liquidity.

### Investment policy

The Fund will be invested in a diversified portfolio of high quality sterling denominated deposits and securities. All investments purchased will have the highest available short term credit rating and a correspondingly strong long term rating.

The weighted average maturity of the investments will not exceed 60 days. There will be no exposure to derivatives or to other collective investment schemes.

### Target investors

The Fund is aimed at local authorities and public sector investors seeking a high level of capital security and a competitive rate of interest for their short-term investments.

### Who can invest?

The Fund is open to all public sector investors.

### Responsible investment policy

We monitor our counterparties' environmental, social and governance risk management on a regular basis. Our research utilises external data resources and our in-house Ethical and Responsible Investment Team.

### Key risks

Investors should consider the following risk factors before investing: Issuer/Credit Risk (issuer/financial institution may not pay), Market Risk (investment value affected by market conditions), Operational Risk (general operational risks), Maturity Profile (timings of investment maturity), Liquidity Risk (investment in non-readily realisable assets), Concentration Risk (need for diversification and suitability of investment) and Interest Rate Risk (changes to interest rate affecting income). Please see the Fund Prospectus for further details.

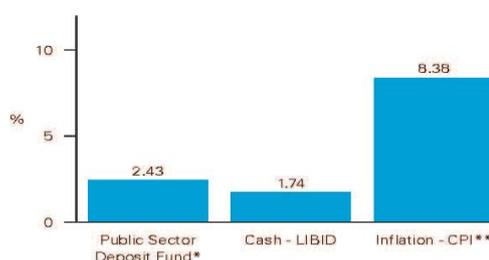
### Top 10 counterparty exposures (%)

10.0%	Landesbank Baden-Wuerttemberg
9.1%	KBC Bank N.V.
9.1%	Nationwide Building Society
9.1%	Rabobank
8.8%	DBS Bank Limited
3.9%	Leeds Building Society
3.9%	Mizuho Bank
3.9%	Sumitomo Mitsui Banking Corporation Europe
3.6%	Barclays Bank plc
3.5%	BNP Paribas

### Share class 4 yield as at 31 July 2020

**0.1797%**

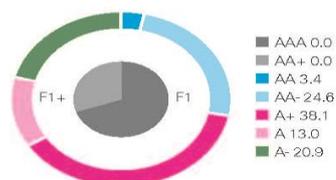
### 5 years cumulative performance



### Asset type (%)



### Credit rating† (%)



### Top 10 country exposures (%)

28.6%	UK
12.3%	Netherlands
12.2%	Germany
10.1%	Japan
9.7%	Singapore
9.1%	Belgium
8.2%	France
4.6%	Canada
3.1%	Switzerland
1.2%	Sweden

\*Source: CCLA - Net performance shown after management fees and other expenses with gross income reinvested. The yield on the Fund will fluctuate and past performance is not a reliable indicator of future results. Holders of the Fund are not covered by the Financial Services Compensation Scheme. \*\*CPI is lagged one month. †Using Fitch Ratings methodology.

## Income - period to end July

Average yield over the month	0.1920%
Yield at the month end	0.1797%

## Discrete year total return performance

12 months to 31 July	2020	2019	2018	2017	2016
The Public Sector Deposit Fund	+0.57%	+0.74%	+0.38%	+0.26%	+0.45%
Benchmark	+0.35%	+0.59%	+0.30%	+0.12%	+0.37%
Relative	+0.22%	+0.15%	+0.08%	+0.14%	+0.08%

## Annualised total return performance

Performance to 31 July	1 year	3 years	5 years
The Public Sector Deposit Fund	+0.57%	+0.56%	+0.48%
Benchmark	+0.35%	+0.41%	+0.34%
Relative	+0.22%	+0.15%	+0.14%

Net performance shown after management fees and other expenses with gross income reinvested. Benchmark – London Interbank Sterling 7 Day Bid Rate. Past performance is not a reliable indicator of future results. Source: CCLA

## Market update

UK activity grew by just 2.8% in May, a disappointing initial bounce after a decline of -25% in output over the previous two months. The Chancellor announced a series of additional measures intended to give near term support to the economy as the existing policy initiatives, and in particular the job furlough scheme, wind down. The new programme has some novel initiatives but is equivalent to about 1% of GDP, whilst those running down amount to over 7%. This imbalance means we need to see a significant acceleration in the rate of recovery for momentum to be maintained. The pressures on government finances were highlighted by news that new borrowing totalled £35bn in June following a revised total of £45.5bn in May. Total debt is now £1.98tn. Inflation rose slightly to 0.6%, not because of any increase in underlying pricing pressures but due to the statistical effect of the absence of seasonal clothing price reductions this year. Inflation is likely now to fall and stay very low until November when previous oil price weakness will start to drop out of the comparative data.

The official unemployment rate emerged at 3.9% but increasingly this looks too optimistic a view of employment conditions. PAYE records suggested a decrease of 730,000 of those in work, which alone would take the rate up to near 6%. Other signs of a deteriorating position include a 58% decline in advertised vacancies whilst wage growth has turned negative, declining from 1.3% to -0.3%. Brexit negotiations ended without obvious progress in any of the key areas. Both sides say that 'no deal' is the most likely outcome. There is still time to extend the transition phase beyond the end of this year, but an extension would require the agreement of 27 member states and so will become increasingly difficult.

## Key facts

Fund size	£1,143m
Credit quality and sensitivity rating by Fitch	AAAmml
Weighted average maturity (Maximum 60 days)	54.52 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	Monthly
Fund management fee (FMF)	0.10% ** (currently reduced to 0.08%)

\*Dealing instructions must be received by 11.30 am.

\*\*The FMF includes the Annual management charge and other costs and expenses of operating and administering the fund such as depositary, custody, audit and regulatory fees.

## Please Contact

### Mark Davies

Market Development  
T: +44 (0)207 489 6045  
M: +44 (0)7904 657 815  
E: mark.davies@ccla.co.uk

### Kelly Watson

Market Development  
T: +44 (0)207 489 6105  
M: +44 (0)7879 553 807  
E: kelly.watson@ccla.co.uk

### Jamie Charters

Market Development  
T: +44 (0)207 489 6147  
E: jamie.charters@ccla.co.uk

## Risk warning and disclosures

This document is not a financial promotion and is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice. The market commentary contained in this document is the opinion of the author only. To ensure you understand whether CCLA's product is suitable, please read the Key Investor Information Document and the Prospectus. CCLA strongly recommends you seek independent professional advice prior to investing. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund. In addition to the general risk factors outlined in the Prospectus investors should also note that purchase of PSDF shares is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share, there can be no assurance that it will be maintained. Notwithstanding the policy of investing in short-term instruments, the value of the PSDF may also be affected by fluctuations in interest rates. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. The Fund is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UCITS Scheme and is a Qualifying Money Market Fund. CCLA Investment Management Limited (registered in England & Wales No. 2183088 at Senator House, 85 Queen Victoria Street, London, EC4V 4ET) is authorised and regulated by the Financial Conduct Authority. For information about how we obtain and use your personal data please see our Privacy Notice at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

Senator House | 85 Queen Victoria Street | London | EC4V 4ET | Freephone: 0800 022 3505 | [www.ccla.co.uk](http://www.ccla.co.uk)

# The Local Authorities' Property Fund

## Fund Fact Sheet – 30 June 2020

### Investment objective

The Fund aims to provide investors with a high level of income and long-term capital appreciation.

