



# ANDOVER TOWN COUNCIL

Wednesday 22 March 2023

To the Members of Andover Town Council:

You are hereby summoned to attend a meeting of full **COUNCIL** to be held at the **Upper Guildhall, Andover on Wednesday 22 March 2023 at 5.30 pm** when it is proposed to transact the following business: -

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*G Foster*

Gail Foster  
**Town Clerk**  
**16 March 2023**

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

**MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS:** In line with Andover Town Council's "Recording at Meetings" Policy, Members and the public are requested to note that this meeting will be recorded by the Council and may also be subject to the recording by members of the public.

<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>
	To <b>receive</b> apologies for absence.
<b>2.</b>	<b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS</b>
	To <b>receive</b> and <b>note</b> any declarations of interest relevant to the agenda.
<b>3.</b>	<b>MINUTES</b>
	The Town Mayor to sign as a correct record, the minutes of the Andover Town Council meeting held on 8 February 2023 - attached at <b>Appendix A (Page 4)</b>
<b>4.</b>	<b>PUBLIC PARTICIPATION</b>
	There is an opportunity for members of the public to make statements or ask questions on items on the agenda to which an answer may be given in the meeting and recorded in the minutes or, if

	necessary, a written reply will follow, or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.
<b>5.</b>	<b>TOWN MAYORS ANNOUNCEMENTS</b>
	To <b>receive</b> the Town Mayors' Announcements.
<b>6.</b>	<b>EXTERNAL REPORTS</b>
	To <b>receive</b> verbal reports from Test Valley Police, County and Borough Councillors for the Parish of Andover, and other organisations, on matters directly relating to Andover Town. Each speaker will be limited to three minutes. [To include questions from Town Councillors.]
<b>7.</b>	<b>ALLOTMENTS COMMITTEE</b>
	<ol style="list-style-type: none"> <li>1. To <b>receive</b> and <b>approve</b> recommendations from the Committee – attached at <b>Appendix B (Page 12)</b> <ol style="list-style-type: none"> <li>a. To approve the recommendation regarding the <b>Warden's Terms of Reference</b>.</li> <li>b. To approve for adoption the updated <b>Allotment Rules and Regulations</b></li> </ol> </li> <li>2. To <b>review</b> and <b>approve</b> the cost of track repairs for Old Winton Road site – attached at <b>Appendix C (Page 24)</b></li> </ol>
<b>8.</b>	<b>COMMUNITY &amp; EVENTS COMMITTEE</b>
	<ul style="list-style-type: none"> <li>• To <b>receive</b> and <b>approve</b> recommendations from the Community and Events Committee – attached at <b>Appendix D (Page 26)</b> <ol style="list-style-type: none"> <li>a. <b>Andover Mens Shed Association</b> - £369.88 to purchase machinery for their new premises.</li> <li>b. <b>A-Fest Andover CIC</b> - £1000 towards providing subsidised, interactive activity packs at stalls for young people in Andover.</li> <li>c. <b>Andover Trees United</b> - £1000 towards the completion of Phase 3 of their Field Learning Centre 'fit out'.</li> <li>d. <b>Andover Community Engage</b> - £2,350 for their 'Dress to impress' clothing scheme which will help those in need be able to feel smart for work interviews, school and events such as prom.</li> </ol> </li> <li>• To receive and approve recommendations from the Community and Events Committee to mark the occasion of the Coronation of King Charles III – attached at <b>Appendix E (Page 34)</b></li> </ul>
<b>9</b>	<b>POLICY &amp; RESOURCES COMMITTEE</b>
	<ol style="list-style-type: none"> <li>1. To <b>receive</b> and <b>approve</b> recommendations from the Committee. <ol style="list-style-type: none"> <li>a. Risk Management Scheme (with amendments) – To follow under separate cover.</li> <li>b. Financial Risk Assessment – To follow under separate cover.</li> <li>c. Financial Regulations – To follow under separate cover.</li> </ol> </li> <li>2. To <b>consider</b> and <b>approve</b> draft version of: <ol style="list-style-type: none"> <li>a. Privacy Statement – attached at <b>Appendix F (Page 36)</b></li> </ol> </li> </ol>

<b>10</b>	<b>ADVERT FOR NEW COUNCILLORS</b>
	To <b>receive</b> and <b>consider</b> the proposed advert for Councillors for the upcoming elections. To <b>approve</b> the proposed actions - attached at <b>Appendix G (Page 49)</b>
<b>11</b>	<b>ANDOVER TOWN COUNCILLORS REPORTS</b>
	To <b>receive</b> any reports from Town Council Members.
<b>12</b>	<b>QUESTIONS FROM TOWN COUNCILLORS</b>
	To <b>receive</b> written questions from Councillors received 3 clear days prior to the meeting, as per Standing Order 9 (i)
<b>13</b>	<b>CONTRACTUAL AND DELEGATED PAYMENTS</b>
	To <b>receive</b> and <b>note</b> payments already made – attached at <b>Appendix H (Page 54)</b>
<b>14</b>	<b>PAYMENTS FOR APPROVAL</b>
	To <b>approve</b> the payments to be made – No payments require approval for the period 20 <sup>th</sup> January to 15 <sup>th</sup> March.
<b>15</b>	<b>FINANCIAL PAPERS FOR APPROVAL</b>
	<ol style="list-style-type: none"> <li>1. To <b>approve</b> the <b>Virement of £99,099.83</b> from General Reserves to CIL Reserves.</li> <li>2. To <b>receive</b> and <b>approve</b> the following papers – attached at <b>Appendix I (Page 60)</b> <ol style="list-style-type: none"> <li>a) Bank Statements and Bank Reconciliation</li> <li>b) Cashbook</li> <li>c) Budget</li> <li>d) Earmarked Reserves</li> </ol> </li> </ol>
<b>16</b>	<b>SIDs</b>
	To <b>receive</b> and <b>note</b> a report containing data extracted from the SIDs – attached at <b>Appendix J (Page 67)</b>
<b>17</b>	<b>DATE OF NEXT MEETING</b>
	To <b>note</b> the date of the next meeting is <b>Wednesday 17 May 2023</b> to be held at <b>the Upper Guildhall, Andover, at 5.30pm.</b>
<b>18</b>	<b>EXCLUSION OF THE PRESS AND PUBLIC</b>
	To <b>PASS</b> a Resolution in accordance with section 1 of The Public Bodies (Admission to Meetings) Act 1960 to exclude the Members of the Press and Public from the Meeting due to the confidential nature of the item 19 and to comply with GDPR.
	<b>CONFIDENTIAL</b>
<b>19</b>	To <b>approve</b> recommendations from the Allotment Committee.

The Town Mayor will close the meeting.

## APPENDIX A – MINUTES OF PREVIOUS MEETING

# A

### Time and date

5.30pm on Wednesday 8 February 2023

### Place

Upper Guildhall, High Street, Andover

Cllr D Coole - Town Mayor (P)		
Cllr R Meyer - Deputy Town Mayor (A)		
Cllr N Asamoah (A)	Cllr J Coole (P)	Cllr C Ecclestone (A)
Cllr L Gregori (P)	Cllr K Hughes (A)	Cllr R Hughes (P)
Cllr N Long (P)	Cllr M Mumford (P)	Cllr E Reynolds (P)
Cllr R Rowles (P)	Cllr J Sangster (P)	Cllr D Treadwell (A)
Cllr S Waue (P)		

### Officers Present:

Gail Foster (Town Clerk)

Tor Warburton (Deputy Clerk) (Taking the Minutes)

**Members of the Public:** Unknown

**Members of the Press:** Unknown

**Due to the Covid-19 Pandemic and Government legislation regarding Social Distancing, this meeting was held in the Guildhall following Coronavirus preventative measures. The Town Council made arrangements to stream the meeting virtually to allow as much public access as possible.**

<b>C131/02/23</b>	<b>APOLOGIES FOR ABSENCE</b>
	Apologies for absence were received and accepted from Councillors C Ecclestone, K Hughes and R Meyer.
<b>C132/02/23</b>	<b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS</b>
	Declarations were received by Councillor E Reynolds who is on the Allotment Committee, an allotment holder and a member of the Allotment Association.
<b>C133/02/23</b>	<b>PUBLIC PARTICIPATION</b>

	<p><b><i>The notes below are a precis of statements/questions. They are not recorded word for word.</i></b></p> <p><b>Member of Public 1:</b> Why did you move the Council meetings to 5.30pm?</p> <p><b>Town Mayor's Response:</b> The Council voted some months ago to move the start time.</p> <p><b>Member of Public 1:</b> Everybody felt you were trying to avoid scrutiny from the public.</p>
<b>C134/02/23</b>	<b>MINUTES</b>
	<p>It was proposed by Councillor E Reynolds and seconded by Councillor M Mumford that the Minutes, of the Town Council meeting held on 23 November 2022, be signed by the Chairman as a correct record.</p> <p>A vote was taken: FOR – 8, AGAINST – 0, ABSTENTIONS – 2</p> <p><b>RESOLVED: That the Minutes, of the Town Council meeting held on 23 November 2022, be signed by the Chairman as a correct record.</b></p>
<b>C135/02/23</b>	<b>EXTERNAL REPORTS</b>
	<p>County Councillor D Drew's update report for February 2023 was emailed to all Andover Town Councillors on 8 February 2023. Highlights of the report were:</p> <ul style="list-style-type: none"> <li>• Hampshire County Council (HCC) sets out £2.6 billion spending plans for local services amid difficult economic times in 2023/2024.</li> <li>• HCC is reminding residents about its 'Chat About Scheme', that aims to help people to connect with others to alleviate loneliness and improve wellbeing.</li> <li>• With effect from 1 February 2023, the 1921 census becomes available in all HCC libraries and the record Office in Winchester. HCC has arranged for free access for residents to delve into history.</li> <li>• HCC's leader, Councillor Rob Humby has awarded £67,800.00 in one-off grants to five organisations across East Hampshire, Winchester, Test Valley and Fleet. This will support local organisations to help provide life-enriching opportunities to residents, through learning, creative expression or by being physically active.</li> <li>• HCC have begun investigations into how the recommendations from the Task and Finish Group and the introduction of 20mph zones in Hampshire, can be delivered. It is hoped that proposals for a new policy can be brought to the cabinet in June/July 2023.</li> </ul>
<b>C136/02/23</b>	<b>CO-OPTION OF NEW MEMBER FOR HARROWAY WARD</b>
	<p>Members noted there was one nomination for a Mr Mark Farron, for Co-option as a new Member for the Harroway Ward.</p> <p>Mr Farron gave the following speech on his reasons for his application. <b><i>The notes below are a precis of statements/questions. They are not recorded word for word.</i></b></p> <p>"I wish to be co-opted to this Parish Council. To be on a Parish Council is not to be a politician, nor is it to pursue personal goals. It is simply to represent people of our wards and to speak out for the people who have no voice in this arena. It goes without saying that Councillors need to collaborate, communicate and be inclusive with each</p>

other and equally importantly, with the hard-working staff. If I'm scrutinising the Borough, each other and ourselves, it's to identify equality and work towards addressing this where we can and pushing it higher when we cannot. Essentially

though, it is to listen. Nobody can doubt that I've got scrutiny locked down. I also regularly voice the thoughts of the people who I listen to and there are many of them. I'm not an expert. I have opinions and would always refer to a specialist. My way is not the way. Just simply an option. Grants policy, allotments, public engagements with meetings, recording the events put on by the BID. These are all things this Council should be doing much better at. Doing so without much needed credibility. Although time is short, these are areas where I could add value. When debating Co-option last November, it was said that this could provide an opportunity for somebody new, who might be considering standing in May. To gain an insight and experience in what being a Councillor involves. I meet the requirements mentioned during the proposal. I am most certainly new and have never been a Councillor before. I am indeed considering standing in May and would of course benefit from the experience of being on the inside, rather than simply standing outside and looking through the window. My attendance record isn't bad either. Despite this being my pitch, this isn't about me. It is more about the people of the Harroway Ward. A ward where I have many friends, family members and of course, critics. It is about what is best for them. Residents I have spoken to on the Harroway Ward, speak of a lack of community centres, the low quality of the roads, the not feeling safe on the streets and sadly all too often that the various Councils are doing nothing to address these issues. I see poor cooperation between Town and Borough Councillors, indeed the many Borough Councillors I have spoken with, make the same observation. Many see me as somebody they can achieve things with, which in turn make lives of residents better and raise the profile of this body. I could well be the only candidate who meets the mentioned requirements, given my objective is to work on behalf of the residents and to represent them. I would respectfully request that you put party politics and personal agenda aside and vote for me to join the Andover Town Council. Thank you."

The Town Mayor thanked Mr Farron and welcomed any questions from Members of the Council.

**Councillor R Hughes:**

I noticed on your webpage; your email address is Councillor Mark Farron. You are not a Councillor, why do you use it?

**Mr Farron's response:**

Personal choice.

It was proposed by Councillor S Waue and seconded by Councillor R Rowles that Mr Mark Farron be co-opted in as a Member of the Andover Town Council, for the Harroway Ward.

Members went to a debate.

A recorded vote was requested by Councillor L Gregori.

