

ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

To the Members of Andover Town Council:

You are hereby summoned to attend a meeting of full **COUNCIL** to be held in **The Upper Guildhall, High Street, Andover on Thursday 14 June 2019 at 7.00 pm** when it is proposed to transact the following business:-

Wendy R Coulter
Town Clerk – 7 June 2019

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

1 APOLOGIES FOR ABSENCE

To receive and accept apologies for absence.

2 DECLARATIONS OF INTEREST

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

3 MINUTES

The Town Mayor to sign as a correct record the minutes of the Town Council meeting held on 16 May 2019, attached at **Appendix A**.

4 PUBLIC PARTICIPATION

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

5 REPORT FROM HAMPSHIRE POLICE

To receive a verbal update report on crime in the Andover area.

6 REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS

To receive any reports from Borough and County Councillors from the Andover Wards.

For clarification: Reports are;

- Information and updates regarding Andover with which the Councillor has been involved
- News from Test Valley Borough Council and Hampshire County Council committees which directly affect any of the Andover Wards.

Reports are not;

- Comments on the evening's meeting
- Comments on Andover Town Council policies or procedures
- Press releases.

Items which are not reports can be forwarded to the Town Clerk for circulation.

7 QUESTIONS FROM TOWN COUNCILLORS TO BOROUGH AND COUNTY COUNCILLORS

To receive any Questions from Town Councillors to Borough and County Councillors for the Wards of Andover.

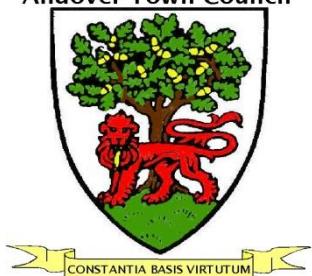
8 TOWN MAYORS ANNOUNCEMENTS

To receive the Town Mayors Announcements.

- 9 COMMITTEE MINUTES**
To receive and note the attached Minutes of the under-mentioned committees:
29 April 2019 - Planning Committee – **Appendix B.**
- 10 MOTIONS FROM COUNCILLORS**
Proposed by Cllr R Rowles and seconded by Cllr A Fitchet
Full Motion on the Andover Levy attached at **Appendix C.**
- 11 USE OF OLD OFFICE – 66C HIGH STREET**
To form a Working Group to consider alternative use of the Office Building 66c.
- 12 WORKING GROUPS**
To instruct the Grants Working Group to review the current Town Council Grant System and make recommendations to full Council.
To instruct the Policies Working Group to create a Media Policy for approval and adoption by full Council.
- 13 MOVEMENT OF EARMARKED RESERVES**
To consider movement of Earmarked Reserves from the Mayors Regalia fund to the Grants Project fund.
- 14 ACCOUNTS YEAR END 31 MARCH 2018**
To approve the Accounts Year Ending 31st March 2019 – Accounts & covering report attached at **Appendix D.**
- 15 INTERNAL AUDITORS REPORT FOR YEAR ENDED 31 MARCH 2018**
To approve the Internal Auditors Report for the Year Ended 31 March 2019 and subsequent Action Plan – Reports and Action Plan attached at **Appendix E.**
- 16 ANNUAL INTERNAL AUDIT REPORT 2018/2019**
To approve the Annual Internal Audit Report 2018/2019 attached at **Appendix F.**
- 17 ANNUAL GOVERNANCE STATEMENT 2018/2019**
To approve the Annual Governance Statement 2018/2019 and for the Town Mayor to sign as a true statement – attached at **Appendix G.**
- 18 ACCOUNTING STATEMENTS 2018/2019**
To approve the Accounting Statement 2018/2019, to be signed by the Responsible Financial Officer and the Town Mayor – attached at **Appendix H.**
- 19 FINANCE**
To note the following payments – Attached at **Appendix I.**
14 March 2019, 31 March 2019, 15 April 2019, 25 April 2019 & 1 May 2019.
- To receive and approve the list of payments up to 20 May 2019 – Attached at **Appendix J.**
- 20 QUESTIONS FROM COUNCILLORS**
To receive questions from Councillors as per Standing Order No 12, provided three clear working days' notice of the question has been given to the Town Clerk.
- 21 REPORTS FROM TOWN COUNCILLORS**
To receive any reports from Town Council Members.
- 22 DATE OF NEXT COUNCIL MEETING**
To note the date of the next Council meeting, **Thursday 19 July 2019**, in the Rendezvous, Union Street, Andover, starting at **7.00pm**.

The Town Mayor will close the meeting.

Andover Town Council



ANDOVER TOWN COUNCIL

MINUTES OF ANNUAL COUNCIL

Time and date

7.00pm on Thursday 16 May 2019

Place

The Rendezvous, Union Street, Andover

Mrs B Long – Town Mayor for Item 1 (P)

Mr M Mumford – Deputy Town Mayor for Items 1-4 (P)

Cllr R Rowles (Town Mayor from Item 2) (P)

Cllr L Banville (Deputy Town Mayor from Item 5) (P)

Cllr S Blackmore (P)

Cllr D Coole (P)

Cllr J Coole (P)

Cllr G Davis (P)

Cllr C Ecclestone (P)

Cllr Revd. A Fitchet (P)

Cllr M James (P)

Cllr R Meyer (P)

Cllr V Thorp (P)

Cllr A Watts (P)

Officers Present:

Wendy Coulter (Town Clerk)

Michelle Young (Committee & GDPR Officer) (training) (taking the minutes)

Borough Councillors present:

Cllr Burley

Cllr I Anderson

Borough & County Councillors present:

Cllr Z Brooks

Hampshire Police:

Sgt K MacDonald

Members of the Public: 21

Members of the Press: 1

The meeting started at 7.00pm

C 001/19

ELECTION OF TOWN MAYOR

Cllr V Thorp proposed and Cllr C Ecclestone seconded that Cllr R Rowles be elected as Town Mayor for the ensuing Municipal Year 2019/2020.

There were no other nominations.

RESOLVED: That Cllr R Rowles be elected Town Mayor for the ensuing Municipal Year 2019/2020.

C 002/19

TOWN MAYOR TO MAKE THE DECLARATION OF ACCEPTANCE OF OFFICE

Cllr R Rowles made his Declaration of Acceptance of Office and gave the following speech:

"Ladies and Gentlemen, I'd like to offer my thanks for the trust that you have bestowed upon me in electing me, mayor.

I'd like to take this opportunity to offer heartfelt thanks to the outgoing Cllrs and the team in the office for the service offered to our community throughout their time as Cllrs for the Town Council. I'd also like to point out that our plan is to involve those that wish to, in our new community working groups initiative to have local experts help comment on the new policy and new ideas for our town through its council.

As some of you know in the past, I have not been a massive proponent of having a mayor on the basis that I believe people are born equal. Over the last few years, however, I have come to see the work executed by our previous mayors and I am excited to be able to offer our Town the same and hopefully even more pride and help in this position.

Over the next four years, I hope we will see our town benefit from a number of changes to our organisation that will make it more efficient, inclusive and transparent, and offer better value for money by doing more.

Our new councillors – along with the sage-like Cllr Fitchet and, myself – offer a huge range of new skills and knowledge that I hope will see us work in an inclusive and cooperative way. But make no mistake the work we have to undertake is very significant, our town faces huge issues some of which our town council is not able to address, or address on its own. Wherever we can we will discharge our duties in the best tradition of the power vested in us and work with any Cllr, Council or organisation to help improve Andover.

Let's represent the people that elected us with pride and integrity, and most importantly of all Let's get the job done!"

Cllr R Rowles continued with his duties as Town Mayor and chaired the meeting.

C 003/19

VOTE OF THANKS TO THE RETIRING TOWN MAYOR

Retiring Deputy Town Mayor Michael Mumford gave the following vote of Thanks to the retiring Town Mayor, Mrs Barbara Long:

"Barbara.

Paying tribute to someone I respect as much as I respect you is going to be one of the easiest things I have ever done.

Being your Deputy for the last year has been a real privilege and a pleasure. What you have done for Andover over the years and in particular the last year has been second to none. You have earned the right to be Andover's first citizen and you are Andover through and through. Working with you has been fun. (Dancing with Mayor)

What makes your year even more amazing is that you have been fighting cancer all year and still managed to complete your commitments and the towards the end to cap it all you had a hip replacement. What you have managed to do is simply quite amazing.

You have given a large part of your life to the people of Andover and it is a better place because of you. Your experience and in particular your planning knowledge will be sorely missed. You made me realise how little I know.

Barbara, I know you are in politics for the right reason and that is to serve and in particular serve the people of Andover and you have certainly done that.

On behalf of the people of Andover I thank you for being you. Take a rest and enjoy life, you deserve it."

C 004/19 TOWN MAYOR'S REVIEW

Retiring Town Mayor Barbara Long gave a speech thanking past members, the Town Council Staff and all those who had supported her during her time as Town Mayor.

C 005/19 ELECTION OF DEPUTY TOWN MAYOR

Cllr V Thorp proposed and Cllr C Ecclestone seconded that Cllr L Banville be elected Deputy Town Mayor for the ensuing Municipal Year 2019/2020.

There were no other nominations.

RESOLVED: That Cllr L Banville be elected Deputy Town Mayor for the Municipal Year 2019/2020.

C 006/19 DEPUTY TOWN MAYOR TO MAKE THE DECLARATION OF ACCEPTANCE OF OFFICE

Cllr L Banville made her Declaration of Acceptance of Office witnessed by the Responsible Officer and thanked the Council for her appointment.

C 007/19 DECLARATION OF ACCEPTANCE OF OFFICE

The Declarations of Acceptance of Office were received and witnessed by the Responsible Officer of the Town Council from the following Members of Andover Town Council:

Councillor Lauren Banville

Councillor Scott Blackmore

Councillor David Coole

Councillor Joanne Coole

Councillor Graeme Davis

Councillor Christopher Ecclestone

Councillor Kevin Farrer

Councillor Revd. Andy Fitchet

Councillor Michael James

Councillor Rebecca Meyer

Councillor Richard Rowles

Councillor Peter Scott

Councillor Victoria Thorp

Councillor Alison Watts

It was agreed that the Declaration of Acceptance of Office from Mrs Dorothy Day and Mr David Treadwell would be received at the next Full Council Meeting on 14 June 2019.

C 008/19 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mr D Treadwell, Mrs D Day and Cllr P Scott.

C 009/19 PUBLIC PARTICIPATION

The following questions/comments from members of the Public are a summary and are not recorded Verbatim.

Member of Public 1.

"I would like to congratulate all the new Cllrs this evening, but now the real work really starts.

I would like to remind each and every one of you this evening, that the money that you intend to spend comes from the residents of Andover via the precept that every household has to pay even if they don't agree with the idea of the Andover Town Council or not! So, before you get carried away with grand schemes and ideas, I urge you all to remember this.

Can the Chair/Mayor please confirm to me and the public present this evening that all Cllrs have undergone training so they all know what they can and cannot do legally as a parish council? Also, can you publish a list of Cllrs who have done the training? I have concerns that the Cllrs who have not had the said training are allowed to sit on committees. As if you were on the Test Valley Borough Council you would not be allowed to until relevant training was undertaken.

Is this not on the Andover Town Council standing orders, if not, why not?

I am really pleased that the Andover Alliance Cllrs recently published that they want to abolish homeless an Andover according to your 'manifesto'.

So, as the Andover Town Council are still paying rent and rates on an empty office building, 20 yds from your new office why can you not allow this redundant building be used for homeless people to have somewhere safe and warm to stay? Or are you happy to allow public money be wasted in this way, as the building has been empty since 16th March 2018? Yet you still have to pay til end of your lease.

Also, I would like to bring to your attention that a homeless person has recently been sleeping in the Andover Town Council doorway. Are you happy with this situation? Or are you able to do anything to help? Maybe use the money earmarked for your tea and chocolate biscuits instead on this? I suggest that if you want refreshments at your meetings, you put your hand into your own pocket to pay for it and not the taxpayers of Andover!

I urge you all to reject the stupid motion from Mr Coole this evening, as it seems to me that its cutting your nose off to spite your face. Any event that brings extra people into the Town spending money should get you support, especially from the business owners amongst you here. The Bid is in place for 5 years, love it or hate it, there is sod all you can do about it until the next vote.

Finally, I hope all the Alliance Cllrs declare their interests in the grant application which is in your agenda this evening or have had advice from your legal officer on this item?

Can the Chair/Mayor try to answer questions in the actual meeting, instead of in writing weeks later?"

Member of Public 2.

Can the Town Council confirm that it will be supporting the Events, the Shilling Fair and Gardening Fair in 2019?

Why is the Town Council moving meetings to Friday evenings?

*Commented that Hospitality at Test Valley Borough Council was spent on Councillors and not the Public.
Who is the Chair of the Andover Alliance?*

Member of Public 3.

No other parish in Hampshire spends funds on refreshments for themselves and guests.

The motion on the BID is inappropriate. The Ballot was approved by the Secretary of State. I would urge Councillors to reject the Motion. Two members of the Town Council actively campaigned and voted against the BID, 1 of whom has to pay the tariff.