### Investment policy

The Fund is an actively managed, diversified portfolio of UK commercial property. It will principally invest in UK commercial properties, but may invest in other assets.

### Target investors

The Fund is aimed at local authorities seeking exposure to UK commercial property for their long-term investments.

### Independent Governance

The trustee is the Local Authorities' Mutual Investment Trust (LAMIT) a body controlled by members and officers appointed by the Local Government Association, the Convention of Scottish Local Authorities, the Northern Ireland Local Government Officers' Superannuation Committee and investors in the Fund.

### Who can invest?

Any local authority in England, Wales, Scotland and Northern Ireland.

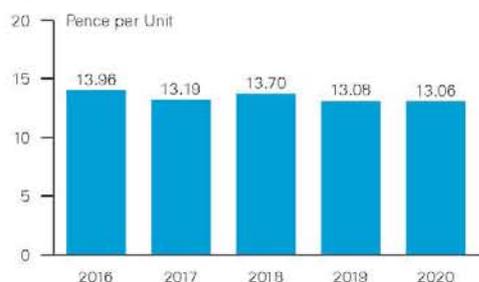
### Income

Gross dividend yield	4.48%*
MSCI/AREF UK Other Balanced Quarterly Property Fund Index yield	3.60%**
Official Bank Rate	0.10%

\* Based upon the net asset value and historic gross annual dividend of 12.7157p.

\*\* As at 30 June 2020

### Rolling 12 month distributions to 31st March:

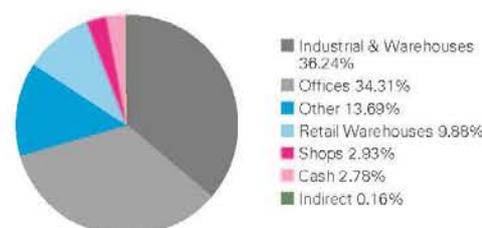


### Fund update

Capital values in the sector fell back over the quarter but not at an equal rate. The greatest weakness once again was in retail assets, but hotels also declined and there was pressure too on some offices. In contrast, industrials remained resilient. Transaction volumes stayed low and valuers continued to issue qualified valuation notices which resulted in the suspension of dealing in the Fund.

There was one acquisition in the period, a retail warehouse in Leeds at a total cost of £5.5m. The yield at acquisition was 7.3%. There was some significant letting activity including Arlington Square in Bracknell, let to Eli Lilly at the highest rent achieved in the town for 20 years. We also let a large distribution facility in Warrington to Hermes Parcelnet, achieved a rental increase on an Edinburgh office occupied by Sainsburys and re let a distribution unit used by Cath Kidston to Hotel Chocolat. The effect of the crisis has been to amplify and accelerate many of the trends previously evident in the sector. Demand for industrial assets has remained robust but the challenges facing the retail sector have intensified and are likely to influence returns for some time to come. Encouragingly, June saw some improvement in returns, a trend we expect to continue in the months ahead. Holdings in LAPP are categorised as Treasury investments and so are not deemed capital expenditure.

### Asset allocation at 30 June 20



The Fund has credit facilities which, at quarter end, were not utilised.

## Discrete year total return performance

12 months to 30 June	2020	2019	2018	2017	2016
The Local Authorities' Property Fund	-3.47%	+5.46%	+9.36%	+7.24%	+5.85%
Benchmark*	-3.08%	+4.05%	+10.23%	+5.67%	+8.85%

## Annualised total return performance

Performance to 30 June 2020	1 year	3 years	5 years
The Local Authorities' Property Fund	-3.47%	+3.64%	+4.79%
Benchmark	-3.08%	+3.59%	+5.04%

Net performance shown after management fees and other expenses. Benchmark – MSCI/AREF UK Other Balanced Quarterly Property Fund Index \* (estimated for the last quarter). Past performance is not a reliable indicator of future results. Source: CCLA

## Top 10 property holdings at 30 June 20 – Total 34.89%

London, Beckton Retail Park	Elstree, Centennial Park
London, Palace House	Bracknell, Arlington Square West
London, Imperial House	Bristol, Kings Orchard
London, Goodman's Yard	Leeds, Park Row
Uxbridge, Stockley Park	Coventry, Torrington Avenue

## Key facts

Total fund size	£1,158m
Current borrowing	£0m
Number of holdings	77
<b>Income units</b>	
Offer (buying) price	303.14p (xd)
Net asset value	283.97p (xd)
Bid (selling) price	279.57p (xd)
Launch date	18 April 1972
Unit types	Income
Minimum initial investment	£25,000
Minimum subsequent investment	£10,000
Dealing day	Month end valuation day*
Sedol & ISIN numbers	0521664, GB0005216642
Dividend payment dates	End January, April, July & October
Annual management charge (taken 100% from income)	0.65%
Fund management fee (FMF)	0.72% **
PRIPs other ongoing costs	0.72% ***

\* Instructions for the issue or redemption of units must be received by CCLA no later than 5pm on the business day prior to the Valuation Date. If the valuation day is a bank holiday, the dealing day will be the previous working day. Units are only realisable on each monthly dealing date and redemptions may not be readily realisable; a period of notice not exceeding six months may be imposed for the redemption of units.

\*\* The FMF includes the Annual management charge and other costs and expenses of operating and administering the fund such as depositary, custody, audit and regulatory fees.

\*\*\* The PRIPs other ongoing costs includes the FMF and where relevant, synthetic charges. Synthetic charges are the impact to the Fund of costs incurred in relevant underlying funds or similar investments. For more information on costs, refer to the Fund's Key Information Document.

## Please Contact

### Mark Davies

Market Development  
T: +44 (0)207 489 6045  
M: +44 (0)7904 657 815  
E: mark.davies@ccla.co.uk

### Alison Jerney

Client Services  
T: +44 (0)207 489 6011  
E: alison.jerney@ccla.co.uk

### Gillian Grafham

Client Services  
T: +44 (0)207 489 6013  
E: gillian.grafham@ccla.co.uk

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FMPYLF2018

**Produced for:**

Budgets & Staffing Committee

**Date of Report:**

Wednesday 19 August 2020

**Summary of Key Issues**

To consider Virement of monies from the 2019/2020 underspends into Earmarked Reserves for specific projects.

To note Virement of monies would normally take place in April, however due to the Coronavirus this has been delayed in 2020.

To note that any Virement of monies must be recommend to Full Council for approval.

To note that monies transferred to Earmarked Reserves must have a specific purpose/use.

**Current Situation**

Each year, at the end of the Financial Year (31 March) the Town Council considers whether any underspends from its previous year's Budget should be transferred into Operational or Earmarked Reserves.

This has been delayed in 2020 due to the Coronavirus Lockdown and no meetings of Committees being held for some months.

There have been some significant underspends during 2019/2020 and Officers have mainly suggested Virements for the significant underspends. Smaller underspends would normally be automatically transferred into the Operational Reserves to maintain the required 3 months Operational Reserves (as agreed at Full Council January 2020).

**Recommended Virements of Monies**

Attached at **Annex 1** are a list of suggested Virements. As mentioned above, it is important to note that if Monies are vired into Earmarked Reserves, it must be for a specific purpose or project. Some Virements are obvious and the Officers have suggested reasons/projects. However, there are question marks (?) next to monies. These are areas where the Members should consider whether the monies should be vired and if so, for what purpose.