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole			X
J Coole		X	
L Gregori		X	
R Hughes		X	
N Long		X	

	M Mumford	X		
	E Reynolds			X
	R Rowles	X		
	J Sangster			X
	S Waue	X		
	<b>TOTAL</b>	<b>3</b>	<b>4</b>	<b>3</b>
	<p>Mr Farron was not co-opted in.</p> <p>The Town Mayor thanked Mr Farron for attending and hoped he would apply again in the May elections.</p>			
<b>C137/02/23</b>	<b>TOWN MAYOR'S ANNOUNCEMENTS</b>			
	<p>The Town Mayor formally welcomed the new Town Clerk, Gail Foster.</p> <p>The Town Mayor also thanked all the Committees for their contributions toward the Budget. He also thanked Councillor R Hughes as the Chairman of Policy and Resources, for his hard work on the Budget and the audit comments on the Internal Auditors report.</p>			
<b>C138/02/23</b>	<b>ANDOVER TOWN COUNCILLORS REPORTS</b>			
	<p><i>The notes below are a precis of statements/questions. They are not recorded word for word.</i></p> <p><b>Councillor N Long:</b></p> <p>On Monday I was invited to go to Harmony Woods by Andover Trees United. They were given a tree by a local landscaper, Kieron Beattie. This tree had been used previously at the Chelsea Flower Show and they decided to plant this large popular at the entrance to Harmony Wood, in memory of Barbara.</p> <p><b>Councillor J Sangster:</b></p> <p>I have been in contact with representatives of Taylor Wimpey to first tackle an issue of a broken fence on the Augusta Park development and that we have further meetings to go over further issues raised by the residents, that we as a group, were going to investigate further and hopefully resolve some of these ongoing problems.</p> <p><b>Councillor S Waue:</b></p> <p>Since Christmas, I have been liaising with Hampshire Police and Councillor I Anderson over the feasibility of installing a knife amnesty bin. Somewhere in or near the town centre. Whilst the cost of the bin itself is minimal, it would necessitate the allocation of police resources to ensure it was emptied regularly. It was decided that this would not be a worth while adventure, as the number of knives received from Test Valley as a Borough operation sector last year, was just thirty.</p> <p>There is currently an issue with delivery drivers parking in the disabled spaces outside New Street McDonalds and blocking the zebra crossing and exit road from the petrol station, causing safety issues in the area. Myself, Councillor Anderson and Test Valley Borough Council (TVBC) Planning Officers are engaging with the landowner to try and find a solution before an accident happens. Especially with the increased traffic that the new Costa will bring when it opens.</p> <p>I have also submitted a revised layout for Enham Arch roundabout to Councillor Kirsty North, in an effort to improve traffic flow and reduce the number of near misses that are a near daily occurrence. She has passed this onto the Highways team and will provide feedback.</p>			

	I have also been in contact with Councillor Nick Adams King regarding grit reserves, which are plentiful for Hampshire, thanks to them tripling their capacity in the past ten years. Also, the resurfacing of footpaths in Shepherds Spring Lane and along the back of Wicks and onto Anton Lakes. It's in dire need with tree roots causing issues for wheelchairs and mobility users. I've also asked if it could be widened in places to better accommodate cyclists and pedestrians. I'm awaiting confirmation of the date for the resurfacing work but the widening work is not currently budgeted for. This could perhaps be debated later to use our rather substantial CIL monies for.																																																				
C139/02/23	<b>QUESTIONS FROM TOWN COUNCILLORS</b>																																																				
	<b>Councillor E Reynolds:</b> What do we do with the data collected from the Speed Indicator Signs?  <b>Town Clerk's Response:</b> The data will be going out to social media platforms and the Andover Advertiser, in order to publicise the information every three weeks, when the data is taken from the SIDs.																																																				
C140/02/23	<b>BUDGET CONSIDERATIONS</b>																																																				
	<p>Members received reports and voted on considerations for inclusion in the Budget 2023/2024 for items which included: Payroll Budget, Allotment Toilets and Election Costs.</p> <p><b>Payroll Budget:</b> It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that the payroll budget at £215,000.00 for the 2023/2024 budget, be approved. Members debated the recommendations. A vote was taken: FOR – 9, AGAINST – 1, ABSTENTIONS – 0 <b>RESOLVED: That the payroll budget at £215,000.00 for the 2023/2024 budget, be approved.</b></p> <p><b>Allotment Toilets:</b> It was proposed by Councillor N Long and seconded by Councillor R Hughes that the provision of toilets on all Allotment sites, be removed. Councillor R Rowles requested a recorded vote.</p> <table><tr><th>COUNCILLOR</th><th>FOR</th><th>AGAINST</th><th>ABSTENTION</th></tr><tr><td>D Coole</td><td>X</td><td></td><td></td></tr><tr><td>J Coole</td><td>X</td><td></td><td></td></tr><tr><td>L Gregori</td><td>X</td><td></td><td></td></tr><tr><td>R Hughes</td><td>X</td><td></td><td></td></tr><tr><td>N Long</td><td>X</td><td></td><td></td></tr><tr><td>M Mumford</td><td></td><td></td><td>X</td></tr><tr><td>E Reynolds</td><td>X</td><td></td><td></td></tr><tr><td>R Rowles</td><td></td><td>X</td><td></td></tr><tr><td>J Sangster</td><td>X</td><td></td><td></td></tr><tr><td>D Treadwell</td><td></td><td></td><td></td></tr><tr><td>S Waue</td><td>X</td><td></td><td></td></tr><tr><td><b>TOTAL</b></td><td><b>8</b></td><td><b>1</b></td><td><b>1</b></td></tr></table>	COUNCILLOR	FOR	AGAINST	ABSTENTION	D Coole	X			J Coole	X			L Gregori	X			R Hughes	X			N Long	X			M Mumford			X	E Reynolds	X			R Rowles		X		J Sangster	X			D Treadwell				S Waue	X			<b>TOTAL</b>	<b>8</b>	<b>1</b>	<b>1</b>
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	<p><b>RESOLVED: That the provision of toilets on all Allotment sites, be removed.</b></p> <p><b>Election Costs:</b>  It was proposed by Councillor R Hughes and seconded by Councillor M Mumford that £20,000.00 is allocated in Earmarked Reserves for 2023/2024 towards the next election costs in 2027.  A vote was taken:  FOR – 9, AGAINST – 0, ABSTENTIONS – 1  <b>RESOLVED: That £20,000.00 is allocated in Earmarked Reserves for 2023/2024 towards the next election costs in 2027.</b></p>
<b>C141/02/23</b>	<b>BUDGET 2023/2024</b>
	<p>Members considered the Budget for 2023/2024.  Councillor R Hughes gave his thanks to the new Town Clerk for her extraordinary effort with the Budget.  Members went into debate.  It was proposed by Councillor R Hughes and seconded by Councillor S Waue that the Budget for 2023/2024 of £406,989.15 (Four hundred and six thousand, nine hundred and eighty nine pounds and fifteen pence) be approved.  A vote was taken:  FOR – 9, AGAINST – 1, ABSTENTIONS – 0  <b>RESOLVED: That the Budget 2023/2024 of £406,989.15 (Four hundred and six thousand, nine hundred and eighty nine pounds and fifteen pence) be approved.</b></p>
<b>C142/02/23</b>	<b>PRECEPT 2023/2024</b>
	<p>Members considered the Precept level for 2023/2024 and noted the Policy and Resources Committee’s recommendation of no increase to the precept and that it remained at £361,801.70 for 2023/2024.  Members went into debate.  It was proposed by Councillor R Rowles and seconded by Councillor L Gregori that the Policy and Resources recommendation of no increase to the precept be accepted. That the Precept level for 2023/2024 at £361,801.70 (three hundred and sixty one thousand, eight hundred and one pounds and seventy pence) be accepted and approved.  A vote was taken which was unanimous.  <b>RESOLVED: That the Policy and Resources recommendation of no increase to the precept be accepted. That the Precept level for 2023/2024 at £361,801.70 (three hundred and sixty one thousand, eight hundred and one pounds and seventy pence) be accepted and approved.</b></p>
<b>C143/02/23</b>	<b>INTERNAL AUDIT REPORT AND RESPONSE</b>
	Members received the Internal Auditors report and noted the Town Clerk’s response.
<b>C144/02/23</b>	<b>OPERATIONAL RESERVES</b>
	<p>Members discussed the lowering of the Operational Reserves/General Fund to three months expenditure in line with JPAG guidelines and auditor’s recommendation.  It was proposed by Councillor R Hughes and seconded by Councillor N Long that the Operational Reserves/General Funds be reduced to three months.  A vote was taken:  FOR – 9, AGAINST – 0, ABSTENTIONS – 1</p>

	<b>RESOLVED: That the Operational Reserves/General Funds be reduced to three months.</b>
<b>C145/02/23</b>	<b>FINANCE</b>
	<p>Members considered appointing a Councillor to review, approve and sign the bank statements, in line with Financial Regulations and JPAG guidelines.</p> <p>It was proposed by Councillor D Coole and seconded by Councillor R Hughes that the Chairman of the Policy and Resources Committee, be the appointed Councillor to review, approve and sign the bank statements, in line with Financial Regulations and JPAG guidelines.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the Chairman of the Policy and Resources Committee, be the appointed Councillor to review, approve and sign the bank statements, in line with Financial Regulations and JPAG guidelines.</b></p> <p>It was proposed by Councillor R Rowles and seconded by Councillor M Mumford that the List of Payments up to 19 January 2023 be approved and that the Financial Reports be noted.</p> <p>A vote was taken: FOR – 9, AGAINST – 0, ABSTENTIONS – 1</p> <p><b>RESOLVED: That the List of Payments up to 19 January 2023 be approved and that the Financial Reports be noted.</b></p>
<b>C146/02/23</b>	<b>CHRISTMAS LIGHTS 2023 - 2027</b>
	<p>Members noted the report and considered a recommendation from the Christmas Lights Working Group for the extension of the Christmas Lights provision 2023–2027. Councillor R Rowles gave his thanks to the Officers and Working Group for their hard work with the Christmas Lights.</p> <p>It was proposed by Councillor D Coole and seconded by Councillor R Rowles that all the recommendations as stated in the agenda, be accepted.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That:</b></p> <ul style="list-style-type: none"> <li>• <b>The proposed extension be approved.</b></li> <li>• <b>The cost of the installation of the commando sockets to be taken from the CiL funds be approved.</b></li> <li>• <b>That the proposed timeline was the best case scenario and left no time allowance for overrun or problems that may occur, be noted.</b></li> <li>• <b>The Officers' recommendation that the 1 year extension is accepted, to ensure that Andover Town Council are able to provide Christmas Lights provision for 2023.</b></li> <li>• <b>Officers be delegated to explore the possibility of additional lights with current provider, IF commando sockets and structural survey is completed, in time to apply for licenses.</b></li> <li>• <b>It be noted that the delivery of any extension to the scheme is subject to the vagaries of external suppliers for example, SSE. Therefore, it is recommended that ATC accept the extension to allow for delivery of the same or better Christmas Light provision in 2023.</b></li> <li>• <b>The increase cost when proposing the Budget 2023/2024 to Full Council, be accommodated.</b></li> </ul>

<b>C147/02/23</b>	<b>SIDS</b>
	<p>Members received and noted a report which contained data extracted from the Speed Indicator Signs (SIDs).</p> <p>It was strongly felt that more SIDs were required and the involvement of the Police needs to happen. The Town Clerk gave the Members the following update:</p> <p>"We are already working with HCC to approve more sites for SIDs. We have their support in looking at AutoSpeed Watch, which is a device that takes photographs, logs the car, colour and number plate. It provides data to a hub, which could be managed by the staff. A trial is already going on Eversleigh in Hampshire, with police support and HCC support. I'm trying to pull Andover into that trial. I'm going to be talking to their Councillors tomorrow."</p> <p>The Town Clerk advised that Members must give the Officers time to bring a proposal to a Council meeting as soon as possible.</p>
<b>C149/02/23</b>	<b>DATE OF NEXT MEETING</b>
	<p>Members noted the date of the next meeting: <b>Wednesday 22 March 2023</b>, at the <b>Upper Guildhall, Andover</b>, starting at <b>5.30pm</b>.</p>
<p>The Town Mayor closed the meeting at 6.45pm.</p>	
<p>Town Mayor</p> <p>Date</p>	

# APPENDIX B – RECOMMENDATIONS FROM THE ALLOTMENTS COMMITTEE

# B

**Produced for:**

Full Council

**Date of Report:**16<sup>th</sup> March 2023**Author of Report:**

Gail Foster – Town Clerk

**Background:** The Allotments Committee have reviewed both The Allotments Rules and Regulations and The Wardens' Terms of Reference.



## ANDOVER TOWN COUNCIL

### Terms of Reference for Allotment Wardens

**Wardens are appointed as representatives of the Council and are required to:**

1. Report to and liaise with Officers of the Council to help with the smooth running and supervision of the Allotment sites.
2. Comply with the Council's Code of Conduct at all times when representing the Council.
3. To keep all tenants' personal data securely and confidentially in accordance with GDPR training provided.
4. Permit the Council to publish their mobile phone number & email address as per the Privacy Statement.
5. Meet & Greet – Show all new and/or prospective tenants around the site and help with understanding the Tenancy Agreement and Rules and Regulations.
6. Perform cultivation / condition inspections using the latest forms and methods, and with or without an officer present:
  - a. On the plots on the site at the end of April, June, August and December
  - b. On individual plots at the beginning or cessation of a tenancy.
  - c. On individual plots at other times at the request of Officers.
7. Assist tenants with any problems, and only if an answer is not known, refer them to the Town Council.
8. To report any maintenance problems within 24 hours of being made aware of the problem.
9. To attend Allotment Committee meetings as required by the Council.
10. To keep noticeboards tidy and up to date with current information supplied by Officers.
11. To collect details and photos of events/produce that could be included in the newsletter. (After obtaining permission from plot holders)
12. To assist with any Annual Gardening or Allotment related event run by the Council, and to encourage plot holders to take part.

As acknowledgement of the time and effort required to fulfil this role, Wardens are paid an honorarium of £60 per annum, and are allowed one Allotment plot free of rent, which they are expected to maintain in a well cultivated condition as per the Rules & Regulations.

Any Warden which is unable to comply with the above requirements will be asked to step down as Warden, and will be required to pay for their allotment plot.

**Officers of the Council:****Town Clerk: Gail Foster**[townclerk@andovertc.co.uk](mailto:townclerk@andovertc.co.uk)**Deputy Town Clerk: Tor Warburton**[deputytownclerk@andovertc.co.uk](mailto:deputytownclerk@andovertc.co.uk)**Allotment Officer1: Fern Long**[Allotmentofficer1@andovertc.co.uk](mailto:Allotmentofficer1@andovertc.co.uk)**Allotment Officer2: Jo Whiteman**[Allotmentofficer2@andovertc.co.uk](mailto:Allotmentofficer2@andovertc.co.uk)

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## Rules and Regulations for Allotment Tenants – 2023

These Rules and Regulations replace any existing Rules and Regulations, and the Council reserves the right from time to time to revise or update these Rules and Regulations and to send to Tenants a copy of the revised or updated Rules which will then replace these Rules and Regulations.

### 1. Introduction

You will only be eligible for an Allotment if you are living in the Andover Parish as set out in Allotment Act 1908 (section 23 (1))

These rules are made pursuant to The Small Holdings and Allotment Act 1908 and the Allotment Acts of 1922 to 1950 and apply to all rented allotment gardens owned by Andover Town Council

### 2. Definitions

- 2.1. **Allotment Officer** – The nominated member of staff from the Council responsible for the management of the Allotment Sites on behalf of the Council.
- 2.2. **Allotment Plot** – the area named on the Tenancy Agreement.
- 2.3. **Annual Rent** – the annual rent payable by the Tenant to the Council for the cost of the Allotment Site to be paid on the 1 October.
- 2.4. **Association Representative** – Volunteers who form an allotment association. They act in the interests of and on behalf of tenants for all matters relating to a particular allotment site, its upkeep and development and liaise with the Council.
- 2.5. **Buildings** – that are considered acceptable are sheds, greenhouse, polytunnels.
- 2.6. **Council** – Andover Town Council.
- 2.7. **Cultivated** – the Allotment Plot is planted with crops, seeded or fully prepared for planting or for seeds to be sown.
- 2.8. **Livestock** - bees, chickens & rabbits.
- 2.9. **Rules** – Rules and Regulations.
- 2.10. **Tenancy Agreement** – A legally binding written document which records the terms and conditions of letting a particular Allotment Plot to an individual Tenant.
- 2.11. **Tenant** – a person who holds an agreement for the tenancy of the Allotment Plot.
- 2.12. **Specialist Service** – Qualified Trades people.
- 2.13. **Uncultivated** – either fully or partially overgrown or unused, weed or grass is prevalent, insufficient or no crop planting is present and no effort has been made to keep the Allotment Plot clear and tidy.
- 2.14. **Vermin** – rats and swarming wasps.
- 2.15. **Warden** – a Tenant who represents Tenants and assists the Council in the management on a specific Allotment Site.

