

To the Members of the **Allotments Committee**:

Cllr Kevin Hughes (Chairman), Cllr Alan Cotter (Vice Chairman), Cllr Carol Bartholomew, Cllr R Kidd, Cllr Barbara Long, Cllr Veronika Pond and Cllr Luigi Gregori.  
(copies to all other Members of the council)

You are hereby summoned to attend a meeting of the **ALLOTMENTS Committee** to be held at **UPPER GUILDHALL, HIGH STREET**, on **Thursday, 6 July 2017 at 7.00 pm** when it is proposed to transact the following business:-

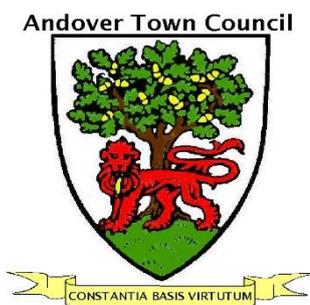
Wendy Coulter - Town Clerk  
29 June 2017

## 7.00pm SURGERY TIME FOR ALLOTMENT HOLDERS

1	<b>Apologies</b> To receive and accept apologies for absence.
2	<b>Declarations of Interest</b> To receive Declarations of Interest as per the Town Council's Code of Conduct
3	<b>Minutes</b> To approve the Minutes of the previous meetings held on 6 April 2017 and 11 May 2017– attached at <b>Appendix A</b>
4	<b>Deposits</b> To note the Internal Audit Report and approve the recommendation that Deposits for Allotments should cease from 1 September 2017. All remaining monies will be returned, if possible, or reallocated into the Allotment fund. Report attached at <b>Appendix B.</b>
5	<b>Water Works</b> To note that work is being carried out at Barlows Lane to repair underground pipework.
8	<b>Bee application</b> To approve an application to keep bees on Admirals Way allotments – attached at <b>Appendix C.</b>
9	<b>Fencing on Admiral's Way Site</b> To consider the attached report on the fencing at Admirals Way - <b>Appendix D.</b>
10	<b>Allotment security</b> To consider the options available to stop unwanted access to the allotment sites.
11	<b>Appeal – Andover Trees United Polytunnel.</b> 11.1 To consider the attached appeal from Andover Trees United.

	11.2 To uphold or deny the attached appeal from Andover Trees United – <b>Appendix E</b>
12	<b>Allotment Officers Report</b> To receive an update from the Allotment Officer

The Chairman will close the meeting.



# ANDOVER TOWN COUNCIL

# A

## Notes of Allotment Committee Surgery

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### Time and date

7.00pm on Thursday, 6 April 2017

### Place

Town Council Office, 66C High Street, Andover

### Attendees:

#### Town Council Representatives

CLlr K Hughes – Chairman (P)	CLlr A Cotter – Vice Chair (P)	CLlr V Pond (P)
CLlr R Rowles – (A)	CLlr C Bartholomew (P)	CLlr R Kidd (A)
CLlr L Gregori – (P)	CLlr B Long (P)	CLlr G McBride (A)

### Officers Present:

Wendy Coulter (Town Clerk) (P) (taking minutes)

Tor Warburton (Committee Officer) (P) (training)

### Other Town Councillors Present:

CLlr L Gates

### Borough Councillors:

0

### Allotment Wardens Present:

0

### Allotment Holders Present:

0

### Members of the Public Present:

0

### Allotment Holders Surgery

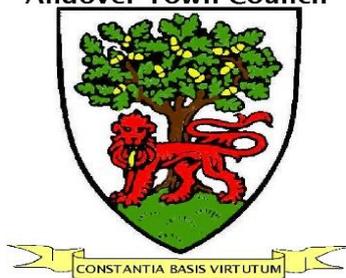
CLlr K Hughes (Chairman) opened the meeting at 7:00pm and welcomed all attendees.

### The Chairman

Asked if anyone had any suggestions, questions or concerns. As there were no members of the public present surgery was closed at 7.08pm

CLlr L Gates indicated that he wished to speak on Item 6 of the agenda. The Chairman agreed to allow CLlr Gates to speak during the meeting.

Andover Town Council



# Minutes of Allotments Committee

**Time and date**

7.08pm on Thursday, 6 April 2017

**Place**

Town Council Offices, 66C High Street, Andover

Attendees:

Cllr K Hughes – Chairman (P)	Cllr A Cotter – Vice Chair (P)	Cllr V Pond (P)
Cllr R Rowles – (A)	Cllr C Bartholomew (P)	Cllr R Kidd (A)
Cllr L Gregori – (P)	Cllr B Long (P)	Cllr G McBride (A)

Other Town Councillors Present:

Cllr L Gates

Officers Present:

Wendy Coulter (Town Clerk) (P) (taking minutes)

Tor Warburton (Committee Officer) (P) (training)

Allotment Wardens Present:

None

AC 46/16	Apologies	Action
	Apologies for absence were received and accepted from Cllr R Rowles and Cllr R Kidd.	
AC 47/16	Declarations of interest	Action
	Cllr B Long declared an interest in Item 6 as she is a Trustee of Andover Trees United. Cllr C Bartholomew declared an interest in Item 6 as she is a Member of Andover Trees United.	
AC 48/16	Minutes	Action
	The Minutes of the Allotments Committee meeting held on the 19 January 2017 were received and accepted as a true record. Proposed by Cllr K Hughes and seconded by Cllr L Gregori. A vote was taken: 5 for and 1 abstention due not being present at the previous meeting. <b>RESOLVED: That the Minutes of the Allotments Committee meeting held on the 19 January 2017 be agreed and signed by the Chairman as a correct record</b>	
AC 49/16	Allotment Accounts	Action
	Noted. The Town Clerk pointed out that there is still one month's accounts to be received but that the income is significantly up.	<b>TC to reallocate, within the Allotment Budget the Budget Head to better reflect expenditure.</b>

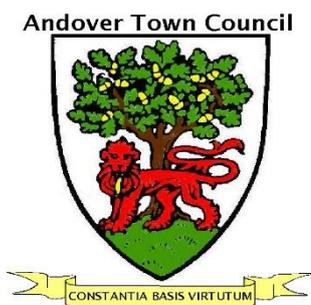
	<p>Cllr K Hughes proposed that the accounts and budget heads be re-allocated within the Allotment Budget to better reflect true expenditure and Cllr C Bartholomew seconded.</p> <p>A vote was taken and it was passed unanimously.</p> <p><b>RESOLVED: That the accounts and budget heads be re-allocated, within the Allotment Budget to better reflect true expenditure.</b></p>	
<b>AC 50/16</b>	<b>Rules &amp; Regulations for keeping Chickens</b>	<b>Action</b>
	<p>It was proposed by Cllr K Hughes that the Rules and Regulations for keeping chickens be accepted and sent to chicken keepers on the allotments. Cllr A Cotter seconded.</p> <p>Cllr B Long requested an amendment as the first three regulations were not numbered. No seconder received.</p> <p>The original proposal was returned and a vote taken: 5 for and 1 abstention.</p> <p><b>RESOLVED: that the Rules and Regulations for keeping chickens be accepted and sent to chicken keepers on the allotments.</b></p>	<b>AO to send out Rules and Regulations for keeping chickens to chicken keepers on allotments.</b>
<b>AC 51/16</b>	<b>Request for Oversized Polytunnel</b>	<b>Action</b>
	<p>It was agreed by the Committee at the last meeting that this poly tunnel request could be approved by the Officers if it fitted within permitted sizes. It was subsequently found that it exceeded permitted sizes so the Officers brought it back in front of the Committee for a decision.</p> <p>Cllr L Gates declared an interest as he used to be a Trustee of Andover Trees United (ATU). Cllr L Gates stated that tree whips could not be grown in a poly tunnel. Cllr L Gates stated that the Committee should not go against its own rules and that the request should be referred back for further evidence.</p> <p>Cllr Bartholomew commented that she had sent an email to them to ask them not to put it up.</p> <p>Cllr B Long stated grave concerns and reminded the Committee that she is still a Trustee for Andover Trees United. Cllr B Long commented that more supporting evidence was required as to why they needed a large polytunnel and that the polytunnel is for wild flower seedlings – not tree whips. Cllr B Long felt that if this poly tunnel was allowed it would set a precedent for other allotment holders.</p> <p>Cllr K Hughes (Chairman) stated that the poly tunnel was against Rules and Regulations and therefore he would be reluctant to approve.</p> <p>Cllr C Bartholomew requested to read email as supporting evidence from Andover Trees United (attached), which was done.</p> <p>Cllr K Hughes proposed, that whilst sympathetic to the aims of ATU, the request for the erection of an oversized poly tunnel be rejected for the reason that it did not fit within the Rules and Regulations but that they would be allowed one that did fit within the size</p>	<b>AO to contact ATU to inform them the oversized polytunnel was not permitted but that one, within size regulations could be erected.</b>

	<p>permutations set out by the Rules and Regulations. Cllr V Pond seconded the proposal.</p> <p>A vote was taken: 4 For and 2 Abstentions. The vote was carried.</p> <p><b>RESOLVED: that the request for the erection of an oversized poly tunnel be rejected for the reason that it does not fit within the Rules and Regulations but that Andover Trees United would be allowed one that did fit within the size permutations set out by the Rules and Regulations.</b></p>	
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The Chairman closed the meeting at. 7.50pm

Chairman

Date



# ANDOVER TOWN COUNCIL

# A

## Notes of Allotment Committee Surgery

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### Time and date

7.00pm on Thursday, 6 April 2017

### Place

Town Council Office, 66C High Street, Andover

### Attendees:

#### Town Council Representatives

CLlr K Hughes – Chairman (P)	CLlr A Cotter – Vice Chair (P)	CLlr V Pond (P)
CLlr R Rowles – (A)	CLlr C Bartholomew (P)	CLlr R Kidd (A)
CLlr L Gregori – (P)	CLlr B Long (P)	CLlr G McBride (A)

### Officers Present:

Wendy Coulter (Town Clerk) (P) (taking minutes)

Tor Warburton (Committee Officer) (P) (training)