**Revised Earmarked Reserves**

Attached at **Annex 2** are the Earmarked Reserves which have been revised to show the possible Virements.

**Financial Implications**

If the committee are minded to recommend to full Council the Virements suggested in Annex 1 a total of £53,519.36 would be transferred to Earmarked Reserves.

**Legal and Policy Implications**

Earmarked Reserves must be set aside for specific purposes

The Town Council Resolved in January 2020 to maintain its Operational Reserves at a third of its Operational Budget.

## Recommendations

To recommend to full Council that the Virements outlined at Annex 1 be approved to be moved to Earmarked Reserves for specific purposes.

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: [info@andovertc.co.uk](mailto:info@andovertc.co.uk)

Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors

### PROPOSED VIREMENTS FROM 2018/2019 BUDGET HEADS

### ANNEX 1

#### VIREMENTS FOR 2019/2020

Expenditure	Cttee	Budget Head	Budget No	2019/2020 Budget	2019/2020 Spend to 31.01.2020	2019/2020 Saving	2019/2020 Virement	Purpose of Virement	Balance to Earmarked Reserves
	Ev	Grants	4190/1	£12,000.00	£7,750.00	£4,250.00	<b>£4,250.00</b>	For future funding Grants	£4,250.00
		1 off Grant LGTB	4190/3	£1,000.00	£0.00	£1,000.00	<b>£1,000.00</b>	For LGTB funding when requested	£1,000.00
		Events	4700/7	£5,000.00	£1,243.95	£3,756.05	<b>£3,000.00</b>	?	£3,000.00
	B&S	Members Training & Courses	4100/2	£1,500.00	£908.91	£591.09	<b>£500.00</b>	Members Training & Courses	£500.00
		Election costs	4180/1	£20,000.00	£13,769.14	£6,230.86	<b>£6,230.86</b>	Election Costs for 2023 + by-electi	£6,230.86
		Payroll	4200/1	£173,000.00	£144,531.27	£28,468.73	<b>£28,000.00</b>	?	£28,000.00
		Staff Training	4200/2	£1,500.00	£360.00	£1,140.00	<b>£1,140.00</b>	Staff Training 2020/2021	£1,140.00
		New Building Fund	4204	£5,998.00	£0.00	£5,998.00	<b>£5,998.00</b>	Purchase of Building	£5,998.00
	Allts	Allotments	4500	£38,130.00	£29,569.50	£8,650.50	<b>£8,650.50</b>	Allotment Improvements	£8,650.50
		<b>TOTAL INTO EARMARKED RESERVES</b>							<b>£53,519.36</b>

Minute No	Title of Earmarked Reserve	Management & Control							End Date	Transferred to	Amount to remain in EMR	
		Amount set aside (£)	Date set aside	Amount required (£)	Date of expenditure	TN	Amount	Supplier				Balance (£)
C0132/10	Cost of Elections	£101,879.50	31.03.2019	£90,000.00						N/A		£0.00
	Cost of Elections	£101,879.50	31.03.2019		28.05.2019	158	£57.60	Test Valley Borough Council	£101,821.90			£0.00
	Cost of Elections	£20,000.00	31.03.2020	£20,000.00					£121,821.90	N/A		£0.00
	Cost of Elections			£6,860.57	06.03.2020	578	£6,860.57	Test Valley Borough Council	£114,961.33	N/A		£0.00
	Cost of Elections			£6,860.57	20.03.2020	660	£6,860.57	Test Valley Borough Council	£108,100.76	N/A		£0.00
	Cost of Elections			£10,088.44	31.03.2020	652	£10,088.44	Test Valley Borough Council	£98,012.32	N/A		£0.00
	Cost of Elections	£6,230.86							£104,243.18	N/A		£104,243.18
AC 088/18	Christmas Lights - power column for Christmas Tree	£5,000.00	25.01.2018	£5,000.00	23.08.2019		£5,982.00	Test Valley Borough Council	£-982.00	Dec-19	Current Acct	£-982.00
	Christmas Lights - power columns for extension to lighting scheme	£7,000.00	31.03.2019	£7,000.00					£7,000.00	Dec-20		£7,000.00
AC 022/18	Christmas Lights - Structural survey	£2,500.00	25.01.2018	£1,240.00	Aug-18		£1,260.00		£1,240.00	Dec-20	Current Acct	£1,240.00
	Christmas Lights - Replacement/upgrade of eye-bolts	£5,000.00	25.01.2018	£5,000.00					£5,000.00			£5,000.00
	Christmas Lights - Installation of additional commando sockets on additional columns	£3,500.00	25.01.2018	£3,500.00					£3,500.00			£3,500.00
	New Building Fund	£152,000.00	31.03.2019	£152,000.00					£152,000.00	Apr-21		£0.00
	Property Purchase Fund	£152,000.00	16.01.2020	£152,000.00				Change of Name	£152,000.00	Apr-21		£0.00
	Property Purchase Fund	£5,998.00	31.03.2020	£5,998.00					£157,998.00	Apr-21		£157,998.00
AC 71/19	Allotments - Replacement Fencing and gates on all sites	£77,000.00	10.03.2020	£77,000.00					£0.00	Apr-21		£0.00
		£8,650.50							£85,650.50			£85,650.50

AC 16/19				£1,744.98	16.09.2019	312	£1,744.98	Bawden		-£1,744.98			-£1,744.98
	Allotments - Upgrade access roads/tracks	£4,800.00	25.01.2018	£4,800.00						£4,800.00	Apr-21		£4,800.00
	Allotments - Upgrade piping/water supplies	£7,000.00	25.01.2018	£7,000.00						£7,000.00	Apr-21		£7,000.00
AC 71/19	Allotments - Installation of toilets on all 8 sites	£9,000.00	10.03.2020	£9,000.00						£9,000.00	Apr-21		£9,000.00
	Allotments - Upgrade of car parking facilities on all sites	£4,000.00	25.01.2018	£4,000.00						£4,000.00	Apr-22		£4,000.00
	Allotments - Installation of security systems	£200.00	25.01.2018	£200.00						£200.00	Apr-18		£200.00
	Civic Regalia	£3,000.00	25.01.2018	£0.00						£0.00	Jun-19	Grants Project	£0.00
	Civic Regalia	£0.00	14.06.2019	£3,000.00						£0.00	Jun-19	Grants Project	£0.00
	Grants Project	£10,000.00	25.01.2018	£10,000.00						£10,000.00	N/A		£0.00
	Grants Project	£4,250.00								£14,250.00			£0.00
	LGTB Grant	£2,000.00								£12,000.00	Unknown		£16,250.00
	Staffing - Short Term Contract for Events & Media Officer	£40,000.00	11.05.2017	£40,000.00	Aug-19		£4,579.45	Community Officer		£4,580.00	Dec-20		£4,580.00
C 174/19	Staffing - Short Term Contract for Events & Media Officer	£0.00	0	£35,420.00	16.01.2020		£35,420.00	General Reserves		£0.00	Dec-20		£0.00
		£3,000.00											£3,000.00
	Events - A-Fest	£2,000.00	31.03.2019	£2,000.00						£2,000.00	Dec-20		£2,000.00