Member of Public 4.

The motion on the BID is against what the Town Council stands for.

Which Power do you intend to use to spend the grant under?

The Town Mayor's Answers to Public Questions:

Member of Public 1.

Training has taken place and is ongoing.

Homeless – If they visit the Town Council Offices, they will receive assistance.

Old Offices – negotiations are ongoing and we hope to shortly either exit from the lease or use it for a public use.

Pecuniary Interests – BID and Grant, members will declare their interests at the relevant point on the agenda.

Member of Public 2.

The Town Council will continue to support the Events. We will continue to support them unless there is a Motion otherwise.

Meetings on Fridays – there was an issue with the number of meetings per month. The 1 night a month will streamline business, lessen the burden financially and will be better working for us and officers. The Friday meetings will start after work for 1 hour, then a break of ½ an hour. If the members think it is too much, we will reduce them.

Member of Public 3.

The item on the motion will provide the answers.

Member of Public 4.

Will send an email confirming the Power.

C 010/19

REPORT FROM HAMPSHIRE POLICE

Sergeant Kath MacDonald gave a report on Andover which included the following:

Crime figures have reduced from 4000 to 3800.

It appears that as the weather has improved, the anti-social behaviour concerns have increased. We ask the people to continue reporting to the Police.

An interim PSPO has been put in place to manage drinkers in public places.

Proactive action on criminal behaviour order of repeat offenders.

Anti-social behaviour closure notices are often associated with drugs. This allows the police to ban individuals from people's houses.

In relation to drugs, measures have been taken to work against County lines, where people come into Andover from outside areas to deal in drugs.

Pub Watch is up and running which is proving to be a success with a number of offenders already being barred by the response teams.

C 011/19

REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS

Cllr Z Brooks:

Blue Badge issues – Hampshire County Council working with Test Valley Borough Council regarding reports of misuse by individuals. People do not realise it's a criminal offence and carries a fine of up to £2,000. Over 1.5 thousand badges have been retained.

The Police recently carried out a road safety campaign and it was reported that 847 drivers were stopped for a road side eye test. The average age of drivers who failed was 76 years old.

Hampshire County Council provide a course on driving skills for people aged 60 and over. The aim of the course is to explain how the driver's abilities change with age, how to adapt to new cars, check driving licences, provide eyesight tests and offer advice to increase confidence on the road.

Cllr I Anderson:

Congratulations to the new Andover Town Mayor and Deputy Town Mayor.

Thanks to the retiring Andover Town Mayor and Deputy Town Mayor.

Congratulations to the new Councillors.

The 2 trees in Toby Court, blocking the light to the bungalows, have now been removed.

The bollards by the Co-op on Admirals Way have now been removed.

A new play area in Duncan Court, Admirals Way, is being put in place.

We have a friendly rat at the rear of Savers which has been reported to Pest Control.

On the Vigo Road underpass, a wrecked bench is to be replaced.

We are writing to Hampshire County Council regarding the red and white bollards around the trees.

These are trip hazards and we need support from Andover Town Council.

We have been made aware of drug misuse around the Vigo Park and cricket ground areas. Please continue to report any sightings to the police.

- C 012/19** **DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS.**
Cllr K Farrer declared a Pecuniary Interest in agenda Item 25, the BID.
Cllr D Coole, Cllr R Meyer, Cllr K Farrer and Cllr G Davis declared Non-pecuniary Interests in agenda item 28, Grant application from Andover Radio Limited.
Cllr R Rowles and Cllr V Thorp declared a Pecuniary Interest in Item 28, Grant application from Andover Radio Limited.
- C 013/19** **MINUTES**
Cllr C Ecclestone proposed and Cllr Revd. A Fitchet seconded that the Minutes of the Council meeting held on 14 March 2019 be approved and signed by the Town Mayor as a correct record.
A vote was taken, 10 for, none against, 1 abstention.
RESOLVED: That the Minutes of the Council meeting held on 14 March 2019 be approved and signed by the Town Mayor as a correct record.
- C 014/19** **COMMITTEE MINUTES**
The following Committee Minutes were received and noted:
14 February 2019 – Assets & Communities Committee
21 February 2019– Policy & Resources Committee
4 March 2019 – Planning Committee
25 March 2019– Planning Committee
15 April 2019 – Planning Committee
17 January 2019 – Allotments Committee
- C 015/19** **STANDING COMMITTEES AND TERMS OF REFERENCE**
Cllr D Coole proposed and Cllr C Ecclestone seconded that the Council accept the proposed Committee structure and Terms of Reference for each Committee.

A vote was taken which was unanimous.

RESOLVED: That the Council accept the Committee Structure and Terms of Reference for each Committee. (The Committee Structure and Terms of Reference are attached to Record Minutes)
(Cllr K Farrer left the meeting at 8.13pm)
- C 016/19** **MEMBERSHIP OF STANDING COMMITTEES**
Members considered the Membership of Standing Committees.
It was proposed by Cllr Revd. A Fitchet and seconded by Cllr L Banville that the Budgets & Staffing Committee have a maximum of 11 members, the Allotments Committee have a maximum of 5 Members and the Planning Committee have a maximum of 7 Members.
A vote was taken which was unanimous.
RESOLVED: That the Budgets & Staffing Committee have a maximum of 11 members, the Allotments Committee have a maximum of 5 members and the Planning Committee have a maximum of 7 members.

Members indicated upon which committees they wished to stand. The Town Clerk confirmed the membership as follows:
Budgets & Staffing Committee – Cllr L Banville, Cllr S Blackmore, Cllr D Coole, Cllr J Coole, Cllr C Ecclestone, Cllr Revd. A Fitchet, Cllr R Rowles and Cllr V Thorp.
Allotments Committee – Cllr G Davis, Cllr J Coole, Cllr M James, Cllr R Rowles and Cllr A Watts.
Planning Committee – Cllr L Banville, Cllr D Coole, Cllr G Davis, Cllr C Ecclestone, Cllr R Meyer and Cllr R Rowles.

RESOLVED: That the Membership of Standing Committees for the Municipal Year 2019/2020 be as follows:
Budgets & Staffing Committee – Cllr L Banville, Cllr S Blackmore, Cllr D Coole, Cllr J Coole, Cllr C Ecclestone, Cllr Revd. A Fitchet, Cllr R Rowles and Cllr V Thorp.
Allotments Committee – Cllr G Davis, Cllr J Coole, Cllr M James, Cllr R Rowles and Cllr A Watts.
Planning Committee – Cllr L Banville, Cllr D Coole, Cllr G Davis, Cllr C Ecclestone, Cllr R Meyer and Cllr R Rowles.

C 017/19	OUTSIDE BODIES – COUNCILLOR REPRESENTATIVES Members considered the appointment of members to Outside Bodies. RESOLVED: That the following members would represent the Town Council at Test Valley Association of Town and Parish Councils: Cllr R Rowles, Cllr Revd. A Fitchet and Cllr L Banville. That Cllr R Rowles, Cllr D Coole and Cllr A Watts would continue to represent the Town Council at Test Valley Transport. That Cllr C Ecclestone and Cllr M James would continue to represent the Town Council on the Ludgershall/Andover Railway Group.
C 018/19	GENERAL POWER OF COMPETENCE It was proposed by Cllr M James and seconded by Cllr D Coole that a resolution be passed to make arrangements with a view to the Town Council becoming eligible to exercise the General Power of Competence in the near future. A vote was taken which was unanimous. RESOLVED: That the Town Council make arrangements with a view to becoming eligible to exercise the General Power of Competence in the near future.
C 019/19	INVENTORY OF LAND, ASSETS & OFFICE EQUIPMENT Members noted the list of Land, Assets and Office Equipment, attached to Record Minutes.
C 020/19	INSURANCE COVER Members noted the following: The Town Council's insurance was provided by Royal & Sun Alliance Insurance plc. The Town Council has Public Liability Insurance up to the value of £15,000,000. <ul style="list-style-type: none"> ▪ Contents Insurance + rented photocopier – approx. £85,000 ▪ Notice Boards x 2 - £3,500 ▪ Office equipment, Christmas Lights & equipment, Regalia, Defibrillators, Portable toilets – approx. £50,000 ▪ Employers Liability - £10,000,000 ▪ Legal Defence - £500,000 ▪ Fidelity - £500,000 ▪ Legal Expenses - £1,000,000 ▪ Officials Liability - £250,000 The Town Council's Cyber and Crime insurance was provided by Touchstone Underwriting and has Cyber and Crime Insurances up to the value of £450,000.
C 021/19	SUBSCRIPTIONS TO OTHER BODIES Members considered the annual subscriptions to other bodies. It was agreed that the Town Council would continue to subscribe to the following: Hampshire Association of Local Councils (HALC) National Association of Local Councils (NALC) South East Employers (SEE) National Allotment Association (NAA)
C 022/19	COUNCIL AND COMMITTEE MEETING DATES UP TO ANNUAL COUNCIL MEETING 2020 It was proposed by Cllr D Coole and seconded by Cllr S Blackmore that the Town Council and Committee Meeting dates up to Annual Council Meeting 2020 be accepted and approved. A vote was taken which was unanimous. RESOLVED: That the Town Council and Committee Meeting dates up to Annual Council Meeting 2020 be accepted and approved. (Attached to Record Minutes).
C 023/19	AUTHORISATION OF PAYMENTS - SIGNATORIES It was proposed by Cllr A Watts and seconded by Cllr V Thorp that Cllr L Banville, Cllr D Coole, Cllr C Ecclestone, Cllr Revd. A Fitchet and Cllr R Rowles be Signatories to authorise payments. A vote was taken which was unanimous. RESOLVED: That Cllr L Banville, Cllr D Coole, Cllr C Ecclestone, Cllr Revd. A Fitchet and Cllr R Rowles be authorised as Signatories for payments.
C 024/19	AUTHORISATION OF THE CLERK It was proposed by Cllr C Ecclestone and seconded by Cllr M James, to authorise the Clerk to sign or where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to

give effect to any of the matters contained in the Reports received at this meeting or in any future Resolution passed by the Council. A vote was taken which was unanimous.

RESOLVED: That the Clerk be authorised to sign or where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any future Resolution passed by the Council.

C 025/19 MOTIONS FROM TOWN COUNCILLORS

Motion

Proposed by Councillor David Coole, seconded by Councillor Christopher Ecclestone.

“Andover Town Council formally withdraws any previously declared support for the Andover BID and formally declares that it does not support the BID and will not support the BID Company and any of its activities or events. Andover Town Council fully supports the termination of the Andover BID at the earliest opportunity”.

Members considered the motion.

Cllr V Thorp proposed an amendment to the motion as follows:

“Andover Town Council formally withdraws any previously declared support for the Andover BID and formally declares that it does not support the BID.”

There was no seconder to this amendment.

Cllr Revd. A Fitchet proposed another amendment to the Motion as follows:

“Andover Town Council express’s its concerns about the financial burden the BID could have on small local businesses and therefore cannot support the Andover BID. Within its powers, Andover Town Council supports all events and projects in the Town Centre which will encourage footfall in the Town to create a thriving and viable place for businesses to grow and Andover Town Centre to flourish.”

It was seconded by Cllr R Rowles.

The amendment as proposed therefore became the substantive motion upon which a vote was taken.

A vote was taken, 9 for, 1 against and 1 abstention.

RESOLVED: That Andover Town Council express’s its concerns about the financial burden the BID could have on small local businesses and therefore cannot support the Andover BID. Within its powers, Andover Town Council supports all events and projects in the Town Centre which will encourage footfall in the Town to create a thriving and viable place for businesses to grow and Andover Town Centre to flourish.

C 026/19 REVIEW OF EARMARKED RESERVES

Members noted the report on the Town Council’s Earmarked Reserves.

C 027/19 VIREMENT IN CURRENT BUDGET 2019/2020

Members considered a Virement from the current budget from New Building Fund (£20,000). A new Budget Head called Hospitality, to be created with a suggested Budget of £1000.

Members discussed the monies and it was considered that £1000 was too large a sum.

Therefore, it was proposed by Cllr L Banville and seconded by Cllr R Rowles that a new Budget Head, Hospitality be created at an amount of £100, to be taken from the New Building Fund.

A vote was taken, 11 for, 1 against, no abstentions.

RESOLVED: That a new Budget Head, Hospitality be created at an amount of £100, to be taken from the New Building Fund.

As the meeting had reached maximum time of 2 hours, as per Standing Order 1x, Cllr Revd. A Fitchet proposed and was seconded by Cllr C Ecclestone that the Council Meeting be extended until 9.15pm. A vote was taken which was unanimous.

RESOLVED: That the Council Meeting be extended until 9.15pm.

C 028/19 GRANT APPLICATION

Prior to the start of the Item, the Town Mayor confirmed that monies could be awarded to the Grant Applicant under Local Government Act 1972 s145, for Entertainment.

Cllr R Rowles and Cllr V Thorp did not discuss or vote on the grant application due to Pecuniary Interests declared at agenda item 12.