### Other Town Councillors Present:

CLlr L Gates

### Borough Councillors:

0

### Allotment Wardens Present:

0

### Allotment Holders Present:

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### Members of the Public Present:

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### Allotment Holders Surgery

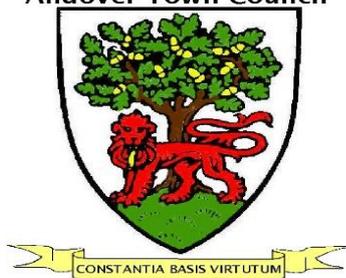
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Andover Town Council



# Minutes of Allotments Committee

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7.08pm on Thursday, 6 April 2017

**Place**

Town Council Offices, 66C High Street, Andover

Attendees:

Cllr K Hughes – Chairman (P)	Cllr A Cotter – Vice Chair (P)	Cllr V Pond (P)
Cllr R Rowles – (A)	Cllr C Bartholomew (P)	Cllr R Kidd (A)
Cllr L Gregori – (P)	Cllr B Long (P)	Cllr G McBride (A)

Other Town Councillors Present:

Cllr L Gates

Officers Present:

Wendy Coulter (Town Clerk) (P) (taking minutes)

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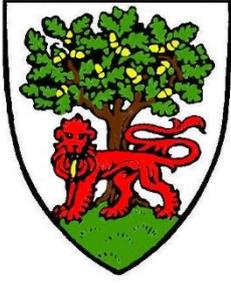
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The Chairman closed the meeting at. 7.50pm

Chairman

Date



*Constantia Basis Virtutum*

# ANDOVER TOWN COUNCIL

# A

## Minutes of Allotments Committee

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### Time and date

Following the Annual Council Meeting on Thursday 11 May 2017.

### Place

Upper Guildhall, High Street, Andover

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Attendees: Cllrs Carol Bartholomew, Alan Cotter, Kevin Hughes, Barbara Long, Veronika Pond and Richard Kidd.

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

#### **AC 01/17 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **AC 02/17 ELECTION OF CHAIRMAN**

It was proposed by Cllr B Long and seconded by Cllr R Kidd that Councillor Kevin Hughes be elected Chairman for the ensuing Municipal Year 2017/2018.

There were no other nominations.

**RESOLVED: That Councillor Kevin Hughes be elected Chairman of the Allotments Committee for the ensuing Municipal Year 2017/2018.**

#### **AC 03/17 ELECTION OF VICE-CHAIRMAN**

It was proposed by Cllr Kevin Hughes and seconded by Cllr Carol Bartholomew that Councillor Alan Cotter be elected Vice-Chairman for the ensuing Municipal Year 2017/2018.

There were no other nominations.

**RESOLVED: That Councillor Alan Cotter be elected Vice-Chairman of the Allotments Committee for the ensuing Municipal Year 2017/2018.**

The Chairman closed the meeting.

Chairman

Date



**Tim Light – trading as LIGHTATOUCH INTERNAL AUDIT SERVICES**

7 Hodder Close, Chandlers Ford, Hants, SO53 4QD. Tel: (023) 8026 3791 Email: Tim.Light1@hotmail.co.uk

**15 June, 2017**

The Town Clerk

Andover Town Council

First Floor Offices

66c High Street

Andover

Hants

SP10 1NG

Dear Wendy

**Internal Audit Letter Report for Andover Town Council (April –December 2016) 2016/17**

The Accounts and Audit Arrangements introduced from 1st April 2002 (lighter touch audit) requires all Town and Parish Councils to implement an independent internal audit examination of their Accounts and Accounting processes annually.

The Council have complied with the requirements in terms of independence by the Council decision making process in 2016/2017, appointing Lightatouch to undertake the work.

This is the first visit to take place covering the period April – December 2016 to check that the Town Council adhere to the requirements set out in the Governance and Accountability document for Smaller Authorities in England ensuring that compliance is maintained.

An Internal Audit testing strategy is set out in the current Governance and Accountability document for Small Authorities in England appendix 5. This covers a “suggested approach to internal audit testing” covering 10 aspects ranging from Proper bookkeeping right through to Year-end procedures. Our Internal Audit testing is based on this approach.

It was agreed with the Town Clerk that a financial risk assessment would be carried out of the Town Council Allotments for 2016/2017 as part of the visit. In discussion with the Town Clerk and the

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Allotments Officer a record of the internal control framework currently used has been recorded. Further consultations with the Allotment Officer will continue during 2016/2017 and work has started to enhance the internal control framework so that information held by the Town Council is accurate and up to date. **Audit Note: We will report further from our next visit planned on Monday 13 March 2017 as to the progress made to improve the recording of information and tracking of Allotment Deposits. We will also make recommendations to consider the use of Deposits and whether a different approach should be considered to their collect in the future.**

At this visits a series of independent audit tests were then undertaken using the various financial records, vouchers, documents, Minutes, previous audit reports, insurance etc. to ascertain the efficiency and effectiveness of these internal controls.