	Youth Council	£1,800.00	31.03.2019	£1,800.00					£1,800.00	Dec-20		£1,800.00
	Defibrillator	£5,000.00	31.03.2019	£1,072.01	30.04.2019		£3,927.99	AEDdonate	£1,072.01	May-19		£1,072.01
	Town Centre Manager	£0.00	31.03.2019	£0.00					£0.00	Mar-19	TVBC	£0.00
		£500.00										£500.00
		£28,000.00										£28,000.00
		£1,140.00										£1,140.00
	Bus Shelters	£10,000.00	25.01.2018	£10,000.00					£10,000.00			£10,000.00
C211/19	Vigo Park											
C211/19	Public Conveniences											
C211/19	Contribution to Tourism											

£455,246.71

## DRAFT 1 FINANCIAL BUDGET 2021/2022

### INCOME

	2018/2019 Net	2019/2020 Net	Budget 2020/2021	Actual Net @ 31.08.2020	Balance 2020/2021	PROPOSED BUDGET 2021/2022
<b>Events &amp; Projects</b>						
3025 Town Development						
3025/1 Income from Events	£20.00	£322.00	£0.00	£0.00	£0.00	
3025/2 Grants	£3,500.00	£0.00	£0.00	£0.00	£0.00	
3025/3 Sponsorship	£0.00	£0.00	£0.00	£0.00	£0.00	
3025/4 Proms in the park	£0.00	£0.00	£0.00	£0.00	£0.00	
3025/5 A-Fest	£130.00	£30.00	£0.00	£0.00	£0.00	
3025/6 Shilling Fair	£500.00	£3,450.00	£0.00	£0.00	£0.00	
3025 TOTAL	£4,150.00	£3,802.00	£0.00	£0.00	£0.00	
<b>TOTAL EVENTS &amp; PROJECTS</b>	<b>£4,150.00</b>	<b>£3,802.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	

	2018/2019 Net	2019/2020 Net	Budget 2020/2021	Actual Net @ 31.08.2020	Balance 2020/2021	PROPOSED BUDGET 2021/2022
<b>Policy &amp; Resources</b>						
36 Business Rates Refund	£0.00	£0.00	£0.00	£0.00	£0.00	
99 Heating & Lighting	£0.00	£259.60	£0.00	£0.00	£0.00	
3000 Precept	£273,169.14	£319,378.35	£0.00	£172,102.00	£172,102.00	
3001 TVBC Tax Band Grant	£0.00	£0.00	£0.00	£0.00	£0.00	
3002 Election Expenses Refund	£0.00	£0.00	£0.00	£2,341.20	£2,341.20	
3010 Bank Interest	£5.21	£0.00	£0.00	£0.00	£0.00	
3020 Insurance Premium Refund	£0.00	£0.00	£0.00	£79.04	£79.04	
3020 Grants Received	£2,800.00	£0.00	£0.00	£0.00	£0.00	
3021 Cil Monies	£11,100.60	£73,907.48	£0.00	£0.00	£0.00	
3115 VAT Write Off	£0.00	£0.00	£0.00	£0.00	£0.00	
3116 IT Equipment	£82.52	£0.00	£0.00	£0.00	£0.00	
3339 Mayors Events	£1,065.00	£0.00	£0.00	£0.00	£0.00	



<b>EXPENDITURE</b>		<b>2018/2019 Net</b>	<b>2019/2020 Net</b>	<b>Budget 2020/2021</b>	<b>Actual Net @ 31.08.2020</b>	<b>Balance 2020/2021</b>	<b>PROPOSED BUDGET 2021/2022</b>
<b>Events &amp; Projects</b>							
4700 Events & Projects							
4700/2	Christmas Lights	£11,671.05	£22,070.18	£20,000.00	£5,663.40	£14,336.60	
4700/3	A-Fest	£911.51	£1,167.26	£500.00	£2,400.00	£-1,900.00	
4700/4	Shilling Fair	£3,656.58	£5,404.96	£3,000.00	£1,053.00	£1,947.00	
4700/5	Youth Clubs	£122.28	£0.00	£12,000.00	£0.00	£12,000.00	
4700/6	Miscellaneous Events	£0.00	£0.00	£0.00	£3,000.00	£-3,000.00	
4700/7	Armed Forces Day (was Events)	£160.00	£1,243.95	£1,000.00	£0.00	£1,000.00	
4700/8	Andover Cycling Festival	£0.00	£0.00	£1,000.00	£0.00	£1,000.00	
4700/9	Andover Challenges	£3,000.00	£0.00	£0.00	£0.00	£0.00	
4700/10	WW1 Event (215)	£8,363.60	£0.00	£0.00	£0.00	£0.00	
4700/11	Festival of Motoring	£313.60	£0.00	£2,000.00	£0.00	£2,000.00	
4700/12	Defibrillator Provision	£0.00	£3,927.99	£4,000.00	£0.00	£4,000.00	
4700/13	Community Engagement	£0.00	£802.00	£500.00	£0.00	£500.00	
4700/14	Andover Carnival	£0.00	£0.00	£1,000.00	£0.00	£1,000.00	
4700/15	Andover Gardening Competition	£0.00	£0.00	£500.00	£0.00	£500.00	
4700/16	Pancake Day	£0.00	£0.00	£500.00	£0.00	£500.00	
4700/17	Tourism	£0.00	£0.00	£5,000.00	£0.00	£5,000.00	
4700/18	Water Butt Scheme	£0.00	£0.00	£500.00	£0.00	£500.00	
4700/19	Andover Proms	£0.00	£0.00	£500.00	£0.00	£500.00	
4700/20	Food Fair	£0.00	£0.00	£500.00	£0.00	£500.00	
4700/21	Gardening Fair	£0.00	£0.00	£500.00	£0.00	£500.00	
4700 TOTAL		<b>£28,198.62</b>	<b>£34,616.34</b>	<b>£53,000.00</b>	<b>£12,116.40</b>	<b>£40,883.60</b>	
4190 Grants							
4190/1	Grants	£300.00	£7,750.00	£5,000.00	£0.00	£5,000.00	
4190/1/1	1 off grant for LGBTTQIAAP	£0.00	£0.00	£0.00	£0.00	£0.00	
4190/3	Grants Section 137	£0.00	£0.00	£0.00	£0.00	£0.00	