Members considered a Grant Application from Andover Radio Limited.

A representative from Andover Radio Limited was present at the meeting so it was proposed by Cllr L Banville and seconded by Cllr A Watts that Standing Order 10 be suspended to allow the representative speak on behalf of Andover Radio Limited.

A vote was taken which was 10 for, none against, 2 abstentions.

RESOLVED: That Standing Order 10 be suspended to allow the representative speak on behalf of Andover Radio Limited.

Questions were asked of the representative and it was confirmed that the grant monies requested were to assist the funding of the stage for entertainment at the event.

It was confirmed that funding and support were to be provided by Test Valley Borough Council and Hampshire County Council.

A vote was taken to reinstate Standing Order 10, which was unanimous.

RESOLVED: That Standing Order 10 be reinstated.

It was proposed by Cllr L Banville and seconded by Cllr A Watts that the Grant Application be approved and £1000 be awarded as a grant for Andover Radio Limited to assist with funding the stage for Entertainment for Armed Forces Day.

A vote was taken which was 7 for, 1 against, 1 abstention.

RESOLVED: That the Grant Application be approved and £1000 be awarded as a grant for Andover Radio Limited to assist with funding the stage for Entertainment for Armed Forces Day.

C 029/19 DATE OF NEXT MEETING

Members noted that the next Council Meeting would be held on Friday, 14 June 2019 at 7.00pm in the Upper Guildhall.

The Chairman closed the meeting at 9.10pm.

Chairman

Date

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ANDOVER TOWN COUNCIL

Minutes of Planning Committee

Time and date

6.00 pm on Monday, 29 April 2019

Place

Andover Town Council Office, 68B High Street, Andover

Details of Attendance:

Cllr B Long (Chairman) (P)

Cllr A Cotter (Vice Chairman) (P)

Cllr V Pond (P)

Cllr G McBride (A)

Cllr L Gregori (P)

Cllr B Carpenter (A)

Cllr C Ecclestone (P)

Cllr R Kidd (A)

Officers Present:

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

Members of the Public: 0

PC 250/18 Apologies

Apologies were received and accepted from Cllr G McBride, Cllr R Kidd and Cllr B Carpenter.

PC 251/18 Declarations of Interest

There were no declarations of interest.

PC 252/18 Minutes

It was proposed by Cllr C Ecclestone and seconded by Cllr A Cotter that the Minutes of the Planning Committee meeting held on Monday 15 April 2019, 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 15 April 2019, be signed by the Chairman as a correct record.

PC 253/18 Public Participation

There were no members of the public present.

PC 254/18 Planning Applications (Test Valley Borough Council) The following observations from lists 15 & 16 were made and submitted to the Planning Authority, Test Valley Borough Council:

5.1	19/00871/FULLN 08.04.2019 ANDOVER TOWN (DOWNLANDS)	Erection of 12 x dwellings, with access, following demolition of existing bungalow	Silverdene, 25 Walworth Road, Picket Piece, SP11 6LY
No objection – Comment:			
1) Would prefer to see parking in each housing plot rather than communal bays which are not overlooked by other houses, with the inclusion of individual electric vehicle charging points. 2) Is the development subject to CIL monies or 106 monies? 3) What contribution does this development give to the infrastructure, including allotments and public open spaces?			
5.2	19/00881/VARN 12.04.2019 ANDOVER TOWN (DOWNLANDS)	Variation of condition 7 and 8 of 17/00309/VARN (To Vary Conditions 02 (Approved plans), 11 (Landscape planting) and 13 (Flood Risk and Drainage) of 15/01947/FULLN (Demolition of existing redundant agricultural buildings and erection of four modern commercial buildings suitable for B1(c), B2 and/or B8 uses) to enable the amendment in height of the loading bays and consideration to approved access and parking arrangements) relating to all four units within approved Unit 2 to allow the submission of an external lighting scheme and allow the use of fork lift trucks	Harewood Farm, London Road, Andover Down, SP11 6LJ
No objection – Comment: Concerns of impact that out of hours noise and lighting will have on neighbouring residential areas.			
5.3	19/00934/FULLN 11.04.2019 ANDOVER TOWN (HARROWAY)	Erection of a single storey rear extension, to provide additional living space, and insert windows and enclose porch	26 Upper Drove, Andover, SP10 3NB,
No objection			
5.4	19/00926/FULLN 11.04.2019 ANDOVER TOWN (WINTON)	Demolish existing lean-to, erection of 3 dwellings and construction of vehicular access (Amended scheme)	4 - 6 Dunmow Road, Andover, Hampshire, SP10 2DQ
No objection			

PC 255/18 Decision Notices

The Decision Notices for lists 15 & 16 were noted.

PC 256/18 Street Naming

No Street Naming applications were received.

PC 257/18 Communications from Test Valley Borough Council

Members noted the following:

- 2 planned tree works in St Marys Ward.
- Parking Order for Andover and Romsey.
- Planning Officer Site visit clarification for application 19/00734/FULLN.

PC 258/18 Test Valley Borough Council – Northern Area Planning Committee (NAPC).

There were no received notifications for Northern Planning Committee.

PC 259/18 Communications from Hampshire County Council

There were no communications received from Hampshire County Council.

PC 260/18 Street Trading Licences

No Street Trading Licences applications were received.

PC 261/18 Consultations

Consultation – Deposit Return Scheme for Recycling Waste

Members noted the confirmation of receipt of the completed consultation questionnaire.

PC 262/18 Items for consideration at the next meeting

There were no additional items requested.

PC 263/18 Date of next meeting

Members noted the date of the next meeting was **Monday 28 May 2019 at 6pm at Andover Town Council offices – 68B High Street, Andover.**

The Chairman closed the meeting at 7.38 pm

CHAIRMAN

DATE.....

ANDOVER TOWN COUNCIL – PLANNING COMMITTEE MINUTES
29 APRIL 2019

19/00872/FULLN 08.04.2019 ANDOVER TOWN (HARROWAY)	Installation of 4no. external louvres	284 Weyhill Road, Andover, SP10 3LS,	Virgin Media	Mrs Donna Dodd 02.05.2019	YES
No objection					
19/00931/FULLN 11.04.2019 ANDOVER TOWN (HARROWAY)	Single storey rear extension to form enlarged Kitchen / Dining Area	14 Manor Road, Andover, SP10 3JS,	Mr And Mrs Ashleigh Burt	Miss Katherine Dowle 10.05.2019	YES
No objection					
19/00904/FULLN 09.04.2019 ANDOVER TOWN (MILLWAY)	Single storey front extension, provision of ground floor flank window and construction of garden store in rear garden	38 Barnfield Rise, Andover, SP10 2UQ,	Mr And Mrs Mounsdon	Miss Katherine Dowle 03.05.2019	
No objection					
19/00940/FULLN 12.04.2019 ANDOVER TOWN (MILLWAY)	Erection of a boundary wall	115 Weyhill Road, Andover, Hampshire, SP10 3BH	Mr Gary Woods	Katie Nethersole 07.05.2019	
No objection					
19/00909/FULLN 10.04.2019 ANDOVER TOWN (ROMANS)	Replace roof of conservatory	50 Swallowfields, Andover, SP10 5PN,	Mr Mark Edwin	Mrs Donna Dodd 04.05.2019	
No objection					
19/00908/FULLN 10.04.2019 ANDOVER TOWN (WINTON)	Erection of conservatory and study, with sky lantern, following demolition of existing dining room/study	31 Strathfield Road, Andover, SP10 2HH,	Ms Jasmine Davies	Mrs Donna Dodd 03.05.2019	
No objection					
19/00899/FULLN 15.04.2019	Change of use from B1(c) light industrial to B8 storage and	Harewood Farm, London Road, Andover Down, Hampshire	All Seasons Hire	Miss Emma Jones 14.05.2019	YES

ANDOVER TOWN (DOWNLANDS)	distribution use for a temporary 1-year period including the use of fork lift trucks within the permitted operational hours				
No objection					
19/00960/FULLN 16.04.2019 ANDOVER TOWN (DOWNLANDS)	Single storey extension to provide additional halls, stores, and WC, with parking and landscaping	Village Hall, Walworth Road, Picket Piece, Andover Hampshire SP11 6LY	Picket Piece Combined Recreational Hall	Miss Emma Jones 14.05.2019	
No objection – Comment: Would prefer to see toilet facilities included for disabled adults and children above baby stage that incorporate hoists and changing tables facilities.					
19/00982/FULLN 16.04.2019 ANDOVER TOWN (DOWNLANDS)	Change of Use of the ground floor units of the Local Centre from a food store and A1-A5 uses to flexible use for A1-A5 and D2 uses	Locksbridge Park Local Centre, Locksbridge Road, Picket Piece, Andover Hampshire SP11 6LU	David Wilson Homes Southern	Miss Emma Jones 14.05.2019	YES
No objection					
19/01000/FULLN 18.04.2019 ANDOVER TOWN (DOWNLANDS)	Erection of 2no. new 4bedroom dwellings and associated parking and landscaping	Valentine, Ox Drove, Picket Piece, SP11 6ND	Mr David Rolls, Postgrove Capital Ltd	Mrs Mary Goodwin 15.05.2019	
No objection – Comment: What contribution does this development give to the infrastructure?					
19/01006/FULLN 18.04.2019 ANDOVER TOWN (DOWNLANDS)	Installation of 2 air-conditioning condensers	Plot 73, Columbus Way, Walworth Industrial Estate, Andover SP10 5NT	Mr M Hepburn	Mrs Donna Dodd 15.05.2019	
No objection					
19/01007/ADVN 18.04.2019 ANDOVER TOWN (DOWNLANDS)	Display of internally illuminated 4 x fascia signs, 3 x directional signs, 2 x menu boards, and 1 x totem pole	Plot 73, Columbus Way, Walworth Industrial Estate, Andover SP10 5NT	Mr M Hepburn	Mrs Donna Dodd 15.05.2019	
No objection					
19/00937/FULLN 15.04.2019 ANDOVER TOWN (HARROWAY)	Erection of a two-storey side extension and single storey rear extension to provide additional	22 Ashfield Road, Andover, SP10 3PE,	Mr And Mrs Knox	Mrs Mary Goodwin 09.05.2019	

	living space, and widen vehicle access				
No objection					
19/00943/FULLN 15.04.2019 ANDOVER TOWN (MILLWAY)	Single storey rear extension, to provide additional living space, insert side door, convert garage to home office/gym	83 Salisbury Road, Andover, SP10 2LN,	Mrs P Kane	Mrs Mary Goodwin 09.05.2019	
No objection					
19/01010/FULLN 18.04.2019 ANDOVER TOWN (MILLWAY)	Single and two storey extensions to form extended living accommodation at ground floor and new porch and master bedroom and ensuite at first floor (Amend scheme)	Birch House, 28 Bishops Way, Andover, Hampshire SP10 3EH	Mr And Mrs Vincent	Miss Katherine Dowle 15.05.2019	
No objection					
19/00945/LBWN 17.04.2019 ANDOVER TOWN (ST MARYS)	To carry out repairs to stone cladding and cleaning to face of stone cladding and refurbishment and alterations to existing lift and lift structure	The Guildhall, High Street, Andover, Hampshire	Test Valley Borough Council	Katie Nethersole 17.05.2019	YES
No objection – Comment: The existing eyebolts need to be retained for the installation of Christmas Lights on the south side of the Guildhall.					
19/00997/FULLN 18.04.2019 ANDOVER TOWN (ST MARYS)	Change of use from Class A1 to combined A1 and Beauty Salon use	91 High Street, Andover, SP10 1ND,	Amanpreet Bale	Katie Nethersole 17.05.2019	
Objection: Inconclusive information provided as design statements show details for 91 High Street and photographs for a building in Bridge Street.					
19/00986/FULLN 18.04.2019 ANDOVER TOWN (WINTON)	Change of use from A1 retail to A4 for use as microbar	2 Winchester Street, Andover, SP10 2EA,	Mr Timothy ABRAM	Katie Nethersole 17.05.2019	
No objection					
19/00992/LBWN 18.04.2019 ANDOVER TOWN (WINTON)	Change of use from A1 retail to A4 for use as microbar, and repaint exterior and woodwork	2 Winchester Street, Andover, Hampshire, SP10 2EA	Mr Timothy ABRAM	Katie Nethersole 17.05.2019	

No objection

NOTIFICATION OF A LARGER HOME EXTENSION – (FOR INFORMATION ONLY)

19/01011/PDHN 18.04.2019 ANDOVER TOWN (DOWNLANDS)	Notification of proposed works to a dwelling - Single storey rear extension (length from rear wall of original dwelling house 6m, height 3.0m, height to eaves 2.6m)	Northwood, 9 London Road, Andover Down, Andover Hampshire SP11 6LJ	Mr And Mrs A Ponting	Mr Luke Benjamin 15.05.2019	YES
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Levy Motion

Proposed by Cllr R Rowles and seconded by Cllr A Fitchet

The past administration felt it had exhausted talks with the Test Valley Borough Council (TVBC) and had started to pursue a legal approach to public services related to the Levy.