As part of the Internal Audit Reviews we checked that:

### **Bank Reconciliations**

- the financial totals as at 31 March 2016 brought forward are accurately shown in the cash books.
- all un-presented cheques and un-banked income was checked to bank statements and any that remain outstanding were checked to the bank reconciliation at 30 April 2016. **Audit note: It was noted that one cheque for £175.66 remains outstanding from 10 June 2015 which has not been presented and this should now be written back into the cash book.**
- all direct debits, standing orders, transfers were checked and accounted for in the period 1 April 2016 through to 31 December 2016.
- all bank paying in slips were banked and agreed to bank statements in the period 1 April 2016 through to 31 December 2016.
- bank reconciliations for all bank accounts had been carried out between 1 April 2016 to 30 November 2016, and totals agreed to those shown in Cashbook. **Audit note: It was noted that the Cashbook entries on the Unity Trust Bank Current Account no 20334109 for December 2016 had yet to be entered by the Town Clerk who agreed that this would be done as soon as possible.**

### **Income and Expenditure**

- all un-presented cheques and un-banked income information as at 31 December 2016 was checked to ensure that the details are accurately recorded in the Town Council records.
- all Remittance Advices were checked and agreed to the Cashbooks and bank statements for the period 1 April 2016 – 31 December 2016.

### **VAT**

• We noted reimbursements for VAT has been processed during the period for April – June 2016 in the sum of £3680.01 and July 2016 – September 2016 in the sum of £2802.82. We test checked that these reimbursements had been made into Unity Current Account and found that these had been credited on 20 July and 13 October 2016. The VAT reimbursement claim July – September 2106 was checked to ensure that all the VAT elements were correctly recorded from the Invoices for the same period.

**Audit Note: It is noted that the VAT reimbursement claim for the period October – December 2016 is currently being prepared by the Town Clerk and will be submitted to HMRC in the near future.**

### **BACS Payments**

- A test check of the invoice payment file was carried out (April 2016 to December 2016) to ensure that the totals paid by cheques and BACS were authorised and matched the payment vouchers held on the file. We also checked that the BACS payments were correctly recorded on the bank statements to confirm the accuracy of payments made.

**Minutes of the Town Council**

- We checked from the website the Minutes of the Town Council and Committees for decisions and approvals for the period April 2016 – October 2016.

**Audit Opinion**

It is our opinion that the various records and procedures in place for the Council provide an adequate standard of control for the Town Council with the exception of the Allotments information which will be reported from our next Internal Audit visit planned in March 2017 and to completion of the Cashbook entries for December 2016.

All other minor queries were resolved during the course of the audit for the period 1 April 2016– 31 December 2016 for the various transactional elements.

This letter report should be noted and taken to the next meeting of the Policy and Resources Committee to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be minuted.

Yours sincerely,

Tim Light FMAAT  
Internal Auditor



**Tim Light – trading as LIGHTATOUCH INTERNAL AUDIT SERVICES**

7 Hodder Close, Chandlers Ford, Hants, SO53 4QD. Tel: (023) 8026 3791 Email: Tim.Light1@hotmail.co.uk

**15 June, 2017**

The Town Clerk

Andover Town Council

First Floor Offices

66c High Street

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Hants

SP10 1NG

Dear Wendy

**Internal Audit Letter Report for Andover Town Council (January 2017) 2016/17**

The Accounts and Audit Arrangements introduced from 1st April 2002 (lighter touch audit) requires all Town and Parish Councils to implement an independent internal audit examination of their Accounts and Accounting processes annually.

The Council have complied with the requirements in terms of independence by the Council decision making process in 2016/2017, appointing Lightatouch to undertake the work.

This is the second visit to take place covering the period to January 2017 and to check that the Town Council adhere to the requirements set out in the Governance and Accountability document for Smaller Authorities in England ensuring that compliance is maintained.

An Internal Audit testing strategy is set out in the current Governance and Accountability document for Small Authorities in England appendix 5. This covers a “suggested approach to internal audit testing” covering 10 aspects ranging from Proper bookkeeping right through to Year-end procedures. Our Internal Audit testing is based on this approach.

We have continued to assess the financial risks of the Town Council Allotments process as part of this internal audit visit.

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We are grateful to the Town Clerk and the Allotments Officer for their cooperation in completing the risk assessment process and would now summarise our findings and recommendations as follows:

**Findings:**

- *The current process for the collection of deposits does not provide good value for money to the Town Council as the cost of collection and it's monitoring of receipt and returns cannot be covered in the initial deposit sums per allotment.*
- *The Unity Deposit Bank account is used to record the deposits taken from Allotment Holders but the historic information for those who may have paid in the past is not reliable and therefore it is difficult to assess those that have paid a deposit in the past. The current balance held on the Unity Trust Bank Deposit Account 20334112 as at 31 December 2016 is £5065.43.*
- *The Allotment Officer has revised the allotment spreadsheet held by the Town Council to ensure that better management information is shown which records the details of all sums due and paid within each allotment site.*
- *Monitoring of the unpaid rents by tenants can now be easily obtained from the allotment spreadsheet and tenants will be sent follow up letters to chase payment where it remains outstanding for more than 30 days.*
- *It is noted that the anniversary date of the Allotment rent collections is based on 1 September each year and not the beginning of the financial year.*
- *It is noted that four tenants have not paid their rent for 2016/2017. The Allotment Officer is currently following up with these tenants reasons for none payment.*