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## Rules and Regulations for Allotment Tenants – 2023

### 3. Rules and Regulations for Allotment Tenants

By signing the Tenancy Agreement, the Tenant of the Allotment Plot agrees to observe all the Rules below. To observe and fully comply with all enactments statutory instrument local parochial or other byelaws orders or regulations affecting the plot.

Failure to abide by the Rules will result in termination of the Tenancy Agreement.

#### 3.1. Annual Rent and Tenancy Agreement

- 3.1.1. To pay the Annual Rent for an Allotment Plot in full in one annual payment, within 28 days of receipt of an invoice from the Council in accordance with the Tenancy Agreement.
- 3.1.2. Refunds of Annual Rent will not be offered under any circumstances.
- 3.1.3. The Council reserves the right to amend the amount of rent payable.
- 3.1.4. Notice of any change to the rent or Tenancy Agreement will be given before the 6th April or after 29th September.
- 3.1.5. Occupancy of the Allotment Plot will only be permitted once payment has been received and Tenancy Agreement signed.

#### 3.2. Alienation

- 3.2.1. Not to sub-let, assign or part with the possession of the Allotment Plot or any part of it without the prior written consent of the Council. For the purposes of clarification, a transfer of the tenancy falls within this paragraph and is prohibited.
- 3.2.2. The Council may provide prior written approval for a Tenant to have a co-worker under conditions set by the Council, however this cannot be paid work.
- 3.2.3. Joint Tenancy may be permitted at the discretion of the Town Council.

#### 3.3. Barbed Wire

- 3.3.1. Barbed wire or similar must not be brought on the Allotment Plot or Allotment Site.

#### 3.4. Beekeeping

- 3.4.1. The Council has a Bee-Keeping Policy that Tenants must comply with.
- 3.4.2. No bees are to be kept on the Allotment Site unless prior written approval is given by the Council.

#### 3.5. Bonfires/Incinerators

- 3.5.1. Bonfires are allowed for the burning of materials from the Allotment Plot only, ie diseased plants and dried out organic material that will burn without smoke or hazardous residue.
- 3.5.2. Bonfires should be after 7pm during the Summer months and 4pm in the Winter months.
- 3.5.3. Bonfires must be in a purpose-built incinerator and supervised at all times.
- 3.5.4. No household rubbish, rubber, plastic (including bottles and bags), foam, tyres or oils should be burnt.

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## Rules and Regulations for Allotment Tenants – 2023

- 3.5.5. Incinerators must not be positioned within 2 metres of any fencing, hedging, sheds, other buildings or pathways when in use.
- 3.5.6. Any tenant found to have caused damage from a bonfire shall be liable for the full costs of repair or replacement.
- 3.5.7. The Tenant must not allow a bonfire to cause a nuisance to neighbouring residents or other Tenants.
- 3.5.8. Tenants who light a bonfire within 50 feet (15.24m) of the center of a highway may be guilty of an offence under the Highways Act 1980
- 3.5.9. Tenants whose bonfire causes a smoke nuisance may result in action under the Environment Protection Act 1990.

### 3.6. Buildings

- 3.6.1. The Tenant shall not without written consent of the Council erect any building on the Allotment and consent shall not be unreasonably withheld for the erection of a shed, greenhouse or polytunnel.
- 3.6.2. Sheds and greenhouses should not have a floor area exceeding 4.5sq m. (8ft x 6ft).
- 3.6.3. The floor area of a Polytunnel should be the lessor of 32sq m, or one quarter of the area of a rented plot. (6m x 5m approx).
- 3.6.4. No concrete bases are permitted under any circumstances.
- 3.6.5. Buildings must be erected on the Allotment Plot and should be at least 30 cm from any path or track.
- 3.6.6. Any Buildings must be well constructed and kept in a good state of repair to the satisfaction of the Council. They should not be constructed using hazardous material (e.g. asbestos).
- 3.6.7. Any buildings put up on the Allotment Plot must be removed by the Tenancy termination date.
- 3.6.8. If the Council is not satisfied with the condition of the structure, the Tenant shall either alter or repair it to the satisfaction of the Council or remove it within 1 month of instruction by the Council to do so. If the structure is not removed, the Council may remove it, and the Tenant will be charged for the removal.
- 3.6.9. Tenants should erect polytunnels in accordance with the manufacturer's instructions and ensure that the structure, and that of other buildings, is adequately secured to minimize the potential damage from adverse weather conditions.
- 3.6.10. Chicken coops should not exceed a floor area of 1sqm and the chicken run must not exceed a floor area of 10sqm.
- 3.6.11. Andover Town Council has a Chicken Keeping Policy that Tenants must comply with.



## Rules and Regulations for Allotment Tenants – 2023

### 3.7. Change of address or other details.

- 3.7.1. The Tenant must inform the Council immediately of any change of address/contact telephone number.
- 3.7.2. The Tenant should advise the Council of their email address.

### 3.8. Chemicals

- 3.8.1. Only commercially available chemicals may be used and they must be stored and disposed of in accordance with the manufacturer's instructions.
- 3.8.2. The Tenant shall not take onto the Allotment Site any illegal chemicals, for example creosote, or any poisons or chemicals that may be a danger to animals or birds or which may contaminate underground water or streams or rivers in the vicinity.
- 3.8.3. The Tenant shall where possible avoid the use of chemicals for the control of weeds, insects and slugs. Any use of chemicals must be strictly in accordance with the manufacturer's instructions.
- 3.8.4. Utmost care must be taken to ensure such chemicals do not drift outside the Tenant's plot.

### 3.9. Children

- 3.9.1. Children on site should not cause a nuisance or annoyance to other Tenants, adjoining landowners or to the occupiers of neighbouring houses.
- 3.9.2. Children must be supervised at all times, and ball games are not allowed at any time.
- 3.9.3. Children must not be left unattended at any time on the Allotment Site.

### 3.10. Cultivation

- 3.10.1. A new Tenant will cultivate the allotment plot, to an agreed acceptable standard, 25% within the first 3 months, 50% within 6 months and 100% within the first year of tenancy.
- 3.10.2. The Tenant shall keep the Allotment Plot in a clean and tidy condition, cultivated and fertile.
- 3.10.3. If an Allotment Plot appears to be uncultivated, the Council reserves the right to cut down all weed growth and charge the Tenant for the cost of such work.
- 3.10.4. A minimum of 70% of the plot should be cultivated and any sheds and paths should be included within the remaining 30%.

### 3.11. Disputes

- 3.11.1. In the case of a dispute between Tenants on the Allotment Site, adjoining landowners or the occupants of any nearby houses, the matter will be referred to the Council for further enquiry and resolution. The Council's resolution shall be final.

### 3.12. Dogs

- 3.12.1. Dogs are not permitted on the Allotment Site except for an assistance dog that must be kept under control at all times.





## Rules and Regulations for Allotment Tenants – 2023

### 3.13. Duty of Care

- 3.13.1. The Tenant has a duty of care to others, including visitors and trespassers even when not on site to ensure their plot is always kept in a safe condition.
- 3.13.2. The Tenant shall take care when using strimmers, rotovators, grass cutting machines and the Council cannot be held responsible for any injury caused as a result of use of the equipment.
- 3.13.3. Tenants shall ensure all tools are stored safely.
- 3.13.4. The Council accepts no responsibility for loss or damage to such items nor any resulting injury however caused.
- 3.13.5. Tenants must not leave any hole uncovered or unprotected whether as a pond or during any cultivation or construction so as to constitute a hazard.
- 3.13.6. The Tenant shall remain responsible and liable for any acts or omissions by the Tenant or any person under the control of the Tenant leading to a personal injury claim.
- 3.13.7. Andover Town Council expects the Tenant to take out insurance to cover any loss or damage to personal property, and, any third-party claim against the Tenant that occurs as a result of any action taken or not taken by the Tenant.

### 3.14. Hedges, fences, paths and gates

- 3.14.1. The Tenant must keep all pathways bordering the Allotment Plot properly cut, trimmed and maintained up to the nearest half width between adjoining plots and they must be kept free of trip hazards.
- 3.14.2. Allotment Plot paths must remain at the minimum of 60cms.
- 3.14.3. If the Allotment Plot extends into an area that but for the extension would have been a shared path, the Tenant shall re-create the path if required by the Council.
- 3.14.4. Main tracks to be minimum of 3 metres.
- 3.14.5. Boundary lines between boundary fence and plot to be 1 metre and tenants must not allow weeds, stinging nettles and climbers to encroach that area which must be kept clear at all times.
- 3.14.6. Tenants must not cut or prune any trees or bushes around the outside of the boundary fence to the site without the prior written consent of the Council.
- 3.14.7. Tenants must not put up any fence, gate or hedge within the site unless authorised by the Council.

### 3.15. Fruit Cages/Raised Beds

- 3.15.1. Fruit cages that are located on the Allotment Plot must not exceed 7'6" (2.3m) in height and shall be proportionate, well-constructed and maintained, and shall be located to minimize any shading on adjoining Allotment Plots. No concrete footings are permitted.
- 3.15.2. All fruit cages, timber plot edging and raised beds must be removed by the tenant on the termination of Tenancy Agreement.

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## Rules and Regulations for Allotment Tenants – 2023

### 3.16. Livestock

- 3.16.1. Animals must not be kept on the Allotment Plot unless prior written approval is given from the Council.
- 3.16.2. A 24-hour contact number must be provided to the Council and displayed on the housing for use in the event of an escape, or an animal in distress.
- 3.16.3. Should vermin be attributed to a Tenant's livestock the Tenant will be responsible for any pest control costs incurred by the Council.

### 3.17. Notices

- 3.17.1. Notices must be given in writing by either party.
- 3.17.2. Notices to be served on the Council, may be in hard copy, or sent via email, addressed to the Town Clerk and delivered/sent to the Council's registered address as specified in this document.
- 3.17.3. All notices received by the Council will be acknowledged by email or letter.
- 3.17.4. Notices to be served on the Tenant, may be in hard copy, delivered either by hand or mail, to the Tenants last known home address, or where the Tenant has provided the Council with an email address for correspondence, by email.
- 3.17.5. Notices will be deemed to have been served on the Tenant, on either,
  - 3.17.5.1. the date of hand delivery,
  - 3.17.5.2. the date of first-class postage + 3 days, or
  - 3.17.5.3. the date of sending the email + 1 day, or the next working day.
- 3.17.6. If no acknowledgement is received within 14 days, the Council will send another copy of the Notice by registered or recorded delivery mail.

### 3.18. Nuisance

- 3.18.1. Abusive, aggressive, threatening or confrontational behaviour towards the Council's representatives, adjoining owners or occupiers of the Allotment Plots will not be tolerated. Any instances of such behaviour may be a breach of criminal law and may be reported by the aggrieved to the police for further action.
- 3.18.2. Tenants must not cause any nuisance or annoyance to the occupier of any other Allotment Plot, adjoining landowners or the occupiers of nearby houses.
- 3.18.3. Tenants must not enter, take or remove any plants, crops or materials from other Allotment Plots without the Tenant's permission or if a vacant plot without the consent of the Warden.
- 3.18.4. Tenants must not obstruct or reduce the width of any path between the Allotment Plots, or block or obstruct the main track on the Allotment Site.



## Rules and Regulations for Allotment Tenants – 2023

### 3.19. Plot Marker

- 3.19.1. Tenants must ensure their plot is numbered and must keep the plot number clean, readable and displayed in a prominent position at all times. If there is uncertainty as to the plot number, see the Tenancy Agreement.

### 3.20. Ponds/water storage

- 3.20.1. The surface area of any pond must not exceed 0.14 square metres (12" x 18" approximately).
- 3.20.2. The pond must be protected by a metal grid of sufficient strength to support the weight of a child.
- 3.20.3. The Council must be notified of the location of any ponds.
- 3.20.4. The Tenant should ensure that all ponds are clearly visible.
- 3.20.5. Risk assessments may be carried out by the Council.
- 3.20.6. Ponds must only be filled by rain water.
- 3.20.7. The Tenant shall practice sensible water conservation, collect water from sheds and other buildings and consider mulching as a water conservation practice.
- 3.20.8. All water storage receptacles must be covered.

### 3.21. Power to inspect

- 3.21.1. The Council, its appointed Officers or Warden is entitled to enter any Allotment Plot for inspection of the state of cultivation and general condition of the plot.
- 3.21.2. If during a plot inspection a plot is considered to be in an unacceptable condition, the Council shall write (first letter) to the Tenant giving 28 days in which to respond with any mitigating circumstances and produce a timescale to rectify the failings.
- 3.21.3. A further plot inspection will take place a minimum of 28 days after the first letter and if no action has been taken by the Tenant a second letter shall be sent, by the Council, to the Tenant giving 14 days in which to respond.
- 3.21.4. Failure to satisfactorily respond to the second letter will result in a written Notice of Eviction being served on the Tenant by the Council.

### 3.22. Rent

- 3.22.1. If the Tenant does not pay the rent on time the Council will end the Tenancy in accordance with paragraph 4.2 in these Rules and Regulations.

### 3.23. Restriction on admittance to Allotment Plot

- 3.23.1. The Council has the right to refuse admittance to any person other than the Tenant to the Allotment Plot or to the Allotment Site.





## Rules and Regulations for Allotment Tenants – 2023

### 3.24. Security

- 3.24.1. Tenants must ensure that the gate is closed behind them and that the combination code is scrambled.
- 3.24.2. Only the Tenant, or a person authorised or accompanied by the Tenant is allowed on site and be allowed the ability to access the site.
- 3.24.3. Tenants shall not give copies of any key or combination lock code issued by the Council to anyone.

### 3.25. Special Conditions

- 3.25.1. Tenants must not take or carry away, or sell any mineral, gravel, clay or sand from the Allotment Site.
- 3.25.2. Tenants must observe and undertake any other special conditions which the Council considers necessary to preserve the Allotment Plot or Allotment Site from deterioration.
- 3.25.3. Tenants must advise the Council of any damage to fences, water equipment, such as pipes, or to any other aspect of the Allotment Site as soon possible.

### 3.26. Traps

- 3.26.1. Tenants must not set traps.

### 3.27. Trees/Fruit Trees

- 3.27.1. Tenants shall not cut, prune, lop or interfere with any trees on the Allotment Site other than the Tenant's own trees without the prior written approval of the Council.
- 3.27.2. Tenants shall not plant any trees or bushes other than fruit trees or bushes, which will be subject to removal upon termination of Tenancy if required by Council.
- 3.27.3. Tenants shall not allow self-seeded trees to grow on the allotment (especially any growing through a perimeter fence).
- 3.27.4. Fruit Trees/Bushes must be planted away from paths and to ensure they do not shade or allow roots to grow under neighbouring plots.
- 3.27.5. Fruit trees are the only permitted tree to be planted on an Allotment Plot. Grown height should not exceed 2m, failure to maintain this height may result in the Specialist Service carrying out the work and the Tenant to pay Specialist's invoice.