4190 TOTAL	£300.00	£7,750.00	£5,000.00	£0.00	£5,000.00	
<b>TOTAL Events</b>	<b>£28,498.62</b>	<b>£42,366.34</b>	<b>£58,000.00</b>	<b>£12,116.40</b>	<b>£45,883.60</b>	
			<b>Budget</b>	<b>Actual Net @</b>		<b>PROPOSED</b>
	<b>2018/2019 Net</b>	<b>2019/2020 Net</b>	<b>2020/2021</b>	<b>31.08.2020</b>	<b>Balance 2020/2021</b>	<b>BUDGET</b>
						<b>2021/2022</b>
<b>Budgets &amp; Staffing</b>						
4000 Corporate Management						
400 IT Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	
4000/1 Accounts Support	£321.98	£122.00	£1,020.00	£1,075.50	-£55.50	
4000/2 Bank Charges	£201.42	£845.04	£400.00	£228.10	£171.90	
4000/3 Legal & Professional Fees	£1,195.00	£4,960.00	£6,000.00	£1,100.00	£4,900.00	
4000/4 Audit Fees	£1,525.00	£2,116.66	£2,200.00	£95.83	£2,104.17	
4000/5 IT Support & Equipment	£4,058.32	£1,662.44	£2,500.00	£229.37	£2,270.63	
	<b>£7,301.72</b>	<b>£9,706.14</b>	<b>£12,120.00</b>	<b>£2,728.80</b>	<b>£9,391.20</b>	
4000/6 Website & Community Development						
4000/6/1 Website	£575.25	£1,078.02	£2,000.00	£225.00	£1,775.00	
4000/6/2 Website Hosting	£299.70	£431.48	£500.00	£269.75	£230.25	
4000/6/3 Newsletter	£0.00	£0.00	£0.00	£0.00	£0.00	
4000 TOTAL	<b>£874.95</b>	<b>£1,509.50</b>	<b>£2,500.00</b>	<b>£494.75</b>	<b>£2,005.25</b>	
4100 Democratic Representation						
4100/1 Town Mayor	£0.00	£0.00	£0.00	£0.00	£0.00	
4100/1/1 Town Mayor Badge & Regalia	£0.00	£0.00	£50.00	£0.00	£50.00	
4100/1/2 Remembrance Day Wreath	£0.00	£0.00	£0.00	£0.00	£0.00	
4100/1/3 Town Mayor Charities	£1,244.60	£0.00	£0.00	£0.00	£0.00	
4100/1 Total	<b>£1,244.60</b>	<b>£0.00</b>	<b>£50.00</b>	<b>£0.00</b>	<b>£50.00</b>	
4100/2 Members Training & Courses	£75.00	£908.91	£1,500.00	£0.00	£1,500.00	
4100/3 Members Travel	£38.25	£0.00	£100.00	£0.00	£100.00	
4100/4 Public Building Hire	£253.00	£1,070.25	£1,000.00	£72.00	£928.00	

Funds Held for Neighbourhood						
4100/5	Plan	£0.00	£0.00	£0.00	£0.00	£0.00
4100/6	Refreshments	£0.00	£91.98	£100.00	£0.00	£100.00
4100/7	Room Hire Fund	£0.00	£670.31	£200.00	£0.00	£200.00
4100 TOTAL		£366.25	£2,741.45	£2,950.00	£72.00	£2,878.00
4180 Other Services to the Public						
4180/1	Election Costs	£0.00	£13,769.14	£25,000.00	£39,647.93	-£14,647.93
4180 TOTAL		£0.00	£13,769.14	£25,000.00	£39,647.93	-£14,647.93

		2018/2019 Net	2019/2020 Net	Budget 2020/2021	Actual Net @ 31.08.2020	Balance 2020/2021	PROPOSED BUDGET 2021/2022
4200 Administration Rechargeable Payroll							
4200/1	Payroll	£108,505.29	£144,531.27	£210,886.00	£57,127.04	£153,758.96	
4200/3	Staff Training	£133.75	£360.00	£1,500.00	£95.00	£1,405.00	
4200/4	Staff Travel	£133.46	£74.48	£200.00	£408.54	-£208.54	
4200 TOTAL		£108,772.50	£144,965.75	£212,586.00	£57,630.58	£154,955.42	
4204 New Building Fund		£0.00	£0.00	£6,000.00	£0.00	£6,000.00	
4205 Bus Shelters		£0.00	£0.00	£0.00	£0.00	£0.00	
		£0.00	£0.00	£6,000.00	£0.00	£6,000.00	

		2018/2019 Net	2019/2020 Net	Budget 2020/2021	Actual Net @ 31.08.2020	Balance 2020/2021	PROPOSED BUDGET 2021/2022
4210 Administration Rechargeable							
4210/2	Office Sundries	£562.84	£74.52	£250.00	£0.00	£250.00	
4210/3	Rent - Office	£9,743.23	£14,017.00	£12,000.00	£6,329.85	£5,670.15	
4210/4	Rates - Office	£8,774.16	£0.00	£8,000.00	£0.00	£8,000.00	
4210/5	Water Rates - Office	£0.00	£0.00	£300.00	£0.00	£300.00	
4210/6	Heating & Lighting - Office	£2,235.94	£5,889.55	£3,500.00	£524.47	£2,975.53	
4210/7	Telephone & Broadband	£5,101.17	£1,704.11	£2,500.00	£1,978.25	£521.75	
4210/8	Photocopying	£2,135.46	£4,312.30	£4,000.00	£1,724.08	£2,275.92	

4210/9	Stationery	£569.77	£940.46	£1,200.00	£336.14	£863.86
4210/10	Postage	£1,054.28	£1,888.93	£1,700.00	£154.57	£1,545.43
4210/11	Subscriptions/Memberships	£2,953.00	£2,835.00	£3,000.00	£3,030.00	-£30.00
4210/12	Insurance	£3,679.49	£0.00	£4,000.00	£0.00	£4,000.00
4210/14	Advertising	£0.00	£0.00	£0.00	£0.00	£0.00
4210/15	Office & Equipment Maintenance	£2,658.79	£3,601.98	£3,000.00	£2,918.90	£81.10
4210/16	New Equipment & Furniture	£35,922.48	£350.71	£1,000.00	£131.40	£868.60
4210/17	Waste Removal	£287.20	£536.43	£700.00	£0.00	£700.00
4210/18	Publications	£0.00	£99.95	£200.00	£0.00	£200.00
4210 TOTAL		<b>£75,677.81</b>	<b>£36,250.94</b>	<b>£45,350.00</b>	<b>£17,127.66</b>	<b>£28,222.34</b>
<b>TOTAL POLICY &amp; RESOURCES</b>		<b>£194,238.10</b>	<b>£208,942.92</b>	<b>£306,506.00</b>	<b>£117,701.72</b>	<b>£188,804.28</b>

	2018/2019 Net	2019/2020 Net	Budget 2020/2021	Actual Net @ 31.08.2020	Balance 2020/2021	PROPOSED BUDGET 2021/2022
4300 Planning/Highways						
4300/1 Provision of Speed Signs	N/A	N/A	N/A	N/A	N/A	
4300/2 Design Statement/NP	N/A	N/A	N/A	N/A	N/A	
4300 TOTAL						

	2018/2019 Net	2019/2020 Net	Budget 2020/2021	Actual Net @ 31.08.2020	Balance 2020/2021	PROPOSED BUDGET 2021/2022
<b>Allotments</b>						
4500 Allotment Service						
4500/1 Allotment Maintenance						
4500/1/1 Admirals Way						
4500/1/1/1 Services	£556.50	£898.64	£1,000.00	£308.00	£692.00	
4500/1/1/2 Grounds Maintenance	£328.60	£943.00	£1,500.00	£341.25	£1,158.75	
4500/1/1/3 Water Charges	£225.70	£275.47	£300.00	£321.70	-£21.70	
4500/1/1/4 Repairs & Renewals	£0.00	£16.71	£150.00	£257.50	-£107.50	
4500/1/1/5 Equipment	£293.41	£107.52	£150.00	£0.00	£150.00	