**Recommendations:**

- *Consideration should be given to cease the collection of initial deposits from Allotment Tenants as there is no added value to the Town Council.*
- *Further work should be carried out to establish those tenants that have paid initial deposits with a view to returning these payments.*
- *The use of the Unity Bank Deposit Account 20334122 should be reviewed and consideration given to whether it should be closed once all of the Deposits have been returned to the tenants, or whether it should remain open and used to provide the Town Council with an opportunity to use it as an investment account.*
- *The Town Council should review the Allotment rents annually.*
- *The Town Council should consider realigning the annual collection of rents in line with the financial year and introduce an anniversary date of the 1 April each year.*

Also at this visit a series of independent audit tests were then undertaken using the various financial records, vouchers, documents, Minutes, previous audit reports, insurance etc. to ascertain the efficiency and effectiveness of these internal controls.

As part of the Internal Audit Reviews we checked that:

**Bank Reconciliations**

- the financial totals as at 31 December 2016 brought forward are accurately shown in the cash books.
- all un-presented cheques and un-banked income was checked to bank statements and any that remain outstanding were checked to the bank reconciliation as at 31 January 2017.

**Audit note:**

- *It was noted that one cheque for £175.66 still remains outstanding from 10 June 2015 which has not been presented and this should now be written back into the cash book.*
- *It was also noted that three unbanked sums shown as income received on 5 October 2016 (details were provided to the Town Clerk) are included in the bank reconciliation for the 31 January 2017. We have requested the Town Clerk to provide details of the reason for their inclusion in the bank reconciliation as at the 31 January 2017.*

- all direct debits, standing orders, transfers were checked and accounted for in the period 1 January 2017 through to 31 January 2017.
- all bank paying in slips were banked and agreed to bank statements in the period 1 January 2017 to 31 January 2017.
- bank reconciliations for all bank accounts had been carried out between 1 January 2017 to 31 January 2017, and totals agreed to those shown in Cashbook.

#### **Income and Expenditure**

- all un-presented cheques and un-banked income information as at 31 January 2017 was checked to ensure that the details are accurately recorded in the Town Council records.
- all Remittance Advices were checked and agreed to the Cashbooks and bank statements for the period 1 January 2017 – 31 January 2017.

#### **VAT**

- We noted reimbursements for VAT has been processed during the period for October 2016 – December 2016 in the sum of £3,764.86

We test checked that these reimbursements had been made into Unity Current Account and found that these had been credited on 26/01/2017. We also checked to ensure that all the VAT elements were correctly recorded from the Invoices for the same period.

#### **BACS Payments**

- A test check of the invoice payment file was carried out (January 2017) to ensure that the totals paid by cheques and BACS were authorised and matched the payment vouchers held on the file. We also checked that the BACS payments were correctly recorded on the bank statements to confirm the accuracy of payments made.

#### **A-FEST**

- It is noted that the A-FEST contribution for 2016/2017 was set at an amount of £1200 per contributor (this included the Town Centre Partnership). It is understood that the contribution from Town Centre Partnership has been reduced to £600 due to a management issue with the Town Council.
- As the Town Council did not have any agreement in writing from Town Centre Partnership the Town Council have agreed that the reduction in contribution will have to be accepted. For future years it is **recommended** that arrangements with all Contributors are agreed in writing and that these should be formalised before any activities have taken place.

#### **Minutes of the Town Council**

- We checked from the website the Minutes of the Town Council and Committees for decisions and approvals for the period October 2016 – January 2017. **Audit Note: It is noted that the Standing Orders of the Town Council require all approval and decision to be binding by all Town Councillors for six months after they are adopted before any changes can be brought back to the Town Council for further decision.**

#### **Audit Opinion**

It is our opinion that the various records and procedures in place for the Council provide an adequate standard of control for the Town Council with the exception of the Allotments and AFEST findings and recommendations shown above.

All other minor queries were resolved during the course of the audit for the period 1 January 2017– 31 January 2017 for the various transactional elements.

*June 15, 2017*  
*Page 4*

This letter report should be noted and taken to the next meeting of the Policy and Resources Committee to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be minuted.

Yours sincerely,

Tim Light FMAAT  
Internal Auditor



2017 / 28.11.193

# SCHEME A - CERTIFICATE OF INSURANCE

## For Bees, Education, Protection and Research

This document should be provided to a member when the subscription is paid. It will have to be submitted to BDI in support of any claim. This Certificate applies where up to 39 colonies are insured. Over 39 colonies should be insured through Scheme B.

### Property Covered

This insurance only covers the equipment listed over leaf that you use for managing your bee colonies and the saleable honey that is destroyed. No consequential losses or associated costs of replacement are covered.

### Calculating your premium

Every member has up to three colonies covered in their basic subscription regardless of the number of colonies held. All additional colonies owned and operated, over three must have a premium calculated to determine the band for the insurance premium payable.