### 3.28. Tyres

- 3.28.1. Tyres are not permitted to be on any Allotment Site.

### 3.29. Use of Land

- 3.29.1. The Tenant shall use the land as an Allotment Plot only as per the Allotments Act 1922 (that is to say wholly or mainly for the production of vegetable, fruit and flower crops for consumption or enjoyment by the Tenant and family) and for no other purpose.



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- 3.29.2. The Tenant is responsible for the health and safety of all persons on the Allotment Site insofar as any harm is caused to any persons as a result of the Tenants keeping of livestock on the Allotment.
- 3.29.3. The Tenant must not use the Allotment Plot for any illegal, immoral or criminal activity or purpose.
- 3.29.4. The Tenant must use the Allotment Plot for his or her own personal use and not carry out any trade or business or sell produce from the Allotment Plot.
- 3.29.5. Tenants must comply with all reasonable or legitimate directions given by an Officer of the Council, or representative, in relation to an Allotment Plot or Site.
- 3.29.6. The use of any Buildings for overnight stays or residential accommodation is not permitted.
- 3.29.7. Tenants must not bring on to the Allotment Plot, or store, any items other than for horticultural use.
- 3.29.8. No permanent children's play equipment is to be kept on the Allotment Plot.
- 3.29.9. Construction materials, paving and timber for infrastructure work brought onto the Allotment Site for use by the Tenant must be used within 3 months.
- 3.29.10. Tenants must not erect any notices or advertisements without the permission from the Council.

### 3.30. Vermin

- 3.30.1. The Tenant should notify the Council of any vermin observed on the Allotment Site.
- 3.30.2. Bait and traps can only be set by an authorised Pest Controller employed by the Council.

### 3.31. Vehicles

- 3.31.1. All vehicles must be driven carefully and parked sensibly, cause no obstruction or inconvenience to other Tenants. Vehicles are not allowed on Allotment Plots at any time.
- 3.31.2. Overnight parking on the Allotment Site is strictly prohibited.

### 3.32. Waste

- 3.32.1. No non-compostable material is to be kept on the Allotment Plot or on the Site.
- 3.32.2. No garden waste, any other material or other waste is to be placed against any fence, hedge or gate.
- 3.32.3. Only plant waste may be composted on the Allotment Plots.
- 3.32.4. Composting is only allowed on the Allotment Plot and must be properly maintained to the satisfaction of the Council.
- 3.32.5. All other waste material must be removed from the Allotment Plot and disposed of in an appropriate manner.
- 3.32.6. No cooked food waste is to be brought on to the Allotment Plot.

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## Rules and Regulations for Allotment Tenants – 2023

3.32.7. The Tenant shall not bring onto the Allotment Site any rubbish from external sources.

### 3.33. Water

3.33.1. The use of water is only permitted for watering plants on a Tenant's Plot or hand washing.

3.33.2. The use of a sprinkler or soaker hose connected to a hosepipe is permitted provided that the tenant is present on the Allotment Plot.

3.33.3. Any Tenant who observes an active sprinkler or soaker hose, where there is no visible evidence of the Tenant, should turn the water off at the relevant tap.

3.33.4. In event of drought or other emergency Government restrictions will be observed.

3.33.5. The water tap must be turned off immediately after use.

3.33.6. Damaged or leaking taps must be reported to the Council as soon as reasonably possible.

3.33.7. The water supply is switched off during the winter months (November – March)

3.33.8. If a severe frost is forecast the Council reserve the right to extend this period.

## 4. Termination of Tenancy Agreement

4.1.1. The Tenancy will terminate immediately:

4.1.2. If the Tenant dies.

4.1.3. If the Tenant transfers or attempts to transfer the Tenancy to someone else.

4.1.4. If the Tenant permits someone else to use the Allotment Plot for their own use without written consent from the Council.

4.1.5. On termination of the Tenancy the Tenant will clear the plot of all fixtures and fittings unless agreed in writing with the Council not to do so; failure to comply will result in a charge to the Tenant for the clearance of the plot.

### 4.2. Termination by Tenant

4.2.1. Termination of a Tenancy Agreement must be given in writing to the Council quoting Plot Number and Site, stating the date on which the Tenancy Agreement is wished to cease.

4.2.2. The Plot must be left in a clean and tidy condition and clear of any debris and rubbish.

4.2.3. On receipt of termination of the Tenancy the Council will inspect the plot.

### 4.3. Termination by the Council

4.3.1. The Council may end the Tenancy if the rent is in arrears for 40 days or more.

4.3.2. The Tenancy may be ended by the Council after 1 month if the Council gives notice in writing whereby:

4.3.2.1. The Tenant has not complied with these Rules & Regulations within 3 months.

4.3.2.2. That at the date of taking the Tenancy the Tenant was living within the Parish Boundary and has later moved to more than 1 mile outside of the Parish Boundary.





## Rules and Regulations for Allotment Tenants – 2023

- 4.3.2.3. If that at the end of 30 days written notice given to the Tenant by the Council requiring the Tenant to put the Allotment Plot into a good state of cultivation, unless there are strong mitigating circumstances.
- 4.3.2.4. The Tenancy will also end on a no-fault basis at the end of not less than 12 months written notice given by the Council expiring at any time between the 29th September and the following 6th April in any year.
- 4.3.2.5. At the end of less than 3 months' notice in writing given to The Tenant by the Council that the Allotment is required for any statutory purpose, other than agriculture, for building, mining or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes.
- 4.3.2.6. If the Tenant continues to leave a plot uncultivated.

### 5. Reclamation of Costs

- 5.1. If in the considered opinion of the Council's Senior Officers remedial work is required on a Tenant's building or the Plot is, or has not been left in a satisfactory condition, any work carried out to return a building or plot to a satisfactory condition shall be charged to the Tenant. (Allotments Act 1950 s4)

Version: 9    Committee Date of Approval: 2<sup>nd</sup> Feb 2023    Minute no.: AC 144/02/23  
Full Council Date of Approval: TBC    Minute no.: TBC

Page 11 of 11

Andover Town Council, Office 108, Incubive Andover, Chantry House, 38 Chantry Way, Andover Hampshire, SP10 1LS.  
Email: [office@andovertc.co.uk](mailto:office@andovertc.co.uk) / 01264 335592 / [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

### Recommendations:

- To approve for adoption both documents.

## C

Full Council

16 March 2023

Deputy Clerk

- During the winter of 2022 the track at Old Winton Road suffered damage during the heavy rain.
- The track is now impassable, particularly when there is heavy rain fall.
- Two quotes have been sourced for repair of the track.

[illegible]

Total VAT      £                      -

**Total amount due    £    1,348.78**



Quote 2:

Job 22, OWR Ground Works - Wall raise concrete	.-To install new 1.5m concrete post and gravel boards to retain the path way as level as possible. -Area to be built back up with recycled type 1 stone and scrapped grass from track then compacted. -Reinstated area to have path gravel and compacted.	1	£2,419.89	£2,419.89
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Subtotal	£2,419.89
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**Legal and Policy Implications**

- The Town Council must comply with the findings and requirements of the External Auditors.

**Recommendations:**

- **To receive the report**
- **To approve a quote to repair the access track at Old Winton Road Allotment Site.**

Distribution: To all Councillors

## APPENDIX D – GRANTS

# D

### Produced for:

Community & Events Committee

### Date of Report:

14/03/2023

### Author of Report:

Nikki Barber, Community Officer

### Summary of Application:

- **Andover Mens Shed Association** are requesting **£369.88** to purchase machinery for their new premises.
- **A-Fest Andover CIC** are requesting **£1000** towards providing subsidised, interactive activity packs at stalls for young people in Andover.
- **Andover Trees United** are requesting **£1000** towards the completion of Phase 3 of their Field Learning Centre 'fit out'.
- **Andover Community Engage** are requesting **£2,350** for their 'Dress to impress' clothing scheme which will help those in need be able to feel smart for work interviews, school and events such as prom.

### ANDOVER MENS SHED ASSOCIATION – Portable Dust Collectors

Endorsing Councillor: Councillor Christopher Ecclestone & Councillor Michael Mumford

### Application Overview

Criteria	Yes	No
1. Does the purpose align with the Grants Policy?	✓	
2. Has the Applicant agreed to General Conditions?	✓	
3. The Applicant Organisation is entitled to funding as outlined in Clause 4?	✓	
4. The money will be used for its intended purposes and not for those outlined in Clause 7:	✓	
5. The paperwork required to consider Grant Funding Applications has been seen and falls within our Grant Policy guidelines	✓	
6. The Representative has been invited to attend the Committee hearing their application?	✓	
7a. Is the requested amount less than or equal to the normal maximum grant value of £1,000?	✓	
7b. Is the requested amount less than 75% of the total project or activity?	✓	
8. Date of the project/activity – 1 <sup>st</sup> April 2023		
Invitation sent to <a href="mailto:r*****@live.co.uk">r*****@live.co.uk</a> on 14/03/2022 at 11:00am		

Andover Mens Shed have applied for the sum of **£369.88** towards the purchase of 2 dust collectors, necessary hoses and clips for their new premises in the Chantry Centre.

Andover Mens Shed need to ensure the new unit is kept clean and dust free to avoid inhalation of dust or setting off fire alarms. These machines will ensure the members can continue their projects and also allow them to maintain a healthy environment.

**Approximate Number of young people who will benefit in Andover: All residents**

**How will this scheme benefit people in Andover:** This will benefit anybody in Andover who is currently living with loneliness. Andover Mens Shed offers their 'Shedders' social connection, laughter, sharing of knowledge & skills, friendship and the opportunity to leave their homes and be welcomed to a community of people who they may not have otherwise met without Andover Mens Shed. Some Sheds don't always start out as workshops, they start as regular meets for social connection, company & camaraderie until they can find somewhere to kit out with tools.

Mens Sheds also involve themselves within the Community by helping with projects, restoring village features helping maintain public spaces and even individuals in need. Loneliness and isolation aren't only mentally detrimental to individuals, but it is widely known the physical impacts loneliness has on a person, Andover Mens Shed help bring friendship, warmth and a sense of purpose back to many people.

Mens Sheds are Vital within the Community.

**OTHER FUNDING APPLIED FOR** – No other grant funding has been applied for from outside Organizations.

#### BUDGET DETAILS

Item	Cost £	VAT	Total £
Dust Collector 50e x2	£367.44	£73.50	£514.44
Extraction Hose 3m x2	£90.96	£18.18	£109.44
Jubilee Clips x2	£3.78	£0.96	£4.74
<b>Total Project Cost</b>			<b>£628.62</b>

N.B: The project will be drawing funds from reserves in their bank account to make up the remaining amount needed to complete this project.

#### Recommendations:

- **The Community Officer has reviewed this Application thoroughly and can see the Application does align with the Grants Policy and has provided a compelling application which shows the potential benefit to the Community if the money were to be awarded. The Community Officer recommends the application be considered by members.**

#### A-FEST ANDOVER CIC – SUBSIDISED ACTIVITY PACKS FOR INTERACTIVE STALLS Endorsing Councillor: Councillor Rebecca Meyer & Councillor Luigi Gregori

#### Application Overview

Criteria	Yes	No
1.Does the purpose align with the Grants Policy?	✓	
2.Has the Applicant agreed to General Conditions?	✓	
3.The Applicant Organisation is entitled to funding as outlined in Clause 4?	✓	
4.The money will be used for its intended purposes and not for those outlined in Clause 7:	✓	
5.The paperwork required to consider Grant Funding Applications has been seen and falls within our Grant Policy guidelines	✓	
6.The Representative has been invited to attend the Committee hearing their application?	✓	
7a. Is the requested amount less than or equal to the normal maximum grant value of £1,000?	✓	
7b. Is the requested amount less than 75% of the total project or activity?	✓	
8.Date of the project/activity – 21 <sup>st</sup> May 2023		
Invitation sent to a*****@gmail.com on 14th March 2023 @ 11:17am		

N.B: As per Grants Policy Clause 5.5. Only one grant will be made from this grant scheme for a particular project or activity, in any financial year. Chat Together CIC received a sum of £735 on 17<sup>th</sup> June 2022 for A-Fest.  
A-Fest Andover CIC is previously known as Chat Together CIC.

A representative of A-Fest Andover CIC has applied for **£1000** grant funding from Andover Town Council to pay towards the cost of providing attendees of A-Fest some activity packs to take home with them after the event.

**Approximate Number of people who will benefit in Andover: 4,000**

#### DETAILS OF ACTIVITY

A Fest are going to have at least 25 'hands-on' stalls in the Town Centre, where people can try something new, and hopefully find something different to enjoy. These will all be free on the day, and they want for some of the stalls (for example the arts and crafts) to have a small activity pack to take away, and this is what they would be able to do with this grant from Andover Town Council. A Fest organisers would ask for a small payment for the packs, so that they are accessible to everyone, and would be subsidized by A-Fest CIC. This is a more ambitious event, and will build on all of the success of A-Fest in previous years, and expand what is on offer for families in Andover

#### OTHER FUNDING APPLIED FOR:

Funding Source	Amount Applied for	Endorsees	Outcome
Hampshire County Council	£750		outstanding
Test Valley Borough Council	£1,000		outstanding
National Lottery	£6,200		awarded
TVAF	£250		outstanding

#### BUDGET DETAILS

Item	Cost £	VAT	Total £
First Aid, Security & Stage	£1008.33	£201.67	£1210
Licenses & Legalities	£181.67	£36.33	£218
Promotion	£312.83	£62.57	£375.40
Setting up the 5 zones, with external leaders, stalls & materials	£4,750	£950	£5700
Sessional Time	£416.67	£83.33	£500
Contingency	£666.95	£133.39	£800.34
<b>Total project cost</b>	<b>£7336.45</b>	<b>£1467.29</b>	<b>£8803.74</b>

NB: A Fest CIC has received support from Andover Town Council in the form of Grant Funding in previous years.

£735.00 in 2022

£700 in 2021

#### Recommendation

- The Community Officer has reviewed this Application thoroughly and can see the Application does align with the Grants Policy, however the members will need to discuss if the grant awarded for A-Fest on 17<sup>th</sup> June 2022 will affect the outcome of this application. The Applicant has provided all of the relevant documentation which is requested. The Community Officer recommends the application be considered by members.

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**ANDOVER TREES UNITED - LEARNING CENTRE INTERNAL WORKS**  
Endorsing Councillor – Councillor David Coole

#### Application Overview

Criteria	Yes	No
1.Does the purpose align with the Grants Policy?	✓	
2.Has the Applicant agreed to General Conditions?	✓	
3.The Applicant Organisation is entitled to funding as outlined in Clause 4?	✓	
4.The money will be used for its intended purposes and not for those outlined in Clause 7:	✓	
5.The paperwork required to consider Grant Funding Applications has been seen and falls within our Grant Policy guidelines	✓	
6.The Representative has been invited to attend the Committee hearing their application?	✓	
7a. Is the requested amount less than or equal to the normal maximum grant value of £1,000?	✓	
7b. Is the requested amount less than 75% of the total project or activity?	✓	
Date of the project/activity – Ongoing		
Invitation sent to <a href="mailto:a*****r@andovertrees.org.uk">a*****r@andovertrees.org.uk</a> on 14/03/2023 @ 11:55am		

A Representative of Andover Trees United has applied to Andover Town Council for a Grant Funding sum of **£1000**, this amount will go towards the completion of the Field Learning Centre which has been built within Harmony Woods. The money will go towards the materials and costs involved with making this building a fully functioning field study Centre.

