

ANDOVER TOWN COUNCIL

Wednesday 10 August 2022



To the Members of Andover Town Council:

You are hereby summoned to attend a meeting of full **COUNCIL** to be held at the **Upper Guildhall, Andover on Wednesday 10 August 2022 at 6.30 pm** 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 – 4 August 2022

Please note that due to on-going issues with the audio/video there will be no zoom dial in for this meeting.

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.

1	APOLOGIES FOR ABSENCE
	To receive apologies for absence.
2	DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS
	To receive and note any declarations of interest relevant to the agenda.
3	PUBLIC PARTICIPATION
	There is an opportunity for members of the public to make statements or ask questions on items on the agenda 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.
4	EXTERNAL REPORTS
	To receive verbal reports from Test Valley Police, County and Borough Councillors for the Parish of Andover, and other organisations, on matters directly relating to Andover Town. Each speaker will be limited to three minutes. [To include questions from Town Councillors.]
5	MINUTES
	The Town Mayor to sign as a correct record, the minutes of the Town Council meeting held on 25 July 2022, attached at Appendix A. (Page 10).
6	TOWN MAYORS ANNOUNCEMENTS
	To receive the Town Mayors' Announcements.
7	ANDOVER TOWN COUNCILLORS REPORTS
	To receive any reports from Town Council Members.
8	QUESTIONS FROM TOWN COUNCILLORS
	To receive written questions from Councillors received 3 clear days prior to the meeting, as per Standing Order 9 (i).
9	MOTIONS FROM TOWN COUNCILLORS
	<p>To receive and vote on motions received in writing 10 clear days prior to the meeting as per Standing Order 9 (b).</p> <p><u>Motion for Council Surgeries and Events Presence.</u></p> <p>Proposed by: Cllr Nicholas Asamoah</p> <p>Seconded by: Cllr Rebecca Meyer</p> <p>We have been elected to represent the people of Andover and we need to create the opportunities so they can get a better understanding of what we do on their behalf, and create an environment where they can approach Members, formally and informally, to raise their concerns and aspirations. Members attendance would be voluntary but hopefully it would be well subscribed. We can create such conditions for our residents by holding Council Surgeries in the Upper Guildhall and by having a presence at local events, which would require a pop-up gazebo. It is Resolved that this Council:</p> <ul style="list-style-type: none"> Establishes monthly 4th Saturday Council Surgeries, in the Upper Guildhall, commencing July 2022. Surgery timings to be confirmed. <p>Approves a virement of £2000 excluding VAT from Operational Reserves to cover the:</p>

- Upper Guildhall hire and refreshments costs.
- Purchase of two Council-branded advertising flags and a heavy-duty pop-up gazebo for events.
- Instructs the Policy and Resources Committee to include within future budgets, sufficient funding for Guildhall hire and refreshments costs.

Instructs the Town Clerk to:

- Book the hire of the Guildhall.
- Purchase the Council-branded advertising flags and pop-up gazebo.
- Publicise the Council Surgeries and attendance at events, on the Council's websites, social media, and local media.

Motion for the provision of public open space furniture.

Proposed by:
Cllr D Coole

Seconded by:
Cllr R Meyer

Following the ending of Covid-19 restrictions and to promote and support the residents' health and wellbeing by enabling greater use and enjoyment of the Town's public open spaces, the Council Resolves to:

- Approve a Virement from Community Infrastructure Levy funds of up to £20,000 excluding VAT, for the provision of public open space furniture.
- Appoint a Public Open Space Working Group that reports to Council, comprising up to five Members, appoints the Chairman, with three Members required for a meeting to be quorate. The Group is to provide updates at future Council meetings, on the furniture's provision and their locations.
- The Working Group is authorised to liaise with Test Valley Borough Council, on the Town Council's provision of furniture such as benches, circular tree benches, picnic tables and cycle racks, and to identify public open space locations in which they could be installed. Once identified, the Working Group is to recommend to the Council, the types and quantity of furniture to be purchased and their locations.
- Instructs the Policy and Resources Committee to include within future budgets, sufficient funding for the furniture's ongoing maintenance and replacement.

Instructs the Town Clerk to:

- Effect the provision and installation of the approved furniture, through Test Valley Borough Council, and once provisioned, the furniture's inclusion on the Council's property asset register.
- Ensure the furniture is suitably marked so as to identify it as the property of Andover Town Council."

Motion on Council Meetings' Video and Audio Live Streaming Service.

Proposed by:
Cllr D Coole

Seconded by:
Cllr R Meyer.

The video and audio live streaming service currently provided for Council meetings is not working. It is unsatisfactory for those who wish to use it and it is very embarrassing for the Council. Until a satisfactory service can be provided, it is resolved that the Council:

Terminates the current Council Meetings' video and audio live streaming service.

Appoints a Video and Audio Live Streaming Working Group of up to five Members, appoints the Chairman, with three Members required for a meeting to be quorate.

The Working Group submits to Council, no later than for consideration at the 14th September 2022 Council Meeting, a written report recommending costed, tested and proven satisfactory video and live streaming solution(s), together with recommendations on how to address any negative implications on current Officer workloads.

Requires the recommended solution(s) to have been tested and proven to be satisfactory by the Working Group Members, an Officer, and up to three public volunteers.

Instructs the Town Clerk to nominate an Officer to assist the Working Group in identifying, testing and proving satisfactory solution(s), and to advise on any positive/negative implications the proposed solution(s) may have on current Officer workloads."

Ukraine Motion.

Proposed by:
Cllr D Coole

Seconded by:
Cllr L Gregori.

- The invasion of Ukraine launched by President Putin is illegal, unjustifiable and endangers the security of Europe as well as our economic well-being. We are fortunate to have the benefits of living in a liberal democracy, and we should strive to support those who aspire to live our values and to stand up for their freedoms. It is Resolved that this Council:

- Unreservedly condemns President Putin's illegal invasion of Ukraine and the genocidal actions carried out against the Ukrainian people.
- Fully supports the Ukrainian people in their fight for freedom from Russian oppression and their right of self-determination as a nation.
- Welcomes all Ukrainian Refugees living in and around Andover and give thanks for the generosity displayed by residents for opening their homes to the Refugees and to our communities and businesses who have welcomed and embraced them without hesitation.
- Commits to establishing a future Ukrainian Town Twinning that will form close ties of friendship, support, cooperation and mutual economic benefits

Motion for the Council Meeting Start Time

Proposed by:
Cllr Christopher Ecclestone

Seconded by:
Cllr Rebecca Meyer

This Council moves that the commencement time for Full Council meetings returns to its previous time of 5.30pm.

Motion for a Memorial Tree.

Proposed by:
Cllr Christopher Ecclestone

Seconded by:
Cllr Rebecca Meyer

That this Council apportions funds and arranges for the planting of a memorial oak tree (of advanced growth) at Vigo Recreation Ground, in memory of Cllr Barbara Long.

Motion to appoint an Andover Town Crier and the purchase of Regalia

Proposed by:
Cllr D Coole,

Seconded by:
Cllr R Meyer.

To further promote Andover and to restore an important historic role and activity within Andover Town Centre, which has been absent from Andover's street scene since 2005, following the tragic death of Town Crier Allan Travell, the Council Resolves to:

Approve a Virement from Community Infrastructure Levy funds of up to £4,000 excluding VAT, for the provision of Town Crier Regalia.

Accept the sponsorship offer from renowned Michaels Civic Outfitters to enable a competition to be held to find the best Town Crier for Andover.

Appoint a Town Crier Working Group that reports to Council, comprising up to five Members, with three Members required for a meeting to be quorate. The Group is to provide updates at future Council meetings, on the competition's arrangements.

The Working Group is authorised to liaise with other Local Authorities, Michaels Civic Outfitters and the various Town Crier bodies, to plan the Town Crier competition. The Working Group is to recommend to the Council, the competition arrangements and proposed date(s).

Instructs the Policy and Resources Committee to include within future budgets, sufficient funding for the ongoing maintenance and replacement of the Town Crier's Regalia.

Instructs the Town Clerk to:

Effect the provision of the Town Crier Regalia following the appointment of the successful Town Crier and once provisioned, the Regalia's inclusion on the Council's property asset register.

Ensure the Regalia is suitably marked so as to identify it as the property of Andover Town Council.

Motion to approve the purchase of Mayoral Regalia

Proposed by
Cllr D Coole,

Seconded by
Cllr R Meyer.

To further promote Andover Town Council and to restore the traditional and historic Regalia of the Town's Mayoral positions to their former glory, long absent following the disbandment of Andover Borough Council in 1974, the Council Resolves to:

Approve a Virement from the Community Infrastructure Levy of up to £12,000 excluding VAT, for the provision of Mayoral Regalia for the Mayor and Deputy Mayor positions.

Instructs the Policy and Resources Committee to include within future budgets, sufficient funding for the ongoing maintenance and replacement of the Town Crier's Regalia.

Instructs the Town Clerk to:

Effect the provision of the Mayoral Regalia and once provisioned, the Regalia's inclusion on the Council's property asset register.

	<p>Ensure the Regalia is suitably marked so as to identify it as the property of Andover Town Council.</p> <p><u>Motion to increase Delegated/Authorised Officer Spending Limit from £500.00 to £1,000.00(exc. VAT)</u></p> <p>Background – The Town Clerk/RFO currently has delegated authority to authorise payments for maintenance works up to £500.00 without seeking approval from the Allotments Committee.</p> <p>Due to the exceptionally high level of inflation, we have experienced recently and will continue to experience in the coming months, it is likely that we will start to see a lot more quotes over £500.00 being submitted to the Allotments Committee for approval. This will slow down the Officers ability to deal with urgent/routine issues, which will have a negative impact on the Allotments tenants and the Council's image.</p> <p>To reduce the risk of this happening and to ensure urgent/routine issues are dealt with in a timely manner, it is proposed that we increase the delegated/Authorised Officer Spending Limit from £500.00 to £1,000.00 (exc. VAT).</p>
10	COMMITTEE MINUTES
	<p>To receive and note the attached Minutes of the under-mentioned committees:</p> <p>7 April 2022 – Allotments Committee – Appendix B (Page 14)</p> <p>14 June 2022 – Policy & Resources Committee – Appendix C (Page 22)</p> <p>9 May 2022 – Planning Committee – Appendix D (Page 29)</p> <p>30 May 2022 – Planning Committee – Appendix E (Page 35)</p> <p>27 June 2022 – Planning Committee – Appendix F (Page 40)</p> <p>11 July 2022 – Planning Committee – Appendix G (Page 45)</p>
11	TOWN CLERK & RFO RECRUITMENT
	<p>To receive a report on the next steps regarding cover and recruitment for a Town Clerk and RFO. To agree an action plan to cover the Council upon the Town Clerk's departure in September 2022. Report attached at Appendix H (Page 50).</p>
12	GRANT APPLICATIONS
	<p>To consider the recommendations from the Community & Events Committee regarding the following Grant Funding Applications:</p> <ul style="list-style-type: none"> • Andover Summer Fayre 2022 • Youth Services for Andover Town (Unity) <p>Report and application forms attached at Appendix I (Page 54).</p>
13	FESTIVAL OF MOTORING – RELEASE OF FUNDS
	<p>To consider the recommendation from the Community & Events Committee to release the funding from the Festival of Motoring Event Budget for the Festival of Motoring Event 2022.</p>

14	RISK MANAGEMENT POLICY
	To consider and adopt a Risk Management Policy as recommended by the Policy & Resources Committee – Risk Management Policy attached at Appendix J (Page 71) .
15	EQUALITY POLICY
	To consider and adopt an updated Equality Policy to comply with current legislation, as recommended by the Policy & Resources Committee – Updated Equality Policy attached at Appendix K (Page 85) .
16	FINANCE
	To receive and approve the list of payments up to 3 August 2022 – attached at Appendix L (Page 93) . To receive and note the Cashbook up to 31 July 2022 – attached at Appendix M (Page 95) . To receive and note the Bank Reconciliation up to 31 July 2022 – attached at Appendix N (Page 97) .
17	VIREMENTS 2022/2023
	To approve the recommendation from the Policy and Resources Committee that a Virement be made from Budget 4210/6 Heating & Lighting – Office of £413.00 to Budget 4210/11 Subscriptions/Memberships. Budget 4210/6 is the only Budget overspent. Budget 4210/6 will not be utilised after September 2022 as the Town Council will have moved to new offices where the rental rate is inclusive of utilities.
18	EARMARKED RESERVES
	To approve the recommendation from the Policy and Resources Committee that Earmarked Reserve [Defibrillators £1072.01] be transferred to Operational Reserves as the Council agreed in 2018 that it would no longer directly purchase defibrillators. This fund is no longer required within Earmarked Reserves.
19	POLICY & RESOURCES – TERMS OF REFERENCE
	To approve the amended Policy & Resources Committee Terms of Reference – amended Terms of Reference attached at Appendix O (Page 101) .
20	APPOINTMENT OF MEMBERS TO COMMITTEES AND WORKING GROUPS
	To appoint Members to the following Committees and Working Groups: Planning Committee – 3 vacancies Community and Events Committee – 2 vacancies Allotments Committee – 4 vacancies Policy and Resources Committee – 2 vacancies Staffing Review Working Group – 2 vacancies Charter Stone Working Group – 1 vacancy The Community & Events Committee have formed the following Working Groups and Members are invited to email Cllr J Sangster (copied to Deputy Clerk) to register their interest. Each Working Group must have a minimum of three Members to be formed.

	Youth Support Working Group Website Working Group Library Support Working Group Independent Access Working Group Christmas Lights/Event Provision Working Group Career Fairs Working Group
21	OFFICE ACCOMMODATION UPDATE
	To receive an update report on the Office move 2022 – update report attached at Appendix P (Page 104) .
22	SIDS UPDATE
	To receive an update report on the SIDS – Report attached at Appendix Q (Page 106) .
23	JUBILEE CELEBRATIONS – WASH-UP REPORT
	To receive and note a ‘Wash-up’ report on the Jubilee Celebrations 2022 – report attached at Appendix R (Page 107) .
24	BACK TO BASICS – UPDATE REPORT
	To receive and note an update report on the ‘Back to Basics’ – report attached at Appendix S (Page 112) .
25	DATE OF NEXT MEETING
	To note the date of the next meeting is Wednesday 14th September 2022 to be held at The Lights, Andover .

The Town Mayor will close the meeting.

APPENDIX A – MINUTES OF EXTRAORDINARY COUNCIL MEETING

A

Time and date

6.34pm on Monday 25 July 2022

Place

Upper Guildhall, Andover

Cllr D Coole – Town Mayor (P)		
Cllr R Meyer - Deputy Town Mayor (P)		
Cllr N Asamoah (P) (Arrived at 6.38pm)	Cllr L Banville (A)	Cllr J Coole (P)
Cllr C Ecclestone (A)	Cllr L Gregori (P)	Cllr K Hughes (P)
Cllr N Long (A)	Cllr R Hughes (P)	Cllr M Mumford (A)
Cllr R Rowles (P)	Cllr J Sangster (A)	Cllr D Treadwell (A)
Cllr S Waue (A)		

Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Clerk)

Michelle Young (Committee Officer) (Taking the minutes)

County/Borough Councillors:

Councillor I Anderson

Councillor Z Brooks

Councillor T Burley

Members of the Public: 6

Members of the Press: 1

C051/07/22	APOLOGIES FOR ABSENCE
	Apologies were received from Councillors C Ecclestone, N Long, M Mumford, J Sangster, D Treadwell and S Waue.
C052/07/22	DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS
	There were no Declarations of Interest in relation to any item on the agenda.

C053/07/22	PUBLIC PARTICIPATION
	There were no comments received from Members of the Public present at the meeting.
C054/07/22	MINUTES
	<p>A suggestion was made that unless there was a vote to accept apologies for absences, the Minutes in Agenda item 'Apologies for Absence' should be amended to read, "Apologies were received from."</p> <p>An amendment was requested to Minute reference C041/5/22 to read "National Allotment Society (NAS)."</p> <p>It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the Minutes of the Town Council meetings held on 23 March 2022, 11 May 2022 and 29 June 2022, with the amendments, be signed by the Chairman as correct records.</p> <p>A vote was taken: FOR – 6, AGAINST – 0, ABSTENTIONS – 1</p> <p>RESOLVED: That the Minutes of the Town Council meetings held on 23 March 2022, 11 May 2022 and 29 June 2022, with the amendments, be signed by the Chairman as correct records.</p>
C055/07/22	ACCOUNTS YEAR ENDING 31 MARCH 2022
	<p>It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the Accounts for Year Ending 31 March 2022 be approved.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That the Accounts for Year Ending 31 March 2022 be approved.</p>
C056/07/22	INTERNAL AUDITORS REPORT YEAR ENDING 31 MARCH 2022
	<p>It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the Internal Auditors Report for Year Ending 31 March 2022 be approved.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That the Internal Auditors Report for Year Ending 31 March 2022 be approved.</p>
C057/07/22	ANNUAL INTERNAL AUDIT REPORT 2021/2022
	<p>It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the Annual Audit Report 2021/2022 be approved.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That the Annual Audit Report 2021/2022 be approved.</p>
C058/07/22	ANNUAL GOVERNANCE STATEMENT 2021/2022
	<p>It was proposed by Councillor R Meyer and seconded by Councillor L Gregori that the Annual Governance Statement 2021/2022 be approved and signed by the Town Mayor as a true statement.</p> <p>A vote was taken: FOR – 7, AGAINST – 0, ABSTENTIONS – 1</p> <p>RESOLVED: That the Annual Governance Statement 2021/2022 be approved and signed by the Town Mayor as a true statement.</p>

C059/07/22	ACCOUNTING STATEMENTS 2021/2022
	<p>It was proposed by Councillor L Gregori and seconded by Councillor R Meyer that the Accounting Statements 2021/2022, be approved and signed by the Town Mayor and Responsible Finance Officer.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That the Accounting Statements 2021/2022, be approved and signed by the Town Mayor and Responsible Finance Officer.</p>
C060/07/22	SOCIETY OF LOCAL COUNCIL CLERKS - MENTOR
	<p>It was proposed by Councillor L Gregori and seconded by Councillor R Meyer that the remaining hours of the Society of Local Council Clerks (SLCC) Mentor (56 hours) to be used to assist with reviewing and amending all Town Councils' policies and procedures, be approved.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That the remaining hours of the Society of Local Council Clerks (SLCC) Mentor (56 hours) to be used to assist with reviewing and amending all Town Councils' policies and procedures, be approved.</p>
C061/07/22	FINANCE
	<p>It was proposed by Councillor L Gregori and seconded by Councillor R Meyer that the List of Payments up to 15 June 2022, the Cashbook up to 31 May 2022 and Bank Reconciliation up to 31 May 2022, be approved.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That the List of Payments up to 15 June 2022, the Cashbook up to 31 May 2022 and Bank Reconciliation up to 31 May 2022, be approved.</p>
C062/07/22	RECRUITMENT OF TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER
	<p>Members discussed the requirement of a recruitment Panel for the sole purpose of the recruitment and engagement of a Proper Officer (Town Clerk) and Responsible Finance Officer (RFO)</p> <p>The Town Clerk explained the process required for the recruitment of a new Town Clerk and Responsible Finance Officer.</p> <p>Councillor R Rowles proposed Councillors L Gregori, N Long and M Mumford to be Members of the Recruitment Panel.</p> <p>The Town Mayor asked if any of the Members present wanted to be on the Recruitment Panel.</p> <p>Councillor Gregori suggested that a structure be put in place prior to the recruitment of people and that it was open to all the Members of the Council as to whether they wished to be on the Recruitment Panel. It was felt that the absent Members of the Council may not have been aware that they needed to put their names forward to be on the Recruitment Panel, prior to the evening's Extraordinary Council meeting.</p> <p>It was proposed by Councillor L Gregori and seconded by Councillor R Rowles that:</p> <ul style="list-style-type: none"> • A panel of 3-4 Councillors, chosen by Full Council, be created to be responsible for delivery. • Secretarial support and facilitation be provided by the Town Clerk/Deputy Town Clerk excluding any voting rights. • Independent Human Resources support be sought, with a budget of £2,000.00. • A Recruitment Budget be set up with a virement from Operational Reserves.