### Scope of the insurance

Both European Foul Brood (EFB) and American Foul Brood (AFB) are covered by BDI. Property destroyed under The Bees Act 1980 and The Bee Diseases and Pests Control (England) Order 2006 and The Bee Diseases and Pests Control (Wales) Order 2006, or any similar order in force at the time, by a Bee Inspector appointed by the Animal and Plant Health Agency (APHA). (See "Compensation" overleaf) In the event of an outbreak, the Inspector must be notified of the locations of all colonies owned or managed by the person named below and also of any stored beekeeping equipment. For BDI purposes a colony is regarded as any hive (excluding miniature mating hives or similar hives) containing bees regardless of size of the colony. ALL COLONIES MUST BE COVERED. Where, at the time of an inspection by a duly authorised Bee Inspector, the number of colonies managed exceeds the number of colonies for which a subscription (and if applicable, the premium) has been paid, no cover will apply under this policy. (NB. When determining the number of colonies covered potential increase must be taken into account). All colonies on a communal site must be covered; otherwise any claim arising will be invalid even if the beekeeper whose colonies have been infected is fully covered.

### Period of cover

Premiums are paid in respect of the calendar year, 1st January to 31st December, irrespective of the date on which they are actually paid. However, cover will not commence until 40 days have elapsed from the payment of the subscription and premium, where such payment is made after 31st March. This is known as the 40-day rule.

Class of member: R

### Name and Address

Mrs Alison Paxton  
14 Corinthian Close  
Andover  
Hants  
SP10 5PU

### Beekeepers' Association

Hampshire - Andover

Basic BDI subscription for year 2017: £ 2.00

BDI for 0 additional colonies: £ 0.00

BBKA £ 19.00

HBKA £ 5.00

A&DBKA £ 3.50

Beginners Course £ 0.00

Donation £ 0.00

**Total received with thanks** £ 29.50

Date 13/02/2017

Hon. Treasurer/Secretary

# SCHEME A: CERTIFICATE OF MEMBERSHIP

## Making a claim

An application for compensation form will be provided by your Bee Inspector and when completed should be submitted to the Scheme Manager, name and address as on the claims forms, within four weeks of signing by the Bee Inspector and should be accompanied by this Certificate and the Diagnostic Report (B4) which will be sent to you by NBU/APHA and/or the confirmation certificate, signed by the NBU/APHA authorised Bee Inspector. This is not required if the AFB or EFB has been confirmed by the Bee Inspector using the lateral flow device. Incorrect information on either this form or the claim form could result in the claim being invalidated.

## Compensation is given for the destruction of:-

British Standard Brood Frame    Polycarbonate Quilt  
All other Brood Frame sizes    Wire Queen Excluder  
British Standard Shallow Frame    Slotted Steel Queen Excluder  
All other Shallow Frame sizes    Plastic Queen Excluder  
Saleable Honey (40lb max per colony)    Open Mesh Floors

Subject to Condition - Excellent (As New) 100%, Good 60%, Poor 20%. No other property is covered.

Compensation rates for this year can be found on the BDI website: [www.beediseasesinsurance.co.uk](http://www.beediseasesinsurance.co.uk)

If claims have been made in both the previous two years compensation will be reduced by 25%. If claims have been made in all the previous three years compensation will be reduced by 50%. If claims have been made in all the previous four years compensation will be reduced by 75%.

The maximum compensation payable to an individual is £3,000 in any one year of insurance.

On the payment of a claim for any reason, other than for shook swarms, the number of colonies covered is reduced proportionately, i.e. by the number of colonies destroyed. If the number of colonies subsequently increases additional insurance cover must be obtained and will be subject to the 40-day rule.

## Compensation for Small Hive Beetle and Tropilaelaps Infestation - Annual Scheme

A maximum amount of £50,000 per annum will be available to cover claims. Each eligible claim will be covered to a maximum of £150 per hive dependant on condition, providing the beekeeper is not otherwise insured or entitled to obtain compensation elsewhere. This amount will be pro-rata between all claims in any one year if the total claims received exceed £50,000. Settlement will therefore be made after all claims for that year are resolved. BDI cover will stop if statutory control ceases.

Bee Diseases Insurance Ltd. Registered Number 12065R (England and Wales)  
Registered Office, c/o BBKA Office, NAC, Stoneleigh, Warwickshire CV8 2LG

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Authorised by the Prudential Regulation Authority and regulated by the  
Financial Conduct Authority and the Prudential Regulation Authority. Registered as a limited  
company under the Co-operative and Community Benefit Societies Act 2014 in England and Wales  
Registered Number 12065R. Insurance Premium Tax Registration Number 45933a  
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BDI premium includes IPT at the current rate.

## BDI Claims Manager:

**Bernard Diaper, 57 Marfield Close, Walmley, Sutton Coldfield, West Midlands B76 1YD**  
**Telephone: 07711 456932 E-mail: [claims@beediseasesinsurance.co.uk](mailto:claims@beediseasesinsurance.co.uk)**

ANDOVER AND DISTRICT BEE-KEEPERS ASSOCIATION



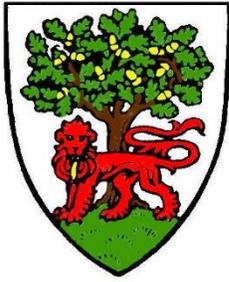
To whom it may concern.