**Approximate number of people who will benefit in Andover:** 1,000

**How will this scheme benefit people in Andover:** This will benefit the local community vastly by providing a base whereby people can learn, volunteer and feel valued as part of a community. The Cabin will allow Andover Trees United to develop traditional outdoor courses, child focussed activities and Community led projects. The Cabin will allow Andover Trees United to work more closely with local schools by providing a connection to outdoor learning.

#### OTHER FUNDING APPLIED FOR:

Funding Source	Amount Applied for	Endorsees/Notes	Outcome
Hampshire County Council	£1,000	Councillor Tracey Tasker	TBC
Test Valley Borough Council	£1,000	Councillor Phil North	TBC
National Lottery	£10,000		Known in May 2023
Fundraising	£4,000	Target to raise is £2,000	ongoing

N.B: Andover Trees have earmarked their reserves in their bank account to pay for their two Nature & Community Officers. The final payment for phase 2 of the cabin is also due therefore, the 'reserves' within their account are not available for this particular project/phase of the Cabin.

#### BUDGET DETAILS

Item	Cost £
Materials	£9,000
Labour	£6,000
<b>Total Project Cost</b>	<b>£15,000</b>

#### Recommendation

- The Community Officer has reviewed this Application thoroughly and can see the Application does hugely benefit the Community, of all ages. The work put into this project so far by the Community & Andover Trees United should be recognised for its merits and the application has been taken to The Committee for this reason.
- The Community & Events Committee members deferred this application to Full Council on 3/3/2023 for further discussion around the application and potential awarding of money.

**ANDOVER COMMUNITY ENGAGE – ‘DRESS TO IMPRESS’**  
**Endorsing Councillor: Councillor Luigi Gregori**

**Application Overview**

Criteria	Yes	No
1.Does the purpose align with the Grants Policy?	✓	
2.Has the Applicant agreed to General Conditions?	✓	
3.The Applicant Organisation is entitled to funding as outlined in Clause 4?	✓	
4.The money will be used for its intended purposes and not for those outlined in Clause 7:	✓	
5.The paperwork required to consider Grant Funding Applications has been seen and falls within our Grant Policy guidelines	✓	
6.The Representative has been invited to attend the Committee hearing their application?	✓	
7a. Is the requested amount less than or equal to the normal maximum grant value of £1,000?		✓
7b. Is the requested amount less than 75% of the total project or activity?		✓
8.Date of the project/activity – Ongoing		
Invitation sent to <a href="mailto:A*****e@outlook.com">A*****e@outlook.com</a> on 14/03/2023 @ 11:55am		

*The Application exceeds the maximum amount Andover Town Council will usually award as per Clause 6 of the Grants Policy. The Applicant has explained this is because they would like a multi ward grant to be awarded. The Community Officer has explained this is not how we award money in usual circumstances, however with the authorization of the Town Clerk & Deputy Clerk we are presenting this application to the members of The Committee for their discussion and consideration.*

**Approximate Number of people who will benefit in Andover:**

Based on three large secondary schools and approximately 1/3 of each year group meeting the support criteria; a minimum of 198 young people alone will be supported by the Prom facility per year.  
Andover Community Engage have advised they are unsure of figures for the ‘Back to work’ bundles.

**How will this scheme benefit people in Andover:**

By opening up the opportunity for people to have access to smart, clean clothes appropriate for events such as interviews & special occasions which they'd otherwise not have access too. This will help boost confidence in the individuals who will benefit from this scheme and encourage them to attend events or interviews which they otherwise may have shied away from due to not feeling good enough/not confident in the clothes they have access too without the help of Andover Community Engage.

**OTHER FUNDING APPLIED FOR** – A grant has been applied for to Wilkinson Helping Hands, however the amount is unknown.

**BUDGET DETAILS**

Item	Cost £	VAT	Total £
Starting Stock, suits/accessories & shoes	£600	Inclusive	£600
70 x dry cleaning	£1,400	Inclusive	£1,400
Mannequins, hanging rails, garment bags & mirrors	£350	Inclusive	£350
<b>Total cost</b>			<b>£2,350</b>

N.B: As you will see from the bank statements provided by the Applicant, the funds available to them are minimal. Therefore, supporting the need to apply for grant funding in order to get this scheme in motion

#### **Recommendations:**

- 10. The Community Officer has reviewed this Application before putting it forward to the members of this Committee. Whilst aware it does not comply fully with the Grants Policy; we feel it should be discussed by Councillors. The scheme will be beneficial to people within Andover however, the members should discuss the sum of money being requested and how best to proceed with this application.**
- 11. The Community & Events Committee members deferred this application to Full Council on 3/3/2023 for further discussion around the application and potential awarding of money.**

#### **Community & Events Committee Grant Funding Feedback**

The Community and Events Committee awarded Spotlight UK & Yellow Brick Road Projects Grant Funding at the previous Committee meeting in 2022. Feedback from both events were requested and we have received feedback from both Organisations.

These events were made possible by the Funding given by Andover Town Council.

#### **SPOTLIGHT UK**

*"The Inflatable fun day was a great success and a brilliant day. We had 428 children through the door and it was great to see all of the smiles on the children's faces. It was really good to be able to build a connection with the local children and their families.*

*We would not have been able to pull this off if it wasn't for yourselves so thank you so much for your support."*

Pictures were provided, however due to them showing young families, we have not included them in this public report.

If the Committee wish to see the pictures from the Inflatable Fun Day, please contact the Community Officer who can forward them onto the members.

#### **YELLOW BRICK ROAD**



Report to Andover Town Council

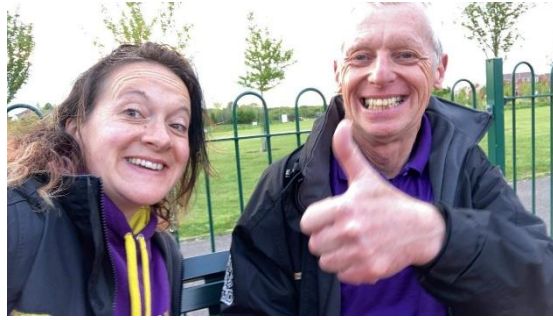
7<sup>th</sup> February 2023

Dear members

We are grateful for the grant of £500 that was given to us to support the costs of running our Detached Youth Sessions in Andover. Each night costs £125 to run – the grant from ATC helped us to keep the service running over the winter months.

The funding paid for two youth workers to be out in the town centre, Anton Trading Estate, King George Road, Roman and King Arthurs Way.

The youth workers wore the familiar purple uniform and have made some great relationships with young people out at night.



Tuesday nights were detached night and it was often a rainy soaked night, but this did not deter young people being out and sheltering in and around town.

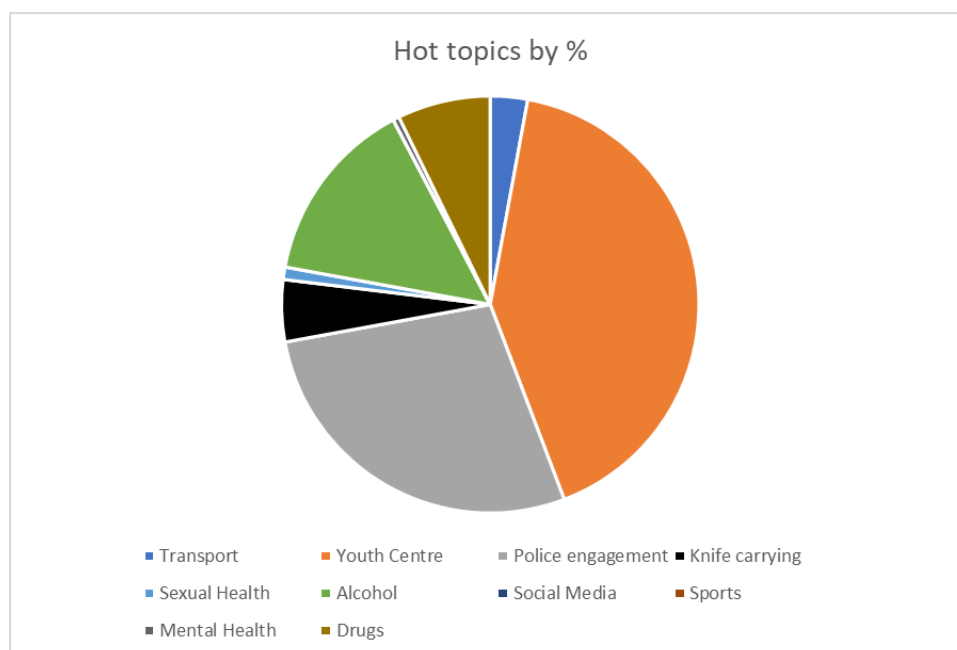
The team worked with the neighbourhood policing team with the ASB (Antisocial Behaviour) Operation Solar where they talked with young people who were displaying risky and anti-social behaviours including climbing on roofs and consuming alcohol. On more than one occasion the youth workers accompanied young people safely home as they (yp) were intoxicated and at risk.

We kept a record of the numbers of young people, the total is 643 – of which there were regulars and some who were new to the service, surprisingly a few who had come over from Ludgershall to spend time in Andover.

As it was the winter, we purchased flasks and hot chocolate so that we could offer a warm drink as way to create a relationship. This was a massive success and one-story sticks in our minds.

It was a freezing cold and wet evening the youth workers spotted a group of bedraggled young people who looked miserable and cold. Once the young people got sight of them knowing they had hot chocolate they came running over and the mood changed, this hot chocolate brought them a sense of being cared for brightened a chilly night up for both them and the workers.

Over the past 6 months the team gathered data about the topics that young people spoke with them about.





The outcomes for this service have been that we have been able to engage with young people where they are. We have provided outreach healthy relationships information – this is limited in schools and many of the young people we came across had questions that they had no-one else to ask. Young people have got to know who YBRP (Yellow Brick Road Projects) is and the other services we offer – this includes The Legacy Project a programme of mentoring support for young people at risk of exploitation. We have cemented good relationships with PCSOs and TVBC (Test Valley Borough Council) Community Engagement team which has created stronger community cohesion. We have referred young people to other services in the area including Koala, Catch 22, MIND and Breakout Youth.

Thank you once again for supporting the work we do with young people in the town, we would be interested in applying to the Andover Town Council in the next round of funding if this is appropriate.

Siobhan Down, CEO

#### **Legal and Policy Implications**

Andover Town Council must comply with its own Grants Policy.

Distribution: To all Councillors

# APPENDIX E – REPORT ON KING CHARLES CORONATION

## 6 MAY 2023

E

### Report on King Charles Coronation – 6 May 2023

**Produced for:**

Full Council

**Date of Report:**

15 March 2023

**Author:**

Deputy Clerk

**Summary of Key Issues**

To receive a report with a summary of recommendations from Community and Events Committee for events to mark the Kings Coronation in May 2023

**Background:**

- The King's Coronation will take place on 6th May 2023 with a Bank Holiday on the 8th May 2023.
- Full Council have allocated a budget of £7,320.
- No other organised events are currently planned for the Town.
- The message from the palace leans towards local street parties and then volunteering on the Bank Holiday Monday.

**Recommended agreed events:**

- At present there are no plans for a street party in the High Street, The Bid and TVBC have indicated that they would be happy to work with Andover Town Council to put one on to celebrate the Coronation.
- Andover Town Council are running a 'signposting' provision to allow members of the public to pledge time to volunteer organisations in honour of the Coronation. A list of organisations that wish to take part is being drawn up. This will be publicised on all Andover Town Council media sites and other media platforms.
- Primary and Secondary schools have been invited to participate in a poem/story competition. Participating schools/pupils, will submit poems/stories relating to the Coronation, the winning pupil from each school and the overall winner will receive a prize and the submissions will be collated in a book to be given in commemoration of the event. Judges to be made up of volunteer Councillors.
- Primary and Secondary schools have been invited to participate in a display competition. Participating schools will create a display, within the school grounds, relating to the Coronation, the winning Primary school and winning Secondary school will receive a donation to their PTA. Judges to be made up of volunteer Councillors.

**Coronation Light for installation on the Guildhall:**

The Community and Events Committee considered purchasing a light for installation on the Guildhall in honour of the Coronation.

The Community and Events Committee requested that Officers research and bring costs to Full Council for approval for this.

Given the short lead time there is limited choice in lighting. The motif below has been sourced. It can be delivered and installed in time.



The cost for this light is **£1718.40**. There will be a further cost for installation.

### Legal and Policy Implications

Andover Town Council must comply with the following legislation for Christmas Lights;

- Highways Act 1980 Section 178 (with specific attention to subsection (1))
- BS EN 40-3-1:2013 Lighting Columns. Design and verification. Specification for characteristic loads.
- BS EN 40-3-2:2013 Lighting Columns. Design and verification. Verification by testing.
- BS EN 40-3-3:2013 Lighting Columns. Design and verification. Verification by calculation.
- PD 6547:2004+A1: 2009. Guidance on the use of BS EN 40-3-1 and BS EN 40-3-3.
- TR22 Managing a vital asset: Lighting Supports. ILP
- GP03: Code of Practice for Electrical Safety in Highway Electrical Operations. ILP
- BS7671: Requirements for Electrical Installations.
- Traffic Management Act 2004.
- The Construction (Design and Management) Act 2007
- Health and Safety and Work etc Act 1974

### Recommendations

- **To note the report.**
- **To note the agreed events to honour the Coronation.**
- **To approve the Coronation Light design for installation on the Guildhall.**
- **To approve the cost of the light.**

Distribution: To all Councillors

**Produced for:**

Full Council

**Date of Report:**

16 March 2023

**Author of Report:**

Town Clerk

**Background:** The Allotments Rules and Regulations and Wardens' Terms of Reference have been updated. Both documents refer to the Privacy Statement, which should be sent out with the paperwork to new Tenants. The previous version was overdue for review.

Most other policies start with Privacy information, which can be removed if this wording is accepted.



**ANDOVER TOWN COUNCIL**

**PRIVACY STATEMENT – 2023 (March 2023)**

**INTRODUCTION**

This is a statement to inform you about all the information we record about you. It sets out the conditions under which we may process any information that we collect from you or that you provide to us. Any information that identifies you ("Personal Information") is used to provide you with the services you require.

We regret that if there are one or more points below that you are not happy with us holding, we may have obligations or other reasons to hold the data under UK law.

We understand that all visitors to our websites, customers and clients are entitled to know that their personal data will not be used for any purpose other than the lawful basis upon which it was provided for.