	<ul style="list-style-type: none"> • An Advisor be sought from Hampshire Association of Local Clerks (HALC). <p>A vote was taken: FOR – 6, AGAINST – 0, ABSTENTIONS – 2</p> <p>RESOLVED: That:</p> <ul style="list-style-type: none"> • A panel of 3-4 Councillors, chosen by Full Council, be created to be responsible for delivery. • Secretarial support and facilitation be provided by the Town Clerk/Deputy Town Clerk excluding any voting rights. • Independent Human Resources support be sought, with a budget of £2,000.00. • A Recruitment Budget be set up with a virement from Operational Reserves. • An Advisor be sought from Hampshire Association of Local Clerks (HALC). <p>All Members of the Town Council were to be invited to be on the Recruitment Panel. The Members expressed their good wishes to the Town Clerk on her new appointment.</p>
C063/07/22	DATE OF NEXT MEETING
	Members noted the date of the next meeting: Wednesday 10 August 2022 , at the Upper Guildhall, High Street, Andover, starting at 6.30pm.
The Town Mayor closed the meeting at 6.57pm.	
Town Mayor	Date

APPENDIX B – ALLOTMENT COMMITTEE MINUTES

B

Minutes of Allotments Committee Surgery

Time and date

6.32pm on Thursday 7 April 2022

Place

The Lights, Andover

Cllr K Hughes (Chairman) (P)
Cllr L Gregori (P)
Cllr S Waue (P)

Cllr N Long (Vice Chairman) (P)
Cllr R Hughes (P)

Cllr D Coole (A)
Cllr B Long (P)

Officers Present:

Tor Warburton (Via Zoom)
Michelle Young (Committee Officer) (Taking the notes)
Jo Whiteman (Allotment Officer)
Fern Long (Allotment Officer)

Allotment Wardens Present:

Glynn Black – Vigo Road
Derek Bolland – Admirals Way
Mike Cantillon – The Drove
Ted Reynolds – The Drove

Allotment Warden Apologies:

Mr Tom Beavis – Churchill Way
Mr Tim Stockwell – Old Winton Road

Members of the Public: 4

Allotment Holders Surgery

The Chairman, Councillor K Hughes opened the surgery at 6.32pm and welcomed all attendees.

The notes below are a precis of statements/questions. They are not recorded word for word.

The Drove Warden 1:

The report on allotment uptake states 22 vacant plots on The Drove and 132 on the list in total. Is this current for the whole 7 sites?

Allotment Officer response:

Yes, that is correct.

The Drove Warden 1:

Why are we employing contractors to remove the glass from the allotment sites, when it should be the responsibility of the tenants?

Allotment Officer response:

Due to the large amount of glass that was involved, following the two recent storms, it was thought to be a health and safety concern for members of the public to remove. Therefore, contractors were employed to remove it safely and quickly.

The Drove Warden 2:

It comes back to the issue of whether the Town Council should be paying for the removal of that Glass, when it is the tenant's responsibility.

Councillor L Gregori:

If tenants are reluctant, costs should be recovered from them through the small claims court.

Councillor B Long:

The Rules and Regulations do state that the Town Council will claim back any costs and we should be enforcing that.

The Drove Warden 2:

Are ponds part of the cultivated area of the plot? The National Allotment Association has a policy which states that it expected that 70% of the plot should be fully cultivated. The other 30% can be used for sheds, greenhouses and maybe a small patio area. Allotments are national corridors for wildlife and they don't need further encouragement. With regards to ponds, all the wildlife want is a drinking station.

The Chairman:

My view is that a pond does not come into the 70% cultivated part of a plot, it would have to come under the 30%.

The Vigo Road Warden:

The main gate at Vigo Road is never shut or locked properly. We've had problems with the lock and people are not bothering to shut the gate.

Allotment Officer 1:

We will get reminders sent out to the tenants and the locksmith has been contacted to deal with it.

The Chairman closed the surgery at 6.46pm.



ANDOVER TOWN COUNCIL

Minutes of Allotments Committee

Time and date

6.47pm on Thursday 7 April 2022

Place

The Lights, Andover

Cllr K Hughes (Chairman) (P)
Cllr L Gregori (P)
Cllr S Waue (P)

Cllr N Long (Vice Chairman) (P)
Cllr R Hughes (P)

Cllr D Coole (A)
Cllr B Long (P)

Officers Present:

Tor Warburton (Via Zoom)
Michelle Young (Committee Officer) (Taking the notes)
Jo Whiteman (Allotment Officer)
Fern Long (Allotment Officer)

Allotment Wardens Present:

Glynn Black – Vigo Road
Derek Bolland – Admirals Way
Mike Cantillon – The Drove
Ted Reynolds – The Drove

Allotment Warden Apologies:

Mr Tom Beavis – Churchill Way
Mr Tim Stockwell – Old Winton Road

Members of the Public: 4

There were no apologies received at the meeting.

AC 079/04/22 DECLARATIONS OF INTEREST

There were no Declarations of Interest in relation to any item on the agenda.

AC 080/04/22 MINUTES

It was proposed by Councillor N Long and seconded by Councillor B Long that the Minutes of the Allotment Committee Meeting held on Thursday 3 February 2022 be signed by the Chairman as a correct record.

A vote was taken:

FOR – 5, AGAINST – 0, ABSTENTION - 1

RESOLVED: That the Minutes of the Allotment Committee Meeting held on Thursday 3 February 2022 be signed by the Chairman as a correct record.

AC 081/04/22 PUBLIC PARTICIPATION

The notes below are a precis of statements/questions. They are not recorded word for word.

National Allotment society, Regional Representative:

You may be aware that the Prince of Wales is the patron of the National Allotment Society and Clarence House has given agreement to a request being made to the Prince of Wales to use the title “Platinum Jubilee Allotments” on any allotment plot, that may be opened this year. They would have to be worthy of that title. The one restriction on that is that there needs to be an Allotment Association on that site and the Allotment Association needs to be affiliated to the National Allotment Society.

We do have 3 sites in Andover that may be operational this year. Are there any thoughts as to whether any of them would be worthy to apply for the label to be put on them? It would be good to have such a plaque on the allotment. There is a strong possibility that the National Allotment Association would fund the plaque.

Councillor B Long:

Ox Drove opened last year, so it would only Saxon Heights and Picket Twenty, however, they haven't been signed over yet.

The Chairman's response:

The issue would be that they would need an Allotment Association at the site and they would need to be affiliated as well. This would be something to discuss going forward.

National Allotment society, Regional Representative:

As long as there is a willingness from the tenants on the chosen allotment site, the setting up of an affiliated Allotment Association does not take long.

We are looking forward to the consultation on the Rules and regulations and also the rent increases. What is the time scale for the consultation?

Deputy Clerk Response:

We intend to inform the tenants of the change in billing time in September. In October they will receive the notification of the rental increase, which will give them a year, which is legally what we have to do. We will use that time between now and then to

conduct a consultation with tenants on ways to improve the allotments and to increase where possible, the service that we are delivering and to minimise costings.

AC 082/04/22 UPDATE ON NEW ALLOTMENT SITES

Members noted that the Ox Drove allotment site has been fully allocated with one disabled plot. It was also noted that the final sign off visits were scheduled for the Saxon Heights and Picket Twenty allotment sites. It was anticipated the plot allocation could be started before the growing season was fully underway.

AC 083/04/22 ALLOTMENT RULES & REGULATIONS

Members considered the updated Rules and Regulations.
The following amendments were requested to be made:

Section 3.10 Cultivation – add to the last bullet point:

“If you receive more than 2 letters in a rolling 12-month period, your tenancy will be terminated.”

Section 3.10 Cultivation – add a new bullet point to read:

“70% of the plot should be cultivated and any additional items to the plot must be included within the remaining 30%.”

Section 3.30 Use of Land – add a new bullet point to read:

“A minimum of 70% of the land should be cultivated.”

Section 4.2.3 Termination – Change the sentence to read:

“If that at the end of 30 days written notice given to the tenant by the Council requiring you put the allotment into a good state of cultivation, unless there are strong mitigating circumstances.”

Members discussed the requirement for a policy and procedure for enforcing the Rules and Regulations and for recovering costs back for any action undertaken by the Town Council that should have been completed by the tenant. Officers were delegated to produce a policy and procedure which would be brought to the next Allotment Committee meeting.

A suggestion was made that a separate bullet point entitled “Enforcement” be added which stated “any costs incurred by the Andover Town Council, as a result of a tenant breaking any of these Rules and Regulations, the costs will be sought from the tenant if not paid.” It was also suggested that an additional section 5 be added entitled “Reclamation of Costs.”

It was proposed by Councillor B Long and seconded by Councillor S Waue that the Rules and Regulations with the amendments and addition of Section 5, “Reclamation of Costs”, be accepted.

A vote was taken:

FOR – 4, AGAINST – 0, ABSTENTIONS – 2

RESOLVED: That the Rules and Regulations with the amendments and addition of Section 5, "Reclamation of Costs", be accepted.

AC 085/04/22 ANDOVER TOWN COUNCIL CHICKEN KEEPING POLICY

Members received the updated Andover Town Council Chicken Keeping Policy. It was proposed by Councillor K Hughes and seconded by Councillor R Hughes that the updated Andover Town Council Chicken Keeping Policy be accepted and recommended to Full Council for approval.

A vote was taken:

FOR – 5, AGAINST – 0, ABSTENTIONS – 1

RESOLVED: That the updated Andover Town Council Chicken Keeping Policy be accepted and recommended to Full Council for approval.

AC 086/04/22 ALLOTMENT RENTAL INCREASE – PROPOSED PLAN

Members noted that the Full Council held on 23 February 2022, approved the Allotment Committee's recommendations and plans regarding the rental increase. It was also noted that the Allotment Officers would implement the plans and report back to a future Allotment Committee meeting.

AC 087/04/22 ALLOTMENT EARMARKED RESERVES

Members reviewed the Allotment Earmarked Reserves.

An amendment was suggested that the £7,000.00 earmarked for "Installation of Toilets on all 7 sites" was removed and added to "Replacement Fencing and Gates on all sites".

It was proposed by Councillor B Long and seconded by Councillor R Hughes that the Earmarked Reserves amount of £7,000.00 for Installation of Toilets on all 7 sites, be moved to Replacement Fencing and Gates on all sites.

A vote was taken which was unanimous.

RESOLVED: That the Earmarked Reserves amount of £7,000.00 for Installation of Toilets on all 7 sites, be moved to Replacement Fencing and Gates on all sites.

It was proposed by Councillor L Gregori and seconded by Councillor B Long that it be delegated to Officers to produce a programme of works, based on the Allotment Strategy and a report to be brought back to the next Allotment Committee meeting.

A vote was taken which was unanimous.

RESOLVED: That it be delegated to Officers to produce a programme of works, based on the Allotment Strategy and a report to be brought back to the next Allotment Committee meeting.

AC 088/04/22 BEE KEEPING POLICY – TENANTS RESPONSES

Members noted that a letter had been sent to the non-responsive Beekeeper, which reminded them of the Rules and Regulations regarding Bee Keeping. A time frame had also been given for compliance.

AC 089/04/22 PEST CONTROLLER

Members noted that the Pest Controller had been requested to send detailed reports and ensure that the schedules on the noticeboards are kept up to date.

It was requested that an extra item be included on the Allotment Committee agenda entitled "Update from the Pest Controller" for Members to receive an update on the Pest Controller reports at each meeting.

AC 090/04/22 UPDATE ON ALLOTMENT PLOT UPTAKE

Members noted the update report on Allotment Plot uptake.
Councillor N Long gave his thanks to the Officers for the report.

AC 091/04/22 ALLOTMENT OFFICERS REPORT

Members noted the Officers' report.

AC 092/04/22 COMMITTEE WORK PROGRAMME

The following items were requested to be added to the Committee Work Programme:

- Platinum Jubilee Allotment Plaque
- Policy and Procedure for reclaiming costs
- Removal of Toilets
- 2 Fencing Quotes

AC 093/04/22 DATE OF THE NEXT MEETING

Members noted that the date of the next Allotment Committee meeting would be confirmed after the Annual Mayor making in May 2022.

AC 094/04/22 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor K Hughes and seconded by Councillor R Hughes that the Members of the Press and Public be excluded from the Meeting at Agenda Items 17 due to the contractual confidential nature and to comply with GDPR.

A vote was taken which was unanimous.

RESOLVED: That the Members of the Press and Public be excluded from the Meeting at Agenda Items 17 due to the contractual confidential nature and to comply with GDPR.

CONFIDENTIAL

AC 095/04/22 CONTRACTORS

Members noted the update report on Grounds Maintenance Works across all sites.
It was requested that an extra column is added to the report which would show the cost of the works carried out.

AC 096/04/22 EVICTION APPEAL

Members received and discussed an eviction appeal relating to Vigo Allotment plot 30C.
It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that the appeal be rejected and a letter be sent to the evicted tenant advising that any costs incurred by the Town Council to make the plot good, if not already done, will be charged to the evicted tenant.

A vote was taken which was unanimous.

RESOLVED: That the appeal be rejected and a letter be sent to the evicted tenant advising that any costs incurred by the Town Council to make the plot good, if not already done, will be charged to the evicted tenant.

The Chairman closed the meeting at **8.38pm.**

Chairman

Date

APPENDIX C – POLICY AND RESOURCES COMMITTEE MINUTES



Minutes of Policy & Resources Committee

Time and date

6.30pm, Tuesday, 14 June 2022

Place

The Lights, Andover

Details of Attendance:

Members of the Committee:

Cllr R Hughes (Chairman) (P)

Cllr S Waue (Vice Chairman) (P)

Cllr D Coole (P) Cllr L Gregori (P) Cllr N Long (P) Cllr R Meyer (P) Cllr M Mumford (P)

Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Clerk)

Members of the Public: 0

Members of the Press: Unknown

PR 061/06/22 ELECTION OF CHAIRMAN OF COMMITTEE

It was proposed by Councillor N Long and seconded by Councillor M Mumford that Councillor R Hughes be elected to position of Chairman for the Municipal Year 2022/2023.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that Councillor S Waue be elected to position of Chairman for the Municipal Year 2022/2023.

There were no further nominations.

A vote was taken to elect the new Chairman for the ensuing Municipal Year 2022/2023.

The result was:

Councillor R Hughes by majority vote.

RESOLVED: That Councillor R Hughes be elected as Chairman of the Policy and Resources Committee for the Municipal Year 2022/2023.

PR 062/06/22 ELECTION OF VICE CHAIRMAN OF COMMITTEE

It was proposed by Councillor D Coole and seconded by Councillor R Hughes that Councillor S Waue be elected to position of Vice Chairman for the Municipal Year 2022/2023.

It was proposed by Councillor N Long and seconded by Councillor M Mumford that Councillor L Gregori be elected to position of Vice Chairman for the Municipal Year 2022/2023.

Councillor L Gregori thanked Councillors N Long and M Mumford but respectfully declined the nomination.

There were no further nominations.

RESOLVED: That Councillor S Waue be elected as Vice Chairman of the Policy and Resources Committee for the Municipal Year 2022/2023.

PR 063/06/22 APOLOGIES FOR ABSENCE

There were no apologies received at the meeting.

(Councillor N Long left the meeting at 6.35pm)

PR 064/06/22 DECLARATIONS OF INTEREST

There were no Declarations of Interest in relation to any items on the agenda.

PR 065/06/22 MINUTES

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the Minutes of the Policy and Resources Committee meeting held on 26 April 2022 be signed by the Chairman as a correct record.

A vote was taken which was unanimous.

RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 26 April 2022 be signed by the Chairman as a correct record.

PR 066/06/22 PUBLIC PARTICIPATION

There were no Members of the Public present at the meeting.

PR 067/06/22 ACCOUNTS YEAR END 31 MARCH 2022

Members received the Accounts for the Year Ended 31 March 2022 and noted the covering report.

There was a discussion regarding a review of the Earmarked Reserves and it was agreed that they would require some reallocation.

It was proposed by Councillor L Gregori and seconded by Councillor D Coole that the Year End Accounts with explanation of Virements of Budget be recommended to Full Council for approval. That the net balance for the Council Budget, Year End 2022 of £79,084.80 be transferred to Operational Reserves.

A vote was taken which was unanimous.

RESOLVED: That the Year End Accounts with explanation of Virements of Budget be recommended to Full Council for approval. That the net balance for the Council Budget, Year End 2022 of £79,084.80 be transferred to Operational Reserves.

- PR 068/06/22 INTERNAL AUDITORS REPORT FOR YEAR END 31 MARCH 2022**
 Members received the Internal Auditors Report for the Year Ended 31 March 2022 and subsequent Action Plan.
 The Town Clerk talked the Members through the report.
 A suggestion was made with the 'on-going' parts of the auditor's report, had a completion date allocated to them. The Town Clerk was requested to produce a report on how these parts would be completed with dates and bring it to the next Policy and Resources Committee meeting.
 It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the Internal Auditor's Report for the Year Ended 31 March 2022, subsequent action plan with completion dates be recommended to Full Council for approval.
 A vote was taken which was unanimous.
RESOLVED: That the Internal Auditor's Report for the Year Ended 31 March 2022, subsequent action plan with completion dates be recommended to Full Council for approval.
- PR 069/06/22 ANNUAL INTERNAL AUDIT REPORT 2021/2022**
 Members received the Annual Internal Annual Internal Audit Report.
 It was proposed by Councillor D Coole and seconded by Councillor R Hughes that the Annual Internal Audit Report be recommended to Full Council for approval.
 A vote was taken which was unanimous.
RESOLVED: That the Annual Internal Audit Report be recommended to Full Council for approval.
- PR 070/06/22 ANNUAL GOVERNANCE STATEMENT 2021/2022**
 Members received the Annual Governance Statement 2021/2022.
 The Town Clerk reiterated that the Annual Governance Statement was about ensuring the Town Council has completed its processes correctly in accordance with the Financial Regulations.
 Members reviewed and discussed each section of the AGAR separately.
 It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the Annual Governance Statement 2021/2022 be recommended to Full Council for approval.
 A vote was taken which was unanimous.
RESOLVED: That the Annual Governance Statement 2021/2022 be recommended to Full Council for approval.
- PR 071/06/22 ACCOUNTING STATEMENT 2021/2022**
 Members received the Accounting Statement 2021/2022
 It was proposed by Councillor L Gregori and seconded by Councillor M Mumford that the Accounting Statement 2021/2022 be recommended to Full Council for approval.
 A vote was taken which was unanimous.
RESOLVED: That the Accounting Statement 2021/2022 be recommended to Full Council for approval.
- PR 072/06/22 TERMS OF REFERENCE FOR POLICY AND RESOURCES COMMITTEE AND HR PANEL**
 Members received the revised Terms of Reference for the Policy and Resources Committee and the HR Panel. Consideration was given as to whether the revised

Terms of reference met the requirements of the Committee and Panel, complied with the Town Council Policy and were in line with the Town Council's Standing Orders.

Policy and Resources Terms of Reference.

The following amendments were suggested:

The 3rd line to read: 'The Committee shall appoint a Member as its Chairman.'

The 4th line to read: 'The Committee shall appoint a Member as its Vice Chairman.'

Add an additional line to read; It Officer will be the Town Clerk as the Responsible Finance Officer.

Under the title 'Terms of Reference', after the word address, amend the comma to the word 'and'.

Paragraph 4: amend to read 'Responsible Finance Officer and 'Committees' Finances.'

Paragraph 7: remove 'accordingly' and add 'in accordance with Financial Regulations.'

Paragraph 8: amend to read 'To review the Council's 3-year Financial Forecast and strategy.'

Paragraph 11: add 'Section 106 and Community Infrastructure Levy funds.'

Paragraph 18: amend 'Local Authority' to read 'Local Council.'

Paragraph 19: Remove 'in Andover.'

Paragraph 20: amend to read 'To organise, create and oversee the Council's Business Plan process throughout the year.'

Paragraph 21: amend to read 'To encourage the citizens of Andover to play a major role in the shaping of the Council's Business Plan.'

Paragraph 22: amend to read: To review progress of current elements of the Council's Business Plan and make recommendations to Full Council.'

Paragraph 23: amend to read: 'To review and ensure the Town Clerk maintains Staffing Levels at appropriate levels to manage the Council's assets, services and responsibilities and make recommendations to Full Council.'

Add an additional paragraph 24 to read: 'To appoint a Human Resources Sub-Committee from Members of the Town Council and approve it's Terms of Reference.'