As an alternative to this approach, Andover Town Council now feels that with a change in its makeup which includes seven TVBC Cllrs the time is right to press the reset button.

Motion

Town Council will ask a Levy working group containing at least two TVBC Cllrs to conduct initial talks with TVBC Leadership regarding the levy, which will report back at every full council meeting on their progress.

The following framework needs to be applied;

- Limit discussions to levy items for which we currently have the power to execute.
- For this subset of the levy, work on a transfer plan where agreed timescales can show how the functions will be transferred one at a time.
- Report back on progress at every Full town council meeting.
- No functional transfer will occur if the NET cost to the Andover Taxpayer goes up.
- Final output will be a transfer plan with each item for transfer using a Project Implementation plan as attached.
- All reports will need to be noted by the Full Council, and any actions or required decisions will need to be referred to the full council.

Actions from Cllrs and Office Team

- Andover Town Council Cllrs are asked to join a Levy working group and elect a Chair and Vice Chair.
- The levy working group will inevitably need to consume the Town Clerks time by asking questions. The levy group or Chair will make prearranged meetings with the Town Clerk to achieve this, and make every effort to make efficient use of the working hours of the office team.

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ANDOVER TOWN COUNCIL

End of Year Accounts Report

Produced for:	Date of Report:	Author of Report:
Full Council	Tuesday 4 June 2019	W Coulter (Town Clerk, DPO, RFO)

Summary of Key Issues

The End of Year Accounts must be reported to full Council each year. These form the basis for the completion of Section 2 – Accounting Statements 2018/2019.

Attached at Annex 1 are the Accounts for the Year End 31 March 2019. The Accounts show, by Budget Head, the total monies received or spent.

During the Budget preparation for 2018/2019 it was agreed that the Budget Heads would be changed and re-allocated to better reflect the Committee Structure. This process will take time to complete.

The Town Clerk has started to make the changes and therefore, some of the Budget Headings have changed.

They cannot be deleted and re-allocated as this will affect the accounting processes and the figures produced will be incorrect.

Change of Budget Head titles

Below are listed the Budget Heads (Numbers) with their old titles and new titles.

This will enable Members to follow the changes and understand the figures.

3021 – was Section 106 Monies, now CIL Monies

4700/3 – was Events, now A-Fest

4700/7 – was Town Centre Management, now Projects

4700/8 – was Projects, now Andover Health & Wellbeing

4700/9 – was Andover Health & Wellbeing, now Andover Challenges

4700/10 – was Proms in the Park, now WW1 Event (215)

4100/1 – Chairman Provision, now Town Mayors Provision

4100/1/1 – Chairman's Badge & Regalia (will be removed after end of year 31 March 2019 if not used)

4100/1/2 – Chairman's Allowance, now Town Mayors Allowance

4200/1 – used to be Salaries Corporate, now Payroll

4200/2 – Salaries Allotments (will be removed after end of year 31 March 2019 as not used)

These changes have been discussed with the Internal Auditor and the Town Clerk will keep a record of the changes so that an Audit Trail is available.

Note on Overspend on Budgets

It was agreed during the year of 2017/2018 that Earmarked Reserves would be set aside to pay for the Town Council's move to new Office Accommodation. It was agreed that the Offices would be brought up to current standards with regard to electrical and fire safety and that Officers would be provided with the necessary furniture and storage to comply with Health and Safety and GDPR. As the office move took place at the end of the financial year 2017/2018 into the start of the new financial year 2018/2019 monies were spent across the 2 financial years.

2 Budget Heads appear to be severely overspent. To account for the spend the Town Clerk has to allocate the monies to specific Budget Heads, but the cost of this overspend has been taken from Earmarked Reserves as agreed.

Budget Heads:

4210/15 – Office Equipment & Maintenance

4210/16 – New Equipment & Furniture

Legal and Policy Implications

The Town Council must be aware of its spending and the End of Year Accounts must be approved in order to complete the Year End, Annual Return process. (LGA 1972 + Governance & Accountability March 2018)

Recommendations

To approve the Year End Accounts with explanation of change of Budget Heads.

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

Financial Statement - Cashbook

Statement between 01/04/18 and 31/03/19 inclusive.

Balances at the start of the year

Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank		£369,193.28
Deposits Unity Trust		£5,069.19
Petty Cash Account		£0.00
Petty Cash Card Unity		£40.22
Total		£374,302.69

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Amenities & Town Development			
3025 Town Development	4,435.00	0.00	4,435.00
Amenities & Town Development Total	4,435.00	0.00	4,435.00
Policy & Resources			
36 Business Rates Refund	0.00	0.00	0.00
99 Heating & Lighting	44.53	0.00	44.53
3000 Precept	273,169.14	0.00	273,169.14
3001 TVBC Tax band Grant	0.00	0.00	0.00
3010 Bank Interest	5.21	0.00	5.21
3020 Grants Received	2,800.00	0.00	2,800.00
3021 Section 106 Monies	11,100.60	0.00	11,100.60
3100 VAT Refund	12,773.05	0.00	12,773.05
3110 VAT Overclaim	0.00	0.00	0.00
3115 VAT Write Off	0.00	0.00	0.00
3116 IT Equipment	82.52	0.00	82.52
3339 Mayors Events	1,065.00	0.00	1,065.00
3998 Funds held for Youth Council	3.00	0.00	3.00
3999 Funds held for Neighbourhood Plan	184.13	0.00	184.13
4000 Defibrillator	0.00	0.00	0.00
4210 Waste Removal	0.00	0.00	0.00
4211 Photocopying	575.28	0.00	575.28
4212 Payroll	486.99	0.00	486.99
Policy & Resources Total	302,289.45	0.00	302,289.45
Allotments			
3050 Allotment Rents	25,247.51	0.00	25,247.51
3051 Allotment Rents	200.00	0.00	200.00
3052 Deposit Credit Interest	122.71	0.00	122.71
3053 Deposit direct payment	0.00	0.00	0.00
Allotments Total	25,570.22	0.00	25,570.22
Total Receipts	332,294.67	0.00	332,294.67
PAYMENTS	Net (£)	Vat (£)	Gross (£)
Amenities & Town Development			
4190 Grants	300.00	0.00	300.00
4700 Town Centre Development	42,896.61	5,318.72	48,215.33
Amenities & Town Development Total	43,196.61	5,318.72	48,515.33
Policy & Resources			

APPENDIX D

Financial Statement - Cashbook

Statement between 01/04/18 and 31/03/19 inclusive.

400 IT Equipment	1,193.28	238.66	1,431.94
4000 Corporate Management	11,501.18	2,001.09	13,502.27
4100 Democratic Representation	1,852.66	59.64	1,912.30
4180 Other Services to the Public	0.00	0.00	0.00
4200 Administration Rechargeable Staffing	150,776.42	1,997.37	152,773.79
4204 New Building Fund	0.00	0.00	0.00
4205 Bus Shelters	0.00	0.00	0.00
4210 Administration Rechargeable	122,904.15	4,919.85	127,824.00
Policy & Resources Total	288,227.69	9,216.61	297,444.30
 Allotments			
3052 Deposits Expenditure	0.30	0.00	0.30
4500 Allotment Service	32,509.15	3,364.54	35,873.69
Allotments Total	32,509.45	3,364.54	35,873.99
 Total Payments	363,933.75	17,899.87	381,833.62

Closing Balances

Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£319,531.92
Deposits Unity Trust	£5,191.60
Petty Cash Account	£0.00
Petty Cash Card Unity	£40.22
Total	£324,763.74

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£319,531.92
Deposits Unity Trust	£5,191.60
Petty Cash Account	£0.00
Petty Cash Card Unity	£40.22
Total	£324,763.74

Financial Budget Comparison

Comparison between 01/04/18 and 03/03/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

		2018/2019	Actual Net	Balance
INCOME				
Amenities & Town Development				
3025	Town Development			
3025/1	Income from Events	£0.00	£20.00	£20.00
3025/2	Grants	£0.00	£3,500.00	£3,500.00
3025/3	Sponsorship	£0.00	£0.00	£0.00
3025/4	Proms in the Park	£0.00	£0.00	£0.00
3025/5	A-Fest	£0.00	£130.00	£130.00
3025/6	Shilling Fair	£0.00	£500.00	£500.00
3025	Total	£0.00	£4,150.00	£4,150.00
Total Amenities & Town Development		£0.00	£4,150.00	£4,150.00
Policy & Resources				
36	Business Rates Refund	£0.00	£0.00	£0.00
99	Heating & Lighting	£0.00	£0.00	£0.00
3000	Precept	£273,169.14	£273,169.14	£0.00
3001	TVBC Tax band Grant	£0.00	£0.00	£0.00
3010	Bank Interest	£0.00	£5.21	£5.21
3020	Grants Received	£0.00	£2,800.00	£2,800.00
3021	Section 106 Monies	£0.00	£11,100.60	£11,100.60
3115	VAT Write Off	£0.00	£0.00	£0.00
3116	IT Equipment	£0.00	£82.52	£82.52
3339	Mayors Events	£0.00	£1,065.00	£1,065.00
3998	Funds held for Youth Council	£0.00	£3.00	£3.00
3999	Funds held for Neighbourhood Plan	£0.00	£184.13	£184.13
4000	Defibrillator	£0.00	£0.00	£0.00
4210	Waste Removal	£0.00	£0.00	£0.00
4211	Photocopying	£0.00	£575.28	£575.28
4212	Payroll	£0.00	£486.99	£486.99
Total Policy & Resources		£273,169.14	£289,471.87	£16,302.73
Allotments				
3050	Allotment Rents			
3050/1	Admirals Way	£800.00	£1,290.15	£490.15
3050/2	Barlows Lane	£5,500.00	£4,580.41	-£919.59
3050/3	Churchill Way	£2,000.00	£1,799.73	-£200.27
3050/4	Mylen Road	£1,300.00	£1,352.16	£52.16
3050/5	Old Winton Road	£3,600.00	£3,234.75	-£365.25
3050/6	The Drove	£7,000.00	£8,470.23	£1,470.23
3050/7	Vigo Road	£4,500.00	£3,704.44	-£795.56
3050/8	Picket Piece	£960.00	£0.00	-£960.00
3050	Total	£25,660.00	£24,431.87	-£1,228.13

Financial Budget Comparison

Comparison between 01/04/18 and 03/03/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

		2018/2019	Actual Net	Balance
3051	Allotment Rents	£0.00	£0.00	£0.00
3051/1	Admirals Way Dpst	£0.00	£0.00	£0.00
3051/2	Barlows Lane Dpst	£0.00	£0.00	£0.00
3051/3	Churchill Way Dpst	£0.00	£50.00	£50.00
3051/4	Mylen Road Dpst	£0.00	£0.00	£0.00
3051/5	Old Winton Road Dpst	£0.00	£100.00	£100.00
3051/6	The Drove Dpst	£0.00	£0.00	£0.00
3051/7	Vigo Road Dpst	£0.00	£0.00	£0.00
3051	Total	£0.00	£150.00	£150.00
3052	Deposit Credit Interest	£0.00	£122.71	£122.71
3053	Deposit direct payment	£0.00	£0.00	£0.00
Total Allotments		£25,660.00	£24,704.58	-£955.42
Total Income		£298,829.14	£318,326.45	£19,497.31

Financial Budget Comparison

Comparison between 01/04/18 and 03/03/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

		2018/2019	Actual Net	Balance
EXPENDITURE				
Amenities & Town Development				
4190	Grants			
4190/1	Grants	£1,000.00	£300.00	£700.00
4190/2	Grants Section 137	£0.00	£0.00	£0.00
4190/3	1 Off Grant LGTB	£1,000.00	£0.00	£1,000.00
4190/4	Larger Grants	£0.00	£0.00	£0.00
4190	Total	£2,000.00	£300.00	£1,700.00
4700	Town Centre Development			
4700/1	Notice Boards	£0.00	£0.00	£0.00
4700/2	Christmas Lights	£20,000.00	£19,580.60	£419.40
4700/3	A-Fest	£3,000.00	£994.95	£2,005.05
4700/4	Shilling Fair	£2,000.00	£3,656.58	-£1,656.58
4700/5	Youth Council	£2,000.00	£122.28	£1,877.72
4700/6	Town Centre Management	£4,000.00	£0.00	£4,000.00
4700/7	Projects	£0.00	£160.00	-£160.00
4700/8	Andover Health & Wellbeing	£0.00	£0.00	£0.00
4700/9	Andover Challenges	£3,000.00	£3,000.00	£0.00
4700/10	WW1 Event (215)	£5,000.00	£8,568.60	-£3,568.60
4700/11	Festival of Motoring	£400.00	£313.60	£86.40
4700/12	Defibrillator Provision	£5,000.00	£0.00	£5,000.00
4700/13	Proms in the Park	£0.00	£0.00	£0.00
4700	Total	£44,400.00	£36,396.61	£8,003.39
Total Amenities & Town Development		£46,400.00	£36,696.61	£9,703.39
Policy & Resources				
400	IT Equipment	£0.00	£1,193.28	-£1,193.28
4000	Corporate Management			
4000/1	Accounts Support	£1,250.00	£354.98	£895.02
4000/2	Bank Charges	£110.00	£474.18	-£364.18
4000/3	Legal & Professional Fees	£1,250.00	£3,620.00	-£2,370.00
4000/4	Audit Fees	£1,700.00	£1,525.00	£175.00
4000/5	IT Support & Equipment	£1,400.00	£4,288.31	-£2,888.31
4000/6	Web Site & Community Development			
4000/6/1	Web Site	£1,500.00	£575.25	£924.75
4000/6/2	Website Hosting	£450.00	£389.55	£60.45
4000/6/3	Newsletter	£250.00	£0.00	£250.00
4000/6	Total	£2,200.00	£964.80	£1,235.20
4000	Total	£7,910.00	£11,227.27	-£3,317.27
4100	Democratic Representation			
4100/1	Town Mayor			
4100/1/1	Town Mayor Badge & Regalia	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/18 and 03/03/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