We undertake to preserve the confidentiality of all information that you provide to Andover Town Council, except where our business needs as outlined below all for us to share the data.

Our processes comply with UK law, including that required by the GDPR.

The law requires us to tell you about your rights and our obligations to you in regard to the processing and control of your personal data. We do this now by requesting that you read the information provided at [www.knowyourprivacyrights.org](http://www.knowyourprivacyrights.org).

**Except as set out in below, we do not share, sell or disclose any personal data to any other organisation or third party.**

**HOW DATA IS HELD**

Data is held in either on our internal database and finance system, "Edge" or in our Office 365 applications, including Outlook, Word and Excel. Bank account details are additionally held with our bank.

We use the data to send you Emails, Newsletters, Yearly Invoices, Receipts, Follow-Up letters, Responses to queries or official Notices.

Paper files are held for Tenancy Agreements, which are held for 6 years after the expiry of the agreement.

We intend to phase out paper copies wherever possible.

If you contact the Town Council via email or our website, your personal data i.e. email address, will be kept for the time it takes to answer your enquiry, unless another lawful reason becomes apparent, which we will notify you of, after which time it will be destroyed.

**BASIS FOR PROCESSING INFORMATION ABOUT YOU**

The law requires us to determine under which of the six defined basis, we process different categories of your personal information. If a basis on which we process your personal information is no longer relevant, your personal information will be destroyed.

If the basis changes then as required by law, we will notify you of the change and of any new basis under which your personal data is being held.



## THERE ARE SIX REASONS TO HOLD PERSONAL DATA

**(a) Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.

**(b) Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**(c) Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).

**(d) Vital interests:** the processing is necessary to protect someone's life.

**(e) Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

**(f) Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

## DATA HELD BY THE COUNCIL

	Officers / Employees	Councillors	Allotment Plot Holders	Email enquiries	Phone Enquiries	Contractors	other Councils' Officers	Allotment Wardens	Grant Applicants	Volunteers
Title	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Name	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Address	✓	✓	✓	*	*	✓		✓	✓	✓
D.o.B.	✓	✓								✓
Home phone	✓	✓	✓	*	✓	*		✓	✓	✓
Mobile phone	✓	✓	✓	*	✓	✓	✓	✓	✓	✓
Email (personal)	✓	✓	✓	✓	*	*		✓	✓	✓
Pecuniary Interests	✓	✓								
Bank Account	✓	①	①			✓		①	①	①
N.I. no.	✓									
Tax Code	✓									
Salary details	✓									
Health issues *	*	*	*							*

\* = Only where you have volunteered this information to us, and we believe the details are relevant to your interactions with the Council

① = only occasionally required to pay expenses.



## DATA THAT IS SHARED

TYPES OF DATA	Officers / Employees	Councillors	Allotment Plot Holders	Email enquiries	Phone Enquiries	Contractors	other Councils' Officers	Allotment Wardens	Grant Applicants	Volunteers
Title	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Name	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Address	✓	✓		⓪	⓪	✓				
D.o.B.	✓	✓								
Home phone	✓	✓	✓	✓	✓	⓪				
Mobile phone	✓	✓	✓	⓪	✓	✓	✓	✓	✓	✓
Email (personal)	✓	✓	✓	✓	⓪	⓪		✓	✓	✓
Pecuniary Interests	✓	✓								
Bank Account	✓	⓪	⓪			✓		⓪	⓪	⓪
N.I. no.	✓									
Tax Code	✓									
Salary details	✓									
Health issues *	⓪	⓪	⓪							⓪

\* = Only where you have volunteered this information to us, special arrangements need to be made to prevent discrimination on the grounds of disability, or to support you using Council facilities.

⓪ = only very occasionally shared and only when strictly necessary. You will be informed when this happens.

### CHECK WHO WE SHARE YOUR DATA WITH:

	Page		Page
Officers / Employees	4	Email enquiries	9
Councillors	5	Phone Enquiries	10
Allotment Plot Holders	6	Grant Applicants	11
Allotment Wardens	7	Contractors	12
Volunteers	8	Other Councils' Officers	13





# WHO WE SHARE YOUR DATA WITH

OFFICERS & EMPLOYEES	HMRC	Pension Provider	Payroll Contractor	Internal Auditor	Insurers	Councillors	Staff / Employees	Allotment Wardens	The Public	Volunteers
Title & Name	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Address	✓	✓	✓	✓						
D.o.B.	✓	✓	✓	✓						
Home phone	✓	✓					✓			
Mobile phone	✓			✓		✓	✓	✓	✓	✓
Email (personal)		✓								
Pecuniary Interests						✓	✓		✓	
Bank Account	✓		✓	✓		#	⚡			
N.I. no.	✓	✓	✓	✓						
Tax Code	✓	✓	✓	✓						
Salary details	✓	✓	✓	✓						
Health issues *					①	①	①			

# = only 2 Councillors responsible for authorising payments.

① = only when strictly necessary to prevent discrimination, or to provide extra assistance.

⚡ = only the Town Clerk, and Committee Officer to pay salary & expenses.

**N.B.:** Remember that “Sharing” includes allowing (or not preventing) someone from seeing data, as well as actively showing them the data.



## WHO WE SHARE YOUR DATA WITH

COUNCILLORS	HMRC	Pension Provider	Payroll Contractor	Internal Auditor	Insurers	Councillors	Staff / Employees	Allotment Wardens	The Public	Volunteers
Title & Name				✓	✓	✓	✓	✓	✓	✓
Address				✓		✓	✓		✓	
D.o.B.				✓						
Home phone							✓			
Mobile phone				✓		✓	✓	✓	✓	✓
Email (personal)										
Pecuniary Interests						✓	✓		✓	
Bank Account				✓		#	⚡			
N.I. no.										
Tax Code										
Salary details										
Health issues *					①	①	①			

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## WHO WE SHARE YOUR DATA WITH

ALLOTMENT PLOT HOLDERS	HMRC	Pension Provider	Payroll Contractor	Internal Auditor	Insurers	Councillors	Staff / Employees	Allotment Wardens	The Public	Volunteers
Title & Name				✓		✓	✓	✓		
Address				✓						
D.o.B.				✓						
Home phone							✓	✓		
Mobile phone				✓		✓	✓	✓		
Email (personal)								✓		
Pecuniary Interests										
Bank Account				✓		#	⚡			
N.I. no.										
Tax Code										
Salary details										
Health issues *						①	①			

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## WHO WE SHARE YOUR DATA WITH

ALLOTMENT WARDENS	HMRC	Pension Provider	Payroll Contractor	Internal Auditor	Insurers	Councillors	Staff / Employees	Allotment Wardens	The Public	Volunteers
Title & Name				✓	✓	✓	✓	✓	✓	
Address				✓			✓			
D.o.B.				✓			✓			
Home phone							✓			
Mobile phone				✓		✓	✓	✓	✓	
Email (personal)				✓		✓	✓	✓		
Pecuniary Interests										
Bank Account				✓		#	⚡			
N.I. no.										
Tax Code										
Salary details										
Health issues *					①	①	①			

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## WHO WE SHARE YOUR DATA WITH

VOLUNTEERS	HMRC	Pension Provider	Payroll Contractor	Internal Auditor	Insurers	Councillors	Staff / Employees	Allotment Wardens	The Public	Volunteers
Title & Name				✓	✓	✓	✓	✓	✓	✓
Address				✓						
D.o.B.				✓						
Home phone							✓			
Mobile phone				✓		✓	✓	✓	✓	✓
Email (personal)				✓		✓	✓			✓
Pecuniary Interests										
Bank Account				✓		#	⚡			
N.I. no.										
Tax Code										
Salary details										
Health issues *					①	①	①			

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## WHO WE SHARE YOUR DATA WITH

EMAIL ENQUIRIES	HMRC	Pension Provider	Payroll Contractor	Internal Auditor	Insurers	Councillors	Staff / Employees	Allotment Wardens	The Public	Volunteers
Title & Name				✓		✓	✓	✓		
Address										
D.o.B.										
Home phone							✓			
Mobile phone				✓			✓	✓		
Email (personal)				✓			✓	✓		
Pecuniary Interests										
Bank Account										
N.I. no.										
Tax Code										
Salary details										
Health issues *					①	①	①			

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## WHO WE SHARE YOUR DATA WITH

PHONE ENQUIRIES	HMRC	Pension Provider	Payroll Contractor	Internal Auditor	Insurers	Councillors	Staff / Employees	Allotment Wardens	The Public	Volunteers
Title & Name				✓		✓	✓	✓		
Address				✓						
D.o.B.										
Home phone				✓			✓			
Mobile phone				✓		✓	✓	✓		
Email (personal)				✓						
Pecuniary Interests										
Bank Account										
N.I. no.										
Tax Code										
Salary details										
Health issues *					①	①	①			

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## WHO WE SHARE YOUR DATA WITH

GRANT APPLICANTS	HMRC	Pension Provider	Payroll Contractor	Internal Auditor	Insurers	Councillors	Staff / Employees	Allotment Wardens	The Public	Volunteers
Title & Name					✓	✓	✓		✓	
Address										
D.o.B.										
Home phone							✓			
Mobile phone						✓	✓		✓	
Email (personal)										
Pecuniary Interests									✓	
Bank Account						#	⚡			
N.I. no.										
Tax Code										
Salary details										
Health issues *					①	①	①			

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## WHO WE SHARE YOUR DATA WITH

CONTRACTORS	HMRC	Pension Provider	Payroll Contractor	Internal Auditor	Insurers	Councillors	Staff / Employees	Allotment Wardens	The Public	Volunteers
Title & Name	✓			✓		✓	✓	✓	✓	✓
Address	✓			✓						
D.o.B.										
Home phone										
Mobile phone				✓		✓	✓	✓	✓	✓
Email (personal)										
Pecuniary Interests										
Bank Account				✓		#	⚡			
N.I. no.				✓						
Tax Code				✓						
Salary details				✓						
Health issues *					①	①	①			

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## WHO WE SHARE YOUR DATA WITH

OTHER COUNCILS' OFFICERS	HMRC	Pension Provider	Payroll Contractor	Internal Auditor	Insurers	Councillors	Staff / Employees	Allotment Wardens	The Public	Volunteers
Title & Name				✓		✓	✓		✓	✓
Address										
D.o.B.										
Home phone										
Mobile phone				✓		✓	✓		✓	✓
Email (personal)										
Pecuniary Interests										
Bank Account										
N.I. no.										
Tax Code										
Salary details										
Health issues *					①	①	①			

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## POLICIES OR PROCESSES TO BE READ IN CONJUNCTION WITH THIS DOCUMENT

- ATC Data Protection Policy
- ATC Data Protection Scheme

- ATC Publication Scheme

## FURTHER ASSISTANCE

For details of our other Policies, please refer to [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk). Alternatively, you may write to us at Andover Town Council, 38 Chantry Way, Chantry House, Andover, Hampshire, SP10 1LS.

# APPENDIX G – REPORT ON ADVERT FOR ELECTIONS ON 4 MAY 2023

G

<b>Produced for:</b> Full Council	<b>Date of Report:</b> 15 March 2023	<b>Author:</b> Deputy Clerk/ Community Officer
<b>Summary of Key Issues</b> To receive a report on running an advert across multimedia platforms, encouraging members of the public to stand for Public Office.		
<b>Background:</b> <ul style="list-style-type: none"> <li>• Elections are taking place on 4<sup>th</sup> May 2023.</li> <li>• All member positions on the Council will be open to the public to stand for election.</li> <li>• Historically there has not been much uptake on Councillor applications for the Town Council.</li> </ul>		
<b>Considerations:</b> <ul style="list-style-type: none"> <li>• To raise awareness of the elections and the need for new Councillor applications to the public, Officers have considered how best to do this.</li> <li>• Andover Town Council have multimedia platforms that can publish information regarding the Town Council, what is required of a Councillor, the relevant dates for applications and where to apply.</li> <li>• Consideration has also been taken regarding further media outlets eg Andover Advertiser. To do this will incur a small cost but will potentially reach a wider audience, perhaps those without electronic access to the internet.</li> <li>• If two thirds of Councillors are not elected at the next election, then the Council will lose the General Power of Competence, it is therefore important to make sure at least 11 people stand as candidates.</li> </ul>		
<b>Proposed article for publication across multimedia (attached):</b>  <b>Attachment 1:</b> Colourful advert to be posted across multimedia platforms, including paper publications and Town Centre noticeboards. Poster directs interested parties to Andover Town Council website, where Attachment 2 will be located. If a printed a copy is required of Attachment 2, then interested parties will be directed to contact Andover Town Council via telephone.  <b>Attachment 2:</b> More detailed information on becoming a Councillor, for consideration by interested parties. If they then wish to apply, the information for Test Valley Borough Council Electoral Services will be signposted within the document.		
<b>Legal and Policy Implications</b> Andover Town Council must comply with its own policies and procedures when using multimedia platforms. Andover Town Council has a duty to the public to make them aware of the election process and make it available to all sections of society.		
<b>Recommendations</b>		

- **To receive the report.**
- **To approve the proposed actions for publicising the elections.**

Distribution: To all Councillors



## **JOIN ANDOVER TOWN COUNCIL**

For more information please visit  
[www.andover-tc.gov.uk](http://www.andover-tc.gov.uk) or  
call 01264 335593



**Oh no,  
THEY  
can't do  
this!**



**This is awful,  
SOMEONE  
should do  
something!**






**Wait, aren't  
YOU  
someone?**



**Do YOU stand up for  
what you believe in?**

**Why don't you consider becoming  
a Town Councillor  
in Andover?**

Residents 	Councillors 	Town Clerk 
<b>I don't know what the council actually does...</b>	We are elected representatives for the local community which covers Andover, Augusta Park and Burghclere Down. We look after the maintenance and upkeep of our Allotments, comment on planning applications as a consultee, and work with the Borough and County Councils whenever possible. We can decide our own projects, (subject to having the legal power to carry them out) and spend public money on publicly supported schemes and community assets. We also listen to residents' concerns in the public session of our meetings and if necessary add the subjects to the agendas of following meetings. Anyone can attend, there is no "entry list" !	I check the council act lawfully, guide on process, & handle admin & finances. (I have a team that help too!)
<b>How are councillors chosen then...?</b>	<ol style="list-style-type: none"> <li>1. By election, where electors are encouraged to vote for councillors that will represent their interests and concerns.</li> <li>2. By co-option. This is where there is a vacancy on the council but an election has not been called. Councillors can "choose" to vote in candidates that they think will be suitable.</li> <li>3. By nomination. If you know someone who you think would fairly represent residents' views, you can always make a suggestion to the council. Councillors can then approach the nominee to them to find out if they would be interested to make an application for co-option. Referrals are terrific!</li> </ol>	
<b>I am not really into politics...</b>	It is not necessary to have any political view when serving on the Town Council. We are concerned with what is best for the town and its residents, not central government.	
<b>I don't think I am that sort of person...</b>	<p>Why on earth not? There isn't a type! Councillors represent the views of the community, so people from different walks of life are needed and welcomed. You just need to be:</p> <ol style="list-style-type: none"> <li>1. Polite, courteous and fair in meetings and while representing the council.</li> <li>2. Openminded and happy to listen to and consider the views of others.</li> <li>3. Prepared for meetings having read the back-up papers beforehand.</li> <li>4. Happy to work electronically and respond to emails.</li> </ol>	
<b>I probably don't have the right qualifications...</b>	You probably do, because no formal qualifications are needed. The only important thing is that you are IT literate and have facilities to access emails and documents sent via the internet. We need people from different backgrounds, with differing abilities, who are team players, get actively involved in problem solving. It doesn't matter whether your skills are from a professional career, from voluntary work or from the school of life. The most important thing is that you care about Andover.	
<b>I am probably too old...</b>	There is no upper age limit, people with life experience are very valuable. You have learnt a lot, why not help others with the knowledge you have?	
<b>I am probably too young...</b>	Well, if you are over 18, what's stopping you? We also need some younger people to represent views of teenagers and young families. The council is not just for retired people.	
<b>Are there any exclusions to being a councillor...?</b>	<p>A few, if you:</p> <ol style="list-style-type: none"> <li>1. Are employed by the local authority or holds a paid office under the authority.</li> </ol>	