Old paragraph 24 – change to 25.

Old paragraph 25 – change to 26.

Old paragraph 26 – change to 27.

Old Paragraph 27 – change to 28.

Paragraph 28: remove the word 'Panel' and after sub-Committee add in 'are to manage.'

Old paragraph 28 – change to 29.

Paragraph 29: amend to read 'To approve and monitor a programme for Members Training.'

Old paragraph 29 – change to 30.

Councillor Mumford gave thanks to Councillor D Coole for his time in producing the amendments.

Human Resources Panel.

The following amendments were suggested:

Remove '(Recommended New Sub-Committee)' from the title.

The 1st line: change 'This committee' to read 'This Sub-Committee.'

The 2nd line: amend to read 'The quorum of the Sub-committee will be 3 Members.'

4th line: amend to read 'The Sub-committee shall appoint its Chairman.'

5th line: amend to read 'The Sub-committee shall appoint its Vice Chairman.'

Paragraph 1: remove 'To ensure.'

Paragraph 2: remove 'To ensure.'

Paragraph 3: amend to read 'To review all Human Resources and Employment Law Policies and make recommendations to the Policy and Resources Committee and Full Council.'

Add an additional paragraph 4: 'To ensure all Officers' job descriptions are reviewed as required by the Town Clerk and that the pay scales are assessed and evaluated by an external Human Resources Consultant and make recommendations to Policy and Resources Committee and Full Council.

Paragraph 5 (nee 4): 'To monitor and consider complaints about unequal pay on an annual basis, based on statistical information produced by the Town Clerk and to make recommendations to the Policy and Resources Committee.'

Paragraph 6 (nee 5): 'To consider Officers staffing levels as identified by the Town Clerk as necessary, to manage the Town Council's assets, services and responsibilities and make recommendations to Policy and Resources Committee.'

Paragraph 7 (nee 6): 'To ensure the Town Clerk forms a recruitment and selection panel for all vacant Officer posts.'

Paragraph 8 (nee 7): 'To appoint 1 Council Member to sit on a recruitment and selection panel with the Town Clerk.'

(Deputy Clerk left the meeting at 8.04pm)

Paragraph 9 (nee 8): 'To consider Officer training and development needs as identified by the Town Clerk. If there are insufficient funds in the budget to deliver them, to make recommendations to the Policy and Resources Committee.'

Paragraph 10 (nee 9) and 14 (nee 13): 'To appoint an appraisal panel which would then carry out a 6- and 12-month staff appraisal review of the Town Clerk in accordance with the Appraisal Policy.'

Paragraph 12 (nee 11): add onto the end of the sentence, 'and make recommendations to Policy and Resources Committee as necessary.'

Paragraph 13 (nee 12): 'To appoint a panel of 3 Council Members to consider any Officer disciplinary and/or grievance matters in accordance with the Council's Human Resources Policy.'

Paragraph 14 (nee 13): 'To appoint a panel of 3 Council Members, who have not been materially involved in either the disciplinary and/or grievance procedure, to hear appeals on personnel issues.'

Paragraph 15 (nee 14): 'The Chairman of the Human Resources Sub-committee and the Chairman of the Policy and Resources Committee are to manage any additional hours and payment of additional hours to the Town Clerk and are to manage Time Off In Lieu of the Town Clerk.'

It was proposed by Councillor R Meyer and seconded by Councillor M Mumford that the Policy and Resources Committee Terms of Reference and Human Resources Terms of Reference with the amendments are recommended to Full Council for approval.

A vote was taken which was unanimous.

RESOLVED: That the Policy and Resources Committee Terms of Reference and Human Resources Terms of Reference with the amendments are recommended to Full Council for approval.

STANDING ORDERS – HANDLING STAFF MATTERS

Members considered the wording for the “Handling Staff Matters” section of the Standing Orders, to ensure it complied with Council Policy and the Terms of Reference for the Policy and Resources Committee and Human Resources Panel.

The following amendments were suggested for version 3:

Paragraph A: Staffing levels to manage the Council’s assets and responsibilities and the day-to-day staff matters are the responsibilities of the Town Clerk, guided by procedures contained within the Council’s Human Resources Policies. The Town Clerk will inform the Human Resources Sub-committee or the Policy and Resources Committee if issues arise requiring their oversight or approval and Full Council where appropriate.

Paragraph B: Change ‘A’ to ‘Any.’

Paragraph C: amend to read ‘A Panel of 3 Members from the Human Resources Sub-Committee shall conduct staffing appraisal reviews in accordance with the Appraisal Policy and to negotiate with the Town Clerk, the new performance management targets set for the coming year, that will be recorded in writing.’

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the meeting be extended beyond the 2-hour point by thirty minutes.

A vote was taken which was unanimous.

RESOLVED: That that the meeting be extended beyond the 2-hour point by thirty minutes.

Paragraph D: ‘Any Officer disciplinary and/or grievance matter shall be dealt with in accordance with the Town Council’s Disciplinary and/or Grievance Policy and Procedures.’

Paragraph E: Change the word ‘staff’ to ‘Officers.’ Change the wording ‘grievance and disciplinary’ to ‘disciplinary and/or grievance.’

The majority of the Members suggested that the Town Clerk refer this item to the Union for clarity on the compliance of these amendments with the Employment Law.

It was proposed by Councillor D Coole and seconded by Councillor M Mumford that the version 3 wording, with the amendments and subject to the Union’s confirmation of compliance with the Employment Law, be recommended to Full Council for approval.

A vote was taken:

FOR – 5, AGAINST – 0, ABSTENTION – 1

RESOLVED: That the version 3 wording, with the amendments and subject to the Union’s confirmation of compliance with the Employment Law, be recommended to Full Council for approval.

FINANCE - PAYMENTS

It was proposed by Councillor L Gregori and seconded by Councillor D Coole that the List of Payments up to 7 June 2022 be approved.

A vote was taken which was unanimous.

RESOLVED: That the List of Payments up to 7 June 2022 be approved.

COMMITTEE WORK PROGRAMME

Members noted the Committee Work Programme.

The following items were requested to be added:

- Financial Regulations
- Investments Strategy
- Review of the Business Plan
- Appraisal Policy
- Virements
- Earmarked Reserves

PR 079/06/22 DATE OF THE NEXT MEETING

Members noted that the date of the next meeting would be **Tuesday 2 August 2022**, at **The Lights (meeting venue subject to change) at 6.30pm.**

The Chairman closed the meeting at 8.45pm.

Chairman

Date

Minutes of Planning Committee

Time and date

6.00pm on Monday, 9 May 2022

Place

The Lights, Andover

Details of Attendance:

Cllr B Long (Chairman) (P), Cllr C Ecclestone (A), Cllr L Gregori (P), Cllr R Hughes (P) (Joined the meeting at 6.10pm), Cllr N Long (P) and Cllr J Sangster (A).

Officers Present:

Michelle Young (Committee Officer)

Other Councillors present: 0

Members of the Public: 0

Members of the Press: 0

PC 233/05/22 Apologies for Absence

There were no apologies received at the meeting.

PC 234/05/22 Declarations of Interest

Councillor L Gregori declared an interest in agenda item 5, application 22/01203/FULLN.

PC 235/05/22 Minutes of Previous Meeting

It was proposed by Councillor L Gregori and seconded by Councillor N Long that the Minutes of the Planning Committee meeting held on Monday 25 April 2022 be signed by the Chairman as a correct record.

A vote was taken which was unanimous.

RESOLVED: That the Minutes of the Planning Committee meeting held on Monday 25 April 2022 be signed by the Chairman as a correct record.

PC 236/05/22 Public Participation

There were no Members of the Public present at the meeting.

PC 237/05/22 Planning Applications for Consideration by Committee

Members considered and made observations on Andover Town Planning Applications on Test Valley Borough Council weekly lists of 15, 16 & 17.

22/01054/REJN 19/04/2022 ANDOVER TOWN (HARROWAY)	Application to determine if prior approval is required for a proposed installation of other solar photovoltaics (PV) equipment on a non-domestic building	Howard Tenens - Assent100, Stephenson Close, Portway Business Park
No objection		
22/01011/ADV 14/04/2022 ANDOVER TOWN (WINTON)	Installation of 1 no. internally illuminated fascia sign, 1 no. internally illuminated projecting sign and replacement of ATM surround	9 Bridge Street, Andover, Hampshire
Objection: <ul style="list-style-type: none"> Insufficient paperwork to make a determination Andover Town Council Planning Committee concur with the Case Officer's comments as below: <p><i>"With respect to the proposed internal illumination of the fascia sign and the projecting sign, such internal illumination will only be acceptable from a Conservation perspective if there is existing internal illumination on No 9.</i></p> <p><i>If the existing illumination is external, or if there is none, then the proposed internal illumination would not be supported, as visually this can have a negative impact upon the conservation area and non-designated heritage asset.</i></p> <p><i>From the submitted information it was not possible to clarify whether there is any existing illumination, and if there is whether it is internal or external.</i></p> <p><i>As detailed above, if it proposed to replace the illumination in a like for like manner then there would be no objection from a Conservation perspective. But currently there is not sufficient information on the existing illumination to provide a full assessment."</i></p>		
22/01062/CLPN 19/04/2022 ANDOVER TOWN (DOWNLANDS)	Application for a lawful development certificate for proposed demolition of conservatory and erection of single storey rear extension	Silverdene, 25 Walworth Road, Picket Piece
No objection		
22/01050/FULLN 19/04/2022 ANDOVER TOWN (MILLWAY)	Erection of conservatory at rear	7 Wykeham Court, Osborne Road, Andover
No objection		
22/01076/CLPN 21/04/2022 ANDOVER TOWN (ST MARYS)	Certificate of proposed lawful development for a single storey rear extension	198 Pilgrims Way, Andover, Hampshire
No objection		

22/00835/TPON 21/04/2022 ANDOVER TOWN (WINTON)	T2 - Lawson Cypress - Fell	4 Tyhurst Place, Winchester Road, Andover
No objection		
22/01090/REJN 22/04/2022 ANDOVER TOWN (HARROWAY)	Application to determine if prior approval is required for a proposed installation of other solar photovoltaics (PV) equipment on a non-domestic building	Howard Tenens Ltd, Plot 4, Macadam Way
No objection		
22/01091/REJN 22/04/2022 ANDOVER TOWN (HARROWAY)	Application to determine if prior approval is required for a proposed installation of other solar photovoltaics (PV) equipment on a non-domestic building	Howard Tenens Ltd, Plot 2, West Portway
No objection		
22/01084/REJN 22/04/2022 ANDOVER TOWN (HARROWAY)	Application to determine if prior approval is required for a proposed installation of other solar photovoltaics (PV) equipment on a non-domestic building	Howard Tenens Ltd, Units 1 And 2 (Assent 40), Plot 12,
No objection		
22/01092/REJN 22/04/2022 ANDOVER TOWN (HARROWAY)	Application to determine if prior approval is required for a proposed installation of other solar photovoltaics (PV) equipment on a non-domestic building	Howard Tenens Ltd, Plot 5, Macadam Way, Portway Business Park
No objection		
22/01114/FULLN 22/04/2022 ANDOVER TOWN (MILLWAY)	Replace rear conservatory roof with solid roof and new frames	8 Magnolia Close, Andover, Hampshire
No objection		
22/00749/ADV 26/04/2022 ANDOVER TOWN (ST MARYS)	Display of 1 non illuminated fascia sign and 1 non illuminated projecting sign	70 High Street, Andover, Hampshire, SP10 1NG
No objection		
22/01104/CLPN 26/04/2022 ANDOVER TOWN (HARROWAY)	Application for a lawful development certificate for a proposed loft conversion with box dormer to side elevation, 4 roof lights, and erection of front porch	8 Tollgate Road, Andover, Hampshire
No objection		
22/01145/FULLN 27/04/2022 ANDOVER TOWN (MILLWAY)	Extension to storage or distribution (Class B8) building	The Grain Silo, Weyhill Road, Andover
No objection		
22/01158/CLPN 27/04/2022	Application for a lawful development certificate for proposed conservatory to side of property	8 Highlands Road, Andover, Hampshire

ANDOVER TOWN (ST MARYS)		
No objection		
22/01140/FULLN 27/04/2022 ANDOVER TOWN (DOWNLANDS)	Install orangery to rear of the property	65 Saddle Way, Andover, Hampshire
This application has been withdrawn.		
22/01139/FULLN 27/04/2022 ANDOVER TOWN (ROMANS)	Erection of 2 storey extension	15 Oat Road, Andover, Hampshire
No objection		
22/00882/FULLN 14.04.2022 ANDOVER TOWN (MILLWAY)	Covered timber pergola with resin floor, fixed seating, heating and lighting, festoon lighting to front patio	Anton Arms, Salisbury Road, Andover, Hampshire SP10 2JN
No objection		
22/01016/FULLN 12.04.2022 ANDOVER TOWN (MILLWAY)	Single storey front extension to provide home study	13 Millway Close, Andover, Hampshire, SP10 3AX
No objection		
22/01170/ADV N 28/04/2022 ANDOVER TOWN (HARROWAY)	Display of 1 internally illuminated external pylon sign	27 Hopkinson Way, Portway Business Park, Andover
No objection		
21/03157/FULLN 03/05/2022 ANDOVER TOWN (HARROWAY)	Change of use to convert the commercial unit to a hot food takeaway	Unit 1A, 132 Weyhill Road, Andover, SP10 3BE
Objection: <ul style="list-style-type: none"> • The parking concerns have still not been addressed. • Concerns have been raised by the Environmental Health regarding the extractors that need to be taken into account. • There are concerns relating to noise pollution. 		
22/01188/FULLN 29.04.2022 ANDOVER TOWN (WINTON)	Redevelopment for retirement living accommodation comprising 69 retirement apartments including communal facilities, access, car parking and landscaping	Alan Child House, Borden Gates, Andover, Hampshire SP10 2RT
Objection: <ul style="list-style-type: none"> • Insufficient parking provision. The paperwork depicted only 19 parking spaces to be provided. However, there should be 69 parking spaces provided in line with the potential 69 apartments and a minimum of 4 visitor parking spaces. • Nitrate Neutrality has not been addressed 		

Mark Ec

<ul style="list-style-type: none"> No details on future proofing, i.e., provision of heat pumps, electric charging points, solar panels and availability of green space. 		
22/00232/FULLN 06/05/2022 ANDOVER TOWN (HARROWAY)	Extend drop curb	91 Charlton Road, Andover, Hampshire SP10 3 LA
Objection: <ul style="list-style-type: none"> Is the driveway porous? There is no detail relating to a soakaway/run off facility on the drive. 		
22/01061/FULLN 06/05/2022 ANDOVER TOWN (HARROWAY)	Creation of 1.5m wide 'Multi Activity Track' for Infant and Junior age school use only	Portway County Infants School, Ashfield Road, Andover, Hampshire
No objection		
22/01203/FULLN 05/05/2022 ANDOVER TOWN (HARROWAY)	Installation of summerhouse and extension of paved parking area	Valhalla, 75 Charlton Road, Andover, Hampshire
No objection		

PC 238/05/22 Decision Notices

The Decision notices for Lists of 15, 16 & 17 were noted.

PC 239/05/22 Consultation

Members made the following comments for the Special Engineering Difficulty Designation:

Members were unable to make a formal response, due to no available supporting documents. Officers were delegated to contact the Scheme Manager and request them.

PC 240/05/22 L2 Development Public Consultation Update

Members noted that no update on the L2 Development Public Consultation had been received. Officers were instructed to send a chaser email.

PC 241/05/22 Street Naming

There were no Street Naming Notifications received.

PC 242/05/22 Communications from Test Valley Borough Council

There were no communications received from Test Valley Borough Council.

PC 243/05/22 Test Valley Borough Council – Northern Area Planning Committee

Members noted that Application 22/00753/FULLN would be reviewed in the Northern Area Planning Committee meeting scheduled to be held on 12 May 2022, at 5.30pm. It was agreed that no representation from Andover Town Council would be required due to the Planning Committee's previous

response of “No Objection.”

PC 244/05/22 Communications from Hampshire County Council

There were no communications received from Hampshire County Council.

PC 245/05/22 Street Trading Licences

There were no Street Trading Licence applications received.

PC 246/05/22 Questions to Hampshire County Council and Test Valley Borough Council

Members requested an update on the provision of a footpath along Ox Drove. Officers were instructed to send a chaser email.

PC 247/05/22 Works Programme

Members noted the Committee Work Programme.

The following items were requested to be added:

- L2 Development Public Consultation update.
- Speed Indicator Signs Update

PC 248/05/22 Date of Next Meeting

Members noted the date of the next meeting: **Monday 30 May 2022, at The Lights, Andover, starting at 6.00pm.**

The meeting closed at 6.30pm.

CHAIRMAN

DATE

Minutes of Planning Committee

Time and date

6.04pm on Monday, 30 May 2022

Place

The Lights, Andover

Details of Attendance:

Cllr C Ecclestone (Chairman) (P), Cllr R Meyer (Vice Chairman) (P), Cllr L Gregori (A), Cllr R Hughes (A), Cllr N Long (A) and Cllr J Sangster (P)

Officers Present:

Michelle Young (Committee Officer)

Other Councillors present:

Councillor S Waue

Members of the Public: 0

Members of the Press: 1

PC 249/05/22 Election of Chairman of Committee

It was proposed by Councillor R Meyer and seconded by Councillor J Sangster that Councillor C Ecclestone be elected to position of Chairman for the Municipal Year 2022/2023.

A vote was taken which was unanimous.

RESOLVED: That Councillor C Ecclestone be elected to position of Chairman for the Municipal Year 2022/2023.

PC 250/05/22 Election of Vice Chairman of Committee

It was proposed by Councillor J Sangster and seconded by Councillor C Ecclestone that Councillor R Meyer be elected to position of Vice Chairman for the Municipal Year 2022/2023.

A vote was taken which was unanimous.

RESOLVED: That Councillor R Meyer be elected to position of Vice Chairman for the Municipal Year 2022/2023.

PC 251/05/22 Apologies for Absence

Apologies were received and accepted from Councillors N Long, L Gregori and R Hughes.

PC 252/05/22 Declarations of Interest

There were no Declarations of Interest in relation to any item on the agenda.

PC 253/05/22 Minutes of Previous Meeting

It was proposed by Councillor C Ecclestone and seconded by Councillor J Sangster that the Minutes of the Planning Committee meeting held on Monday 9 May 2022 be signed by the Chairman as a correct record.

A vote was taken which was unanimous.

RESOLVED: That the Minutes of the Planning Committee meeting held on Monday 9 May 2022 be signed by the Chairman as a correct record.

PC 254/05/22 Public Participation

There were no Members of the Public present at the meeting.

PC 255/05/22 Planning Applications for Consideration by Committee

Members considered and made observations on Andover Town Planning Applications on Test Valley Borough Council weekly lists of 18, 19 & 20.

22/01224/FULLN 09/05/2022 ANDOVER TOWN (WINTON)	Demolish porch and conservatory, erection of porch, part two-storey and part single storey rear extension to form kitchen, dining room and family room to ground floor with additional bedroom and bathroom to first floor	16 Wellesley Road, Andover, Hampshire
No objection		
22/00973/FULLN 04/05/2022 ANDOVER TOWN (WINTON)	Retention of log cabin	29 Hedge End Road, Andover, Hampshire
Unable to make an informed comment due to insufficient information.		
22/01207/FULLN 05/05/2022 ANDOVER TOWN (WINTON)	Change of use from health and fitness club (formerly Class D2 now Class E) to flexible use within Classes B2 (General Industrial), B8 (Storage or distribution) and Class E (Commercial, Business and Service)	Units 13 And 14, Anton Trading Estate, Anton Mill Road
No objection		
22/01188/FULLN 12/05/2022 ANDOVER TOWN (WINTON)	Redevelopment for retirement living accommodation comprising 69 retirement apartments including communal facilities, access, car parking and landscaping	Alan Child House, Borden Gates, Andover, Hampshire
Objection: <ul style="list-style-type: none">• Insufficient parking provision. The paperwork depicted only 19 parking spaces to be provided. However, there should be 69 parking spaces provided in line with the potential 69 apartments and a minimum of 4 visitor parking spaces.• Nitrate Neutrality has not been addressed.• No details of future proofing, i.e., provision of heat pumps, electric charging points, solar panels and availability of green space.		