		2018/2019	Actual Net	Balance
4100/1/2	Town Mayor Allowance	£50.00	£30.00	£20.00
4100/1/3	Towm Mayor Charities	£0.00	£1,244.61	-£1,244.61
4100/1	Total	£50.00	£1,274.61	-£1,224.61
4100/2	Members Training & Courses	£800.00	£75.00	£725.00
4100/3	Members Travel	£100.00	£56.25	£43.75
4100/4	Public Building Hire	£200.00	£315.20	-£115.20
4100/5	Funds Held for Neighbourhood Plan	£0.00	£0.00	£0.00
4100	Total	£1,150.00	£1,721.06	-£571.06
4180	Other Services to the Public			
4180/1	Election Costs	£20,000.00	£0.00	£20,000.00
4180	Total	£20,000.00	£0.00	£20,000.00
4200	Administration Rechargeable Staffing			
4200/1	Payroll	£110,000.00	£141,737.70	-£31,737.70
4200/2	Salaries - Allotments	£0.00	£0.00	£0.00
4200/3	Staff Training	£1,000.00	£993.75	£6.25
4200/4	Staff Travel	£200.00	£241.96	-£41.96
4200	Total	£111,200.00	£142,973.41	-£31,773.41
4204	New Building Fund	£40,000.00	£0.00	£40,000.00
4205	Bus Shelters	£0.00	£0.00	£0.00
4210	Administration Rechargeable			
4210/1	Petty Cash	£100.00	£0.00	£100.00
4210/2	Office Sundries	£100.00	£562.84	-£462.84
4210/3	Rent - Office	£12,000.00	£11,743.29	£256.71
4210/4	Rates - Office	£4,000.00	£8,774.16	-£4,774.16
4210/5	Water Rates - Office	£300.00	£0.00	£300.00
4210/6	Heating & Lighting - Office	£1,200.00	£3,386.23	-£2,186.23
4210/7	Telephone & Broadband	£1,520.00	£5,613.09	-£4,093.09
4210/8	Photocopying	£3,000.00	£2,774.78	£225.22
4210/9	Stationery	£850.00	£731.13	£118.87
4210/10	Postage	£1,500.00	£1,377.16	£122.84
4210/11	Subscriptions/Memberships	£3,000.00	£3,043.00	-£43.00
4210/12	Insurance	£4,000.00	£3,679.49	£320.51
4210/14	Advertising	£50.00	£0.00	£50.00
4210/15	Office & Equipment maintenance	£2,000.00	£3,396.45	-£1,396.45
4210/16	New Equipment & furniture	£800.00	£35,922.48	-£35,122.48
4210/17	Waste Removal	£500.00	£473.60	£26.40
4210	Total	£34,920.00	£81,477.70	-£46,557.70
Total Policy & Resources		£215,180.00	£238,592.72	-£23,412.72
Allotments				
3052	Deposits Expenditure	£0.00	£0.30	-£0.30
4500	Allotment Service			

Financial Budget Comparison

Comparison between 01/04/18 and 03/03/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

		2018/2019	Actual Net	Balance
4500/1	Allotment Maintenance			
4500/1/1	Admirals Way			
4500/1/1/1	Services	£1,000.00	£766.38	£233.62
4500/1/1/2	Grounds Maintenance	£1,500.00	£463.42	£1,036.58
4500/1/1/3	Water Charges	£300.00	£305.55	-£5.55
4500/1/1/4	Repairs & Renewals	£150.00	£0.00	£150.00
4500/1/1/5	Equipment	£150.00	£293.41	-£143.41
4500/1/1/6	Sundries	£50.00	£0.00	£50.00
4500/1/1/7	Returned Deposits	£0.00	£0.00	£0.00
4500/1/1/8	Pest Control	£690.00	£571.40	£118.60
4500/1/1	Total	£3,840.00	£2,400.16	£1,439.84
4500/1/2	Barlows Lane			
4500/1/2/1	Services	£1,000.00	£702.78	£297.22
4500/1/2/2	Grounds maintenance	£2,500.00	£778.75	£1,721.25
4500/1/2/3	Water Charges	£700.00	£1,574.61	-£874.61
4500/1/2/4	Repairs and Renewals	£150.00	£181.33	-£31.33
4500/1/2/5	Equipment	£150.00	£213.41	-£63.41
4500/1/2/6	Sundries	£50.00	£0.00	£50.00
4500/1/2/7	Returned Deposit	£0.00	£0.00	£0.00
4500/1/2/8	Pest Control	£690.00	£571.44	£118.56
4500/1/2	Total	£5,240.00	£4,022.32	£1,217.68
4500/1/3	Churchill Way			
4500/1/3/1	Services	£1,000.00	£829.98	£170.02
4500/1/3/2	Grounds Maintenance	£2,500.00	£1,670.00	£830.00
4500/1/3/3	Water Charges	£500.00	£430.88	£69.12
4500/1/3/4	Repairs and Renewals	£150.00	£1,165.00	-£1,015.00
4500/1/3/5	Equipment	£150.00	£266.19	-£116.19
4500/1/3/6	Sundries	£50.00	£0.00	£50.00
4500/1/3/7	Returned Deposit	£0.00	£50.00	-£50.00
4500/1/3/8	Pest Control	£690.00	£571.40	£118.60
4500/1/3	Total	£5,040.00	£4,983.45	£56.55
4500/1/4	Mylen Road			
4500/1/4/1	Services	£1,000.00	£766.38	£233.62
4500/1/4/2	Grounds Maintenance	£2,650.00	£2,010.00	£640.00
4500/1/4/3	Water Charges	£800.00	£363.53	£436.47
4500/1/4/4	Repairs and Renewals	£150.00	£985.00	-£835.00
4500/1/4/5	Equipment	£150.00	£133.40	£16.60
4500/1/4/6	Sundries	£50.00	£0.00	£50.00
4500/1/4/7	Returned Deposit	£0.00	£0.00	£0.00
4500/1/4/8	Pest Control	£690.00	£571.40	£118.60
4500/1/4	Total	£5,490.00	£4,829.71	£660.29
4500/1/5	Old Winton Road			

Financial Budget Comparison

Comparison between 01/04/18 and 03/03/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

	2018/2019	Actual Net	Balance
4500/1/5/1 Services	£1,000.00	£766.38	£233.62
4500/1/5/2 Grounds Maintenance	£2,500.00	£1,190.00	£1,310.00
4500/1/5/3 Water Charges	£1,000.00	£627.53	£372.47
4500/1/5/4 Repairs & Renewals	£150.00	£64.79	£85.21
4500/1/5/5 Equipment	£150.00	£193.41	-£43.41
4500/1/5/6 Sundries	£50.00	£0.00	£50.00
4500/1/5/7 Returned Deposit	£0.00	£250.00	-£250.00
4500/1/5/8 Pest Control	£690.00	£571.40	£118.60
4500/1/5 Total	£5,540.00	£3,663.51	£1,876.49
4500/1/6 The Drove			
4500/1/6/1 Services	£1,000.00	£766.38	£233.62
4500/1/6/2 Grounds Maintenance	£2,700.00	£1,848.71	£851.29
4500/1/6/3 Water Charges	£2,500.00	£2,106.63	£393.37
4500/1/6/4 Repairs & Renewals	£150.00	£0.00	£150.00
4500/1/6/5 Equipment	£150.00	£213.41	-£63.41
4500/1/6/6 Sundries	£50.00	£10.00	£40.00
4500/1/6/7 Returned Deposit	£0.00	£50.00	-£50.00
4500/1/6/8 Pest Control	£690.00	£571.42	£118.58
4500/1/6 Total	£7,240.00	£5,566.55	£1,673.45
4500/1/7 Vigo Road			
4500/1/7/1 Services	£1,000.00	£766.38	£233.62
4500/1/7/2 Grounds Maintenance	£2,500.00	£2,062.55	£437.45
4500/1/7/3 Water Charges	£1,200.00	£1,039.67	£160.33
4500/1/7/4 Repairs & Renewals	£150.00	£0.00	£150.00
4500/1/7/5 Equipment	£150.00	£248.41	-£98.41
4500/1/7/6 Sundries	£50.00	£0.00	£50.00
4500/1/7/7 Returned Deposit	£0.00	£0.00	£0.00
4500/1/7/8 Pest Control	£690.00	£571.54	£118.46
4500/1/7 Total	£5,740.00	£4,688.55	£1,051.45
4500/1 Total	£38,130.00	£30,154.25	£7,975.75
4500 Total	£38,130.00	£30,154.25	£7,975.75
Total Allotments	£38,130.00	£30,154.55	£7,975.45
Total Expenditure	£299,710.00	£305,443.88	-£5,733.88
Total Income	£298,829.14	£318,326.45	£19,497.31
Total Expenditure	£299,710.00	£305,443.88	-£5,733.88
Total Net Balance	-£880.86	£12,882.57	



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Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

4 June, 2019

The Town Clerk

Andover Town Council

First Floor Offices

68b High Street

Andover

Hants

SP10 1NG

Dear Wendy

Internal Audit Letter Report for Andover Town Council (March 2019) 2018/19

The Accounts and Audit Regulations 2015 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and Accounting processes annually.

The Council has complied with the requirements in terms of independence by the Council decision making process in 2018/2019, appointing Lightatouch to undertake the work.

This was the final visit in 2018/2019 to check that the Town Council adheres to the requirements set out in the Governance and Accountability for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

As part of the Internal Audit Reviews we checked that:

Bank Reconciliations

- the financial totals as at 28 February 2019 brought forward are accurately shown in the Cash Books.
 - all un-presented cheques and un-banked income was checked to bank statements and any that remain outstanding were checked to the bank reconciliation as at 31 March 2019

APPENDIX E

June 4, 2019

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- all direct debits, standing orders, transfers were checked and accounted for in the period 1 March 2019 to 31 March 2019.
- all bank paying in slips were banked and agreed to bank statements in the period 1 March 2019 to 31 March 2019.
- bank reconciliations for all bank accounts had been carried out between 1 March 2019 to 31 March 2019, and totals agreed to those shown in Cash Book.

Petty Cash

- a sum of £40.22 is held as Petty Cash and has been included in the bank reconciliation as at 31 March 2019.

Audit Note: *The Town Council are no longer using Petty Cash and the £40.22 should be paid into the bank account as miscellaneous income.*

Income and Expenditure

- all un-presented cheques and un-banked income information as at 31 March 2019 was checked to ensure that the details are accurately recorded in the Town Council records.
- all Remittance Advices were checked and agreed to the Cash Book and bank statements for the period 1 March 2019 – 31 March 2019.

VAT

- We noted reimbursements for VAT was submitted to HMRC in April 2019 for the period January – March 2019 in the sum of £3,623.50.

Assets Register

- We checked and confirmed that the Assets Register included all information for new purchases and showed the actual cost of the items owned by the Town Council.

Minutes of the Town Council

- We checked the Minutes of the Town Council and Committees for decisions and approvals for the period March 2019.

End of Year Procedures

- A full check was carried out on the End of Year documentation provided by the Town Clerk to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2017/18 and 2018/19 shown on Section 2 of the Accountability and Governance Annual Return as required by the External Auditor.
- The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.

Audit Opinion

It is our opinion that the various records and procedures in place for the Council provide an adequate standard of control.

This letter report should be noted and taken to the next meeting of the Town Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should be Minuted by the Town Council.

Yours sincerely,

Tim Light FMAAT
Internal Auditor



E

ANDOVER TOWN COUNCIL

Internal Audit Action Plan YE 31.03.2019 Report

Produced for: Full Council	Date of Report: Tuesday 4 June 2019	Author: W. Coulter (Town Clerk, DPO, RFO)
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Key Issues

As part of the annual Audit Process the Town Council is required to have its policies, processes and accounts subject to an internal audit review. The Town Council appointed AAT Lightatouch Internal Audit Services in 2016 (reviewed and renewed in 2018) to undertake this work.