	<p>2. Hold a politically restricted post within a local authority, as defined in s.2 (1) of the Local Government and Housing Act 1989; or</p> <p>3. Are subject to a bankruptcy restrictions order or interim order; or</p> <p>4. Have within five years before the day of election been sentenced to a term of imprisonment of three months or more (including a suspended sentence) without the option of a fine; or</p> <p>5. Has been disqualified under Part III of the Representation of the People Act 1983 (which relates to donations and other offences).</p> <p>Test Valley Borough Council have a team of Officers that can help guide you on this.</p>
<b>I am not sure I can commit to meetings...</b>	The council meet for various Committees, of which you choose to be on. It's ok if you need to miss one or two meetings. We also have Full Council meetings once every 3 months, you are always given notice of each meeting to allow you to make arrangements so you can attend.
<b>I don't think I have enough spare time.</b>	You probably only need 1 or 2 hours a week to keep up with emails. Meetings take roughly 2 hours, and you probably only need 1 or 2 hours to prepare for meetings. Lots of councillors have full time jobs and families. It isn't onerous, but the more you put in, the more you will get out.
<b>I don't live in the centre of town...</b>	That's ok, if you have worked (as a main place of work) or lived in the <b>town</b> or within three miles of it, during the whole of the 12 months before the day of co-option, you are eligible.
<b>I haven't lived here long...</b>	If you are a UK or Commonwealth citizen / citizen of the Republic of Ireland / citizen of another Member state of the European Union and registered as an elector in the town it doesn't matter, otherwise it's just 12 months minimum if you comply with the above
<b>I am working on job searching and my career right now...</b>	Being a councillor will look great on your CV, don't you think? It also gives you something to talk about in interviews explaining your responsibilities and duties in the town. Remember, employers like people that are "givers".
<b>I don't like filling in forms...</b>	It's not too bad! There are only two forms to fill in once you are elected. The Town Clerk can help you. Don't let that put you off.
<b>Won't I have to declare business interests...?</b>	Well yes, the Declaration of Interest form completed at the outset asks you to list business interests within the town area, to guard against bias when town issues are debated.
<b>Will I get paid?</b>	Nope, sorry! This is a job you do for the love of it and your own personal satisfaction.
<b>Won't I look a fool if I don't know what's going on...?</b>	You will be eased in gently; there is help, advice and training available. The Town Clerk is the chief officer of the council, and she will be able to explain the rules and give you a "New Councillor" welcome pack. You will soon get the hang of it.
<b>Why should I be bothered...?</b>	<p>Well, airing your views or complaints on Facebook or NextDoor.com or other social media, rather than at council meetings, will not change a thing in your town. If you can't be bothered, is it fair to criticize those who do make an effort?</p> <p>Being a new councillor is good news, it means fresh ideas and fresh enthusiasm for the council. Please be bothered to step forward!</p>

### See how many of the below apply to you...

- I really care about the area I live in and am enthusiastic to make positive changes.
- I would like to do something to make everyone's quality of life better.
- I am able to listen to other people's views with an open mind.
- I am interested in finding new projects for the council to implement.
- I don't have formal qualifications, but I am practical, and I like communicating with people.
- I am a team player and committed to projects and hobbies I get involved in.

<b>What do I do now?</b>	Visit <a href="mailto:elecereg@testvalley.gov.uk">elecereg@testvalley.gov.uk</a> or contact 01264 368000 as soon as possible. Contact <a href="mailto:townclerk@andoverc.co.uk">townclerk@andoverc.co.uk</a> with any concerns or questions you may have.
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# APPENDIX H- CONTRACTUAL & DELEGATED PAYMENTS

# H

**Produced for:**

Full Council

**Date of Report:**

16<sup>TH</sup> March 2023

**Author of Report:**

Gail Foster – Town Clerk.

To **note** payments already made - 20<sup>th</sup> January 2023 to 15<sup>th</sup> March 2023.

## Paid Expenditure Transactions

paid between 20/01/23 and 15/03/23

Start of year 01/04/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Ctee	Details	Heading
20230125-ryal	25/01/23	2214		£234.00	£39.00	£195.00		R/YAL Media Group Ltd	4210/14
20230125-drove 1	25/01/23	2224		£236.40	£0.00	£236.40		The Drove Allotment Association	4500/16/2
20230125-simon	25/01/23	2232		£269.75	£0.00	£269.75		Simon Nightingale	4300/5
20230125-restore	25/01/23	2236		£32.74	£5.46	£27.28		Restore Datastrud	4210/17
20230125-tboc1	25/01/23	2265		£100.80	£16.80	£84.00		Test Valley Borough Council	4100/4
20230125-drove 2	25/01/23	2267		£250.00	£0.00	£250.00		The Drove Allotment Association	4500/16/2
20230125-custom 1	25/01/23	2268		£114.00	£19.00	£95.00		Evolve Websites.Co	4001/6/2
20230125-surreyHills	25/01/23	2269		£480.00	£80.00	£400.00		Surrey Hills Solicitors	4001/3
20230125-tboc 2	25/01/23	2273		£463.00	£0.00	£463.00		Test Valley Borough Council	4100/4
20230125-custom 2	25/01/23	2274		£57.00	£9.50	£47.50		Evolve Websites.Co	4001/6/1
20230125-simon	25/01/23	2275		£134.75	£0.00	£134.75		Simon Nightingale	4300/5
20230125-mbpest	25/01/23	2277		£400.00	£0.00	£400.00		M B Pest Services	4500/11/8
20230125-custom 3	25/01/23	2278		£35.94	£5.99	£29.95		Evolve Websites.Co	4001/6/2
20230125-worknest	25/01/23	2280		£2,332.70	£388.78	£1,943.92		Worknest HR	4001/3
20230125-njumerlow	25/01/23	2281		£17.99	£0.00	£17.99		Mr N J Turner-Howe	4500/17/6
20230125-TECC	25/01/23	2284		£100.00	£16.67	£83.33		The Electrical Compliance Collective	4210/15
20230125-nsg	25/01/23	2285		£66.00	£11.00	£55.00		The National Allotment Society	4210/11
20230125-datapian	25/01/23	2293		£67.20	£11.20	£56.00		Datapian Payroll	4210/11
20230125-atlo	25/01/23	2294		£105.00	£17.50	£87.50		At Loo Hire	4500/11/4/1

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Andover Town Council

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# Paid Expenditure Transactions

Start of year 01/04/22

paid between 20/01/23 and 15/03/23

Payment		Reference		Paid date		Tn no	Order no	Gross	Vat	Net	Details		Heading
20230125-a1100	25/01/23	2295		£105.00	£17.50			£87.50			A1 Loo Hire	Toilet hire - The Drove	4500/1/6/1
20230125-a1100	25/01/23	2296		£105.00	£17.50			£87.50			A1 Loo Hire	Toilet hire - Vigo Road	4500/1/7/1
20230125-a1100	25/01/23	2297		£105.00	£17.50			£87.50			A1 Loo Hire	Toilet Hire - Old Winton Road	4500/1/5/1
20230125-a1100	25/01/23	2298		£105.00	£17.50			£87.50			A1 Loo Hire	Toilet hire - Churchill Way	4500/1/3/1
20230125-a1100	25/01/23	2299		£105.00	£17.50			£87.50			A1 Loo Hire	Toilet hire - Barlows Lane	4500/1/2/1
20230125-a1100	25/01/23	2300		£105.00	£17.50			£87.50			A1 Loo Hire	Toilet hire - Admirals way	4500/1/1/1
20230125-stream 1	25/01/23	2301		£190.25	£31.71			£158.54			Business Stream	Water Supply Mylen Road	4500/1/4/3
20230125-michia	25/01/23	2302		£15.99	£0.00			£15.99			Michelle Young	A3 paper for budget	4210/9
20230125-mulberry	25/01/23	2303		£439.92	£73.32			£366.60			Mulberry & Co	Internal Audit - Interim Jan23	4001/4
20230125-edge	25/01/23	2304		£270.00	£45.00			£225.00			Edge IT Systems	End of Year Closure	4001/1
20230125-grass	25/01/23	2305		£288.00	£48.00			£240.00			Grass and Grounds	Novjobs	4500/1/2/2
20230125-stream	25/01/23	2313		£180.84	£0.00			£180.84			Business Stream	water which site?	4500/1/9/1
20230125-stream	25/01/23	2314		£1,197.38	£0.00			£1,197.38			Business Stream	water which site?	4500/1/2/1
20230131-cob web	31/01/23	2322		£296.63	£49.44			£247.19			C cobweb Solutions Ltd	Microsoft 365	4001/5
20230201-inculhive	01/02/23	2324		£900.00	£150.00			£750.00			The Inculhive Group	Monthly rental Office 108	4210/3
20230202-voda fone	02/02/23	2325		£33.41	£0.00			£33.41			Vodafone Ltd	Office mobile Feb 23	4210/7
DD-20230214-Xerox	02/02/23	2359		£400.42	£66.74			£333.68			Xerox Finance	Photocopier Hire - period 3/22	4210/8
20230203-mm	03/02/23	2344		£24.50	£0.00			£24.50			Marketplace Merchant	credit card machine charge - direct	4001/2
20230210-fernden	10/02/23	2276		£8,079.60	£1,346.60			£6,733.00			Femden Contruction (Winchester) Ltd	Fence at Mylen Road	4500/1/4/4

# Paid Expenditure Transactions

Start of year 01/04/22

paid between 20/01/23 and 15/03/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
20230213-slicc	13/02/23	2307		£253.20	£42.20	£211.00	Society of Local Council Clerks	4210/14
20230213-biachere	13/02/23	2323		£240.00	£40.00	£200.00	Blachere Illuminations	4700/2
20230213-atllo	13/02/23	2327		£84.00	£14.00	£70.00	A1 Loo Hire	4500/1/1/1
20230213-atllo	13/02/23	2328		£84.00	£14.00	£70.00	A1 Loo Hire	4500/1/2/1
20230213-atllo	13/02/23	2329		£84.00	£14.00	£70.00	A1 Loo Hire	4500/1/3/1
20230213-atllo	13/02/23	2330		£84.00	£14.00	£70.00	A1 Loo Hire	4500/1/4/1
20230213-atllo	13/02/23	2331		£84.00	£14.00	£70.00	A1 Loo Hire	4500/1/5/1
20230213-atllo	13/02/23	2332		£84.00	£14.00	£70.00	A1 Loo Hire	4500/1/6/1
20230213-atllo	13/02/23	2333		£84.00	£14.00	£70.00	A1 Loo Hire	4500/1/7/1
20230213-bstream	13/02/23	2334		£99.25	£0.00	£99.25	Business Stream	4500/1/1/3
20230213-sse	13/02/23	2335		£153.38	£25.56	£127.82	Southern Electric	4210/6
20230213-tboc2	13/02/23	2337		£126.52	£9.77	£116.75	Test Valley Borough Council	4100/4
20230213-tboc3	13/02/23	2338		£115.20	£19.20	£96.00	Test Valley Borough Council	4700/2
20230213-aed	13/02/23	2339		£71.51	£11.92	£59.59	AE Donate	4700/12
20230213-datashred	13/02/23	2340		£34.38	£5.73	£28.65	Restore Datashred	4210/17
20230213-abc	13/02/23	2341		£213.60	£35.60	£178.00	Andover Business Computers and Planet PC	4001/5
20230213-tboc1	13/02/23	2342		£151.20	£25.20	£126.00	Test Valley Borough Council	4100/4
20230213-worknest	13/02/23	2343		£166.00	£11.00	£155.00	Worknest HR	4210/12
20230213-jo w	13/02/23	2345		£7.20	£0.00	£7.20	Mrs J Whiteman	4201/2
20230213-dataplan	13/02/23	2346		£67.20	£11.20	£56.00	Dataplan Payroll	4201/4

# Paid Expenditure Transactions

Start of year 01/04/22

paid between 20/01/23 and 15/03/23

## Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
20230213-wel	13/02/23	2347		£79.08	£13.18	£65.90	WEL Medical Ltd	defibrillator pads 4700/12
20230213-jow2	13/02/23	2348		£10.99	£0.00	£10.99	Mrs J Whiteman	Ink Cartridge 4210/8
20230213-evolve	13/02/23	2349		£47.50	£0.00	£47.50	Evolve Websites Co	newsletters to website 4001/6/2
20230213-simon	13/02/23	2350		£165.85	£0.00	£165.85	Simon Nightingale	Moving SIDS January 4300/5
20230213-grass	13/02/23	2351		£42.00	£7.00	£35.00	Grass and Grounds	plot 51, barlows lane, Clearing plo 4500/1/2/4
20230213-pitney	13/02/23	2352		£25.15	£4.19	£20.96	Pitney Bowes	Inkjet printer 4210/8
20230213-pitney	13/02/23	2353		£58.45	£9.74	£48.71	Pitney Bowes	Inkjet printer 4210/8
20230213-pitney	13/02/23	2354		£252.54	£42.09	£210.45	Pitney Bowes	Inkjet printer 4210/8
20230214-mainstream	14/02/23	2326		£91.50	£15.25	£76.25	Mainstream Digital	5 seats hosting 4210/7
20230214-marketmerch	14/02/23	2358		£25.29	£0.00	£25.29	Marketplace Merchant	Fee for Credit Card Machine use 4001/2
20230217-datashred	17/02/23	2356		£34.38	£5.73	£28.65	Restore Datashred	Confidential Waste 4210/17
20230217-silcc	17/02/23	2357		£293.70	£2.20	£291.50	Society of Local Council Clerks	Legal books order 4210/18
20230217-grass	17/02/23	2360		£672.00	£112.00	£560.00	Grass and Grounds	Grass cutting in September 4500/1/2/2
20230217-mbpest	17/02/23	2361		£400.00	£0.00	£400.00	M B Pest Services	Pest Control January to visit all sites 4500/1/1/8
20230217-michia	17/02/23	2362		£29.97	£0.00	£29.97	Michelle Young	Reimbursement for ink cartridges 4210/8
20230224-a1lo	24/02/23	2370		£46.20	£7.70	£38.50	A1 Loo Hire	Toilet hire - Mylen Road 31/12-27/1 4500/1/4/1
20230224-a1lo	24/02/23	2371		£46.20	£7.70	£38.50	A1 Loo Hire	Toilet hire - The Drove 31/12-27/1 4500/1/6/1
20230224-a1lo	24/02/23	2372		£46.20	£7.70	£38.50	A1 Loo Hire	Toilet hire - Vigo Road 31/12-27/1 4500/1/7/1
20230224-a1lo	24/02/23	2373		£46.20	£7.70	£38.50	A1 Loo Hire	Toilet Hire - Old Winton Road 4500/1/5/1