22/01234/PDHN 13/05/2022 ANDOVER TOWN (HARROWAY)	Notification of proposed works to a dwelling - Erection of conservatory (length from rear wall of original dwellinghouse 4.8 metres, height 3.2 metres, height to eaves 2.1 metres)	3 Blendon Drive, Andover, Hampshire
No objection		
22/01098/FULLN 13/05/2022 ANDOVER TOWN (ST MARYS)	Erect building to contain four residential flats	Test Valley Borough Council Car Park B, Marlborough Street, Andover
Members require sight of the Conservation Officer's report prior to making an informed response.		
22/01264/LBWN 13/05/2022 ANDOVER TOWN (ST MARYS)	Attach building to contain four residential flats to listed building	Test Valley Borough Council Car Park B, Marlborough Street, Andover
Members require sight of the Conservation Officer's report prior to making an informed response.		
22/01293/FULLN 19/05/2022 ANDOVER TOWN (WINTON)	Two storey rear extension to provide kitchen/diner on the ground floor and bedroom with ensuite in the first floor	38 Wolversdene Road, Andover, Hampshire
Comment: Is there sufficient parking provision?		
22/01257/TPON 11.05.2022 ANDOVER TOWN (WINTON)	T1 and T3 - Beech 0700 and 0697 - Lift crown by up to 20m, reduce height by up to 10m, thin crown by up to 30% reduce crown width by up to 10m, and remove deadwood, T2 - Lime 0698 - Lift crown by up to 12m, reduce height by up to 12m, thin crown by up to 20%	Tree Tops, 2 High Beach Gardens, Andover, Hampshire SP10 2AD
Comment: Refer to the Arboriculturist.		
22/00008/FULLN 19/05/2022 ANDOVER TOWN (MILLWAY)	Demolition of existing detached garage and replace with annexe/summerhouse with mezzanine sleeping area, office, bathroom and veranda to front	66 The Crescent, Andover, SP10 3BU
Comment: Is there sufficient parking provision?		
22/01308/FULLN 19/05/2022 ANDOVER TOWN (ST MARYS)	Replacement of existing shop front to traditional shop front	8 Bridge Street, Andover, Hampshire
No objection		
22/01313/FULLN 19/05/2022 ANDOVER TOWN (WINTON)	Single storey rear extension and raised decking, side porch canopy and elevational alterations (Amended scheme)	Lakemba, 7 Belmont Road, Andover
No objection		
22/01249/FULLN 19/05/2022	Change of use from retail and office to mixed use Arts and Community Centre/ Artist Studio/ office/ storage/ retail and art exhibition space.	65 High Street, Andover, Hampshire

ANDOVER TOWN (ST MARYS)		
No objection		
22/01363/TELN 25/05/2022 ANDOVER TOWN (ST MARYS)	Proposed 5G telecoms installation: H3G high street pole c/w wrap-around cabinet and 3 further additional equipment cabinets.	Western Avenue Street Works, Western Avenue, Andover
Comment: Concerned regarding the proximity to surrounding residential areas.		
22/01381/FULLN 26/05/2022 ANDOVER TOWN (HARROWAY)	Erection of two storey side extension	Erection of two storey side extension
Comment: Is there sufficient parking provision?		
22/01350/FULLN 24/05/2022 ANDOVER TOWN (MILLWAY)	Single storey rear extension to replace existing conservatory	44 Bishops Way, Andover, Hampshire, SP10 3EH
No objection		
22/01383/CLPN 26/05/2022 ANDOVER TOWN (HARROWAY)	Application for a lawful development certificate for proposed box dormer to rear elevation	29 Ashfield Road, Andover, Hampshire
No objection		
22/01367/OBLN 27/05/2022 ANDOVER TOWN (ROMANS)	Modification of planning obligation dated 12/08/2008 on application TVN.09258 - Amendment of the sixth schedule paragraph 3.2 and 2.15(c) to allow disposals by way of legal mortgage or charge and to amend mortgage exclusion provisions	Properties At Stratford Road, Earls Road, Lee Valley Close and Arena Close, Andover, Hampshire
No objection		

PC 256/05/22 Decision Notices

The Decision notices for Lists of 18, 19 & 20 were noted.

PC 257/05/22 Speed Indicator Signs

Members noted the updated report on Speed Indicator Signs.

PC 258/05/22 L2 Development Public Consultation Update

Members noted the update information relating to the L2 Development Public Consultation.

PC 259/05/22 Street Naming

There were no Street Naming Notifications received.

PC 260/05/22 Communications from Test Valley Borough Council

Members considered the following notifications from Test valley Borough Council:

Street Trading Renewal Licence – Canto Gelato, 25 High Street, Andover, SP10 1LJ

Committee’s comment: No objection

Off Street Parking Order for Andover and Romsey 2022

Committee’s comment: Noted

Appeal Notice – Planning application 21/00456/FULLN

Committee’s comment: Noted

PC 261/05/22 Test Valley Borough Council – Northern Area Planning Committee

There were no communications received from the Northern Area Planning Committee.

PC 262/05/22 Communications from Hampshire County Council

There were no communications received from Hampshire County Council.

PC 263/05/22 Street Trading Licences

There were no Street Trading Licence applications received.

PC 264/05/22 Questions to Hampshire County Council and Test Valley Borough Council

There were no questions received from the Members at the meeting.

PC 265/05/22 Works Programme

Members noted the Committee Work Programme.

There were no further items were requested to be added.

PC 266/05/22 Date of Next Meeting

Members noted the date of the next meeting: **Monday 20 June 2022, at The Lights, Andover, starting at 6.30pm.**

The meeting closed at 6.37pm.

CHAIRMAN

DATE

Minutes of Planning Committee

Time and date

6.00pm on Monday, 27 June 2022

Place

Upper Guildhall, Andover

Details of Attendance:

Cllr C Ecclestone (Chairman) (P), Cllr R Meyer (Vice Chairman) (P), Cllr L Gregori (P), Cllr R Hughes (P) (Arrived at 6.15pm), Cllr N Long (A) and Cllr J Sangster (A)

Officers Present:

Michelle Young (Committee Officer)

Members of the Public: 0

Members of the Press: 0

PC 268/06/22 Apologies for Absence

There were no apologies received at the meeting.

PC 269/06/22 Declarations of Interest

There were no Declarations of Interest in relation to any item on the agenda.

PC 270/06/22 Minutes of Previous Meeting

It was proposed by Councillor C Ecclestone and seconded by Councillor R Meyer that the Minutes of the Planning Committee meeting held on Monday 30 May 2022 be signed by the Chairman as a correct record.

A vote was taken which was unanimous.

RESOLVED: That the Minutes of the Planning Committee meeting held on Monday 30 May 2022 be signed by the Chairman as a correct record.

PC 271/06/22 Public Participation

There were no Members of the Public present at the meeting.

PC 272/06/22 Planning Applications for Consideration by Committee

Members considered and made observations on Andover Town Planning Applications on Test Valley Borough Council weekly lists of 21, 22 & 23.

22/01299/FULLN 01/06/2022 ANDOVER TOWN (MILLWAY)	Two storey rear extension, convert car port to living space and installation of bi-fold doors and roof lights	9 Winterdyne Mews, Andover, Hampshire
Objection: The Planning papers depict insufficient parking spaces.		
22/01432/CLPN 01/06/2022 ANDOVER TOWN (ST MARYS)	Application for a lawful development certificate for proposed use as a solarium (tanning salon) (Class E)	Unit 1B, 160 New Street, Andover, Hampshire
No objection		
22/01433/ADV 07/06/2022 ANDOVER TOWN (ST MARYS)	Display of 3 internally illuminated fascia signs	Unit 1B, 160 New Street, Andover, Hampshire,
No objection - subject to the adherence of the Highway Safety Regulations, regarding to the potential impact on surrounding residential areas.		
22/01467/REJN 08/06/2022 ANDOVER TOWN (DOWNLANDS)	Application to determine if prior approval is required for a proposed installation of other solar photovoltaics (PV) equipment on a non-domestic building	Sealock Ltd, Plot 82, Scott Close
No objection		
22/01187/FULLN 31.05.2022 ANDOVER TOWN (HARROWAY)	Change of use to residential garden	Land Adjacent To, 15 Ward Close, Andover, Hampshire SP10 3TB
No comment		
22/01434/FULLN 08/06/2022 ANDOVER TOWN (MILLWAY)	Erection of two storey side and single storey rear extension and new front porch	3 Plantation Road, Andover, Hampshire
No objection		
22/01507/FULLN 10/06/2022 ANDOVER TOWN (WINTON)	Demolish conservatory and replace with a single-storey orangery	12 Croft Gardens, Andover, Hampshire
No objection		
22/01520/FULLN 10/06/2022 ANDOVER TOWN (HARROWAY)	Gates and fence to front and sun deck over garage (retrospective)	Green Gables, 1A Ferndale Road, Andover
No objection - To note that the diagrams provided in the planning application were not clear.		
22/01510/FULLN 10/06/2022	Two storey rear and side extensions	40 Mylen Road, Andover, Hampshire

ANDOVER TOWN (HARROWAY)		
No objection		
22/01516/FULLN 10/06/2022 ANDOVER TOWN (DOWNLANDS)	Erection of dwelling; with associated parking, turning, landscaping, private amenity space and access arrangements	Land Adjacent to Brambles, Walworth Road, Picket Piece
No objection - Comment: The Nitrate Neutrality issue has not been settled to date.		
22/01532/TPON 13/06/2022 ANDOVER TOWN (ST MARYS) (Councillor R Hughes joined the meeting at 6.15pm.)	T2 - Plum - Fell, T3 - Yew - Lift crown by up to 2m, T4 - Yew - Lift crown by up to 2m and remove ivy, T6 - Scots Pine - remove ivy and major deadwood, T7 and T9 - Laburnum - Fell, T8 - Hornbeam - Remove minor deadwood, T10 - Pittosporum - Reduce height by up to 4m and remove climber, T11 - Wild Cherry - Remove climber	2 Tyrells Croft, Andover, Hampshire
Refer to Arboriculturist: No photographs were provided with the paperwork, only a map. The trees that are being felled, need to be replaced on a one to one basis.		
22/01534/FULLN 14/06/2022 ANDOVER TOWN (DOWNLANDS)	Erection of single storey detached annexe	Glendevon, 8 Ox Drove, Picket Piece Hampshire
Objection: The Plans depict small dimensions for an annexe. Is it fit for purpose? Concerns over the provision of bedrooms, bathroom or wet room, wheelchair access and allocation of parking space, if the annexe is to be treated as a dwelling.		
22/01542/CLPN 15/06/2022 ANDOVER TOWN (HARROWAY)	Application for a lawful development certificate for garage conversion to home office, erection of single storey rear extension and outbuilding	4 Shakespeare Avenue, Andover, Hampshire
No objection		
22/01550/FULLN 15/06/2022 ANDOVER TOWN (ST MARYS)	Installation of 3 no. high level hot air vents	Unit 1, 160 New Street, Andover, Hampshire
No objection		
22/01439/FULLN 07/06/2022 ANDOVER TOWN (DOWNLANDS)	Erection of Torch Sculpture – Land adj Sports Pavilion; Tree Columns Sculpture – Land adj Community Centre; Hoops Sculpture – Picket Twenty Way Play Park, Hoops Sculpture – Turnpike Road Play Park	Various sites at Picket Twenty, Telegraph Road, Andover, Hampshire, SP11 6UF
No objection		

22/01468/CLEN 06/06/2022 ANDOVER TOWN (DOWNLANDS)	Application for a lawful development certificate for existing use of land to the east of 14 Andover Down as residential (C3) use.	Owls Roost, 14 London Road, Andover Down, Hampshire, SP11 6LJ
No objection – Comment: It is not clear as an application for unlawful development.		

PC 273/06/22 Decision Notices

The Decision notices for Lists of 21, 22 & 23 were noted.

PC 274/06/22 Consultations

The following comments were made in response to the HCC Passenger Transport Consultation and the HCC Flood and Water Management Plans Consultation:

Members agreed to submit their responses on an individual basis. It was also requested that both consultations were added to the next Planning Committee agenda to enable the current absent members to discuss their views.

PC 275/06/22 Street Naming

There were no Street Naming Notifications received.

PC 276/06/22 Communications from Test Valley Borough Council

Members noted an Appeal Notice for Planning Application 21/03420/ADV.N.

PC 277/06/22 Test Valley Borough Council – Northern Area Planning Committee (NAPC)

Members noted in retrospect, Planning Application 22/01170/ADV.N was reviewed at the NAPC Meeting on 23 June 2022.

PC 278/06/22 Communications from Hampshire County Council

Members noted the Notification of Made Order for a footpath - DMMO 1299 Andover, under the provisions of the Wildlife and Countryside Act 1981.

PC 279/06/22 Street Trading Licences

There were no Street Trading Licence applications received.

PC 280/06/22 Questions to Hampshire County Council and Test Valley Borough Council

There were no questions received from the Members at the meeting.

PC 281/06/22 Works Programme

Members noted the Committee Work Programme.

The following items were requested to be added:

- Consultation – HCC Flood and Water
- Consultation – HCC Passenger Transport
- Chartered Stone

PC 282/06/22 Date of Next Meeting

Members noted the date of the next meeting: **Monday 11 July 2022**, at **The Lights, Andover**, starting at **6.00pm**.

The meeting closed at 6.53pm.

CHAIRMAN

DATE

Minutes of Planning Committee

Time and date

6.00pm on Monday, 11 July 2022

Place

The Lights, Andover

Details of Attendance:

Cllr C Ecclestone (Chairman) (P), Cllr R Meyer (Vice Chairman) (A), Cllr L Gregori (P), Cllr R Hughes (A), Cllr N Long (P) and Cllr J Sangster (P) (Arrived at 6.04pm)

Officers Present:

Michelle Young (Committee Officer)

Members of the Public: 0

Members of the Press: 0

PC 283/07/22 Apologies for Absence

Apologies were received and accepted from Councillors R Hughes and R Meyer.

PC 284/07/22 Declarations of Interest

Councillor N Long declared an interest in items 5.14 and 12 of the agenda.

PC 285/07/22 Minutes of Previous Meeting

It was proposed by Councillor N Long and seconded by Councillor L Gregori that the Minutes of the Planning Committee meeting held on Monday 27 June 2022 be signed by the Chairman as a correct record.

A vote was taken which was unanimous.

RESOLVED: That the Minutes of the Planning Committee meeting held on Monday 27 June 2022 be signed by the Chairman as a correct record.

PC 286/07/22 Public Participation

There were no Members of the Public present at the meeting.

PC 287/07/22 Planning Applications for Consideration by Committee

Members considered and made observations on Andover Town Planning Applications on Test Valley Borough Council weekly lists of 24, 25 & 26.

22/01599/FULLN 20/06/2022 ANDOVER TOWN (HARROWAY)	Installation of window in attic space to rear elevation	8 Tollgate Road, Andover, SP10 3RE
No objection		
22/01604/FULLN 21/06/2022 ANDOVER TOWN (WINTON)	Two storey rear extension, dormer window, garden studio, and increase height of fence, new access	20 Heath Vale, Andover, Hampshire
No objection		
22/01608/TPON 21/06/2022 ANDOVER TOWN (HARROWAY)	T1 - Beech - Fell	27 Porters Close, Andover, Hampshire
No objection		
22/01619/CLEN 21/06/2022 ANDOVER TOWN (DOWNLANDS)	Application for a lawful development certificate for existing storage or distribution use (B8)	Units A-D, Plot 39, Central Way
No objection		
22/01441/FULLN 22/06/2022 ANDOVER TOWN (ST MARYS)	Single storey timber framed summer room	12 Palmer Drive, Andover, Hampshire
No objection		
22/01579/FULLN 16.06.2022 ANDOVER TOWN (MILLWAY)	Single storey side and rear extension (retrospective)	5 The Avenue, Andover, Hampshire, SP10 3EL
Objection: <ul style="list-style-type: none"> Concerns regarding the potential overlooking into neighbours' (no. 7) bedroom. Request Officers to check. 		
22/01623/ADV 23/06/2022 ANDOVER TOWN (ST MARYS)	4 x fascia signs	Enham Arch Retail Park, Unit 7, Newbury Road, Andover
No objection		
22/01642/TPON 23/06/2022 ANDOVER TOWN (WINTON)	T1 - Copper Beech - Clear lighting column, utility and BT wires of the breaching tertiary foliage, 2.5m building clearance on north-eastern canopy, crown lift 6.5m from ground level, reduce the overextended lateral by up to 2.5m on north-western canopy T2 - Copper Beech - Reduce south-eastern canopy by 2.5m, 2.5m building clearance on	2 Anton Road, Andover, Hampshire

	north-eastern canopy, crown lift 6.5m, clear utility and BT, wire tertiary foliage. Major deadwood and crown clear	
No objection		
22/01646/FULLN 27/06/2022 ANDOVER TOWN (ROMANS)	Single storey rear extension and side facing ground floor windows	20 Fleece Close, Andover, Hampshire
No objection		
22/01628/FULLN 28/06/2022 ANDOVER TOWN (DOWNLANDS)	Installation of external window to side elevation	126 Quicksilver Way, Andover, Hampshire
No objection		
22/01672/FULLN 29/06/2022 ANDOVER TOWN (HARROWAY)	Single storey rear extension with flat roof and glazed lantern, two storey side extension, extend dropped kerb, and alter front access stairs	21 Ward Close, Andover, Hampshire
No objection		
22/01668/CLPN 29/06/2022 ANDOVER TOWN (ROMANS)	Certificate of proposed lawful development for a single storey rear extension	37 Spindle Close, Andover, Hampshire
No objection		
22/01704/FULLN 30/06/2022 ANDOVER TOWN (WINTON)	Two storey rear extension, front dormer to front elevation, and install additional window on side elevation	6 Heath Vale, Andover, Hampshire
No objection		
22/01665/VARN 30/06/2022 ANDOVER TOWN (ST MARYS)	Variation of Condition 2 (Approved plans) of Planning Permission 21/01632/FULLN (Demolition of Unit 1A and partial demolition and alterations to Unit 1B, construction of Unit 1A to provide coffee shop with drive through, associated parking, plant and refuse facility) to allow for additional shopfront glazing, changes to entrance location and ventilation louvres to Unit 1A and changes to the timber cladding design to Unit 1B	Units 1A And 1B, 150 New Street, Andover
No objection		
22/01749/TPON 05/07/2022 ANDOVER TOWN (WINTON)	T1 - Lime - Pollard roadside overhang down to lowest fork	80 Winchester Road, Andover, Hampshire
No objection		

22/01743/FULLN 07/07/2022 ANDOVER TOWN (ST MARYS)	Re-roofing of existing building, replacement of single storey structure to side, external alterations to include boundary wall and security gates	A J Motors, St Johns Road, Andover, Hampshire
No objection		
22/01697/PDMAN 28.06.2022 ANDOVER TOWN (WINTON)	Prior Notification under Class MA - For the change of use of building from office (Class E) dwellings (Class C) to create 11 two-bedroom flats and 1 one-bedroom flat	20 Aldwych House, Winchester Street, Andover, Hampshire SP10 2EA
Objection: <ul style="list-style-type: none"> • Purpose of building is unclear, resulting in concerns of suitability for accommodation due to sizing of rooms. • Nitrate neutrality has not been addressed. 		

PC 288/07/22 Decision Notices

The Decision notices for Lists of 24, 25 & 26 were noted.

PC 289/07/22 Consultations

The following comments were made in response to the HCC Passenger Transport Consultation:

Members agreed to submit their responses on an individual basis.

It was also noted that the link provided in the initial email did not work, resulting in difficulties in finding the consultation questionnaire.

The following comment was made in response to the HCC Flood and Water Management Plans Consultation:

No comment.

PC 290/07/22 Street Naming

There were no Street Naming Notifications received.

PC 291/07/22 Communications from Test Valley Borough Council

There were no communications received from Test Valley Borough Council.

PC 292/07/22 Test Valley Borough Council – Northern Area Planning Committee (NAPC)

Members noted that Tree Preservation Order 9TPO.TVBC.1239, Simply Health, Alan Child House, Borden Gates, Andover) would be reviewed at the NAPC meeting on 14 July 2022. Members agreed that no representation from Andover Town Council would be required.