This is to certify that Mrs Alison Paxton attended the British Beekeepers Association beginners course in beekeeping during the winter of 2013 -2014 run by Andover and District Beekeepers Association. Since then she has been active in beekeeping and is working towards taking the formal beekeeping examinations run by the British Beekeepers Association.

JNB Stuart

Tutor Andover Beekeeping Association

01264 323185



# ANDOVER TOWN COUNCIL

*Constantia Basis Virtutum*

## Report

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### FENCING AT ADMIRAL'S WAY ALLOTMENT

**Committee:**

Allotment Committee

**Date:**

28 June 2017

**Purpose of Report:**

1. For the Committee to note current situation at Admiral's Way Allotment site with regard to fencing.
2. To consider replacing existing fencing.

**Current Situation:**

The current fencing around Admiral's Way allotment site is showing the effect of age, wear and tear. More importantly it is too low and it is felt contributes to the lack security on this site.

**Recommendations:**

1. To approve Allotment Officer to obtain three quotes to replace existing fencing with a fence that is more fit for purpose.
2. To consider quotes, when received, with a view to looking at potential funding.

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28 June 2017

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

Distribution: To all Members of the Town Council

## Community Allotment

About the project for Tesco 300 words max

14-10-16

In addition to engaging with every young person in Andover through tree planting & woodland creation, Andover Trees United aims to develop provision for regular volunteering in nature for all irrespective of age or ability.

We are being granted permission to take over a neglected allotment in Andover that, although unsuitable for growing food crops, is suitable as a community growing space. Our aim is to develop it as a tree and wildflower nursery, a supportive training space for basic gardening & growing techniques and a space where people of all ages and abilities can grow and care for plants for the community wood, for school grounds and for other community spaces in the town. The allotment will enable us to provide regular volunteering opportunities for therapeutic purposes, for social engagement and for community cohesion.

Through this project we will clear and redesign the space to meet these aims.

Harmony Woods is our community wood that needs ongoing care and maintenance. Being a public space it cannot provide a secure nursery space yet there is a need to raise plants for the wood and to teach volunteers how to do this. Andover has a need for regular, weekly volunteering opportunities in an outdoors setting that will provide people with the chance to work in a supported environment as a transition back into mainstream employment and for therapeutic reasons. By offering a volunteering service to the community we can meet both these needs. The wood itself offers excellent opportunities for volunteering but there are certain times of year when the site is too inhospitable or when tasks are in short supply. The allotment will offer an alternative volunteering site and the chance to learn essential growing skills that cannot easily be taught in the wood.

Email sent to allotments Officer, Lisa Laing 9 March 2017

Dear Lisa

On behalf of Andover Trees United, I am making a request to erect a polytunnel on our plot that exceeds the preferred size described in the rules & guidelines.

We seek permission to erect a 12' x 20' polytunnel. We have measured other polytunnels on the site and know that there are some that are larger and quite a few that are this size.

We ask this as we need to have the means to accommodate up to 10 people working simultaneously - sometimes this will be because of weather, sometimes because the nature of the work requires it.

We also need to be able to offer shelter & a space for taking breaks across the year and in all weathers. With a regular volunteering day, we cannot guarantee that the weather will be kind to us on that day.

We would like to put up the polytunnel on Wednesday 29th March and hope that you will be able to give this consideration in time to make it possible.

Best wishes

Wendy

Tel: 01264 710893

Mob: 07759 284 770

Please leave voice messages on landline, *not* on mobile. Thanks.



Happy trees, happy planet, happy people  
[www.andovertrees.org.uk](http://www.andovertrees.org.uk)

5<sup>th</sup> July 2016

Dear Allotment Committee Members

This letter represents our formal appeal against your decision to refuse permission for us to erect a 20' x 12' polytunnel on the allotment site that we rent from the Town Council.

As explained in the accompanying documentation, an essential element of the next 5 years of our charitable work is to increase the number of volunteers working with us and, importantly, to ensure that volunteering is a positive and enjoyable experience. To this end we sought to secure a piece of land that would serve both as a nursery bed for trees and wildflowers and also give us the opportunity to work with and train volunteers of all ages and abilities. In order for us to do this, we have to be able to offer a covered work and rest space for up to 10 people (8 volunteers & 2 session leaders) to include wheelchair access.

We were delighted to hear that it was possible to rent an allotment space *to meet these needs and from the outset* I asked whether we would be able to erect a large polytunnel capable of accommodating a group of volunteers, some of whom might have mobility issues. Had we been told that this would not be allowed, we would not have proceeded with the rental.