As a result of the points raised in the report (attached) an Action Plan has been produced, included below, to resolve the points raised by the Internal Auditor.

Below is a summary of the Action Plan and Actions taken from the Internal Audit in 2018 and the Actions completed. It is good practice that the Council be given the opportunity to compare Internal Audits from one year to the next.

Following this are the points raised in the Internal Audit Inspection undertaken on 31 May 2019 and the recommended actions, in the final column is a record of the action to be taken or that has been taken.

The Internal Audit is advisory and the Town Council can chose to action the points raised or not.

INTERNAL AUDIT Year ending 31 March 2018

1st Internal Audit April – December 2017

Bank Reconciliations <ul style="list-style-type: none">• the financial totals as at 31 March 2017 brought forward are accurately shown in the Cash Books.• all un-presented cheques and un-banked income was checked to bank statements and any that remain outstanding were checked to the bank reconciliation at 30 April 2017.	<p>Audit Note: <i>It is noted that the balance held on the Unity Trust Bank Current Account No 20934109 at the 30 October 2017 is £479,234.92, whereas the Unity Trust Deposit Account No 20334112 has a balance of £5067.32.</i></p> <p><i>We discussed with the Town Clerk the need for the Town Council to consider its Investment Strategy to ensure its portfolio can maximise return on its</i></p>	Investment Strategy has been considered and agreed by full Council. The Town Clerk is implementing the Strategy. Report to be considered by Policy and Resources Committee in August 2018.
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<ul style="list-style-type: none"> • all direct debits, standing orders, transfers were checked and accounted for in the period 1 April 2017 through to 30 November 2017. • all bank paying in slips were banked and agreed to bank statements in the period 1 April 2017 through to 30 November 2017. • bank reconciliations for all bank accounts had been carried out between 1 April 2017 to 30 November 2017, and totals agreed to those shown in Cash Books. 	<p><i>investments within acceptable limits of risk. The current balance held in the current account should be reviewed as the Financial Services Compensation Scheme will only cover a maximum of £85,000 held in any one bank account.</i></p> <p>Recommendation</p> <p>We recommend that:</p> <ul style="list-style-type: none"> • the Town Council reviews its Investment Strategy to ensure that it maximises its return on investments but should also be mindful of spreading its investment portfolio to minimise the risk of loss so it can recover the maximum amounts under the Financial Services Compensation Scheme. 	
<p>Income and Expenditure</p> <ul style="list-style-type: none"> • all un-presented cheques and un-banked income information as at 30 November 2017 was checked to ensure that the details are accurately recorded in the Town Council records. • all Remittance Advices were checked and agreed to the Cash Books and bank statements for the period 1 April 2017 – 30 November 2017. 	<p><i>Audit Note: It is noted that an invoice for Sage in May 2017 on transaction number 1884 showed VAT for £1.00 that can be reclaimed but this had not been entered on the VAT reimbursement claim form. The Town Clerk will now ensure this is entered on the next claim for to HMRC.</i></p>	RESOLVED
<p>VAT</p> <ul style="list-style-type: none"> • we noted reimbursements for VAT have been processed during the period for April – June 2017 in the sum of £3,842.65 and July 2017 – September 2017 in the sum of £1,780.13. The VAT reimbursement claim April – June 2017 was checked to ensure that all the VAT elements were correctly recorded from the Invoices for the same period. 		NO ACTION REQUIRED
<p>BACS Payments</p> <ul style="list-style-type: none"> • A test check of the invoice payment file was carried out (April 2017 to November 2017) to ensure that the totals paid by cheques and BACS were authorised and matched the payment vouchers held on the file. We also checked that the BACS payments were correctly recorded on the bank statements to confirm the accuracy of payments made. 		NO ACTION REQUIRED
<p>Allotment Income</p> <ul style="list-style-type: none"> • a test check of allotment income for all sites was carried out to agree that the details recorded on the Allotment spreadsheet matched to the income received in the Town Council Unity Trust Bank Account for those sums due in 2017/2018. 	<p><i>Audit Note: A list of income received and banked but did not appear on the Allotment spreadsheet was left with the Allotment Officer to follow up and ensure that all details of payments received were up to date and recorded. In discussion with the Town Clerk it was agreed that these will be checked at the next audit visit planned for Monday 26 February 2018.</i></p>	RESOLVED
<p>Payroll</p>	<p><i>Audit Note: It is noted however that payments are continuing to be made in</i></p>	

• A test check of the payroll information for October 2017 was carried out to ensure that all deductions for National Insurance, PAYE and Pensions contributions were correctly deducted and paid to HMRC and to NEST pension scheme.	2017/2018 to the Hampshire Pension Fund for the exit and recharge fees associated with a previous employee of the Town Council.	PAYMENTS TO HAMPSHIRE PENSION FUND WILL CEASE BY DECEMBER 2018
Minutes of the Town Council <ul style="list-style-type: none"> We checked from the Minutes of the Town Council and Committees for decisions and approvals for the period April 2017 – November 2017. 	Audit Note: <i>It is noted that the Town Council continues to review its Reserves position. A working party set up as part of the Policy and Resources Committee has already reported that the final version for earmarked reserves at its meeting on the 27 July 2017 is ready to be considered by the Policy and Resources Committee. It is understood that the Town Clerk has itemised earmarked reserves as an item on the agenda to be approved at the Policy and Resources Committee meeting to be held on the 21 December 2017.</i>	RESOLVED: GENERAL RESERVES AGREED EARMARKED RESERVES ALLOCATED AND AGREED BY FULL COUNCIL

2ND Internal Audit - December 2017 – January 2018

Bank Reconciliations <ul style="list-style-type: none"> the financial totals as at 30 November 2017 brought forward are accurately shown in the Cash Books. all un-presented cheques and un-banked income was checked to bank statements and any that remain outstanding were checked to the bank reconciliation at December 2017. all direct debits, standing orders, transfers were checked and accounted for in the period 1 December 2017 through to 31 January 2018. all bank paying in slips were banked and agreed to bank statements in the period 1 December 2017 through to 31 January 2018. bank reconciliations for all bank accounts had been carried out between 1 December 2017 to 31 January 2018, and totals agreed to those shown in Cash Books. 	<p>Audit Note: <i>It is noted that the balance held on the Unity Trust Bank Current Account No 20934109 at the 31 January is £430,238.32, and the Unity Trust Deposit Account No 20334112 has a balance of £5069.19.</i></p> <p><i>We understand from the Town Clerk that the Town Council will consider its Investment Strategy at their March 2018 Town Council meeting.</i></p> <p>Audit Note: <i>It was also noted that there are some un-reconciled entries to be resolved from the bank reconciliation as at the 31 January 2018. We also noted that the Unity Trust Deposit Account No 20334112 details shown in the cash book are not yet showing the correct balance for £5069.19 as at the 31 January 2018. These were discussed with the Town Clerk who will ensure that these are adjusted before the 31 March 2018</i></p> <p>Recommendation We continue to recommend that: <ul style="list-style-type: none"> the Town Council adopt an Investment Strategy to ensure that it maximises its return on investments but should also be mindful of spreading its investment portfolio to minimise the risk of loss so it can recover the maximum amounts under the Financial Services Compensation Scheme. </p>	<p>Investment Strategy has been considered and agreed by full Council.</p> <p>The Town Clerk is implementing the Strategy. Report to be considered by Policy and Resources Committee in August 2018.</p>
Income and Expenditure <ul style="list-style-type: none"> all un-presented cheques and un-banked income information as at 31 January 2017 was checked to ensure that the details are accurately recorded in the Town Council records. all Remittance Advices were checked and agreed to the Cash Books and bank statements for the period 1 December 2017 – 31 January 2018. 		No action required
VAT <ul style="list-style-type: none"> we noted reimbursements for VAT have been processed during the period for October – December 2017 in the sum of £5,863.12 although this reimbursement has not yet been received from 		No action required

HMRC. We checked to ensure that all the VAT elements were correctly recorded from the Invoices for the same period.		
BACS Payments <ul style="list-style-type: none">A test check of the invoice payment file was carried out (December 2017 to January 2018) to ensure that the totals paid by cheques and BACS were authorised and matched the payment vouchers held on the file. We also checked that the BACS payments were correctly recorded on the bank statements to confirm the accuracy of payments made.		No action required
Allotment Income <ul style="list-style-type: none">a test check of allotment income for all sites was carried out to agree that the details recorded on the Allotment spreadsheet matched to the income received in the Town Council Unity Trust Bank Account for those sums due in 2017/2018.	<i>Audit Note: A list of allotment holders who have yet to pay their rental for 2017/18 was noted with 22 allotment holders in total outstanding. The Allotment Officer is continuing to follow up those who have yet to pay and will ensure that these are paid up and cleared by the 31 March 2018.</i>	RESOLVED BY 31 MARCH 2018
Minutes of the Town Council <ul style="list-style-type: none">We checked from the Minutes of the Town Council and Committees for decisions and approvals for the period December 2017 – January 2018.		No action required
3rd Internal Audit - February – March 2018		
Bank Reconciliations <ul style="list-style-type: none">the financial totals as at 31 January 2018 brought forward are accurately shown in the Cash Books.all un-presented cheques and un-banked income was checked to bank statements and any that remain outstanding were checked to the bank reconciliation as at 31 January 2018.	<i>Audit note: The Town Clerk has agreed that three unbanked income sums totalling £270.88 received on 5 October 2016 will need to be written back in to the Town Council's accounts as these were recorded in error. Also a sum of £575.28 for un-presented BACS should be written back to amendments made in the Cash Book.</i>	RESOLVED WITH ADVANTEDGE TUESDAY 5 JUNE 2018 To be written back in from Year Start 01.04.2018 as agreed with Internal Auditor.
<ul style="list-style-type: none">all direct debits, standing orders, transfers were checked and accounted for in the period 1 February 2018 through to 31 March 2018.all bank paying in slips were banked and agreed to bank statements in the period 1 February 2018 to 31 March 2018.bank reconciliations for all bank accounts had been carried out between 1 February 2018 to 31 March 2018, and totals agreed to those shown in Cash Book.		No action required
Petty Cash <ul style="list-style-type: none">a sum of £40.22 is held as Petty Cash and has been included in the bank reconciliation as at 31 March 2018.	<i>Audit Note: The Town Council are no longer using Petty Cash and the £40.22 should be paid in to the bank account as miscellaneous income.</i>	To be resolved with Advantedge on Friday 8 June 2018.
Income and Expenditure <ul style="list-style-type: none">all un-presented cheques and un-banked income information as at 31 March 2018 was checked to ensure that the details are accurately recorded in the Town Council records.all Remittance Advices were checked and agreed to the Cash Book and bank statements for the period 1 February 2018 – 31 March 2018.		No action required
VAT <ul style="list-style-type: none">We noted reimbursements for VAT was submitted to HMRC on 22 May 2018 for the period January – March 2018 in the sum of £3,434.07.		No action required

Assets Register • We checked and confirmed that the Assets Register included all information for new purchases and showed the actual cost of the items owned by the Town Council.		No action required
Minutes of the Town Council • We checked the Minutes of the Town Council and Committees for decisions and approvals for the period February – March 2018.		No action required
End of Year Procedures • A full check was carried out on the End of Year documentation provided by the Parish Clerk to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2016/17 and 2017/18 shown on Section 2 of the Accountability and Governance Annual Return as required by the External Auditor. • The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.	<i>Audit Note: It was noted that the details shown on the AdvantEdge software for the closing creditors 2016/2017 and opening creditors 2017/2018 included sums of £328.44 for items that were expected to be cleared by invoices awaiting payment. The subsequent payments have now been made but the £328.44 remains uncleared and will need to be adjusted to ensure that the brought forward opening creditors figure for 2017/2018 is reduced by this sum. It is recommended that the Town Clerk should contact AdvantEdge for technical support.</i>	RESOLVED WITH ADVANTEDGE ON FRIDAY 8 JUNE 2018. TO BE RECOMMENDED TO FULL COUNCIL FOR APPROVAL

INTERNAL AUDIT Year ending 31 March 2019

1st Internal Audit April – December 2018

At the first visit to the Town Council in 2018/19 we checked the control operating over the new card payment system. We noted from discussion with the Town Clerk that the system is in its infancy although 82% of the fees out of the total number of allotment plots held by the Town Council had been collected by the end of September 2018. At this second visit the number of plot holders who have yet to make payment is thirty-three as at 30 November 2018. It is agreed that the new system of receipting and recording is working well although it is recommended that the following should be introduced to strengthen the control operating in practice	<ul style="list-style-type: none"> all income received and recorded should have a dedicated identity number that can be matched to the plot and site of the allotment the allotment spreadsheet should be matched and reviewed weekly during the periods September – October each year whilst the bulk of income is received and recorded on the AdvantEdge system. there should be a formal follow up procedure that includes contact with the Plot holder and arrangements for late payment details should be recorded on the spreadsheet. 	<ul style="list-style-type: none"> ALL INCOME RECEIVED HAS BEEN ALLOCATED WITH AN IDENTITY NUMBER NUMBER TO BE MATED WITH PLOT & SITE – COMPLETED THE ALLOTMENT SPREADSHEET WILL BE MATCHED & REVIEWED WEEKLY FROM SEPTEMBER 2019. FORMAL FOLLOW-UP PROCEDURE HAS BEEN COMPLETED, CONTACT WITH PLOT-HOLDER RECORDED ON SPREADSHEET.
It is noted that the Town Council have considered and adopted a General Data Protection Regulation (GDPR) Policy to comply with GDPR (May 2018).	<i>Audit Note: This includes the requirement for Privacy Notices, but we understand that not all Councillors have adopted using the Town Council emails and a .co.uk email extension on all Councillors email addresses.</i>	NO FURTHER ACTION REQUIRED.
Bank Reconciliations • the financial totals as at 31 March 2018 brought forward are accurately shown in the Cash Books. • all un-presented cheques and un-banked income was checked to bank statements and any that remain outstanding were checked to the bank reconciliation at 30 April 2018.	<i>Audit Note: It is noted that the balance held in the Unity Trust Bank Current Account No 20934109 at the 31 October 2018 remain high. The Town Clerk has indicated that further due diligence will be undertaken to check if the Town Council should consider moving to another banking provider that will be able to offer better rates of interest and</i>	THE TOWN CLERK WILL ARRANGE APPOINTMENTS WITH BANKS IN ANDOVER TO DETERMINE WHETHER OR NOT THE COUNCIL SHOULD CHANGE BANKS AND HOW TO MANAGE THE MONIES HELD IN THE CURRENT ACCOUNT.