PC 293/07/22 Communications from Hampshire County Council

Members noted the Notification of Made Order for a footpath - DMMO 1299 Andover, under the provisions of the Wildlife and Countryside Act 1981.

Members agreed to support the appeal on the basis that the footpath is an official footpath and well used by members of the public.

PC 294/07/22 Street Trading Licences

Members noted and considered a Renewal Street Trading Licence application from “Market for All Seasons.”

Committee’s comment: **No objection.**

PC 295/07/22 Questions to Hampshire County Council and Test Valley Borough Council

There were no questions received from the Members at the meeting.

PC 296/07/22 Works Programme

Members noted the Committee Work Programme.

The following items were requested to be added:

- Chartered Stone

PC 297/07/22 Date of Next Meeting

Members noted the date of the next meeting: **Monday 1 August 2022, at The Lights, Andover, starting at 6.00pm.**

The meeting closed at 6.48pm.

CHAIRMAN

DATE

Appendix H: Report and proposed action plan following Town Clerks resignation



Report and proposed action plan following Town Clerks resignation

Produced for: Full Council	Date of Report: 29 July 2022	Author of Report: W Coulter (Town Clerk, DPO, RFO)
Summary of Key Issues RECRUITMENT OF TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER RESOLVED: That: <ul style="list-style-type: none">• A panel of 3-4 Councillors, chosen by Full Council, be created to be responsible for delivery.• Secretarial support and facilitation be provided by the Town Clerk/Deputy Town Clerk excluding any voting rights.• Independent Human Resources support be sought, with a budget of £2,000.00.• A Recruitment Budget be set up with a virement from Operational Reserves.• An Advisor be sought from Hampshire Association of Local Clerks (HALC). <p>To note that the Town Council made the resolution above at the Extraordinary Council Meeting on 25 July 2022.</p> <p>The Town Council needs to agree an action plan to follow when the current Town Clerk departs in September 2022.</p>		
Background: Following the resolution at the Extraordinary Council Meeting on 25 July 2022, the Officers have approached both Society of Local Council Clerks (SLCC) to find a full time Locum Clerk to cover both the Town Clerk and Responsible Officer roles, and HALC to ask for an advisor to aid the recruitment process. The response from HALC is recorded below. At the time of writing the report, an answer had not been received from the SLCC.		

The Committee Officer/GDPR has also handed in her resignation and will be leaving at the end of August. This will impact on the options available to the Town Council. The recruitment process for a replacement Committee Officer has already started under delegation to the Town Clerk.

Hampshire Association of Local Councils Response

"HALC have an additional paid for HR service which is optional to member councils and Andover Town Council have not subscribed to this. We can, occasionally, offer HR services as a one off to councils on an individual basis depending on the scale of the project and this would be costed depending on the amount of work needed. Unfortunately, at this time we have an unprecedented volume of work and ongoing projects with some of our LCPD members and therefore do not feel we have time to dedicate the time to Andover that it will need to recruit a new clerk.

HALC have provided documents that may be helpful during your recruitment process and we can, of course, advertise your vacancy on our website (there is no cost for this service).

We are sorry that we are unable to support you now. If you get to September and you have not been able to progress your recruitment, we may be able to review this and see if we can allocate some time then".

If the Town Council have a robust action plan for the recruitment of a new Town Clerk and RFO they may only require adhoc advice from HALC.

Cover suggestion:

The Officers have discussed the best way forward to cover the Council which will allow for essential administration to continue if no immediate Locum Clerk cover or new Town Clerk/RFO and Committee Officer/GDPR is found. Members need to be aware that even when a new Town Clerk is found the likelihood is that they will have a 3 month notice period that will need to be covered.

Similarly, to have a fully functioning Committee /GDPR Officer time will be needed to train them to a standard where they can work alone, if they have not had experience of this role, until this point the only other trained officer available to train them and shadow them is the Deputy Clerk. This on average takes 6-12 months.

The Town Council has a very able Deputy Town Clerk in place who could, for a short period of time, if no other demands are made of them, cover the administration needed to allow the Town Council to function with some locum support at Council and Committee level to partially cover the Committee Officer/GDPR vacancy. However, consideration would need to be made to hours required and the temporary remuneration needed to recognise the additional responsibility and quantity of work.

With the loss of both the Town Clerk/RFO and the Committee/GDPR Officer it is unlikely that the Town Council will be able to move Offices, take ownership of the two new Allotment sites, deliver the Christmas Lights 2022, the Budget for 2023/2024 and go through the legal requirements and process for the next Christmas Lights contract as well as continue with Committee and Council administration, therefore members need to think carefully what is priority and what support can be sourced quickly to deliver some

or all of the above. This will cover the Council until December when further long-term solutions need to be in place. The Council is also due for elections in May 2023.

With the departure of the Town Clerk and the Committee/GDPR Officer the Council is going to be very short staffed. The Committee Officer/GDPR Officer was the only other member of staff sufficiently trained to take over some of the RFO's role. The Deputy Clerk can continue overseeing the day to day running of the administrative and legal side of the Town Council for a limited period, however, she will need support, in the form of a part time locum to attend meetings and produce minutes and an accounts clerk to input finances. The Town Council would not have an RFO in place which is essential for its function.

Action Plan

- Set up a Recruitment Budget with a virement from Operational Reserves (suggestion of £5,000 to cover all costs for advertising and HR Support).
- Set up a panel of 3-4 Councillors, chosen by Full Council, be created to be responsible for delivery.
- Secretarial support and facilitation will be provided by the Town Clerk/Deputy Town Clerk excluding any voting rights
- A recruitment pack to be formulated by the recruitment panel
- An advert for the Town Clerk/RFO role to be agreed by the panel and advertisements placed
- If required HALC to be approached again in September to provide Independent Human Resources support, with a budget of £2,000.00.
- If a Locum Clerk is not available via the SLCC, a short term Locum be sought to assist the Deputy Town Clerk with Clerking Committee and Council Meetings.
- Up until December 2022, reduce the number of Committee Meetings (Committees to only meet to consider Budget for 2023/2024 which is statutory)
- Recruit a Temporary Invoice and Accounts Clerk to process finance administration and assist with creation of Budget for 2023/2024.

Legal and Policy Implications

The 1972 Local Government Act and other legislation entrust a number of responsibilities and duties to the 'proper officer' (Town Clerk) The Town Council must have a 'proper officer' in order to continue to function.

In addition Section 151 of the 1972 Local Government Act also requires a local council to ensure that one of its officers has overall responsibility for the administration of its financial affairs.

Under Section 112 (2), LGA 1972 the Clerk holds office on such reasonable terms and conditions, including conditions as to remuneration, as the council thinks fit.

The appointment of the Town Clerk is made by resolution of the local council.

Recommendations

To consider a reduction in the number of Committee meetings, should a Full Time Locum Clerk not be available.

To approve the Action Plan.

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

Tel: 01264 335592

Email: townclerk@andover-tc.co.uk Website: www.andover-tc.gov.uk

Distribution: To all Councillors

Appendix I: Report on Grant Applications

I

Produced for: Full Council	Date of Report: 03/08/2022	Author of Report: Micha Young
Background: The Community and Events Committee have met to review the following grant applications: <ul style="list-style-type: none">• Youth Services for Andover Town (Unity) - recommends consideration of 75% of full asking amount of £7500• Youth In Test Valley Awards - recommends the full amount £650 be awarded. NB: Members to note that the Grant Application for Andover Summer Fayre was submitted after the Community and Events Committee meeting on 20 July 2022 and therefore has come straight to Full Council for consideration and approval.		
YOUTH SERVICES FOR ANDOVER TOWN (Unity) In partnership with Dmitrijs Meiksans MYP, the Member of the Youth Parliament for Northwest Hampshire, we ran a large-scale consultation with young people aged 11-16 on the current state of youth provision in Andover and surrounding areas. 883 young people took part: <ul style="list-style-type: none">• 271 were from year 7 (11-12 yrs)• 153 from year 8 (12-13 yrs)• 111 from year 9 (13-14 yrs)• 197 from year 10 (14-15 yrs)• 151 from year 11 (15-16 yrs) Some of the issues raised will take a while and a lot of multi-agency cooperation to address. However, it is important to follow up such a consultation with some quick wins to reassure young people that the consultation was meaningful and so promote a positive engagement in local democracy. Unity is in the ideal position to respond quickly on behalf of the community. This project is designed as the first step in responding to the views expressed by young people. We will address three of the questions asked: Do you think there is enough for young people to do? What kinds of things do you want to see happen in your local community? Do you want to do more in your local community? (in the context of young people's volunteering) We will ensure that the project complements the existing patchwork of youth provision so that it adds to the whole in a coherent way. DETAILS OF ACTIVITY 883 young people took part in the consultation.		

In the “stuff to do” questions, 492 (55.7%) of young people said that there is not enough to do outside the home. The suggestions made include some that would require long-term investment in infrastructure (e.g.: more shops, upgraded town centre), but some could be addressed quite quickly. Examples of the latter include:

- More opportunities for us to get involved in
- More youth clubs appealing to all
- Places to hang out - safe spaces
- Events
- Fairs

In relation to volunteering, 153 said that they already volunteer – a surprisingly high number, but still only 17.3%. When asked whether they'd like to do more, however, 495 (56.1%) said that they would. The fact that more than half of young people in Andover would like to give as well as receive is heartening. It represents a significant untapped pool of potential voluntary activity and shows a widespread desire amongst young people to engage positively with their community.

We propose to pilot a flexible, responsive programme of pop-up events, based on known patterns of where young people currently like to hang out but expanding to other locations depending on demand. These will be announced via social media, word of mouth and on our website and those of other youth providers.

Because of our position at the heart of the voluntary sector, we have a very detailed understanding of existing activity that could be drawn upon to create an attractive series of activities that will not only entertain young people but also promote positive health and wellbeing and provide a platform for the greater engagement in community that they are asking for. Some of the activities will involve “repurposing” existing provision from partner organisations, some will be completely new.

It would be impossible to provide a comprehensive list here. It would also be contrary to the spirit of the pilot which aims to respond to what young people tell us they want rather than providing a set menu of choices. However, it might help flesh the proposal out a bit to illustrate some possibilities:

- Sessions on healthy eating by mimicking popular TV cooking programmes
- Use of our town centre allotment to encourage sustainable lifestyles and develop art and craft skills
- Walk and talk sessions led by qualified mental health first-aiders
- Creative arts (e.g., music, street dance and art)
- Use of our transport fleet to run environmental activities outside the town centre
- Impromptu sports events

Since we run the Test Valley Volunteer Centre, we can take the opportunity of every encounter with young people to enable them to offer their skills and energy to a variety of community groups. For example, we have received Big Lottery funding to help older residents improve their digital literacy. We are providing basic teaching, but practice makes perfect; young people who are growing up in a world in which digital communication is the norm are well placed to help older people practice and reinforce their use of technology.

This is just one example. The point is to take an asset-based approach based on what young people can do and how they'd like to help. It is important to stress that we have rigorous safeguarding policies and procedures to ensure the safety of all such activity.

PEOPLE IN ANDOVER WHO WILL BENEFIT:

Beneficiaries would include more than 2,000 young people aged 12 - 24 living in the Andover Town Council catchment. The multiplier effect of this work would resonate across the entire community from participants to their families and other siblings; charities and community groups and their service users engaging with the young people as volunteers;

Schools would see an improvement in the way young people engage with the community, creating new ideas, learning new skills and improving communication.

OTHER FUNDING APPLIED FOR

Hampshire County Council: £1,000 Outcome expected by the end of July
Test Valley Borough Council: £1,200 Outcome of request for Councillor grants expected by the end of July. We will use £1,800 of our core funding for the volunteer centre to contribute to this project.

BUDGET DETAILS

Costs

Item	Cost£	VAT£	TOTAL£
Running pop-up events	7,000	0	7,000
Consumables	1,000	200	1,200
Volunteer activity (inc DBS checks)	3,000	0	3,000
Transport	500	0	500

TOTAL PROJECT COSTS £11,700 (incl. VAT)

Recommendations:

- **The Community and Events Committee reviewed this application previously and felt that the amount was too large in comparison to amounts being applied for from other sources.**
- **The Community and Events Committee reviewed all other required details and were satisfied.**
- **The application is for £7,500, the Community and Events Committee recommends consideration of awarding a maximum of 75% of the amount being applied for.**

YOUTH IN TEST VALLEY AWARDS

With this project, we are hoping to enable young people from across the Borough to discover their own entrepreneurial spirits, and identify key young people who are showing the most determination to become future leaders within the Borough, by demonstrating their skills through a variety of rounds as part of the contest, such as their ability to lead, work as part of a team and effectively communicate.

Initially, young people will either be able to nominate themselves or have a responsible adult/teacher/parent nominate them, whereby they then form as part of a "talent pool", there are then a variety of rounds to eliminate young people off, as a way to identify the young people that perform the best each round, as agreed by a different panel of judges each round, comprised of a variety of local leaders in politics, business and other industries as appropriate to each round.

At the end, there are then a handful of young people at the end of the rounds, who are then invited to a finale to complete a task under time-pressure in time for a live audience in the evening, whereby the final young person is identified as the winner, and receives potential investment and mentorship.

DETAILS OF ACTIVITY

We hope to work closely with Test Valley Borough Council, Hampshire County Council, Hampshire Chamber of Commerce, the Andover BID, Andover and Romsey networking groups, local businesses, stakeholders and more to really bring this project to life.

The grant is required to be able to cover the project-based costs of doing so.

We have forwarded the Town Clerk and the Deputy Clerk copies of the project proposal, a more detailed budget (as it was required to condense two budget headings into one for the purpose of hitting it into the application form), a breakdown of the amounts we have asked from the five largest Parishes in terms of their populations of young people, and how we have calculated this (this has been done as a result of feedback from previous grants that the Director of the CIC has applied for).

PEOPLE IN ANDOVER WHO WILL BENEFIT:

Young people within Andover, specifically.

OTHER FUNDING APPLIED FOR:

£1,000.00 Funding from the County Councillor grant award scheme is now closed. I will apply to Cllr K North for this amount for this project. I have already been in correspondence with her and hope to submit an application as soon as the scheme opens again.

£2,479.97 I have applied for the amount shown to the Hampshire Playing Field fund administered by HIWCF.

£559.96 I have applied for the amount shown to the Jamie G Trust, to purchase four of the goals.

BUDGET DETAILS

Item Cost£	VATE	TOTAL£
Two inflatable 3v3 football pitches from https://3v3europe.com	1,999.99	3,999.98
Six 200 cm × 75 cm × 75 cm bazooka goals	139.99	839.94
Advertising for volunteers to become coaches via flyers/leaflets, sandwich board posters and the local newspaper Andover Advertiser	250.00	250.00
TOTAL PROJECT COSTS	£2,389.98	£5,089.9

Recommendation

- **The Community and Events Committee reviewed all other required details and were satisfied.**
- **The application is for £650, the Community and Events Committee recommends awarding the full amount of £650**

ANDOVER SUMMER FAYRE

DESCRIPTION OF ACTIVITY

Our Andover Community Interest Company (CIC) is organising the Andover Summer Fayre on Saturday 27th August, from 1200-1700hrs. This is the first event of its kind in Andover and we plan to make it an annual event. The event is free to the Public and is a traditional Fayre that enables local community groups/residents to get involved, promote their individual groups whilst providing traditional activities that provide a really great fun time for residents and visitors. We are planning to provide hot/cold food and drink, a "beer tent", a "tea and cake" tent, an alcohol tombola, on-the-day raffle, bric-a-brac, toys, books, jumble and activity stalls (splat the rat, lucky dip, spin the wheel, beat the goalie, etc), an event arena (traditional children's events, dog show, etc), and music.

In addition to providing a Fayre that residents and visitors can enjoy, the plan is also to use the Fayre to raise funds for improvements in Andover and to support local causes.

DETAILS OF ACTIVITY

Large free-to-public events like these are expensive to hold and we are reliant on sponsorship, donations, grants and income generated on the day. The grant funding will go towards the cost of providing this event.

PEOPLE IN ANDOVER WHO WILL BENEFIT:

The Andover Summer Fayre will become an annual fixture that Andover residents and visitors can attend for free and which helps improve the health and well-being of the community. It will benefit all ages and not only does it encourage families and friends to come together and enjoy the Fayre, it will also become a Unique Selling Point that helps promote Andover as a destination for traditional events. By holding it in Vigo Road Recreation Ground, the public are also able to walk into the Town Centre and shop in the wide variety of business offering. Were the Fayre not to take place, residents and visitors would lose out on the opportunity to participate in a community focused event at the heart of the Town. Town Centre businesses would lose out on much needed income that would be generated from the residents and visitors attending the Fayre. Local charities/community groups would lose out from the funds that would be raised by the Fayre. Andover would lose out on being known as the destination for traditional events in Hampshire.

OTHER FUNDING APPLIED FOR:

Hampshire County Council	£1,000
Test Valley Borough Council	£2,000
Other (please provide details)	£3,850
Sponsorship	£1,000

BUDGET DETAILS

Costs

Item	Cost£
Admin Costs	£400
Tent/Equipment Hire/Purchase	£2,000
Barrier fencing and Fencing Rods	£300
Performers	£1,750
Marketing (leaflets, posters, social media)	£850
Security, First Aid, Radios	£1,500
Contingency	£700
Refreshments for Volunteers	£200

Portaloos Hire	£980
TVBC Costs (Electricity, Excess Litter Removal)	£200
TOTAL PROJECT COSTS	£8,880
Recommendations	
<ul style="list-style-type: none"> • The application is for £1,000 • Full Council to note that this grant application was submitted after the Committee and Events Committee Meeting agenda was issued and has been brought straight to Full Council for consideration and approval. 	
Legal and Policy Implications	
Andover Town Council must comply with its own Grants Policy.	
Recommendations:	
<p>To consider and approve the recommendations from the Community and Events Committee.</p> <p>To consider a Grant award for the Andover Summer Fayre.</p>	

Note: The person to contact about this report is Micha Young (Committee Officer), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: deputyclerk@andover-tc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

ANDOVER TOWN COUNCIL

GRANT FUNDING APPLICATION FORM

Part 1 – Organisation Details

Name of applicant Organisation:	Our Andover CIC
Project Name:	Andover Summer Fayre 2022
Project Location:	Vigo Road Recreation Ground (Vigo Park)
Project Start Date:	27 th August 2022
Project Completion Date:	27 th August 2022
Total Cost of Project:	£8830.00
Funding Requested:	£1000.00

Contact Name:

Registered Charity ☐ Yes ☒ No | Registration No?

If No, state type of organisation:

Organisation Address:

Email Address:

Telephone Number:

Organisation's bank account address:

Organisations Bank Account No & Sort Code; Payment via BACS

Please provide the following information:

	Please tick
• A location plan or site plan, if applicable	<input type="checkbox"/>
• Copy of organisation's latest certified accounts	<input checked="" type="checkbox"/>
• Copy of constitution or set of rules	<input checked="" type="checkbox"/>
• Evidence of any permissions or consents	<input checked="" type="checkbox"/>

PART 2 – BUDGET DETAILS

Costs

Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
See attached sheet			
TOTAL PROJECT COSTS	£8830.00	£	£8830.00

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)?
Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Hampshire County Council	1000	Tbc
Test Valley Borough Council	2000	Tbc
Town or Parish Council		
(Please state which Town or Parish Council)		
National Lottery		
(Please state which fund)		
Other (please provide details)		
Sponsors	1000	Tbc
Other Income	3850	Tbc

PART 3 – GRANT PROPOSAL

Description of Activity – Please provide a brief description of the activities to be funded by the proposed grant.

Our Andover Community Interest Company (CIC) is organising the Andover Summer Fayre on Saturday 27th August, from 1200-1700hrs. This is the first event of its kind in Andover and we plan to make it an annual event. The event is free to the Public and is a traditional Fayre that enables local community groups/residents to get involved, promote their individual groups whilst providing traditional activities that provide a really great fun time for residents and visitors. We are planning to provide hot/cold food and drink, a "beer tent", a "tea and cake" tent, an alcohol tombola, on-the-day raffle, bric-a-brac, toys, books, jumble and activity stalls (splat the rat, lucky dip, spin the wheel, beat the goalie, etc), an event arena (traditional children's events, dog show, etc), and music.

In addition to providing a Fayre that residents and visitors can enjoy, the plan is also to use the Fayre to raise funds for improvements in Andover and to support local causes.