We were informed by the allotment warden and by the allotments officer that there was a size restriction but we were also assured of the support of the allotment officer in any applications we made for a polytunnel that exceeded the **preferred** dimensions. In addition to this, our neighbouring allotment holders expressed no objection, there are many polytunnels on the allotment site that are bigger than the one we are requesting, the Town Council approved our Tesco application to fund a community allotment and, most importantly, **the ATC Rules and Regulations do not prohibit the use of a polytunnel of the size requested.**

On page 12 of the ATC rules and regulations it states: "*Larger size buildings will not normally be permitted. Any larger size building will need to have supporting evidence to justify a variation*". A polytunnel is classed as a building – 'a walk-in structure which (is) an appropriate size for the intended task' (Item 3.5 on page 2). In other words, a larger than 10 x 15 polytunnel is *not prohibited*; although not normally permitted, with justification, a larger size one is possible. 20 x 12 is the appropriate size for our intended tasks: that of accommodating volunteers IN ALL WEATHERS for the purposes of work, training and rest periods. (In fact it is on the small size for our needs but we were trying to be as respectful as possible of your preference.) It was on this understanding that we proceeded with the rental.

We had already been disappointed when told that we could not have the allotment site that we were originally granted, especially as it has never been proved that the householder concerned had legitimate cause to object to our use of the allotment. The move caused us to waste valuable time and has resulted in the trees needed for this year not being correctly planted; they remain heeled in.



Address enquiries to: Wendy Davis (ATU Project coordinator) c/o Westcott, Old Salisbury Rd, Abbots Ann, SP11 7NH  
 Landline (with answerphone): 01264 710893 Mob: 07759 284 770 [wendydavis.email@gmail.com](mailto:wendydavis.email@gmail.com)

To then find that, despite all the reassurances, despite the Rules & Regs *not* prohibiting a polytunnel of this size, despite the clear justification provided based on this being a Community allotment which has a different set of needs from an individual allotment (a use that the Town Council had approved), we are not permitted to erect a polytunnel *that is essential to our work* caused us even further set-backs. We have lost an entire year of wildflower propagation and training and our programme of work with schools has been jeopardised.

I now refer to the Minutes of the Allotment Committee Meeting of April 6<sup>th</sup>.

1. Cllr C Bartholomew declared and interest in Item 6 as she is a Member of Andover Trees United. It should be pointed out that constitutionally, anyone who has volunteered time or attended or supported an Andover Trees United event is a Member of ATU. I believe there is at least one other member of the Committee that therefore qualifies as a Member, possibly 2.
2. Cllr B Long stated grave concerns and reminded the Committee that she is still a Trustee for Andover Trees United. Cllr B Long commented that more supporting evidence was required as to why they needed a large polytunnel and that the polytunnel is for wild flower seedlings – not tree whips. Cllr B Long felt that if this poly tunnel was allowed it would set a precedent for other allotment holders. It is regrettable that, despite being a Trustee of ATU, Cllr B. Long was unable to explain the need for the larger polytunnel, which has nothing to do with the plants to be grown in it. This was also made abundantly clear in the email that was sent and supported by your allotments officer. The arguments given for a refusal at no point refer to the reasons given in justification (as contained in the email) only to the type of plants it was assumed would or would not be grown. This information about plants was not supplied by us in our application to you as it is irrelevant. Finally, allowing us to erect a larger polytunnel would *not* set a precedent as our need is based on the requirements of a COMMUNITY ALLOTMENT. An individual does not need to accommodate up to 10 people; an individual can choose not to go to the allotment in pouring rain – we do not have this choice, but we *do* have a duty of care to the volunteers who are booked in on what is a regular workday. Allowing us to put up a 20 x 12 polytunnel would therefore only set a precedent for another community allotment that shared our aims and aspirations.
3. Cllr L Gates stated that the Committee should not go against its own rules and that the request should be referred back for further evidence. As already pointed out, the rules do not prohibit the siting of a 20 x 12 polytunnel. If the Allotment Committee wishes this to be the case, the rules must be reworded to exclude exceptions. In addition to this, Cllr Gates was present at the walkabout during which we toured various allotment sites and during which the question of a large polytunnel was raised and explanations given.

I will now draw your attention to emails that have been sent between ATU, the ATC allotments officer and the Clerk to the Council.

- 5<sup>th</sup> March Grant Acceptance form sent to Town Clerk with request for approval of contents (The grant must be used within the year, £2000 of which is for a large polytunnel and workbenches approval for which was thought to be achievable)
- 6<sup>th</sup> March approval of contents received form Town Clerk
- 9<sup>th</sup> March explanation of need for the larger 20 x 12 polytunnel emailed to allotments officer, who acknowledged its receipt & forwarded her support to ATC; Cllr Cotter responded: *No problem with the length, but are there really 12' high poly tunnels on the allotment?* I was able to reassure that 12' was width not height.

Based on the belief that we had the approval of the Town Council for the community allotment project (conversations held/ permissions signed), we also applied to the People's Postcode Lottery for significant funds to appoint a volunteer coordinator who would manage the work of the volunteers and co-ordinate regular training workshops linked to the propagation of tree & wildflower seed at the allotment and *which would make use of the polytunnel*. **In the strictest confidence**, we need to inform you that the application has been successful and provides another reason why the polytunnel is of the utmost importance to our work.

I trust that we have provided you with all the information you require to reconsider your decision and hope that you will see your way forward to granting us the permission we seek.

Best wishes

*Wendy Davis.*