<ul style="list-style-type: none"> • all direct debits, standing orders, transfers were checked and accounted for in the period 1 April 2018 through to 31 October 2018. • all bank paying in slips were banked and agreed to bank statements in the period 1 April 2018 through to 31 October 2018. • bank reconciliations for all bank accounts had been carried out between 1 April 2018 to 31 October 2018, and totals agreed to those shown in Cash Books. 	<p><i>to spread the current balances held in the one bank account with Unity Trust Bank. This will also provide the opportunity to check the alternative bank accounts available to spread the investments into more than one bank account.</i></p> <p><i>Audit Note: We have noted that the Town Clerk should sign and date the bank reconciliations on a monthly basis to confirm that bank reconciliations have been carried out and the total of the bank account agrees to the Cash Book totals.</i></p> <p><i>Audit Note: We have also noted that the bank statements and Cash Book should be signed and dated by the Town Clerk and the Chairman of the Town Council as part of Councillors scrutiny role to agree that totals are confirmed to the bank reconciliation information.</i></p> <p>Recommendation: We recommend that:</p> <ul style="list-style-type: none"> • the bank reconciliations should be signed and dated by the Town Clerk each month. • the bank statements are checked against the bank reconciliations and signed and dated quarterly by the Chairman of the Town Council as part of their scrutiny role. 	<p style="color: red;">MONTHLY BANK RECONCILIATIONS WILL BE TAKEN TO P&R COMMITTEE AND COUNCIL, SIGNED BY BOTH TOWN CLERK AND CHAIRMAN.</p> <p style="color: red;">IF ABOVE IS CARRIED OUT THIS SHOULD PROVIDE THE NECESSARY SCRUTINY REQUIRED BY THE EXTERNAL AUDITORS.</p>
Income and Expenditure <ul style="list-style-type: none"> • all un-presented cheques and un-banked income information as at 31 October 2018 was checked to ensure that the details are accurately recorded in the Town Council records. • all Remittance Advices were checked and agreed to the Cash Books and bank statements for the period 1 April 2018 – 31 October 2018. 		<p style="color: red;">NO FURTHER ACTION REQUIRED.</p>
VAT <ul style="list-style-type: none"> • we noted reimbursements for VAT have been processed during the period covering April – June 2018 and July to September 2018, although this reimbursement for the later period for £2098.77 has not yet been received from HMRC. We checked to ensure that all the VAT elements were correctly recorded from the Invoices for the period July – September 2018. 		<p style="color: red;">NO FURTHER ACTION REQUIRED.</p>
BACS Payments <ul style="list-style-type: none"> • A test check of the invoice payment file was carried out (April 2018 to October 2018) to ensure that the totals paid by cheques and BACS were authorised and matched the payment vouchers held on the file. We 	<p><i>Audit Note: It is noted that once completed the Town Clerk will enter the details on the AdventEdge software and</i></p>	<p style="color: red;">The summary sheet is printed out and signed by the Town Clerk. Once the Town Clerk receives emails from the authorisers, a hard copy is also</p>

<p>also checked that the BACS payments were correctly recorded on the bank statements to confirm the accuracy of payments made.</p>	<p><i>prepare and send the on-line payments to the bank for processing.</i></p> <p>Recommendation: We recommend that:</p> <ul style="list-style-type: none"> • <i>to strengthen internal controls and ensure that duplicate payments cannot be made the BACS summary sheet should be signed and dated by the Town Clerk to confirm that invoices have been approved for payment.</i> 	<p>attached to the BACS payment list and the date of authorisation noted.</p>
<p>Allotment Income</p> <ul style="list-style-type: none"> • a test check of allotment income for all sites was carried out to agree that the details recorded on the Allotment spreadsheet matched to the income received in the Town Council Unity Trust Bank Account for those sums due in 2018/2019. 		<p>NO FURTHER ACTION REQUIRED.</p>
<p>Town Council Website</p> <ul style="list-style-type: none"> • It was noted that the Minutes of the Town Council and Committees were not recorded on the Town Council website since March 2018. We also noted that a record detailed the list of payments over £500 in shown in the Minutes of the Policy and Resources Committee, but these were not available to see on the website. The Transparency Code 2015 recommends that all payments over £500 should be listed on the Town Council website once the payment has been approved by the Town Council. 	<p><i>Audit Note: We understand that the Town Clerk has now created a new process to ensure that the Minutes will be uploaded on to the Website as soon as they are signed off by the Chairman of the Town Council or Committee.</i></p>	<p>Minutes uploaded onto website and up-to-date to last signed copies for all Council and Committees – ongoing.</p>
<p>2ND Internal Audit - December 2018 – March 2019</p>		
<p>Bank Reconciliations</p> <ul style="list-style-type: none"> • the financial totals as at 28 February 2019 brought forward are accurately shown in the Cash Books. • all un-presented cheques and un-banked income was checked to bank statements and any that remain outstanding were checked to the bank reconciliation as at 31 March 2019. • all direct debits, standing orders, transfers were checked and accounted for in the period 1 March 2019 to 31 March 2019. • all bank paying in slips were banked and agreed to bank statements in the period 1 March 2019 to 31 March 2019. • bank reconciliations for all bank accounts had been carried out between 1 March 2019 to 31 March 2019, and totals agreed to those shown in Cash Book. 		<p>NO FURTHER ACTION REQUIRED</p>
<p>Petty Cash</p> <ul style="list-style-type: none"> • a sum of £40.22 is held as Petty Cash and has been included in the bank reconciliation as at 31 March 2019. <p>Income and Expenditure</p> <ul style="list-style-type: none"> • all un-presented cheques and un-banked income information as at 31 March 2019 was checked to ensure that the details are accurately recorded in the Town Council records. 	<p><i>Audit Note: The Town Council are no longer using Petty Cash and the £40.22 should be paid into the bank account as miscellaneous income.</i></p>	<p>TO BE TRANSFERRED AT START OF FINANCIAL YEAR 01.04.2019.</p> <p>NO FURTHER ACTION REQUIRED</p>

• all Remittance Advices were checked and agreed to the Cash Book and bank statements for the period 1 March 2019 – 31 March 2019.		
VAT • We noted reimbursements for VAT was submitted to HMRC in April 2019 for the period January – March 2019 in the sum of £3,623.50.		NO FURTHER ACTION REQUIRED
Assets Register • We checked and confirmed that the Assets Register included all information for new purchases and showed the actual cost of the items owned by the Town Council.		NO FURTHER ACTION REQUIRED
Minutes of the Town Council • We checked the Minutes of the Town Council and Committees for decisions and approvals for the period March 2019.		NO FURTHER ACTION REQUIRED
End of Year Procedures • A full check was carried out on the End of Year documentation provided by the Town Clerk to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2017/18 and 2018/19 shown on Section 2 of the Accountability and Governance Annual Return as required by the External Auditor. • The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.		TO BE SUBMITTED TO FULL COUNCIL FOR APPROVAL. TO BE SENT TO EXTERNAL AUDITORS AS PART OF THE YEAR END PROCEDURES FOR 31.03.2019
Financial Implications: There are no financial implications with regard to the implementation of the Internal Audit Action plan for 2019.		
Legal and Policy Implications The Council is required to undertake an annual internal audit to satisfy its external auditors. The internal audit and action plan are submitted to the external auditors as a demonstration of the Council's response to its duties to act within the law.		
Recommendations: <ol style="list-style-type: none">1. To receive the Internal Auditors Report2. To approve the Council's Action Plan in response to the Internal Auditors Report for 2019.3. To note the Internal Auditors Report and approve the implementation of the Action Plan.		

4 June 2019

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

Tel: 01264 335592

Distribution: To all Councillors

APPENDIX F

Annual Internal Audit Report 2018/19

ANDOVER TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.		✓	
K. If the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.		Not applicable	✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

15/10/18 10/12/18 01/04/19

ENTIMALIGHTFMAATOR

Signature of person who carried out the internal audit

T. J. deftt

Date

31/05/19

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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APPENDIX G

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

ANDOVER TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.andovertc.gov.uk

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APPENDIX H

Section 2 – Accounting Statements 2018/19 for

ANDOVER TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	295830	340959	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	268001	273170	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	34593	46352	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	91484	151754	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	166036	191764	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	340959	316973	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	374303	324764	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5176	5176	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<p><i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i></p> <p><i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i></p>

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

31.05.2019

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

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APPENDIX I (1)

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2780	BACS:488 825483	£534.24		01/03/19	Convenient Hire Limited - Toilet hire for Allotments Feb 2019	£534.24
1		£76.32	4500/1/1/1		Inv: 130066 AW	
2		£76.32	4500/1/2/1		Inv: 130067 BL	
3		£76.32	4500/1/3/1		Inv: 130068 CW	
4		£76.32	4500/1/4/1		Inv: 130069 MR	
5		£76.32	4500/1/5/1		Inv: 130070 OWR	
6		£76.32	4500/1/7/1		Inv: 130071 VR	
7		£76.32	4500/1/6/1		Inv: 130072 TD	
2781	DDMAINFe b191	£4.78	4210/7	28/02/19	Mainstream Digital - Phone Fraud Protection Feb19	£4.78
2782	DDMAINFE B192	£25.37	4210/7	28/02/19	Mainstream Digital - Fraud Protection + Call Charges 01.02.2019-28.02.2019	£25.37
2783	BACS:566 232930	£25.15	4210/10	02/03/19	Pitney Bowes - Franking Machine Rental Feb19	£25.15
2784	BACS:371 71764	£149.76	4210/15	30/03/19	BTE Services LTD - Annual Rental of Sanitary ware 30.04.2019-29.04.2020	£149.76
2785	BACS:139 044763	£4,860.90	4210/4	08/03/19	Test Valley Borough Council - Business Rates 68B 01.04.2019-31.03.2020	£4,860.90
2786	BACS:490 729826	£3,376.80	4210/4	08/03/19	Test Valley Borough Council - Business Rates 66C 01.04.2019-31.03.2020	£3,376.80
		£17,976.54			Confidential	
Total		£8,977.00				

Signature _____

Signature _____

Date _____

APPENDIX I (1)

Awaiting Authorisation

Customer details

Customer: Andover Town Council

Select the transactions/instructions you wish to authorise or reject

Email Reminder

List of transactions awaiting authorisation

Type	Payment Details	Amount	Post Date	User
	From: 60-83-01 20334109 Unity Current Account T2			
<input type="checkbox"/>	Pay Bill To: 30-80-12 10524860 TVBCBusRate Ref: 7811167	-3,376.80 GBP ASAP		WRCOULTER Miss Wendy Coulter
	From: 60-83-01 20334109 Unity Current Account T2			
<input type="checkbox"/>	Pay Bill To: 30-80-12 10524860 TVBCBusRate Ref: 7916650	-4,860.90 GBP ASAP		WRCOULTER Miss Wendy Coulter
	From: 60-83-01 20334109 Unity Current Account T2			
<input type="checkbox"/>	Pay Bill To: 40-27-04 61084437 Southwest Hygiene Ref: Inv:206182	-149.76 GBP ASAP		WRCOULTER Miss Wendy Coulter
	From: 60-83-01 20334109 Unity Current Account T2			
<input type="checkbox"/>	Pay Bill To: 20-37-06 20064777 Purchase Power Ref: INV:BG236584	-25.15 GBP ASAP		WRCOULTER Miss Wendy Coulter
	From: 60-83-01 20334109 Unity Current Account T2			
<input type="checkbox"/>	Pay Bill To: 40-45-26 81220799 ConvenientHireltd Ref: Andover Town Counc	-534.24 GBP ASAP		WRCOULTER Miss Wendy Coulter

Please note: Transactions which remain 'Unauthorised' for over 1 month will automatically be cancelled.