4500/1/1/6	Sundries	£0.00	£39.49	£50.00	£0.00	£50.00
45001/1/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/1/8	Pest Control	£399.98	£619.04	£690.00	£228.56	£461.44
4500/1/1	TOTAL	£1,804.19	£2,899.87	£3,840.00	£1,457.01	£2,382.99
4500/1/2	<b>Barlows Lane</b>					
4500/1/2/1	Services	£492.90	£920.92	£1,000.00	£308.00	£692.00
4500/1/2/2	Grounds Maintenance	£738.75	£1,743.67	£2,500.00	£610.00	£1,890.00
4500/1/2/3	Water Charges	£1,195.67	£1,354.01	£700.00	£186.95	£513.05
4500/1/2/4	Repairs & Renewals	£181.33	£614.79	£150.00	£217.50	£67.50
4500/1/2/5	Equipment	£213.41	£107.52	£150.00	£0.00	£150.00
4500/1/2/6	Sundries	£0.00	£39.49	£50.00	£0.00	£50.00
4500/1/2/7	Returned Deposits	£0.00	£50.00	£0.00	£28.61	£28.61
4500/1/2/8	Pest Control	400.02	£619.04	£690.00	£228.56	£461.44
4500/1/2	TOTAL	£3,222.08	£5,449.44	£5,240.00	£1,579.62	£3,660.38
4500/1/3	<b>Churchill Way</b>					
4500/1/3/1	Services	£620.10	£920.92	£1,000.00	£308.00	£692.00
4500/1/3/2	Grounds Maintenance	£1,205.00	£1,572.67	£2,500.00	£775.00	£1,725.00
4500/1/3/3	Water Charges	£335.89	£508.91	£500.00	£218.29	£281.71
45001/3/4	Repairs & Renewals	£120.00	£268.71	£150.00	£132.50	£17.50
4500/1/3/5	Equipment	£266.19	£107.52	£150.00	£0.00	£150.00
4500/1/3/6	Sundries	£0.00	£39.49	£50.00	£0.00	£50.00
4500/1/3/7	Returned Deposits	£50.00	£0.00	£0.00	£0.00	£0.00
4500/1/3/8	Pest Control	£399.98	£619.02	£690.00	£228.56	£461.44
03/01/4500	TOTAL	£2,997.16	£4,037.24	£5,040.00	£1,662.35	£3,377.65
04/01/4500	<b>Mylen Road</b>					
4500/1/4/1	Services	£556.50	£920.92	£1,000.00	£308.00	£692.00
4500/1/4/2	Grounds Maintenance	£1,245.00	£1,576.00	£2,650.00	£340.00	£2,310.00
4500/1/4/3	Water Charges	£363.53	£270.76	£800.00	£65.00	£735.00
4500/1/4/4	Repairs & Renewals	£950.00	£64.21	£150.00	£313.00	£163.00
45001/4/5	Equipment	£133.40	£107.52	£150.00	£0.00	£150.00
4500/1/4/6	Sundries	£0.00	£64.69	£50.00	£0.00	£50.00
4500/1/4/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/4/8	Pest Control	£399.98	£619.02	£690.00	£228.56	£461.44

4500/1/4 TOTAL £3,648.41 £3,623.12 £5,490.00 £1,254.56 £4,235.44

	2018/2019 Net	2019/2020 Net	Budget 2020/2021	Actual Net @ 31.08.2020	Balance 2020/2021	PROPOSED BUDGET 2021/2022
<b>4500/1/5 Old Winton Road</b>						
4500/1/5/1 Services	£556.50	£920.92	£1,000.00	£308.00	£692.00	
4500/1/5/2 Grounds Maintenance	£1,130.00	£1,741.00	£2,500.00	£240.00	£2,260.00	
4500/1/5/3 Water Charges	£571.62	£568.57	£1,000.00	£71.78	£928.22	
4500/1/5/4 Repairs & Renewals	£64.79	£186.71	£150.00	£85.00	£65.00	
4500/1/5/5 Equipment	£193.41	£107.52	£150.00	£0.00	£150.00	
4500/1/5/6 Sundries	£0.00	£39.49	£50.00	£0.00	£50.00	
4500/1/5/7 Returned Deposits	£200.00	£50.00	£0.00	£0.00	£0.00	
4500/1/5/8 Pest Control	£399.98	£619.04	£690.00	£228.56	£461.44	
<b>4500/1/5 TOTAL</b>	<b>£3,116.30</b>	<b>£4,233.25</b>	<b>£5,540.00</b>	<b>£933.34</b>	<b>£4,606.66</b>	
<b>4500/1/6 The Drove</b>						
4500/1/6/1 Services	£556.50	£850.96	£1,000.00	£340.41	£659.59	
4500/1/6/2 Grounds Maintenance	£1,585.91	£1,382.80	£2,700.00	£905.00	£1,795.00	
4500/1/6/3 Water Charges	£1,982.82	£0.00	£2,500.00	£0.00	£2,500.00	
4500/1/6/4 Repairs & Renewals	£0.00	£271.71	£150.00	£0.00	£150.00	
4500/1/6/5 Equipment	£213.41	£107.52	£150.00	£0.00	£150.00	
4500/1/6/6 Sundries	£10.00	£39.49	£50.00	£0.00	£50.00	
4500/1/6/7 Returned Deposits	£50.00	£150.00	£0.00	£0.00	£0.00	
4500/1/6/8 Pest Control	£400.00	£676.22	£690.00	£228.58	£461.42	
<b>4500/1/6 TOTAL</b>	<b>£4,798.64</b>	<b>£3,478.70</b>	<b>£7,240.00</b>	<b>£1,473.99</b>	<b>£5,766.01</b>	
<b>4500/1/7 Vigo Road</b>						
4500/1/7/1 Services	£556.50	£990.88	£1,000.00	£308.00	£692.00	
4500/1/7/2 Grounds Maintenance	£1,852.55	£1,588.00	£2,500.00	£510.00	£1,990.00	
4500/1/7/3 Water Charges	£1,039.67	£698.09	£1,200.00	£561.63	£638.37	
4500/1/7/4 Repairs & Renewals	£0.00	£226.74	£150.00	£0.00	£150.00	
4500/1/7/5 Equipment	£248.41	£1,742.70	£150.00	£0.00	£150.00	