Details of Activity – Please provide additional details in support of your application, including why the grant is needed.

Large free-to-public events like these are expensive to hold and we are reliant on sponsorship, donations, grants and income generated on the day. The grant funding will go towards the cost of providing this event.

Please provide a general description of the people in Andover who will benefit:

The Andover Summer Fayre will become an annual fixture that Andover residents and visitors can attend

for free and which helps improve the health and well-being of the community. It will benefit all ages and not only does it encourage families and friends to come together and enjoy the Fayre, it will also become a Unique Selling Point that helps promote Andover as a destination for traditional events. By holding it in Vigo Road Recreation Ground, the public are also able to walk into the Town Centre and shop in the wide variety of business offering. Were the Fayre not to take place, residents and visitors would lose out on the opportunity to participate in a community focused event at the heart of the Town. Town Centre businesses would lose out on much needed income that would be generated from the residents and visitors attending the Fayre. Local charities/community groups would lose out from the funds that would be raised by the Fayre. Andover would lose out on being known as the destination for traditional events in Hampshire.

Approximately **how many** local residents will benefit?

2500+

Your financial Situation

All application must be accompanied by the following financial information. **If you do not supply this information your application will not be considered.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position
- Photocopy of bank statements covering the last year
- A statement of your capital assets if any.

DECLARATION

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed: <i>David Coole</i>	Date: 16 th July 2022
Position in organisation: Director	
Signed: <i>Joanne Coole</i>	Date: 16 th July 2022
Position in organisation: Director	

Please return the form to:

Committee Officer

Andover Town Council, First Floor Offices, 68B, High Street, Andover, Hampshire SP10 1NG

Telephone No: 01264 335592

OR

Electronic copies to: **info@andovertc.co.uk**

Please refer to the Grants Guidelines when completing this application.

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

<p>FOR OFFICE USE ONLY Date received..... Grant awarded..... Amount.....</p>
--

ANDOVER TOWN COUNCIL

GRANT FUNDING APPLICATION FORM

Part 1 – Organisation Details

Name of applicant Organisation:	Unity
Project Name:	Youth services for Andover Town
Project Location:	Andover
Project Start Date:	September 2022
Project Completion Date:	August 2021
Total Cost of Project:	11,500
Funding Requested:	7,500

Contact Name:

Registered Charity ☒ Yes ☐ No | Registration No?

If No, state type of organisation:

Organisation Address:

Email Address:

Telephone Number:

Organisation's bank account address:

If your application is successful, to whom would you like the cheque payable?

Please provide the following information:

Please tick

- A location plan or site plan, if applicable (to be provided nearer the date for the Sustainability Event) ☐
- Copy of organisation's latest certified accounts ☒
- Copy of constitution or set of rules ☒
- Evidence of any permissions or consents ☐

PART 2 – BUDGET DETAILS

Costs – Please see attached

Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
Running pop-up events	7,000	0	7,000
Consumables	1,000	200	1,200
Volunteer activity (inc DBS checks)	3,000	0	3,000
Transport	500	0	500
TOTAL PROJECT COSTS	£11,500	£200	£11,700

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)?
Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Hampshire County Council	£1,000	Outcome expected by the end of July
Test Valley Borough Council	£1,200	Outcome of request for Councillor grants expected by the end of July. We will use £1,800 of our core funding for the volunteer centre to contribute to this project.
Town or Parish Council		
(Please state which Town or Parish Council)		
National Lottery		
(Please state which fund)		
Other (please provide details)		

PART 3 – GRANT PROPOSAL

Description of Activity – Please provide a brief description of the activities to be funded by the proposed grant.

In partnership with Dmitrijs Meiksans MYP, the Member of the Youth Parliament for Northwest Hampshire, we ran a large-scale consultation with young people aged 11-16 on the current state of youth provision in Andover and surrounding areas. 883 young people took part:

- 271 were from year 7 (11-12 yrs)
- 153 from year 8 (12-13 yrs)
- 111 from year 9 (13-14 yrs)
- 197 from year 10 (14-15 yrs)
- 151 from year 11 (15-16 yrs)

Some of the issues raised will take a while and a lot of multi-agency cooperation to address. However, it is important to follow up such a consultation with some quick wins to reassure young people that the consultation was meaningful and so promote a positive engagement in local democracy. Unity is in the ideal position to respond quickly on behalf of the community. This project is designed as the first step in responding to the views expressed by young people. We will address three of the questions asked:

Do you think there is enough for young people to do?

What kinds of things do you want to see happen in your local community?

Do you want to do more in your local community? (in the context of young people's volunteering)

We will ensure that the project complements the existing patchwork of youth provision so that it adds to the whole in a coherent way.

Details of Activity – Please provide additional details in support of your application, including why the grant is needed.

883 young people took part in the consultation.

In the “stuff to do” questions, 492 (55.7%) of young people said that there is not enough to do outside the home. The suggestions made include some that would require long-term investment in infrastructure (e.g.: more shops, upgraded town centre), but some could be addressed quite quickly. Examples of the latter include:

- More opportunities for us to get involved in
- More youth clubs appealing to all
- Places to hang out - safe spaces
- Events
- Fairs

In relation to volunteering, 153 said that they already volunteer – a surprisingly high number, but still only 17.3%. When asked whether they’d like to do more, however, 495 (56.1%) said that they would. The fact that more than half of young people in Andover would like to give as well as receive is heartening. It represents a significant untapped pool of potential voluntary activity and shows a widespread desire amongst young people to engage positively with their community.

We propose to pilot a flexible, responsive programme of pop-up events, based on known patterns of where young people currently like to hang out but expanding to other locations depending on demand. These will be announced via social media, word of mouth and on our website and those of other youth providers.

Because of our position at the heart of the voluntary sector, we have a very detailed understanding of existing activity that could be drawn upon to create an attractive series of activities that will not only entertain young people but also promote positive health and wellbeing and provide a platform for the greater engagement in community that they are asking for. Some of the activities will involve “repurposing” existing provision from partner organisations, some will be completely new.

It would be impossible to provide a comprehensive list here. It would also be contrary to the spirit of the pilot which aims to respond to what young people tell us they want rather than providing a set menu of choices. However, it might help flesh the proposal out a bit to illustrate some possibilities:

- Sessions on healthy eating by mimicking popular TV cooking programmes
- Use of our town centre allotment to encourage sustainable lifestyles and develop art and craft skills
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Since we run the Test Valley Volunteer Centre, we can take the opportunity of every encounter with young people to enable them to offer their skills and energy to a variety of community groups. For example, we have received Big Lottery funding to help older residents improve their digital literacy. We are providing basic teaching, but practice makes perfect; young people who are growing up in a world in which digital communication is the norm are well placed to help older people practice and reinforce their use of technology.

This is just one example. The point is to take an asset-based approach based on what young people can do and how they'd like to help. It is important to stress that we have rigorous safeguarding policies and procedures to ensure the safety of all such activity.

Please provide a general description of the people in Andover who will benefit:

Beneficiaries would include more than 2,000 young people aged 12 - 24 living in the Andover Town Council catchment. The multiplier effect of this work would resonate across the entire community from participants to their families and other siblings; charities and community groups and their service users engaging with the young people as volunteers; Schools would see an improvement in the way young people engage with the community, creating new ideas, learning new skills and improving communication.

Approximately **how many** local residents will benefit?

10,000+

Your financial Situation


All application must be accompanied by the following financial information. **If you do not supply this information your application will not be considered.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position
- Photocopy of bank statements covering the last year
- A statement of your capital assets if any.

DECLARATION

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed:	Date:
Position in organisation: Chair	
	Date: 15 th June 2022
Signed:	
Position in organisation: Chief Executive/Authorised Signatory	

Please return the form to:
Committee Officer
Andover Town Council, First Floor Offices, 68B, High Street, Andover, Hampshire SP10 1NG
Telephone No: 01264 335592

OR

Electronic copies to: **info@andovertc.co.uk**

Please refer to the Grants Guidelines when completing this application.

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

FOR OFFICE USE ONLY Date received..... Grant awarded..... Amount.....
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Appendix J: Risk Management Policy

J

ANDOVER TOWN COUNCIL

RISK MANAGEMENT POLICY – 2022 (June 2022)

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1. Policy Statement

- 1.1. Andover Town Council (ATC) recognises that, in addition to its statutory duties, it has a responsibility to manage risks effectively in order to protect the community, its employees and assets against potential losses and ensure clarity of action. Risk management is an integral part of the Council's management process.

- 1.2. ATC is aware that some risks can never be eliminated fully, and it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

2. Introduction

2.1. This document forms the Council's Risk Management Strategy. It sets out:

- a. What risk management is
- b. Why ATC needs a risk management strategy
- c. The benefits of risk management
- d. Roles and responsibilities of members, staff and others;
- e. How the strategy will be implemented

2.2 The objectives of this strategy are to:

- a. Identify risks
- b. Put in controls to minimise risk
- c. Integrate risk management into the culture of the council
- d. Embed risk management through the ownership and management of risk as part of all decision-making processes
- e. Further develop risk management and raise its profile across the council
- f. Manage risk in accordance with best practice
- g. Consider and respond to changing social, environmental and legislative requirements

2.3 These objectives will be achieved by:

- a. Establishing clear roles and responsibilities and awareness, including use of training as appropriate
- b. Incorporating risk management considerations into the Council's management process – for instance, in considering new projects

3. What is Risk Management?

3.1. 'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus,

structures and processes, standards of conduct and service delivery arrangements¹. Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001:5).

3.2. Risk management is an essential feature of good governance. An organisation that manages risk well, is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety but applies to all aspects of the Council's work.

3.3 Risks can be classified into various types but it is important to recognise that for all categories, the direct financial losses may have less impact than the indirect costs, such as disruption of normal working. The examples below are not the only examples:

a. **Strategic Risk** – long-term adverse impacts from poor decision making, poor implementation, inadequate resourcing or failure to respond to change. Failure to address risk can result in damage to the reputation of the Council, loss of public confidence, or in a worst case scenario, stimulate Government intervention.

b. **Compliance Risk** – failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. This risks exposure to prosecution, judicial review, employment tribunals and/or the inability to enforce contracts.

c. **Financial Risk** – fraud and corruption, waste, excess demand for services, bad debts. This presents risk of additional audit investigations, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

d. **Operating Risk** – failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Presenting risk of insurance claims, higher insurance premiums, lengthy recovery process.

3.4 Not all these risks are insurable and for some, the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

3.5 Risk is not restricted to potential threats but can arise from missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

4. Why does ATC need a Risk Management Strategy?

4.1. Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

4.2. The Risk Management Strategy will help to ensure that all committees/service areas understand risk and that the Council adopts a uniform approach to identifying and

prioritising risks. This should, in turn, lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

- 4.3. Strategic risk management is also an important element in demonstrating continuous service improvement.
- 4.4. There is a requirement under successive Accounts and Audit Regulation to establish and maintain a systematic strategy, framework and proves for managing risk.

5. Benefits of Risk Management

- 5.1. Risk management is regarded as an essential element of good governance and as an integral part of internal control. It provides the foundation for effective management throughout the Council and focuses attention on the achievement of corporate objectives together with a consistent and structured approach to risk. Managing risk in this way delivers many other benefits to the Council as set out below:
 - a. The process provides a fully documented record of all major risks and opportunities
 - b. The risk of failure of any initiative is reduced and, due to advance consideration of risk, fewer opportunities will be missed. There is also greater innovation in seizing opportunities.
 - c. Staff can communicate their prioritised risks to members, therefore enabling focus on those risks and properly evaluated risk decisions. There is also an enhanced ability to justify actions taken.
 - d. The Council can anticipate emerging issues in an ongoing and organised manner before they reach unmanageable proportions.
 - e. To be effective, risk management requires input and ideas from all staff and members. This creates a culture of risk ownership.
 - f. Embedded risk management satisfies Corporate Governance requirements.
 - g. The Council's reputation is protected and enhanced.
 - h. The Council should receive fewer complaints and will have a more satisfied community as a result.
 - i. Income can be maximised and expenditure reduced.

6. Responsibilities

- 6.1. Andover Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against

potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise its opportunities.

6.2. The Town Council is aware that some risks can never be eliminated fully, and its strategy provides a structured, systematic and focussed approach to managing risk.

6.3. This policy places a responsibility on all Members and Officers to have regard for risk in carrying out their duties. Its purpose is to enable the Council to manage its risks through anticipation and control.

6.4. Risk management is only considered to be truly embedded when it functions as part of the Council's day to day operations. For this to be achieved, it is vital that clarity exists to determine the various roles and responsibilities of individuals involved throughout the Council in the risk management process.

6.5 To ensure that this level of clarity exists, the Council has established a structure that sets out how Members, Officers and the various Committees and other stakeholders contribute to the overall risk management process.

7. All Members Duties

7.1. To consider and is appropriate, approve and regularly review the Risk Management Strategy and Policy Statement.

7.2 To consider the risk motivators and risk priorities

7.3 To consider and, if appropriate, approve the action in response to risks proposed by officers

7.4 To share collective responsibility to understand and manage the strategic risks that the Town Council faces

7.5 To ensure that all identified risks have been considered in decision making

7.6 To monitor the effectiveness of the Town Council's risk management arrangements by reviewing any risk management report to Policy & Resources Committee and Council.

7.7 To familiarise themselves with the procedures needed to manage and operate in a crisis through the Town Council's agreed Emergency Plan and Delegation Scheme.

7.8 To seek assurances that action is being taken on risk related issues identified by auditors and inspectors and request regular updates

7.9 To include consideration of risk as standard in proposing and discussing all motions to Council.

8. Town Clerk

8.1 To promote the Council's Risk Management Strategy, Policy Statement and framework.

8.2 To be responsible for managing the Council's key risks including the assessment of risks.

- 8.3 To encourage a culture of shared responsibility and open communication of risks.
- 8.4 To be the lead officer responsible for risk management and implementation of the Risk Management Strategy.
- 8.5 To be responsible for the management of strategic and operational risks that the Town Council faces and to oversee the effective mitigation of these risks by officers.
- 8.6 To ensure that risks are fully considered in all strategic decision making and that the Risk Management Strategy helps the Town Council to achieve its objectives and protection of assets.
- 8.7 Provide advice as to the legality of policy and service delivery and update the Town Council on the implications of new or revised legislation.
- 8.8 Assess and implement to Council's insurance requirements.

9. Policy and Resources Committee

- 9.1. Support the Town Clerk in all aspects of risk management.
- 9.2 Understand the strategic and operational risks that the Town Council faces.
- 9.3 Ensure that a structured and systematic approach is in place for the identification, recording and reporting of risks and opportunities.
- 9.4 Ensure that risks are fully considered in all decision making and that the Risk Management Strategy helps the Town Council to achieve its objectives and protection of assets.
- 9.5 Assist in embedding a culture of risk management through the Town Council and encourage appropriate training.

10. Responsible Finance Officer: As the Council's Section 151 Officer

- 10.1 Assess the financial implications of any initiative or decision reached by the Council.
- 10.2 Assess the financial implications of strategic policy options.
- 10.3 Advise on budgetary planning and control
- 10.4 Ensure that the Financial Information System (EdgeIT) allows effective budgetary control
- 10.5 Maintain the Council's Risk Register
- 10.6 Effectively manage the Council's investment and loan portfolio (as appropriate).

11. All Employees

- 11.1 Consider risk as part of everyday activities and provide input to the risk management process

- 11.2 Manage risk effectively in their work in accordance with the Risk Management Strategy, health and safety legislation, Policy Statement and framework and report any threats or risks identified to the Town Clerk.
- 11.3 Understand their accountability for individual risk
- 11.4 Understand how they can enable continuous improvement of risk management
- 11.5 Understand that risk management and risk awareness are a key part of the organisation's culture
- 11.6 Attend any targeted risk-related training, as requested
- 11.7 Report systematically and promptly any perceived new risk or failure of existing control measures
- 11.8 Record areas of risk which fall directly within their day to day areas of control and review in line with agreed target dates
- 11.9 Play a pro-active role in the reporting and assessing of physical risks in respect of public, staff and property.

12. Role of Internal Audit

- 12.1 To act as scrutiny, by understanding audits to provide independent assurance to Members that necessary risk management systems are in place
- 12.2 To assist with the development and review of a Risk Management Strategy, Policy Statement and framework
- 12.3 To support the Town Council in developing and implementing risk management
- 12.4 To provide independent assurance on the way risks are managed.

13. Implementing the Strategy

13.1 Risk Control:

Risk Control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level. Options for control include:

- a. Elimination – the circumstances from which the risk arises are removed so that the risk no longer exists
- b. Reduction – loss control measures are implemented to reduce the impact/likelihood of the risk occurring
- c. Transfer – the financial impact is passed to others e.g. by revising contractual terms
- d. Sharing – the risk is shared with another party

- e. Insuring – insurance against some or all of the risk to mitigate financial impact; and
- f. Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

13.2 Risk Monitoring:

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

13.3 Risk Management System Risk Identification:

Identifying and understanding the hazards and risks facing the Town Council is crucial if informed decisions are to be made about policies or delivery methods. The risks associated with these decisions can then be effectively managed. Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk. Risk Prioritisation – An assessment should be undertaken of a) the impact and b) the likelihood of risks occurring, with impact and likelihood being scored using a matrix. This will require a numeric value to be given to both the likelihood of the risk happening and the severity of the impact if it did, based upon the following aggregate scoring:

Low = 1 to 5

Medium = 6 to 11

High = 12 to 25

Where a residual risk is low, further action will only be taken where it is viable to do so. Medium risks will be addressed within the next 3 to 6 months. High risks will require action as soon as possible.

14. Conclusion

The adoption of a sound risk management approach should achieve many benefits for the Town Council. It will assist in demonstrating that the Town Council is committed to continuous service improvement and effective corporate governance.

15. Document Information

Title:	Risk Management Policy
Status:	1 st Draft
Version:	22 January 2022
Consultation:	Policy & Resources Committee
Approved by:	
Approval Date:	
Review Frequency:	Every three years or if change occurs
Next Review:	January 2025

16. Document Control

Date	Version	Description	Sections Affected	Approved by
Jan 2022	1	1 st Draft	All	Policy & Resources Committee
June 2022	1	2 nd Draft	All	Council
				Council

Disclaimer:

A printed version may not be the current version.

A current version may be obtained in the required format from the Town Clerk's Office at Andover Town Council.

Appendices

Appendix 1

Categories of Risk

The Risks facing the organisation can be split into Strategic and Operational

STRATEGIC Risks which may threaten the achievement of the Town Council's objectives	OPERATIONAL Risks which Members and Officers may encounter in the daily course of their work
Political: Failure to deliver key objectives or policies of other levels of Government Use of political allegiance to influence Council policies	Professional: Professional competencies of officers
Economic: The Town Council's ability to meet its financial commitments	Financial: Financial planning and control and the adequacy of insurance cover
Social: The effects in changes in demographic, residential or socio-economic trends on the Council's ability to deliver its objectives	Legal: Possible breaches of legislation
Technological: The Council's capability to deal with technological change or its ability to use technology to meet changing demands	Physical: Fire, security, accident prevention and health & safety
Legislative: Current or potential changes in national, or international law	Contractual: The failure of contractors (including the Councils itself) to deliver services or goods to agreed costs and specifications
Environmental: The environmental consequences of service delivery (in terms of energy efficiency, pollution, recycling, emissions etc.).	Technological: Reliance on operational equipment (IT systems or equipment and machinery)
Competitive: The competitiveness of the service/ability to deliver best value	Environmental: Pollution, noise or energy efficiency of on-going service operation
Customer:	

Failure to recognise the changing needs and expectations of the community	
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Appendix 2

Processes

In line with best practice, the Town Council has adopted a seven-step process to support the implementation of risk management and help maintain impetus.

	Steps	
1	Identifying Risk	Risks will be identified during the service delivery planning process and cross-referenced where possible, to key tasks and to the achievement of corporate objectives.
2	Analysing Risk	Risks will be assessed against probability and impact of the identified risks using the Council's approved evaluation criteria to give a risk score
3	Profiling Risk	The evaluation exercise will result in a risk score from which significant risks can be established.
4	Prioritising action	Risks will be entered in the risk register detailing the inherent risk score, existing controls and residual risk score.
5	Determining action	Further actions required to reduce the threat of the risk occurring or minimise its impact will be stated in the risk register. Target dates and assignment of responsibility will also be stated.
6	Controlling risk	The specified actions will be carried out as stated in the risk register.
7	Monitoring	The Policy & Resources Committee will keep the risk register under review and progress against further actions identified will be monitored quarterly. The register will be updated as actions are achieved and risk scores amended as appropriate. The identification of risks should be a continual process and risks emerging throughout the year should be evaluated and, where necessary, added to the register.