# Paid Expenditure Transactions

Start of year 01/04/22

paid between 20/01/23 and 15/03/23

Payment Reference		Paid date	Tn no	Order no	Gross	Vat	Net	Details		Heading
20230224- a11o0		24/02/23	2374		£46.20	£7.70	£38.50	A1 Loo Hire	Toilet hire - Churchill Way - 31/12	4500/1/3/1
20230224- a11o0		24/02/23	2375		£46.20	£7.70	£38.50	A1 Loo Hire	Toilet hire - Barlows Lane 31/12-27	4500/1/2/1
20230224- a11o0		24/02/23	2376		£46.20	£7.70	£38.50	A1 Loo Hire	Toilet hire - Admirals way 31/12-27	4500/1/1/1
20230224- evolve		24/02/23	2377		£28.50	£4.75	£23.75	Evolve Websites.Co	uploading DPI x2	4001/6/2
20230223- nflumethow		24/02/23	2378		£15.99	£0.00	£15.99	M R N J Turner-Howe	Newpadlock vigo	4500/1/7/6
20230224-na1c		24/02/23	2379		£360.00	£60.00	£300.00	National Association of Local Councils	advert for Town Clerk	4201/1
20230223=edg e1		24/02/23	2380		£530.40	£88.40	£442.00	Edge IT Systems	Tablet, extra user + inspection	4001/1
20230223- edge2		24/02/23	2381		£196.80	£32.80	£164.00	Edge IT Systems	Training in service manager	4001/1
20230223- edge3		24/02/23	2382		£118.62	£19.77	£98.85	Edge IT Systems	unlimited access for allotments ins	4001/1
20230227-alto		27/02/23	2355		£144.00	£24.00	£120.00	Alto Digital Networks Ltd	Photocopier	4210/8
20230228-alto		28/02/23	2252		-£667.07	-£111.18	-£555.89	Alto Digital Networks Ltd	reverse 2251	4210/8
20230228- WRITE OFF		28/02/23	2387		£40.22	£0.00	£40.22	WRITE OFF		4210/2
direct debit		01/03/23	2309		£35.00	£0.00	£35.00	Information Commissioner's Office	Dataprotection fee	4210/11
20230301- inculhive		01/03/23	2389		£900.00	£150.00	£750.00	The Inculhive Group	Monthly rental Office 108	4210/3
DD -20230302- cob web		02/03/23	2386		£288.57	£48.10	£240.47	Cobweb Solutions Ltd	Microsoft 365	4001/5
20230307- Vodafone		07/03/23	2411		£33.41	£0.00	£33.41	Vodafone Ltd	Office mobile Mar23	4210/7
202310-edge		10/03/23	2385		£20.40	£3.40	£17.00	Edge IT Systems	Increase the allotments to 1000	4001/1
20230310-our andover		10/03/23	2390		£735.00	£0.00	£735.00	Our Andover CIC	The 24th August 2022 Extraordinary	4700/11
20230310-mb		10/03/23	2391		£400.00	£0.00	£400.00	M B Pest Services	Pest Control February to visit all sites	4500/11/8
20230310- Simon		10/03/23	2393		£269.50	£0.00	£269.50	Simon Nightingale	Moving SIDS February	4300/5



# Paid Expenditure Transactions

Start of year 01/04/22

paid between 20/01/23 and 15/03/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
20230310-custom	10/03/23	2395		£35.94	£5.99	£29.95	E-volve Websites.Co	hosting of TC Website 4001/6/2
20230310-jo	10/03/23	2399		£10.35	£0.00	£10.35	Mrs J Whiteman	Petrol expenses 4201/2
20230310-data	10/03/23	2400		£67.20	£11.20	£56.00	Dataplan Payroll	Monthly payroll P-11 4201/4
20230310-scotts	10/03/23	2408		£800.00	£0.00	£800.00	Scotts Centre	Grant approved C+E 7/3/23 4190/1
20230310-band	10/03/23	2409		£1,000.00	£0.00	£1,000.00	Andover Town Band	Grant approved C+E 7/3/23 4190/1
20230310-tim	10/03/23	2410		£21.57	£0.00	£21.57	Mr T P Stockwell	No parking clear sign 4500/1/5/6
20230310-tvbc	13/03/23	2397		-£66.90	£0.00	-£66.90	Test Valley Borough Council	credit note for Guildhall 1st March 4100/4
DD-Mainstream	14/03/23	2398		£91.75	£15.29	£76.46	Mainstream Digital	5 seats hosting 4210/7
				£28,691.90				
				£39,440.03	Confidential			
<b>Total</b>				£68,131.93	£3,543.19	£64,588.74		

# APPENDIX I – FINANCIAL PAPERS FOR APPROVAL

I

<b>Produced for:</b> Full Council	<b>Date of Report:</b> 16 <sup>TH</sup> March 2023	<b>Author of Report:</b> Gail Foster – Town Clerk.
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To **receive** and **approve** the following papers:

- Bank Balances and Bank Reconciliation
- Cashbook
- Budget
- Earmarked Reserves

## Bank Balance – Deposits Account

**Customer:** Andover Town Council  
**Account:** 20334112 - Instant Access Account  
**Owner:** Andover Town Council  
**Currency:** GBP

Below you will find a list of transactions for the selected account.

[Printable Version](#)

Date	Description	Serial No	Debits	Credits	Balance
31Dec2022	Credit Interest			277.04	85,753.96
30Sep2022	Credit Interest			129.07	85,476.92
30Jun2022	Credit Interest			73.59	85,347.85
31Mar2022	Credit Interest			46.23	85,274.26

## Bank Balance – Current Account.

**Customer:** Andover Town Council  
**Account:** 20334109 - Unity Current Account T2  
**Owner:** Andover Town Council  
**Currency:** GBP

Below you will find a list of transactions for the selected account.

[Printable Version](#)

Date	Description	Serial No	Debits	Credits	Balance
16Mar2023	[REDACTED]			26.67	510,140.14
16Mar2023	[REDACTED]			25.89	510,113.47
15Mar2023	[REDACTED]			25.59	510,087.58
15Mar2023	[REDACTED]			25.12	510,061.99
14Mar2023	Direct Debit (MAINSTREAM DIGITAL)		(91.75)		510,036.87
13Mar2023	[REDACTED]			28.11	510,128.62

Total Cash held in bank accounts as at **15 March 2023** = 85,753.96 + 510,087.58 = 595,841.54.

## Bank Reconciliation Report.

### Bank Reconciliation

Financial period ending 15/03/23

Balance per bank statements as at 15/03/23	£	£
Co-Operative Bank/ Unity Trust Bank	£510,087.58	
Deposits Unity Trust	£85,753.96	
Petty Cash Account	£0.00	
		£595,841.54
Petty Cash Card Unity		£0.00
Less: any unpresented cheques		£0.00
Add: any uncleared effects		£0.00
Net balances as at 15/03/23		£595,841.54

## Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 15/03/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

### Ordinary Accounts

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

RECEIPTS	Net	Vat	Gross
Policy & Resources	£389,606.83	£0.00	£389,606.83
Allotments	£27,588.40	£0.00	£27,588.40
Total Receipts	<u>£417,195.23</u>	<u>£0.00</u>	<u>£417,195.23</u>
PAYMENTS	Net	Vat	Gross
Events & Projects	£33,416.94	£5,198.39	£38,615.33
Policy & Resources	£246,398.06	£10,826.15	£257,224.21
Allotments	£44,185.29	£5,858.61	£50,043.90
Planning/Highways	£8,927.85	£1,617.60	£10,545.45
Total Payments	<u>£332,928.14</u>	<u>£23,500.75</u>	<u>£356,428.89</u>

Closing Balances

### Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£510,087.58
Deposits Unity Trust	£85,753.96
Petty Cash Account	£0.00
Petty Cash Card Unity	£0.00
Total	<u>£595,841.54</u>

Uncleared and Unpresented effects

Statement Closing Balances

### Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£510,087.58
Deposits Unity Trust	£85,753.96
Petty Cash Account	£0.00
Petty Cash Card Unity	£0.00
Total	<u>£595,841.54</u>

Reserve Balances

Earmarked - Notice Boards	£0.00
Earmarked - Elections	£79,036.28
Earmarked - Section 106	£0.00
Earmarked - Afest	£0.00

Earmarked - Allotments	£88,011.04
Earmarked - Youth Council	£0.00
Earmarked - Christmas Lights	£12,591.74
Earmarked - Civic Regalia	£0.00
Earmarked - Bus Shelter	£0.00
Earmarked - Property Purchases	£102,000.00
Earmarked - Grants Project	£0.00
Earmarked - Staffing Projects	£0.00
Earmarked - Defibrillators	£0.00
Earmarked - Vigo Park	£0.00
Earmarked - Public Conveniences	£0.00
Earmarked - Contribution to Tourism	£0.00
Allotment Deposits	£0.00
CIL - Funds held separately from General Reserves	£99,099.83
Reserves total	<u>£380,738.89</u>

Signed \_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer

# Financial Budget Comparison

Comparison between 01/04/22 and 15/03/23 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/22

	Previous Year's Net	2022/2023	Actual Net	Balance	2023/2024
<b>INCOME</b>					
<b>Total Events &amp; Projects</b>	£7,124.22	£0.00	£0.00	£0.00	£0.00
<b>Total Policy &amp; Resources</b>	£363,720.14	£361,801.70	£362,441.13	£639.43	£361,801.70
<b>Total Allotments</b>	£25,381.37	£25,254.00	£27,588.40	£2,334.40	£27,779.40
<b>Total Income</b>	£396,225.73	£387,055.70	£390,029.53	£2,973.83	£389,581.10



# Financial Budget Comparison

Comparison between 01/04/22 and 15/03/23 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/22

	Previous Year's Net	2022/2023	Actual Net	Balance	2023/2024
<b>EXPENDITURE</b>					
<b>Total Events &amp; Projects</b>	£28,773.36	£61,555.00	£32,161.94	£29,393.06	£67,457.50
<b>Total Policy &amp; Resources</b>	£256,849.80	£296,558.50	£238,618.45	£57,940.05	£305,644.35
<b>Total Allotments</b>	£31,517.77	£37,218.00	£44,355.79	£7,137.79	£33,887.30
<b>Total Planning/Highways</b>	£0.00	£0.00	£8,927.85	£8,927.85	£0.00
<b>Total Expenditure</b>	£317,140.93	£395,331.50	£324,064.03	£71,267.47	£406,989.15
Total Income	£396,225.73	£387,055.70	£390,029.53	£2,973.83	£389,581.10
Total Expenditure	£317,140.93	£395,331.50	£324,064.03	£71,267.47	£406,989.15
<b>Total Net Balance</b>	<b>£79,084.80</b>	<b>-£8,275.80</b>	<b>£65,965.50</b>		<b>-£17,408.05</b>

## Earmarked Reserves

## Reserve Status

15/03/23

### NOTE:

There is currently a bug which is inflating the General Reserves by £ 233.98.

### General Reserves should read:

**£213,938.66.**

EDGE are investigating.  
16/3/23.

Earmarked - Property Purchases	£102,000.00
Notice Boards	
Earmarked - Notice Boards	£0.00
Elections	
Earmarked - Elections	£79,036.28
Earmarked - Section 106	£0.00
Earmarked - Afest	£0.00
Earmarked - Allotments	£88,011.04
Earmarked - Youth Council	£0.00
Earmarked - Christmas Lights	£12,591.74
General Fund	
General / Operational Reserves	£214,172.64
Earmarked - Bus Shelter	£0.00
CIL - Funds held separately from General Reserves	£99,099.63
Earmarked - Grants Project	£0.00
Earmarked - Staffing Projects	£0.00
Earmarked - Defibrillators	£0.00
Earmarked - Vigo Park	£0.00
Earmarked - Public Conveniences	£0.00
Earmarked - Contribution to Tourism	£0.00
Earmarked - Civic Regalia	£0.00
	<hr/>
	£594,911.53
<u>Liability</u>	
Allotment Deposits	£0.00
	<hr/>
	£0.00
	<hr/>
	£594,911.53

# APPENDIX J – SID REPORT

J

<b>Produced for:</b> Full Council	<b>Date of Report:</b> 14 March 2023	<b>Author:</b> Deputy Clerk/ Committee Officer
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## Summary of Key Issues

To receive results from Andover Town Council's managed SIDs on London Road and Weyhill Road, from 9 February to 1 March 2023.

## Background:

- Andover Town Council have purchased 2 SIDs
- Andover Town Council has 5 approved locations for the SIDs
- Both SIDs are now operational.
- The SIDs have been on London Rd and Weyhill Road from 9 Feb – 1 March, the following report is for these two SIDs during this period.
- For comparison the previous results from London Road are included.

## Results recorded by location:

London Road	From: 9 February To: 1 March 2023	From: 2 November To: 30 November 2022
	Incoming	Incoming
Maximum Speed	70mph	65mph
Average Speed over whole period	27.5 mph	27.3 mph
Number of vehicles per day (average)	4434	2558
<=30 mph	3,107	734
31-35 mph	801	1209
36-40 mph	203	469
41-45 mph	40	22
46-70mph	8	5
Highest speed recorded was 70 mph on 13 February 2023 at 1.20pm		

Weyhill Road	From: 9 February 2023 To: 1 March 2022
	Incoming
Maximum Speed	55 mph
Average Speed over whole period	24.7mph
Number of vehicles per day average	4976
<=30 mph	4,423
31-35 mph	320
36-40 mph	33
41-45 mph	5
46-70mph	6
Highest speed recorded was 55 mph on 11 February 2023 at 10.15am.	

**Further position under consideration:**

Officers are currently looking at further locations, they are:

- Old Winton Road
- Smannell Road
- Charlton Road
- Saxon Way
- Newbury Road

Limitation for locations are:

- Speed limit must be no more than 40 mph for any location considered.
- Single lane for any location considered.
- Consideration in terms of light pollution needs to be taken for any private dwellings nearby any proposed location.

**Legal and Policy Implications**

- Andover Town Council has the power to purchase and install traffic calming measures as a prevention of Crime

**Recommendations**

- **To note the report.**

Distribution: To all Councillors