4500/1/7/6	Sundries	£0.00	£39.50	£50.00	£0.00	£50.00	
4500/1/7/7	Returned Deposits	£0.00	£0.00	£0.00	£100.00	-£100.00	
4500/1/7/8	Pest Control	400.06	£561.97	£690.00	£228.62	£461.38	
4500/1/7	TOTAL	£4,097.19	£5,847.88	£5,740.00	£1,708.25	£4,031.75	
							PROPOSED BUDGET 2021/2022
		2018/2019 Net	2019/2020 Net	Budget 2020/2021	Actual Net @ 31.08.2020	Balance 2020/2021	
4500/1/8	Picket Piece						
4500/1/8/1	Services	£0.00	£0.00	£1,000.00	£0.00	£1,000.00	
4500/1/8/2	Grounds Maintenance	£0.00	£0.00	£500.00	£0.00	£500.00	
4500/1/8/3	Water Charges	£0.00	£0.00	£500.00	£0.00	£500.00	
4500/1/8/4	Repairs & Renewals	£0.00	£0.00	£150.00	£0.00	£150.00	
4500/1/8/5	Equipment	£0.00	£0.00	£150.00	£0.00	£150.00	
4500/1/8/6	Sundries	£0.00	£0.00	£50.00	£0.00	£50.00	
4500/1/8/7	Pest Control	£0.00	£0.00	£690.00	£0.00	£690.00	
		£0.00	£0.00	£3,040.00	£0.00	£3,040.00	
4500/1	TOTAL ALLOTMENTS	£23,683.97	£29,569.50	£41,170.00	£10,069.12	£31,100.88	
							PROPOSED BUDGET 2021/2022
		2018/2019 Net	2019/2020 Net	Budget 2020/2021	Actual Net @ 31.08.2020	Balance 2020/2021	
<b>Planning/Highways</b>							
4300	Planning/Highways	N/A	N/A	£0.00	£0.00	£0.00	
4300/1	Provision of Speed Signs	N/A	N/A	£0.00	£0.00	£0.00	
4300/2	Design Statement/NP	N/A	N/A	£0.00	£0.00	£0.00	
4300	Total	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>Total Income</b>		<b>£323,485.26</b>	<b>£421,639.95</b>	<b>£25,660.00</b>	<b>£174,973.44</b>	<b>£149,313.44</b>	
<b>Total Expenditure</b>		<b>£246,420.69</b>	<b>£280,878.76</b>	<b>£405,676.00</b>	<b>£137,487.24</b>	<b>£268,188.76</b>	
<b>TOTAL NET BALANCE</b>		<b>£77,064.57</b>	<b>£140,761.19</b>	<b>-£380,016.00</b>	<b>£37,486.20</b>		

## **5 Year Budget Plan – ‘Things for consideration’**

At the previous Budgets & Staffing Committee meeting it was agreed that the Chairman and Vice Chairman of the Committee would work with the Town Clerk (Responsible Financial Officer) to start to draw up a 5 Year Budget Plan.

However, since the last meeting the Coronavirus has affected every aspect of life for the whole country. What were previous certainties are now uncertainties.

Therefore, the Town Council needs to consider carefully its position and plans going forward.

### **Events:**

It is not known how long it will take to come up with a vaccine for the virus and until that time, Events, major gatherings and indoor meetings come with significant Health and Safety Risks which are causing most events and gatherings to be cancelled.

It is not known how long this situation will continue and the general advice from Central Government and other local organisations is, prepare for this being long term.

With this in mind the Council should carefully consider its actions going forward and the Financial Plan and Business Plan should account for changes in society, further disruption of service and assistance to local and community groups and organisations.

In the Town Council’s current Budget 2020/2021, there is a considerable amount of monies set aside for Events. The likelihood is, these monies will not be utilised for their original purpose. Subsequently, thought should be given as to whether this level of finance for Events is required in the future.

### **Grants/Emergency funding:**

2020/2021 has seen the Council set up an Emergency Fund to assist organisations and local groups within the Town respond to and assist with help in the Community for people having to Shield from the Coronavirus or otherwise requiring assistance.

Should the Town Council ensure that monies are set aside in the future to provide for Community Funding as this situation is likely to continue and/or may happen again in the future?

### **Allotments:**

The Town Council has a Statutory Duty to provide Allotments in Andover. 2020/2021 has seen discussions taking place regarding the future provision of Allotments in Andover and the potential need for more sites in the near future, from 2023. This should be factored into the 5 Year Budget Plan, whether the funding for the provision of additional sites be provided by the Town Council or sourced from elsewhere. Knowledge and understanding of the potential costs will significantly assist the Town Council.

There is a significant amount of major maintenance work that is still required to be carried out across

all the allotment sites. The Council has already put aside Earmarked Reserves to assist with this. However, ongoing maintenance will be required. The Town Council has never set aside contingency monies for the Allotments. For instance, if there were to a major failure of the water system on one of the sites, this could lead to significant costs to the Council that had not been budgeted for.

The Town Council has a number of ways this could be dealt with, set monies aside in Earmarked Reserves for large one off costs (spend to save). For example, tackle one site at a time and carry out works on fencing, pathways and water pipes. Or, put monies aside on a yearly basis in the Budget and plan over a five year period to complete the works. Or a combination of both to ensure the works are carried out.

It ought to be mentioned that with such things as the fencing and water pipes, if the correct materials are sourced it would be many years before they would require maintenance and or replacement. For instance, some types of fencing come with a 30-year guarantee.

### **Office/Staff:**

With regard to the Town Council saving money in the long term, consideration should be given to the changing ways in which office staff are now working across the country, since the event of the Coronavirus.

Many office workers are now working from home permanently. Indeed, the Town Council's officers are continuing to work from home very effectively.

In the long term, this is safer for the officers. It could potentially save the Town Council a considerable amount of money. Does the Town Council require large offices to continue in the future? Would the Town Council be better to rent a smaller office in the Town Centre that could be used to meet Members of the Public face to face, if they cannot be accommodated via Zoom or some other virtual means? Could the Town Council continue to have virtual meetings instead of hiring large meeting venues?

It is estimated that the Town Council could save more than £15,000 a year by Officers working from home, not hiring meeting venues and having a smaller office as a base. This saving could be directed back into the Community as suggested above.

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

Tel: 01264 335592

Email: [info@andovertc.co.uk](mailto:info@andovertc.co.uk)

Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors

<b>Produced for:</b> Budgets & Staffing Committee	<b>Date of Report:</b> Tuesday 25 August 2020	<b>Author:</b> W. Coulter (Town Clerk, DPO, RFO)
<b>Key Issues</b> To update Members on Office Management and Refurbishment.		
<b>Background</b> Since the last meeting of the Budgets and Staffing Committee the Country has been afflicted by the Coronavirus. The Country went into Lockdown in March 2020 and Officers were instructed to work from home. At the previous meeting Officers were instructed to employ a decorator to redecorate the main meeting room, hallway and stairway. Officers were instructed to source plants for the office.		
<b>Current Situation</b> Since the Lockdown in March 2020, Officers have been working from home. However, in the meantime, decorators have been allowed into the offices, following present Health and Safety guidelines and have redecorated the main meeting room, hallway and stairs. Plants have been sourced and kept alive by Officers visiting the offices to retrieve post, following Health and Safety Guidelines.		
<b>Office Management</b> Full Council has instructed Officers to carry out Risk Assessments (COVID19 – Risk Assessment) following current Coronavirus restrictions and guidelines. These are still on-going and will be reported, as instructed, to Full Council.		
<b>Financial Implications</b> There are no Financial Implications to this report.		
<b>Legal and Policy Implications</b> The Town Council must adhere to current guidance and statutory requirements regarding the COVID-19 Risk Assessments and Government Legislation.		
<b>Recommendations</b> <b>To note the report.</b>		

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

Tel: 01264 335592

Email: [info@andovertc.co.uk](mailto:info@andovertc.co.uk)

Website: [www.andovertc.gov.uk](http://www.andovertc.gov.uk)

Distribution: To all Councillors

<b>Produced for:</b> Budgets & Staffing Committee	<b>Date of Report:</b> Wednesday 26 August 2020	<b>Author:</b> W. Coulter (Town Clerk, DPO, RFO)
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## Key Issues

To update Members on the current situation regarding change of Staffing Structure.

To recommend to Members the engagement of an external Consultant to assist with Staff Consultation and provide HR advice to ensure the Town Council complies with HR Law.