Appendix 3

Risk Management Matrix

		Assessment Impact			
		Financial	Reputation	Stakeholder	Community/Customers
1	Negligible	Under £500	Minimal loss of public trust	Minimal Impact on stakeholder business arrangements	Minimal impact or disruption to community contained within a community area
2	Minor	£501 - £1000	Slight loss of trust with no lasting impact. Little adverse publicity	Minor impact on stakeholder business arrangements	Minor impact to community and community dissatisfaction. Limited service disruption
3	Moderate	£1001 - £5000	Moderate loss of trust that received significant adverse publicity locally with no lasting impact	Moderate disruption to stakeholder arrangements	Moderate impact to community and customer dissatisfaction. Moderate service disruption
4	Major	£5001 - £10,000	Significant loss of trust and receives local media attention. Potential for lasting impact	Significant disruption and opposition from stakeholders	Significant service disruption and community apposition. Treat of legal action
5	Catastrophic	Over £10,000	Significant loss of trust and received national media attention with potential for persisting impact	Major disruption to and strong opposition from stakeholders who represent vulnerable clients	Major service disruption. Significant community opposition. Legal action. Long-term public memory

Appendix 4

Assessment Impact				
		Safety	Health	Environmental
1	Negligible	First aid case, with no time lost time. Negligible safety impact	Mid health effect for short period	Minimal environmental impact
2	Minor	Minor injury (worker or third party). Medical treatment beyond first aid	Reversible health effect. Minor illness	Local impact requiring response, but from which there is a natural recovery
3	Moderate	Single major injury	Irreversible health effect, for example, loss of hearing. Serious illness from which there is full recovery	Moderate environmental impact, requiring response to aid recovery. Reportable to authorities
4	Major	Multiple major injuries which may result in permanent disabilities	Life shortening health effect. Health effect causing significant irreversible disabilities	Major environmental incident resulting in significant impact requiring management by external authorities
5	Catastrophic	Death	Death	Extreme environmental incident, resulting in irreversible long term or widespread harm

Likelihood Ranges

	Description	Guidance	Probability Range
1	Improbable	Very remote probability that the event would occur	<1%
2	Remote	Event may occur only in exceptional circumstances	1 – 10%
3	Possible	Event could occur at some time	11 – 50%
4	Probable	Event should occur at some time	51 – 90%

5	Almost Certain	Event will occur in most circumstances	>90%
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Appendix 5

Impact	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	Likelihood				

Red Risk: Unacceptable Risk. Reduce Risk by mitigation. Transfer Risk

Amber Risk: Reduce risk by mitigation. Review regularly

Yellow Risk: Tolerate risk. Review control measures

Green Risk: Acceptable risk. Monitor risk.

Equality Policy	
Produced for: Full Council	Date of Report: Monday 13 June 2022
Background The Equality Act 2010 provides that the Town Council has statutory duties and other responsibilities arising from equality legislation such as equal access for members of the public and equality in recruitment and in the management of employees, with reference to protected characteristics. The Town Council must ensure that its Equality Policy is kept up to date.	
Change in Legislation Changes were made to the Equality Act in 2021 and the Town Council's Equality Policy requires amending to ensure it is up to date.	
Amended Policy Additions have been made to the Equality Policy to bring it up to date with current legislation. The amended Equality Policy is attached at Annex 1. The Equality Policy with amendments has been through a 3 rd party assessment which has verified that the additions are sufficient for the current legislation requirements.	
Legal and Policy Implications The Legal Implications are contained within the report and attached Equality Policy.	
Recommendations To approve and adopt the amended Equality Policy.	

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

Tel: 01264 335592

Email: townclerk@andovertc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

ANDOVER TOWN COUNCIL EQUALITY AND DIVERSITY POLICY – 2022 (June 2022)

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4	The Definition of Diversity	2
5	Scope	2
6	Policy Statement	3
7	Equality Commitments	4
8	Implementation	4
9	Monitoring and Review	5
10	Document Information	5
11	Document Control	5

1. Introduction

The aim of this policy is to communicate the commitment of Andover Town Council, its Members and Officer(s) to meeting the Equality Act 2010 (amended April 2021) and the Public Sector Equality Duty, which came into force on 5 April 2011. The Equality Duty applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by their activities, helping them to deliver policies, representation and services which are efficient and effective; accessible to all; and which meet different people's needs; the promotion of equality and diversity in relation to Andover Town Council.

2. The Aim

Andover Town Council aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity. We aim to remove barriers, bias or discrimination that

prevents individuals or groups from realizing their potential and contributing fully to the community to develop a culture that positively values diversity.

Andover Town Council is opposed to all forms of unlawful and unfair discrimination. All Town Council Members, its Officer(s) and members of the Public will be treated fairly and will not be discriminated against on any of the above grounds. All decisions will be made objectively and without unlawful discrimination.

Andover Town Council recognises that supporting Equality is of primary importance. This policy will help all those who are Council Members or work for the Council to develop sound and effective policies that impact on the villages, town, community and surrounding areas.

Andover Town Council will challenge discrimination. It aims to provide equality and fairness to all in the community and expects all Members and Officers to be aware and understand the Equality Act 2010.

3. The Definition of Equality

Equality can be described as breaking down barriers, eliminating discrimination and ensuring equal opportunity and access for all groups both in employment, and to goods and services; the basis of which is supported and protected by legislation.

4. The Definition of Diversity

Diversity can be described as celebrating differences and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions, which is beneficial not only for the individual but for Andover Town Council.

5. Scope

This policy applies to direct Town Council Members, its Members and Officer(s) and all job applicants regarding recruitment. Where the Town Council services are provided by external contractors or third parties on the specification set by the Town Council, these contractors or third parties are responsible

for adhering to the Town Council's Equality and Diversity Policy, whilst providing services on behalf of the Town Council.

This policy applies to sub-contractors. The Town Council will monitor the performance of contractors and/or third parties and take all necessary steps to ensure good performance and compliance with appropriate behaviour. However, if any issues become apparent with regards to diversity or equality in relation to any contractor or third party, these will be taken very seriously by the Town Council and raised in the strongest possible terms with the contractor or third party.

6. Policy Statement

The Andover Town Council is committed to ensuring that existing members of the Andover Town Council staff, job applicants, or workers are treated fairly in an environment which is free from any form of discrimination, with regard to nine of the protected characteristics as outlined by the Equality Act 2010 which are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Gender Identification
- Sexual orientation

In addition, existing members of staff, job applicants or workers are treated fairly in an environment which is free from any form of discrimination with regard to: caring responsibilities, part-time employment, membership or non-membership of a trade union or spent convictions.

- The Town Council has an ethical and legal responsibility to celebrate and champion equality and diversity. The Town Council will work to ensure it is inclusive and accessible to all.
- All users of the Town Council's services will be treated with dignity, fairness and respect, regardless of age, disability, gender identification, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

- Andover Town Council will treat all people, regardless of their background, with dignity and respect – this includes, our people, those with whom we interact (e.g. service users and customers) and other stakeholders.
- Premises of the Town Council will not be purchased or leased that do not meet accessibility standards or cannot be adapted to do so. Our existing building has a clear exit plan so that it can be replaced with a more accessible premises within a reasonable time-frame. Further details in our Disability Policy.
- All our written and digital communications will follow our Digital Accessibility guidelines and communication accessibility standards and be available in alternative formats upon request.
- Any new and reviewed policies, programmes, decisions that will affect our people, service users and or customers, will undergo an Equality Impact Assessment. To ensure that any negative impact on those with protected characteristics is mitigated wherever possible at all levels of the organisation and in all our activities.

7. Equality & Diversity Commitments

Andover Town Council is committed to:

- Promoting equality of opportunity for all persons.
- Promoting a good and harmonious environment in which all persons are treated with respect.
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimization.
- Fulfilling our legal obligations under equality legislation and associated codes of practice.
- Complying with our own equal opportunities policy and associated policies.
- Taking lawful affirmative and positive action where appropriate.

8. Implementation

The Chairman has specific responsibility for the effective implementation of this policy. In order to implement this policy, he or she shall:

- Communicate the policy to Town Council Members, Town Clerk, Officers and Members of the Public
- Incorporate equal opportunities into general practices

- Ensure that other persons or organisations will comply with the policy in their dealings with the Council

9. Monitoring and Review

Andover Town Council will establish appropriate information and monitoring systems to assist the effective implementation of our equality and diversity policy.

The effectiveness of our equality and diversity policy will be reviewed annually, and action taken as necessary.

In addition to our internal procedures, any person has the right to pursue complaints of discrimination under the Equality Act 2010.

10. Document Information

Title:	Equality and Diversity Policy
Status:	4 th draft
Version:	12 April 2022
Consultation:	Policy & Resources Committee
Approved by:	
Approval Date:	
Review Frequency:	Every three years or if change
Next Review:	March 2025

11. Document Control

Date	Version	Description	Sections	Approved by
Mar 2018	1	1 st Draft	All	Policy & Resources Committee
May 2018	2	2 nd Draft	All	Council
Mar 2019	3	3 rd Draft	All	Council
Apr 2022	4	4 th Draft	All	Policy & Resources Committee

June 2022	5	5 th Draft	All	Council

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A current version may be obtained in the required format from the Town Clerk's Office at Andover Town Council.

Source:

British Library

Test Valley Borough Council

South East Employers

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/22

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1954		£453.32	4210/8	21/07/22	Alto Digital Networks Ltd - Photocopier usage 29.04.200-29.07.2022	
1955		£70.00	4000/5	01/08/22	Andover Business Computers and Planet PC - Setup VPN Connection for Community Officer laptop and testing systems	
1956	DDBGJUL2 0221	£35.51	4210/6	04/07/22	British Gas - Electricity use 68B High Street 02.06.2022 - 01.07.2022	£35.51
1957	DDBGJUL2 0222	£85.93	4210/6	12/07/22	British Gas - Electricity Supply 68B High Street 10.06.2022 - 09.07.2022	£85.93
1958	DDBGJUL2 0223	£21.23	4210/6	12/07/22	British Gas - Electricity supply 68B High Street 10.06.2022 - 09.07.2022 2	£21.23
1959	DDCOBWE BJULAUG2 022	£296.46	4000/5	26/07/22	Cobweb Solutions Ltd - Office 365 provision July/August 2022	£296.46
1960		£126.00	4000/3	31/07/22	Dataplan Payroll - Payroll services for Period 4 (July)	
1961		£35.94	4000/6/2	01/08/22	Custom Studio Ltd - Website hosting August	
1963	DDINCUHI VEAUG202 2	£900.00	4210/3	30/07/22	The Incuive Group - Office Rental 108 August 2022	£900.00
1964	DDMAINJU NE20221	£75.59	4210/7	30/06/22	Mainstream Digital - MSD Maintenance Ex8 19.06.2022 - 18.09.2022	£75.59
1965	DDMAINJU N20222	£46.11	4210/7	30/06/22	Mainstream Digital - Analogue Line Rental 20.06.2022 - 19.09.2022	£46.11
1966	DDMAINJU N20223	£133.91	4210/7	30/06/22	Mainstream Digital - Superfast Broadband provision 27.06.2022 - 26.09.2022	£133.91
1967	DDMAINJU N20224	£14.80	4210/7	30/06/22	Mainstream Digital - Call Charges 30.04.2022 - 30.05.2022	£14.80
1968		£400.00		31/07/22	M B Pest Services - Pest control services across 8 allotment sites July 2022	
1		£50.00	4500/1/1/8		Pest Control Services AW July 2022	
2		£50.00	4500/1/2/8		Pest Control Services BL July 2022	
3		£50.00	4500/1/3/8		Pest Control Services CW July 2022	
4		£50.00	4500/1/4/8		Pest Control Services MR July 2022	
5		£50.00	4500/1/5/8		Pest Control Services OWR July 2022	
6		£50.00	4500/1/6/8		Pest Control Services TD July 2022	
7		£50.00	4500/1/7/8		Pest Control Services VR July 2022	
8		£50.00	4500/1/8/7		Pest Control Services OD July 2022	
1969		£303.65	4210/15	25/07/22	Moores Cleaning Services Ltd - Office Cleaning Services July 2022	
1970		£80.66	4500/1/2/4	19/07/22	Plummer's - Job no 2341 - repair of tap and supply new valve BL	

Signature

Date


03/08/2022

Signature

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/22

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1971		£48.76	4210/17	04/07/22	Restore Datashred - Confidential waste collection July 2022	
1972		£208.38	4210/6	25/07/22	Southern Electric - Electricity charges for 68B High Street July 2022	
1973		£300.00	4000/3	30/07/22	Surrey Hills Solicitors - Retainer fee July 2022	
		£160.65			Confidential	
Total		£3,796.90				

Signature


03/08/2022

Date

Signature

Financial Statement - Cashbook

Statement of receipts and payments between 01/04/22 and 31/07/22 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£449,806.95
Deposits Unity Trust	£85,228.03
Petty Cash Account	£0.00
Petty Cash Card Unity	£40.22
Total	£535,075.20

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Events & Projects			
3025 Town Development	0.00	0.00	0.00
Events & Projects Total	0.00	0.00	0.00
Policy & Resources			
36 Business Rates Refund	0.00	0.00	0.00
99 Heating & Lighting	0.00	0.00	0.00
3000 Precept	180,901.00	0.00	180,901.00
3001 TVBC Tax band Grant	0.00	0.00	0.00
3010 Bank Interest	119.82	0.00	119.82
3011 Insurance Premium	0.00	0.00	0.00
3020 Grants Received	0.00	0.00	0.00
3021 CIL Monies	0.00	0.00	0.00
3100 VAT Refund	7,582.55	0.00	7,582.55
3110 VAT Overclaim	0.00	0.00	0.00
3115 VAT Write Off	0.00	0.00	0.00
3116 IT Equipment	0.00	0.00	0.00
3339 Mayors Events	0.00	0.00	0.00
3998 Funds held for Youth Council	0.00	0.00	0.00
3999 Funds held for Neighbourhood Plan	0.00	0.00	0.00
4000 Defibrillator	0.00	0.00	0.00
4210 Waste Removal	0.00	0.00	0.00
4211 Photocopying	0.00	0.00	0.00
4212 Payroll	0.00	0.00	0.00
Policy & Resources Total	188,603.37	0.00	188,603.37
Allotments			
3050 Allotment Rents	475.62	0.00	475.62
3051 Allotment Rents	0.00	0.00	0.00
3052 Deposit Credit Interest	0.00	0.00	0.00
3053 Deposit direct payment	0.00	0.00	0.00
Allotments Total	475.62	0.00	475.62
Total Receipts	189,078.99	0.00	189,078.99
PAYMENTS	Net (£)	Vat (£)	Gross (£)
Events & Projects			
4190 Grants	1,255.00	0.00	1,255.00
4700 Town Centre Development	8,198.75	1,242.75	9,441.50
Events & Projects Total	9,453.75	1,242.75	10,696.50

Financial Statement - Cashbook

Statement of receipts and payments between 01/04/22 and 31/07/22 inclusive. This may include

Policy & Resources

400 IT Equipment	0.00	0.00	0.00
4000 Corporate Management	5,844.82	1,068.05	6,912.87
4100 Democratic Representation	1,293.04	84.04	1,377.08
4180 Other Services to the Public	0.00	0.00	0.00
4200 Administration Rechargeable Staffing	54,850.92	91.80	54,942.72
4204 New Building Fund	0.00	0.00	0.00
4205 Bus Shelters	0.00	0.00	0.00
4210 Administration Rechargeable	19,757.53	1,254.71	21,012.24
Policy & Resources Total	81,746.31	2,498.60	84,244.91

Allotments

3052 Deposits Expenditure	0.00	0.00	0.00
4500 Allotment Service	0.00	0.00	0.00
Allotments Total	5,874.35	415.03	6,289.38

Planning/Highways

4300 Planning/Highways	0.00	0.00	0.00
Planning/Highways Total	0.00	0.00	0.00

Total Payments	97,074.41	4,156.38	101,230.79
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Closing Balances

Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£537,575.55
Deposits Unity Trust	£85,347.85
Petty Cash Account	£0.00
Petty Cash Card Unity	£0.00
Total	£622,923.40

Not all the accounts have been reconciled exactly to the end date on this statement.

Bank Account Reconciled Statement

Co-Operative Bank/ Unity Trust Ban 65424087/ 203341 08-60-01

Statement Number	126	Bank Statement No.	126
Statement Opening Balance	£551,658.42	Opening Date	01/07/22
Statement Closing Balance	£537,535.33	Closing Date	31/07/22
True/ Cashbook Closing Balance	£537,575.55		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/07/22	216551842			0.00	548,599.39
01/07/22	33810199			0.00	546,842.02
01/07/22	443017090			0.00	544,622.35
01/07/22	544544780			0.00	543,532.92
01/07/22	559830711			0.00	542,540.39
01/07/22	DDINCUHIVEJULY2022	The Incuhive Group	900.00	0.00	541,640.39
05/07/22	DDMMCCMCJuly2022	Marketplace Merchant	24.50	0.00	541,615.89
05/07/22	DDVODAJULY2022	Vodafone Ltd	33.41	0.00	541,582.48
07/07/22		Allotment Rental	0.00	7.70	541,590.18
08/07/22	BACS	Allotment Rental	0.00	11.18	541,601.36
12/07/22	BACST	Allotment Rental	0.00	6.56	541,607.92
12/07/22	BBACS	Allotment Rental	0.00	7.70	541,615.62
14/07/22	DDMAINJUN20222	Mainstream Digital	46.11	0.00	541,569.51
14/07/22	DDMAINJUN20223	Mainstream Digital	133.91	0.00	541,435.60
14/07/22	DDMAINJUN20224	Mainstream Digital	14.80	0.00	541,420.80
14/07/22	DDMAINJUNE20221	Mainstream Digital	75.59	0.00	541,345.21
14/07/22	DDMMCCMUJULY2022	Marketplace Merchant	25.29	0.00	541,319.92
15/07/22	BACSV	Allotment Rental	0.00	9.08	541,329.00
18/07/22	BACS	Allotment Rental	0.00	10.28	541,339.28
19/07/22	BACSE	Allotment Rental	0.00	10.28	541,349.56
21/07/22	138060321	Custom Studio Ltd	35.94	0.00	541,313.62
21/07/22	170884569	Mrs Fern Long	23.98	0.00	541,289.64
21/07/22	205754458	Forest Call Handling	174.00	0.00	541,115.64
21/07/22	235625490	Plummer's	113.34	0.00	541,002.30
21/07/22	341802747	Surrey Hills Solicitors	300.00	0.00	540,702.30
21/07/22	399998478	Business Stream	77.73	0.00	540,624.57
21/07/22	411423711	Test Valley Borough Council	551.52	0.00	540,073.05
21/07/22	422802662	Viking Supplies	152.77	0.00	539,920.28
21/07/22	428170825	Mr D Bolland	11.01	0.00	539,909.27

Bank Account Reconciled Statement

21/07/22	437450824	Restore Datashred	12.00	0.00	539,897.27
21/07/22	491012491	Michelle Young	41.94	0.00	539,855.33
21/07/22	501380775	Test Valley Borough Council	115.75	0.00	539,739.58
21/07/22	535147145	Moore's Cleaning Services Ltd	303.65	0.00	539,435.93
21/07/22	558498518	M B Pest Services	400.00	0.00	539,035.93
21/07/22	56574587	Mrs V Warburton	40.00	0.00	538,995.93
21/07/22	610702712	Dataplan Payroll	60.00	0.00	538,935.93
21/07/22	69184001	W R Coulter	16.49	0.00	538,919.44
21/07/22	805487548	H M Revenue & Customs	3,601.09	0.00	535,318.35
21/07/22	895832027	Society of Local Council Clerks	189.00	0.00	535,129.35
21/07/22	919058716	Test Valley Borough Council	101.06	0.00	535,028.29
21/07/22	94669739	Test Valley Borough Council	115.55	0.00	534,912.74
21/07/22	978680620	Plummer's	80.66	0.00	534,832.08
21/07/22	DDBGJUL20221	British Gas	35.51	0.00	534,796.57
21/07/22	DDNESTPeriod32022	NEST Pensions	837.70	0.00	533,958.87
26/07/22		H M Revenue & Customs	0.00	3,683.62	537,642.49
29/07/22	DDBGJUL20222	British Gas	85.93	0.00	537,556.56
29/07/22	DDBGJUL20223	British Gas	21.23	0.00	537,535.33