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APPENDIX I (2)

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2787	BACS:3558 0502	£180.00	4000/5	21/03/19	AB Computers and Planet PC - Fixing issues with shared and private folders on network	£180.00
2788	BACS:1396 91070	£23.40	4210/15	31/03/19	AquAid South Coast - 3 water bottles for water cooler	£23.40
2789	BACS:8271 0431	£105.00	4500/1/2/4	04/12/18	James Ayres - Remove damaged lock & replace with high security sealy combination lock	£307.00
2790	BACS:8271 0431	£85.00	4500/1/2/4	12/11/18	James Ayres - remove faulty lock & replace welded shackle & new lock	£307.00
2791	BACS:8271 0431	£117.00		07/11/18	James Ayres - Annual code change across all sites & service locks	£307.00
1		£16.71	4500/1/1/4		AW - code change	
2		£16.71	4500/1/2/4		BL - code change	
3		£16.71	4500/1/3/4		CW - code change	
4		£16.71	4500/1/4/4		MR - code change	
5		£16.71	4500/1/5/4		OWR - code change	
6		£16.71	4500/1/6/4		TD - code change	
7		£16.74	4500/1/7/4		VR - code change	
2792	DDBESMAr ch19	£9.68	4210/6	15/03/19	BES Commercial Electricity Ltd - Electricity charges 66C High Street March 2019	£9.68
2793	BACS:3583 65455	£10.44	4210/2	12/03/19	W R Coulter - Reimbursements - tea for office	£10.44
2794	BACS:2493 05912	£292.50	4000/6/1	18/03/19	Custom Studio Ltd - Website construction - navigation updates, upcoming events, community page, important contacts	£292.50
2795	BACS:3664 95425	£1,131.00	4000/1	26/03/19	Edge IT Systems - Advantage Finance, Advantage Allotments, additional user - yearly provision	£1,131.00
2796	BACS:4791 45788	£270.00		29/03/19	Grass and Grounds - Grounds Maintenance	£270.00
1		£48.00	4500/1/2/2		Job no 1279 - BL - Grass cutting	
2		£48.00	4500/1/3/2		Job no 1280 - CW - Grass cutting	
3		£78.00	4500/1/4/2		Job no 1281 - MR - Grass cutting	
4		£48.00	4500/1/5/2		Job no 1282 - OWR - Grass cutting	
5		£48.00	4500/1/7/2		Job no 1282 - VR - Grass cutting	
2797	BACS:3673 03617	£399.60	4500/1/7/2	29/03/19	Grass and Grounds - Vigo Rod Allotments - skip hire - clearance of rubbish	£399.60
2798	BACS:9406 0501	£1,357.84	4210/3	25/02/19	J&A Motor - Office Rental March - June 2019	£1,357.84
2799	DDMainMar 1	£75.59	4210/7	31/03/19	Mainstream Digital - PBX Care Maintenance EX8 19.03.2019-18.06.2019	£75.59
2800	DDMAINMa r2	£44.33	4210/7	31/03/19	Mainstream Digital - Business Level Care 20.03.2019-19.06.2019 Analogue line 1/4 rental	£44.33

Signature

Signature

Date

APPENDIX I (2)

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2801	DDMAINMar3	£204.77	4210/7	31/03/19	Mainstream Digital - 4 Business Level Care Digital 1/4 line rental x2 20.03.2019-19.06.2019	£204.77
2802	DDMAINMar4	£122.39	4210/7	31/03/19	Mainstream Digital - Superfast Broad Band 80-20 Liminted 27.03.2019 - 26.06.2019	£122.39
2803	BACS:5125 39619	£400.00		31/03/19	M B Pest Services - Pest Control x 7 sites March 2019	£400.00
1		£57.14	4500/1/1/8		AW Pest Control March 2019	
2		£57.14	4500/1/2/8		BL Pest Control March 2019	
3		£57.14	4500/1/3/8		CW Pest Control March 2019	
4		£57.14	4500/1/4/8		MR Pest Control March 2019	
5		£57.14	4500/1/5/8		OWR Pest Control March 2019	
6		£57.14	4500/1/6/8		TD Pest Control March 2019	
7		£57.16	4500/1/7/8		VR Pest Control March 2019	
2804	BACS:8170 3218	£282.47	4210/15	29/03/19	Moores Cleaning Services Ltd - Office Cleaning Services March 2019	£282.47
2809	BACS:380	£350.00	4700/3	19/02/19	The Reilly Enterprise Ltd - Mascot Show + stage A-Fest 2019	£350.00
2810	BACS:3532 23377	£25.92	4210/17	26/03/19	Restore Datashred - Removal of Confidential Waste March 2019	£25.92
2811	BACS:9408 52171	£248.40	4210/11	26/03/19	South East Employers - Associate SEE Membership 2019/2020	£248.40
2812	BACS:9925 13058	£1,808.63	4700/2	24/01/19	SSE Lighting - Unmetered Supply, Festive Lighting, Andover Town Centre	£1,808.63
2813	BACS:4070 89364	£2,904.00	4000/3	27/03/19	Surrey Hills Solicitors - Phase 1 of Counsels advide regarding Andover Levy	£2,904.00
2814	BACS:6571 32237	£2,965.20	4210/12	26/03/19	W.P.S Insurance Brokers & Risk Services Ltd - Insurance Cover 01.04.2019 - 31.03.2020	£2,965.20
2815	BACS:5516 14199	£624.20	4210/12	29/03/19	W.P.S Insurance Brokers & Risk Services Ltd - Cyber Insurance 01.04.2019 - 31.03.2020	£624.20
2816	BACS:7911 37699	£27.92	4210/15	11/03/19	Viking Supplies - Hand Towels for rest rooms	£27.92
		£22,340.41			Confidential	
Total		£18,429.15				

Signature

Signature

Date

APPENDIX I (3)

ANDOVER TOWN COUNCIL PAYMENTS UP TO 15 APRIL 2019

Bacs/Cheque No	Invoice Date	Invoice No	Supplier	Budget Head	Goods/Supplies	Cost (£)
566874503	08.04.2019	1	Andover Town Centre Partnership		Pitch at Gardening Fair	£15.00
DDBritGs1April19	10.04.2019	972401071	British Gas		Electricity - Town Council Offices	£20.00
DDBritGs2April19		46050723	British Gas		Electricity - Town Council Offices	£44.65
362	01.04.2019	130467-130473	Convenient Hire		Toilets x 7 allotment sites	£560.98
93963691	03.04.2019	1786	Evolve Websites		menu navigable via keyboard (stat requ)	£90.00
860577935	04.04.2019	1787	Evolve Websites		update for new ward boundaries	£262.80
795999712	05.04.2019	2518	Grass & Grounds		clearence of rubbish plot5 CW allot	£160.00
807768400	05.04.2019	3253	Hampshire Association of Local Councils		HALC fees + NALC Levy	£2,780.00
634701075	01.04.2019	190401	Lightatouch		Oct 2018-Feb 2019 Internal Audit	£458.33
cqu:	04.04.2019	EM04.04.2019	McGuire		Refund for overpayment of allot rent	£6.01
300127046	02.04.2019	BG307174	Pitney Bowes		Postage + franking machine rental Mar19	£132.15
DDSAGEAPRIL2019	01.04.2019	6271475	Sage		Payroll Software hire April 2019	£13.20
193184029	03.04.2019	3801	Test Valley Telecom		domain hosting for andovretc.co.uk	£144.00
533395081	28.04.2019	WM0091	The Wildman - School of Bushcraft		1 day event workshop + materials	£360.00
TOTAL						£5,047.12

APPENDIX I (4)

ANDOVER TOWN COUNCIL PAYMENTS UP TO 25 APRIL 2019

Bacs/Cheque No	Invoice Date	Invoice No	Supplier	Budget Head	Goods/Supplies	Cost (£)
147919767	23.04.2019	1	Andover Town Centre Partnership		Contribution for Food Fair & Gardening Fair	£1,200.00
771480770	15.04.2019	3	ANSIRE		Insurance costs for 66C High Street	£666.38
428137768	16.04.2019	SI51192	Blachere		Hire of Xmas Lights - 4 Years	£6,796.08
146430212	24.04.2019		Mrs K Bird		Reimbursements for A-Fest	£208.84
DDBGApril2019	10.04.2019	972401070	British Gas		Electricity supply Jan-April 2019	£1,604.61
549750640	11.04.2019	2775423/10	Business Stream		Water supply AW Feb-Apr 2019	£37.39
549413773	10.04.2019	2750014/11	Business Stream		Water Supply VR Jan - Apr 2019	£41.64
259813898	11.04.2019	2716230/10	Business Stream		Water Supply CW Jan - Apr 2019	£96.65
354893409	18.03.2019	1785	Evolve Websites		Website updates (inc events + diary)	£292.50
571311821	15.04.2019	2086	Kevin Justice		Turn on water AW	£40.00
571311821	15.04.2019	2087	Kevin Justice		Turn on water BL	£40.00
571311821	15.04.2019	2088	Kevin Justice		Turn on water CW	£40.00
571311821	15.04.2019	2089	Kevin Justice		Turn on water MR	£40.00
571311821	15.04.2019	2090	Kevin Justice		Turn on water OWR	£40.00
571311821	15.04.2019	2091	Kevin Justice		Turn on water VR	£40.00
571311821	15.04.2019	2092	Kevin Justice		Repair of split pipe BL	£40.00
88564173	23.03.2019		Receptionist		Set of drawers for reception desk	£20.00
DDPEACApril2019	16.04.2019	004/20/0048449	PEAC Finance		Rental of photocopier May-July 2019	£767.18
300405	18.04.2019		Andover Town Council		Deposit refund TD 37A	£50.00
694934705	23.04.2019	ATC7	The Artroom		A-Fest services for art activity	£150.00
34954959	09.04.2019	10039300	Test Valley Borough Council		A-Fest Road Closure	£25.00
TOTAL						£12,236.27

APPENDIX I (5)

ANDOVER TOWN COUNCIL PAYMENTS UP TO 1 May 2019

Bacs/Cheque No	Invoice Date	Invoice No	Supplier	Budget Head	Goods/Supplies	Cost (£)
848560735	25.04.2019	703,247,699,183,702,000	Viking Supplies		Stationery inc, paper, envelopes, office sundries	£487.91
779240371	30.04.2019	1225	AEDdonate		2 AED's as per Assets&Communities Cttee	£3,927.99
TOTAL						£4,415.90

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APPENDIX J

ANDOVER TOWN COUNCIL PAYMENTS UP TO 20 MAY 2019

Bacs/Cheque No	Invoice Date	Invoice No	Supplier	Budget Head	Goods/Supplies	Cost (£)	Pre-Date Paid
676034104			AquAid		Water Bottles x 3	£23.40	10.05.2019
9496767			Convenient Hire		Allotment Toilets x 7	£560.98	10.05.2019
410757616		2595	Evolve Websites		Website Hosting May 2019	£35.94	07.05.2019
876752219			MB Pest Services		Pest Control Allotments x 7 sites	£400.00	10.05.2019
247510929			Moores Cleaning		Office Cleaning May 2019	£282.47	20.05.2019
154884126		BG378468	Pitney Bowes		Franking Machine Rental	£25.15	10.05.2019
805438846			Restore Datashtred		Confidential Waste Removal	£25.92	20.05.2019
DDALtoApr19	30.04.2019	3200399	Alto Digital		Photocopying costs 29.01.2019-30.04.2019	£465.53	N/A
DDALtoMay19	24.05.2019	3200402	Alto Digital		Staples for photocopier	£100.85	N/A
	19.05.2019	501-503	Essential Fire Ltd		Service fire alarm system + extinguishers	£182.40	N/A
	23.05.2019	3434	HALC		Training - Knowledge & Core skills	£960.00	N/A
	07.05.2019		Mrs B Long		Chairman/Mayor pictures + frames x 8	£120.00	N/A
DDMAINMay1	30.04.2019	917990	Mainstream Digital		Fraud Protection	£4.78	N/A
DDMAINMay2	30.04.2019	917991	Mainstream Digital		Call charges 01.04.2019 - 30.04.2019	£25.98	N/A
DDSAGEMay	01.05.2019	6514661	Sage		Payroll software hire	£13.20	N/A
	25.03.2019	190811andov	South East Donkeys		Donkey Rides for Shilling Fair	£200.00	N/A
	25.03.2019	190811andov	South East Donkeys		Deposit for donkey rides for Shilling Fair	£50.00	N/A
	21.05.2019	2199	Surrey Hills Solicitors		Further advice from Counsel re Levy	£990.00	N/A
	10.05.2019	10039524	Test Valley BC		Hire of Rendezvous 16.05.2019	£64.00	N/A
TOTAL						£4,530.60	