## Background

Since the last Budgets & Staffing Committee meeting, some Members of the Staffing Sub-Committee met with an external consultant with regard to the proposed new Staffing Structure to seek advice to ensure that the Town Council complies with Employment Law and the requirements for engaging staff within Local Government Law.

However, the Country went into Lockdown due to the Coronavirus in March 2020, therefore no significant progress has been made with the proposed changes and consultation.

## Current Situation

At the recent Staffing Sub-Committee meeting Officers were requested to make contact again with the external consultant to find out if any progress had been made.

The Consultant has set out a number of actions that the Council must take in order to correctly implement the changes it wishes to make.

Officers have indicated to the Staffing Sub-Committee that they can no longer advise the Town Council with regard to the proposed staffing structure as they are all directly affected by the proposed changes and cannot remain impartial.

## Actions that must be taken

Below are the Actions that must be taken to ensure that the Town Council complies with Employment Law and Local Government Legislation:

- The new job descriptions need to be evaluated.
- This has to be done first as it will feed directly into any consultation paper which must include proposals in respect of staff salaries.
- The consultation document must be drafted
- This will be disseminated once the Job Evaluations have been completed. The Consultation Document must set out proposals for the new structure, salary and staffing implications.
- A period of consultation to follow.
- There is no statutory timescale in this case, but it should be between 2 and 4 weeks

- Once the consultation exercise has concluded, the Staffing Sub-Committee must consider the consultation responses and make any amendments as necessary/relevant based on any feedback received, and the final structure will have to be recommended for approval to Full Council.

(Note: This will be necessary to show that alternatives/options have been considered and reasons clearly stated as to why they have or have not been accepted). For the consultation to be meaningful and valid, it must show how the views of staff have been taken into account.

- Once this is concluded, any potential redundancies that may arise as a result will need to be addressed and advertisements for new or unfilled posts sent out.
- Recruitment exercise for non-matched to new posts as appropriate

### **Engagement of External Consultant**

As mentioned above, Officers have advised the Staffing Sub-Committee that they can no longer provide advice and guidance with regard to the proposed changes and implementation of a new Staffing Structure for the Town Council as they are all directly impacted by the proposed changes and cannot remain impartial. It is therefore strongly recommended that the Town Council engage the assistance and services of an External Consultant, who specialises in Local Government HR, to ensure that the Town Council complies with current HR Law and requirements of Local Government Law with regard to the reorganisation and consequent engagement of staff for the Town Council.

The External Consultant has provided terms for engagement to continue to provide advice and guidance to the Town Council:

- The External Consultants can help at any or all stages of this process. As Andover Town Council are members of South East Employers (SEE) the day rate would be reduced from £750 + VAT to £650 + VAT
- Subject to agreement SEE could help as follows:
  - Undertake the Job Evaluation of proposed posts. Approximately 1.0 days work
- Assist with the consultation document and advise regarding any questions from Staff and Members in terms of addressing any issues raised.
- Advice regarding redundancies, if relevant.
- Advice regarding recruitment, matching, slotting-in.
- There would be approximately 3 days work – but it could be determined and agreed as appropriate

### **Financial Implications:**

The Town Council has provided a Budget for Legal and Professional Fees in the Budget 2020/2021 (£6,000) which would provide for the costs of the provision of this consultation and legal advice.

It is suggested that best case scenario the assistance would be for 4 days which would be £2,600 + VAT

Worst case scenario assistance would be for 6 days which would be £3,900 + VAT

It should be noted that if the Town Council did not adhere to Employment Law and staff were not considered in the correct manner and were in a position to make a tribunal claim, it could cost the Town Council tens of thousands of pounds.

### **Legal and Policy Implications**

The Town Council is required by s. 112 of the Local Government Act 1972 to appoint such officers as it

considers necessary for the proper discharge of its functions.

The Town Council Officers are employed under the National Joint Councils Terms of the Green Book which include specific provisions for the Local Council Sector on the conditions of employment for Clerks and other Officers of Town, Parish and Community Councils.

There are provisions for calculating salaries, including minimum full-time salaries based on bench-marked profiles of posts.

### **Recommendations**

**To note the current situation with regard to the implementation of the proposed Staffing Structure.**

**To recommend that the Town Council engages South East Employers to assist with the job evaluations, consultation with Officers and advice on all aspects of Employment Law covered within the proposed Staffing Structure change.**

**To approve the release of funds from the Legal and Professional Fees Budget of 2020/2021 to cover the costs of the Consultancy Fees.**

**To engage South East Employers for the required time to complete the actions lawfully.**

**To recommend to Full Council any advised changes to the Staffing Structure as a result of Consultation to ensure that the Town Council complies with the requirement of showing that alternatives/options have been considered and reasons clearly stated as to why they have or have not been accepted.**

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**26 August 2020**

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

Tel: 01264 335592

Email: [info@andovertc.co.uk](mailto:info@andovertc.co.uk)

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## **BUDGET & STAFFING WORK PROGRAMME: 02.09.2020**

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
7 October 2020	Strategic Objectives/Performance			
7 October 2020	Staff Appraisals		To consider any implications arising from Staff Appraisals	
7 October 2020	Review any Leases or Loans (if required)			
7 October 2020	Review of Members Services Provision		To consider whether provision has been provided within the budget for Members' Services	
11 November 2020	Timetable of Meetings for 2021/2022		To start consideration of a Timetable of Meetings for 2021/2022	Recommend to full Council
11 November 2020	Annual Budget 2021/2022	STAT	To prepare and recommend to Council the Annual Budget for 2021/2022	
11 November 2020	Review of Business Plan		To ensure the Town Council is up to date with the Business Plan	
13 January 2021	Internal Audit Arrangements	STAT	To note Internal Audit arrangements for YE 31 March 2021	
13 January 2021	Annual Budget 2021/2022	STAT	Final changes to Annual Budget to recommend to Full Council	
13 January 2021	Annual Report	STAT	To approve the contents of the Annual Report for 2020/2021	
17 February 2021	Review Council's resources (Staffing Levels)	P&R	To review the Council's resources to ensure services are maintained	
17 February 2021	Review of Business Plan		To ensure the Town Council is up to date with the Business Plan	
17 February 2021	Corporate Risk Assessment	STAT	To review the Corporate Risk Assessment and make necessary recommendations to full Council	
17 February 2021	Investment Strategy	P&R	To consider an Investment Strategy in line with the Financial Regulations	
17 February 2021	Review Town Council Policies			
17 February 2021	Timetable for Internal Audit 2 YE 31 March 2021	STAT		
28 April 2021	Review of Financial Regulations	STAT	To review Financial Regulations to ensure compliance with latest Governance	
June 2021	Virement of Budgets		To consider any Virements of Budgets prior to 31 March 2021	Recommend to full Council

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
June 2021	Accounts for the Year Ended 31 March 2021	STAT	To approve the Accounts for the Year Ended 31 March 2021	
June 2021	To receive the Internal Auditors Report	STAT	To approve the Action Plan arising from the Internal Auditors Report	Recommend to full Council
June 2021	AGAR Preparation	P&R	To review the Internal Audit Report and consider Accounts for the AGAR	Recommend to full Council
September 2021	Review Council's resources	P&R	To review the Council's resources to ensure services are maintained	
September 2021	Review financial plan for 2022/2023		To consider the Financial Plan for 2022/2023 to ensure Budgets cover services required - in preparation for Annual Budget 2022/2023	