Uncleared and unrepresented effects

01/06/22	Petty Cash ended	Transfer from Petty Cash Card Unity	40.22		537,575.55
	Total uncleared and unrepresented		0.00	40.22	
	Total debits / credits		17869.49	3786.62	

Reconciled by Wendy Coulter

Signed



Clerk / Responsible Financial Officer

Chair

Date

3/8/2022



Customer: Andover Town Council

Account: 60-83-01 20334109

Statement 122 from 01 Jul 2022 to 30 Jul 2022

Date	Description	Serial No	Debits	Credits	Balance
01Jul2022	Brought forward balance			551,658.42	551,658.42
01Jul2022	Direct Debit (GOCARDLESS)		(900.00) ✓		550,758.42
01Jul2022	B/P to: [REDACTED]		[REDACTED] ✓		549,668.99
01Jul2022	B/P to: [REDACTED]		[REDACTED] ✓		547,911.62
01Jul2022	B/P to: [REDACTED]		[REDACTED] ✓		544,852.59
01Jul2022	B/P to: [REDACTED]		[REDACTED] ✓		542,632.92
01Jul2022	B/P to: [REDACTED]		[REDACTED] ✓		541,640.39
05Jul2022	Direct Debit (MARKETPLACE MERCHA)		(24.50) ✓		541,615.89
05Jul2022	Direct Debit (VODAFONE LTD)		(33.41) ✓		541,582.48
07Jul2022	[REDACTED]			7.70 ✓	541,590.18
08Jul2022	[REDACTED]			11.18 ✓	541,601.36
12Jul2022	[REDACTED]			6.56 ✓	541,607.92
[REDACTED]	[REDACTED]			7.70 ✓	541,615.62
14Jul2022	Direct Debit (MAINSTREAM DIGITAL)		(270.41) ✓		541,345.21
14Jul2022	Direct Debit (FDMS)		(25.29)		541,319.92
15Jul2022	[REDACTED]			9.08 ✓	541,329.00
18Jul2022	[REDACTED]			10.28 ✓	541,339.28
19Jul2022	[REDACTED]			10.28 ✓	541,349.56
21Jul2022	Direct Debit (NEST)		(837.70) ✓		540,511.86
21Jul2022	Direct Debit (BG BUSINESS)		(35.51) ✓		540,476.35
21Jul2022	B/P to: RestoreDatashred		(12.00) ✓		540,464.35
21Jul2022	B/P to: Test Valley BC		(115.75) ✓		540,348.60
21Jul2022	B/P to: MB Pest Services		(400.00) ✓		539,948.60
21Jul2022	B/P to: DataplanPayroll		(60.00) ✓		539,888.60
21Jul2022	B/P to: Test Valley BC		(115.55) ✓		539,773.05
21Jul2022	B/P to: Test Valley BC		(551.52) ✓		539,221.53
21Jul2022	B/P to: Plummer's Plumbing		(80.66) ✓		539,140.87
21Jul2022	B/P to: Moores Cleaning		(303.65) ✓		538,837.22
21Jul2022	B/P to: HMRC Cumbernauld		(3,601.09) ✓		535,236.13
21Jul2022	B/P to: Mrs F Long		(23.98) ✓		535,212.15
21Jul2022	B/P to: SLCCEnterprisesLtd		(189.00) ✓		535,023.15
21Jul2022	B/P to: Surrey Hills Solic		(300.00) ✓		534,723.15
21Jul2022	B/P to: Michelle Young		(41.94) ✓		534,681.21
21Jul2022	B/P to: Custom Studio		(35.94) ✓		534,645.27
21Jul2022	B/P to: Viking Payments		(152.77) ✓		534,492.50
21Jul2022	B/P to: Business Stream		(77.73) ✓		534,414.77

21Jul2022	B/P to: Mr D Bolland	(11,01) ✓		534,403.76
21Jul2022	B/P to: Wendy R Coulter	(16,49) ✓		534,387.27
21Jul2022	B/P to: Test Valley BC	(101,06) ✓		534,286.21
21Jul2022	B/P to: Mrs V Warburton	(40,00) ✓		534,246.21
21Jul2022	B/P to: Plummer's Plumbing	(113,34) ✓		534,132.87
21Jul2022	B/P to: ForestCallHandling	(174,00) ✓		533,958.87
26Jul2022	HMRC VAT		3,688.62 ✓	537,642.49
29Jul2022	Direct Debit (BG BUSINESS)	(85,93) ✓		537,556.56
29Jul2022	Direct Debit (BG BUSINESS)	(21,23) ✓		537,535.33

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Appendix O: Policy & Resources Committee Terms of Reference

O

ANDOVER TOWN COUNCIL POLICY & RESOURCES COMMITTEE TERMS OF REFERENCE

This committee will comprise of up to nine Members of the Council.

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

The committee shall appoint a Member of the Town Council as its Chairman

The committee shall appoint a Member of the Town Council as its Vice Chairman

Terms of Reference

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

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

Policy & Procedures

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

Finance

7. To be responsible for the following Budget Heads and approve expenditure accordance with Financial Regulations:

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

4100 – Democratic Representation

4180 – Other Services to the Public

4200 – Administration Rechargeable (Staffing)

4210 – Administration Rechargeable

8. To review the Council's three year Financial Forecast and Investment Strategy.
9. To prepare annual budgets reflecting the Council's agreed strategy and priorities for approval by Council and recommendation of the Precept to full Council.
10. To secure effective control of expenditure, authorising items of expenditure on behalf of the Council and scrutiny of expenditure against budgets throughout the year.
11. To make recommendations to Council on the use of financial reserves and Section 106 and Community Infrastructure Levy funds.
12. To make recommendations to Council on charges and fees of Council services.
13. Treasury Management.
14. Leasing, loans and finance.
15. To recommend to council the appointment of an Independent Internal Auditor for the accounts and procedures of the Council.
16. To consider the audited accounts and report back to Council.
17. To oversee the Council's banking and investment arrangements and keep investment policy under review.

Asset Management

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

Business Plan

20. To organise, create and oversee the Business Plan process throughout the year.
21. To encourage the citizens of Andover to play a major role in shaping the Council's future Business Plan
22. To review progress of current elements of the Council's Business Plan and make recommendations to Full Council

Human Resources

23. To review and ensure the Town Clerk maintains Staffing Levels at appropriate levels to manage the Council's assets, services and responsibilities and make recommendations to full Council.
24. To appoint a Human Resources Sub-Committee from Members of the Town Council and approve its Terms of Reference.
25. To approve the Grading of Staff and level of remuneration using as a guide the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions in line with the Society of Local Council Clerks (SLCC).
26. To undertake recruitment procedures, equal opportunity statements and guidelines on employment practice.

27. To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees
28. The Chairman of the P&R Committee in agreement with the Chairman of the Human Resources Sub-Committee are to manage additional hours and payment of additional hours to the Town Clerk and to approve Time Off in Lieu of the Town Clerk.

Member Services

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

Urgent Matters

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

Produced for:

Full Council

Date of Report:

14 June 2022. Updated 3 August 2022.

Purpose of the report

To update members on the progress of the move from the old offices to Incuhive.

All Officers now have access cards to the Incuhive space.

A full inventory of equipment and furniture held in the current offices has been taken, has been reviewed and a decision made on what is being kept, what is being sold and what is broken and needs to be disposed of.

All furniture has now been marked up and quotes are being sought for moving the required furniture and equipment to the new office.

Officers contacted a number of furniture removal and office furniture companies to try and sell the furniture that is not required. However, as many companies are doing the same thing as the Council, they were full to capacity and could not take the unwanted furniture.

However, the charity that is taking over the current offices has asked if they could have all the furniture that the Town Council will not be taking with them. As all companies that have been approached to purchase the furniture are not taking any more in it is a positive way to support a local charity and convenient solution for the Town Council.

There is no phone line in the Incuhive space, only Wi-Fi. This means that the current server will no longer be adequate and the data held on the server will need to be transferred. In view of this, Officers have approached the Andover Town Council IT specialist to set up the new office space to function on Office 365 wirelessly and to provide an overview training session to the Officers accordingly.

The Town Council's Broadband and Telephone provider have also been approached to provide a new onsite VOIP enabled telephone system, as the current system used (Panasonic) is withdrawing from the manufacturing industry and the current existing system support is coming to an end.

This will enable the Town Council's systems to be fully digitalised, accessible by all officers at all times and available via telephone.

Once the move has been facilitated, all computer systems will be integrated into the provided broadband and phones will be switched over. The current phone answering service will be maintained.

Finally, if further storage is needed, and this is considered likely, Incuhive will be approached for best price for on-site storage, as per the resolution at Full Council on 14 February 2022.

To Note:
Incuhive had anticipated out of hours access being available, currently this is not the case, but they are working with TVBC to resolve the matter, once this is confirmed Committee Meetings will be moved to the Incuhive Boardroom. All Full Council meetings will continue at The Guildhall. It is anticipated that a solution to out of hours access will be provided by the end of August 2022.
Recommendations
<ul style="list-style-type: none">• To receive and note the report.

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

Tel: 01264 335592

Email: deputyclerk@andover-tc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

Produced for: Full Council	Date of Report: June 2022. Updated 02.08.2022
Summary of Key Issues To note an updated progress report.	
Background <p>At the Planning Committee meeting of 7 March 2022, members agreed to Officer's suggestion to reduce the number of Speed Indicator Signs (SIDs) purchased from 5 to 2.</p> <p>It was agreed to purchase 2 x Westcotec Smiley/Angry Face Portable SIDs at £3,480.00 each and 2 x Bluetooth Data Collection Packs at £350.00 each. A quotation of £1,617.00 per SID, per year, based on a 50 -week rota, subject to a 6 monthly review, was also agreed and recommended for approval by Full Council.</p> <p>The s72 Licence agreement has now been signed by the Andover Town Council and Hampshire County Council, effective 5 May 2022.</p> <p>An installation/maintenance contract from the contractor has been drawn up and has been reviewed by the Proper Officer.</p>	
Current Situation <p>A third-party attachment form has been completed and sent to Enerveo, for permission to use the required lamp columns to mount the SIDs. Offices currently await a response.</p> <p>A chaser email has been sent to Enerveo on 1 August 2022.</p> <p>Once the third-party attachment response has been received from Enerveo, the purchase of the SIDs will be made.</p>	
Financial Implications: <p>There are no financial implications for Andover Town Council within this report.</p> <p>To note that the costings for the maintenance will be taken from the Operational Reserves for 2022/2023 and be monitored, in order to put forward a Budget for 2023/2024.</p>	
Legal & Policy Implications <p>Under Road Traffic Regulation Act 1984.S.72 the Town Council has the power to provide traffic signs and other notices.</p>	
Recommendations: <ul style="list-style-type: none"> • To receive and note the report. 	

Note: The person to contact about this report is Michelle Young, Committee/GDPR Officer, Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.
Tel: 01264 335592
Email: committeeofficer@andovertc.co.uk
Website: www.andover-tc.gov.uk
Distribution: All Town Councillors.

Produced for: Full Council	Date of Report: 10/06/22	Author of Report: Tor Warburton
Background: <ul style="list-style-type: none"> • Approval was given by Full Council in March 2022 to host 4 events. • A budget was agreed of £7,300 • To note the sad passing of Cllr B Long 2 weeks before the events. Officers were tasked to continue Cllr B Long's work and bring the events to fruition. 		
<u>ER Sign</u> The ERll sign was installed on the Guildhall on the 26 th May and was switched on when the Jubilee flag was raised, on Wednesday 1 June. The ERll sign will be removed on 16 June 2022 and will be taken back to the lighting provider for storage.		



Service of Celebration

The service was held in conjunction with St Mary's church and was well attended. Figures are thought to have been around 240. Cllr M Mumford read a lesson on behalf of Cllr B Long.

Beacon Lighting

This was held immediately after the service and was well attending. Cllr N Long lit the beacon on behalf of his wife.



Picnic in the Park

Despite the weather this was well attended and reviews on the performers and children's entertainment, that were confirmed with little time to spare, have been positive.



Budget:

The current cost (approx.) are:

Repair and installation of ER sign:	£3,825.66
Cost of artists for picnic in park:	£1,430
Prize for dress up competition:	£10
First Aid provision:	£140

Cost of gas canisters for beacon:	£0
Total:	£5,405.66
<i>NB: There are some outstanding invoices to be received but will still come in well under budget.</i>	
Legal and Policy Implications Andover Town Council must comply with the following legislation for the ERII lighting display; <ul style="list-style-type: none"> • Highways Act 1980 Section 178 (with specific attention to subsection (1)) • BS EN 40-3-1:2013 Lighting Columns. Design and verification. Specification for characteristic loads. • BS EN 40-3-2:2013 Lighting Columns. Design and verification. Verification by testing. • BS EN 40-3-3:2013 Lighting Columns. Design and verification. Verification by calculation. • PD 6547:2004+A1: 2009. Guidance on the use of BS EN 40-3-1 and BS EN 40-3-3. • TR22 Managing a vital asset: Lighting Supports. ILP • GP03: Code of Practice for Electrical Safety in Highway Electrical Operations. ILP • BS7671: Requirements for Electrical Installations. • Traffic Management Act 2004. • The Construction (Design and Management) Act 2007 Health and Safety and Work etc Act 1974	
Recommendations: <ul style="list-style-type: none"> • To note report. • To thank all members, members of the public, performers and suppliers that helped make this a fabulous day. 	

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

Tel: 01264 335592

Email: deputyclerk@andovertc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

Back to Basics – Update Report

Produced for:

Full Council

Date of Report:

Thursday 16 June 2022. Updated Monday 1 August 2022.

Background

The Town Council has recently agreed that Andover Town Council should go 'Back to Basics'. The Town Clerk has been asked to define what that means for the Town Council and how it will be achieved. A report was written and presented to full Council outlining the 'Back to Basics' and this was agreed by Full Council.

The Policy & Resources Committee has been managing the 'Back to Basics' and has received 2 reports on how it is being achieved.

This report is to provide full Council with an update on how the Council can move forward in a more efficient manner to complete the services and requirements it is legally obliged to do.

Back to Basics – Part 1

The overall operation of the Council, as a Corporate Body, is run and managed by meetings (Democratic Structure). This includes full Council meetings, Committee meetings and a return to Sub-Committee meetings.

If this basic function is not running/operating correctly and efficiently, it undermines, slows and prevents the Town Council working correctly to make considered decisions and inform the public on how it is achieving value for money and providing services.

In May and June 2021, decisions were made to change the Democratic Structure. Part 1 of the 'Back to Basics' considered whether the changes were appropriate, whether they were working, were they efficient, were they value for money and whether further changes were required.

Recommendations were made to full Council and the Democratic Structure was changed to ensure more efficiency. The Committees are reviewing their Terms of Reference, the Policy and Resources Committee have just completed theirs and submitted them back to full Council.

The new Communities and Events Committee, Allotments Committee and Planning Committee have yet to review their Terms of Reference.

The Policy & Resources Committee concluded that Standing Orders and Financial regulations needed to be reviewed as part of the process and this was started at the last Council meeting in May. There are some remaining amendments to be completed and both Standing Orders and Financial Regulations will be brought back to Council in September 2022 for final approval.

Back to Basics – Part 2

Part 2 addressed the fundamental policies and procedures of the Council and to ensure that its daily operating systems were fully utilised to ensure efficient working practices.

The Town Council must ensure that all its policies and procedures are up to date and compliant with legislation. There are a number of policies which require updating this year (2022/2023).

The Town Council also operates on a daily basis with a newly adopted software system, Windows 365. It is essential that all users are fully aware of its capabilities and support be available to assist should any issues arise.

The Policy & Resources Committee approved the following:

Officers be tasked with reviewing and updating all the Town Council policies.

All policies will be submitted to relevant committees prior to any recommendations to full Council.

It is anticipated that this work will take the whole year to complete.

ALL officers and members be offered training in the use and administration of Microsoft 365.

Officers investigate the engagement and costs of an external contractor to transfer the data from the old server onto Microsoft 365.

Back to Basics – on-going work

Members may recall that there was a significant amount of work to be completed to carry out the 'Back to Basics'. The Policy & Resources Committee and full Council will continue to receive update reports as officers work through the requirements for the Back to Basics.

Full Council approved the remaining hours of the SLCC contract be devoted to working through and updating the Council's Policies and Procedures and the Policy and Resources has received and noted a timetable of the policies to be reviewed and when they will be reported to Committee and then recommended to Council for approval.

A new part-time Communities Officer has been recruited to assist with the update and maintenance of the website and Facebook Pages, media relations, grants administration and support for Christmas Lights Administration and delivery

There are still a number of areas to be addressed, namely:

Allotments, Christmas Lights, investments, further statutory duties. These will all be considered and addressed in the coming months.

However, Members must be minded that the current Town Clerk is leaving the organisation in September, the current Committee Officer is leaving the organisation at the end of August. Recruitment has already started to replace the Committee Officer however, it will be some time before the new person will be able to take up all duties due to the need for training and experience.

It will be a number of months until a new Town Clerk and RFO is recruited and a Locum Clerk may not be able to provide cover for all the work required.

Legal and Policy Implications

Christmas Lights:

- *Highways Act 1980 Section 178 (with specific attention to subsection (1))*
- *BS EN 40-3-1:2013 Lighting Columns. Design and verification. Specification for characteristic loads.*
- *BS EN 40-3-2:2013 Lighting Columns. Design and verification. Verification by testing.*
- *BS EN 40-3-3:2013 Lighting Columns. Design and verification. Verification by calculation.*
- *PD 6547:2004+A1: 2009. Guidance on the use of BS EN 40-3-1 and BS EN 40-3-3.*

- *TR22 Managing a vital asset: Lighting Supports. ILP*
- *GP03: Code of Practice for Electrical Safety in Highway Electrical Operations. ILP*
- *BS7671: Requirements for Electrical Installations.*
- *Traffic Management Act 2004.*
- *The Construction (Design and Management) Act 2007*
- *Health and Safety and Work etc Act 1974*

Council Administration:

Local Government Act 1972

Local Government Act 1986 section 2

Local Government Act 1986 sections 4a and 4b.

Website Accessibility Regulations - Public Sector Bodies (website and mobile applications) (no. 2) Accessibility Regulations 2018.

Equality Act 2010

Disability Act 1995

Budgets & Finance:

Local Government Finance Act 1992, s. 41.

Council Meetings minimum of 4 times a year:

Local Government Act 1972, Sch 12 & Public Bodies (Admissions to Meetings) Act 1960.

Electors Meeting:

Local Government Act 1972, Sch. 12, Part III (Parish Meetings) (s. 9(1)).

Annual Governance and Accountability Report (AGAR):

(LGA 1972 + Governance & Accountability March 2021 (also with reference to Governance & Accountability March 2022 which has not yet come into force for AGAR YE 2022). The Local Audit and Accountability Act 2014. The Accounts and Audit Regulations 2015.

Employment of staff:

Health & Safety at Work Act 1974

Trade Union & Labour Relations (Consolidation) Act 1992

Employment Rights Act 1996

Employment Rights (Dispute Resolution) Act 1998

Working Time Regulations 1998 (SI 1998 No 1833)

National Minimum Wage Act 1998

Public Interest Disclosure Act 1998

General Data Protection Regulation and Data Protection Act 2018

Management of Health & Safety at Work Regulations 1999 (SI 1999 No 3242)

Employment Relations Act 1999

Freedom of Information Act 2000

Employment Act 2002

Flexible Working Regulations 2014 (SI 2014 No 1398)

Immigration, Asylum and Nationality Act 2006

Immigration Act 2016

The Transfer of Undertakings (Protection of Employment) Regulations 2006 ("TUPE") (SI 2006 No 246) as amended.

Recommendations

To note the progress on the 'Back to Basics'.

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

Tel: 01264 335592

Email: townclerk@andovertc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors