



# ANDOVER TOWN COUNCIL

Wednesday 23 November 2022

To the Members of Andover Town Council:

You are hereby summoned to attend a meeting of full **COUNCIL** to be held at the **Upper Guildhall, Andover on Wednesday 23 November 2022 at 5.30 pm** when it is proposed to transact the following business: -

*Victoria Warburton*

Tor Warburton  
**Interim Town Clerk – 17 November 2022**

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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.

**Prior to the start of the meeting there will be two ten-minute presentations:**

- **MIND - by a representative from MIND on Mental Health and the role MIND has to play, with particular reference to younger people.**

<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>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>4</b>	<b>MINUTES</b>
	The Town Mayor to sign as a correct record, the minutes of the Andover Town Council meeting held on 29 September 2022, attached at <b>Appendix A. (Page 5)</b> .
<b>5</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>6</b>	<b>TOWN MAYORS ANNOUNCEMENTS</b>
	To <b>receive</b> the Town Mayors' Announcements.
<b>7</b>	<b>ANDOVER TOWN COUNCILLORS REPORTS</b>
	To <b>receive</b> any reports from Town Council Members.
<b>8</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>9</b>	<b>APPOINTMENT OF NEW TOWN CLERK</b>
	To <b>note</b> that the Recruitment Panel has appointed a new Town Clerk, Gail Foster, to start on 19 December 2022. To <b>ratify</b> this decision as per the resolution at Full Council on the 29 September 2022:  <b>RESOLVED</b> to delegate power to panel, to recruit and appoint new Proper Officer, for ratification at Full Council and resolved unanimously.
<b>10</b>	<b>ANNUAL GOVERNANCE STATEMENT 2021/2022</b>
	To <b>note</b> the Annual Governance Statement 2021/2022 and the External Audit for the Year Ending 31 March 2022.  To <b>note</b> the Action Plan raised by the External Audit states that they were unable to complete their review. The reason for this was that the AGAR was not signed off before the required date. It was subsequently signed and returned to the external Auditors – Annual Return and External Audit attached at <b>Appendix B (Page 11)</b>
<b>11</b>	<b>EARMARKED RESERVES</b>
	To <b>approve</b> the Allotment Committee recommendation to release funds from the Earmarked Reserves for works to be completed on Mylen Road and Barlows Lane sites.

**Barlows Lane:**

**RESOLVED: That that Quote 2 funded from Earmarked Reserves, be recommended to Full Council for approval.**

'Quote 2 – Quote for chain link galvanised finish £3647.00 Plus VAT  
Supply and install 1.8m high fencing consisting of 1 of 4m wide pair of gates and 6m fencing either side to be installed within allotment entrance (2 car lengths quoted).'

**Mylen Road:**

**RESOLVED: That Quote 1, Option 1 be accepted and approved and that the Officers be instructed to get the works carried out with immediate effect.**

'Option 1: Supply and install: 39m of 1800 mm high green 358 security mesh fencing supported on green coated box section concreted in posts - £6,597.00'

As per Andover Town Council Financial Regulations:

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- **the Council for all items over £5,000;**
- a duly delegated committee of the Council for items over £500; or
- the Town Clerk, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

4.9. Changes in Earmarked Reserves shall be approved by Council as part of the budgetary control process.

<b>12</b>	<b>ANDOVER TOWN COUNCIL - CIVIC PROTOCOL</b>
	To <b>review</b> and <b>agree</b> the updated Civic Protocol – attached at <b>Appendix C (Page 13)</b>
<b>13</b>	<b>SPEED INDICATOR SIGNS REPORT</b>
	To <b>note</b> an update report on Speed Indicator Signs (SIDs) – attached at <b>Appendix D (Page 19)</b>
<b>14</b>	<b>CHRISTMAS OFFICE CLOSURE</b>
	To <b>note</b> that Andover Town Council office will be closed for the Christmas period from 12 noon on Friday 23 December 2022 and will re-open on Monday 3 January 2023.
<b>15</b>	<b>UPDATE REPORT ON CHRISTMAS LIGHTS INSTALLATION 2022</b>
	To <b>note</b> that the Christmas Lights and the Christmas Tree were installed on the 15/16 <sup>th</sup> November and the Christmas Lights 'Switch on' will be on the 25 <sup>th</sup> November at 6pm (event runs from 3pm – 8pm)
<b>16</b>	<b>VACANCY HARROWAY WARD</b>
	To <b>note</b> that there is a vacancy in the Harroway Ward. As this has occurred within 6 months of the 2023 elections Council have the option to co-opt.  To <b>discuss</b> and <b>agree</b> to hold co-option for the Harroway Ward.

	To <b>agree</b> that applications are to be received by 1 January 2023 and a decision made at the Full Council meeting on 25 January 2023.
<b>17</b>	<b>EXCLUSION OF THE PRESS AND PUBLIC</b>
	To <b>PASS</b> a Resolution to exclude the Members of the Press and Public from the Meeting at Agenda Item 21 due to consideration of staffing contracts and remuneration, as per LGA 1972.
	<b>CONFIDENTIAL</b>
<b>18</b>	<b>APPOINTMENT OF NEW TOWN CLERK</b>
	To <b>receive</b> a report from the Recruitment Panel on the appointment of a new Town Clerk.
<b>19</b>	<b>DATE OF NEXT MEETING</b>
	To <b>note</b> the date of the next meeting is <b>Wednesday 25 January 2023 to</b> be held at <b>the Upper Guildhall, Andover, at 5.30pm.</b>

The Town Mayor will close the meeting.

# APPENDIX A – MINUTES OF PREVIOUS MEETING

# A

## Council Minutes

### Time and date

5.30pm on Wednesday 29 September 2022

### Place

Upper Guildhall, High Street, Andover

Cllr D Coole - Town Mayor (P)		
Cllr R Meyer - Deputy Town Mayor (P)		
Cllr N Asamoah (A)	Cllr L Banville (A)	Cllr J Coole (P)
Cllr C Ecclestone (A)	Cllr L Gregori (P)	Cllr K Hughes (P) (Arrived at 5.34pm)
Cllr N Long (P)	Cllr R Hughes (P)	Cllr M Mumford (P)
Cllr R Rowles (A)	Cllr J Sangster (P)	Cllr D Treadwell (A)
Cllr S Waue (P)	Cllr E Reynolds (P)	

### Officers Present:

Karen Ross (Locum Town Clerk) (Taking the Minutes)  
Tor Warburton (Interim Town Clerk)

**Members of the Public:** 4

**Members of the Press:** 1

**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>C088/09/22</b>	<b>APOLOGIES FOR ABSENCE</b>
	Apologies for absence were received and accepted from Councillor D Treadwell.
<b>C089/09/22</b>	<b>DECLARATION OF ACCEPTANCE OF OFFICE</b>
	The Declaration of Acceptance of Office for the Councillor elected for St Mary's Ward was received from Councillor E Reynolds.

<b>C090/09/22</b>	<b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS</b>
	There were no Declarations of Interest in relation to any item on the agenda.
<b>C091/09/22</b>	<b>PUBLIC PARTICIPATION</b>
	There were no comments received from Members of the Public present at the meeting.
<b>C092/09/22</b>	<b>EXTERNAL REPORTS</b>
	<p><i>The following report from Councillor N Matthews, was emailed to all Members on 26 September 2022:</i></p> <ol style="list-style-type: none"> <li>1. Ongoing L2 Development resubmission has now received further responses from HCC, which is now visible on the TVBC planning website. Our objections and calling to committee remain unchanged. Particularly in regard to vehicle access and traffic flow impacted by the ongoing fiasco relating to Finkley Arch junction. The legal teams between network rail and TW remain in ongoing correspondence, although indications appear to suggest that network rail are the main “stumbling block” over progress. It is our intention to escalate to Kit Malthouse to intervene, if this continues over the next fortnight. In any event, it is my intention to maintain strong stance on objecting to this development until at least these issues are resolved.</li> <li>2. The overgrown trees and shrubs in the carpark at Cricketers is unacceptable and has been escalated to Aster for swift resolution.</li> <li>3. The overgrown and neglected grassed areas by Fleece Road and facing YMCA has now been escalated to regional director TW and expect resolution promptly.</li> <li>4. We have received correspondence that Icknield Way may be “patched surfaced”. We have expressed our displeasure and insisted that the whole road requires resurfacing and that Hadrian’s get the same treatment. I shall keep you updated on progress.</li> </ol>
<b>C093/09/22</b>	<b>MINUTES</b>
	<p>It was proposed by Councillor D Coole and seconded by Councillor R Hughes that the Minutes, of the Extraordinary Town Council meeting held on 24 August 2022, be signed by the Chairman as a correct record.</p> <p>A vote was taken:  FOR – 10, AGAINST – 0, ABSTENTIONS – 1</p> <p><b>RESOLVED: That the Minutes, of the Extraordinary Town Council meeting held on 24 August 2022, be signed by the Chairman as a correct record.</b></p>
<b>C094/09/22</b>	<b>TOWN MAYORS ANNOUNCEMENTS</b>
	<p>The Town Mayor, Councillor D Coole, attended:</p> <ul style="list-style-type: none"> <li>• The Mayors of Wilton’s event</li> <li>• Events around for the Queen Elizabeth II’s death such as the Service of Remembrance</li> <li>• King Charles III Proclamation</li> </ul>

C095/09/22	<b>ANDOVER TOWN COUNCILLORS REPORTS</b>
	<p><b>Councillor L Gregori:</b> I attended a parade and events around for the Queen Elizabeth II's death.</p> <p><b>Councillor R Hughes:</b> I attended the proclamation of King Charles III and was pleased with the turnout.</p> <p><b>Councillor M Mumford:</b> The representative from MIND apologised for not attending the meeting to present Mental Health and role MIND has to play, with reference to younger people, but would like to attend the next meeting.</p>
C096/09/22	<b>QUESTIONS FROM TOWN COUNCILLORS</b>
	There were no questions received from Members of the Andover Town Council.
C097/09/22	<b>MOTIONS FROM TOWN COUNCILLORS</b>
	<p><b><u>Motion on Energy Price Cap:</u></b></p> <p>It was proposed by Councillor J Sangster and seconded by Councillor L Gregori. A vote was taken which was unanimous.</p> <p><b>RESOLVED: That this Council moves to declare a “Cost of Living Emergency” in Andover and will write to our local MP calling on him to put pressure on the Government to:</b></p> <ol style="list-style-type: none"> <li>1. Reduce the standard rate of VAT from 20% to 17.5% for one year, saving the average household a further £600 this year.</li> <li>2. Ensure the Government honours its commitment to reinstating the pensions triple lock to support Andover pensioners.</li> <li>3. Implement an energy price cap on heating oil, where this is currently disproportionately affects rural families.</li> </ol> <p><b><u>Motion on Insulating Homes of Lower Income Residents:</u></b></p> <p>It was proposed by Councillor R Hughes and seconded by Councillor L Gregori. A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the Town Council will:</b></p> <ol style="list-style-type: none"> <li>1. Call upon the Secretary of State, Department for Business, Energy &amp; Industrial Strategy, to do more to support low-income households by dramatically improving the Local Authority Delivery Scheme, by doubling the funds available to the lowest income households and expanding the threshold of household income to £50,000 p.a.</li> <li>2. Call upon Test Valley Borough Council to build on their current good work in this area by: <ul style="list-style-type: none"> <li>• Urgently investigating the availability of other schemes which have already benefited the residents of other councils in the Hampshire area.</li> <li>• Communicating with our residents as to what options and opportunities are available for improving their homes’ heating and energy efficiencies.</li> <li>• Immediately seeking to assist our lowest income families with financial support packages aimed at insulating their homes.</li> </ul> </li> </ol>

C098/09/22	<b>TOWN CLERK &amp; RFO RECRUITMENT</b>
	<p><b>RESOLVED</b> to delegate power to panel, to recruit and appoint new Proper Officer, for ratification at Full Council and resolved unanimously.</p> <p><b>RESOLVED</b> to approve a recruitment budget of £5,000 (to include SLCC costs, advertisement etc) with the additional money to be vired from Operational Reserves and resolved unanimously.</p> <p><b>RESOLVED</b> that the candidates MUST have the CiLCA qualification to be considered for the post. Proposed by Councillor D Coole and seconded by Councillor N Long and resolved on a vote of 8 FOR, 2 AGAINST with 1 ABSTENTION.</p> <p><b>RESOLVED</b> to offer a relocation package of £4,000 for any candidate who has to move in order to be within 30 minutes of the office on the understanding that the successful candidate will commit to two years in role. Proposed by Councillor D Coole and seconded by Councillor L Gregori and resolved unanimously.</p> <p>Councillor D Coole proposed that an informal meeting could take place for any candidate and the Councillors. As there was no seconder the proposal was withdrawn.</p> <p><b>RESOLVED</b> that there would be no informal meeting of all candidates and the Councillors. Proposed by Councillor D Coole and seconded by Councillor K Hughes and resolved on a vote of 5 FOR, 4 AGAINST with 2 ABSTENTIONS.</p> <p><b>NOT RESOLVED</b> that the successful candidate would be offered the NEST pension scheme. Proposed by Councillor D Coole and seconded by Councillor R Meyer and not resolved on a vote of 2 FOR, 7 AGAINST with 2 ABSTENTIONS.</p> <p><b>RESOLVED</b> that the successful candidate would be offered Local Government Pension Scheme. Proposed by Councillor S Waue and seconded by Councillor K Hughes and resolved on a vote of 7 FOR, 1 AGAINST with 3 ABSTENTIONS.</p>
C099/09/22	<b>RISK MANAGEMENT POLICY</b>
	<p>It was proposed by Councillor L Gregori and seconded by Councillor J Sangster that the Risk Management Policy as recommended by the Policy and Resources Committee be adopted.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the Risk Management Policy as recommended by the Policy and Resources Committee be adopted.</b></p>
C100/09/22	<b>EQUALITY POLICY</b>
	<p>It was proposed by Councillor J Sangster and seconded by Councillor Hughes that the Equality Policy, updated to comply with current legislation, be adopted.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the Equality Policy, updated to comply with current legislation, be adopted.</b></p>



C101/09/22	<b>FINANCE</b>
	<p>It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that the List of Payments up to 7 September 2022 be approved. A vote was taken: FOR 8, AGAINST 3, ABSTENTIONS 0 <b>RESOLVED: That the List of Payments up to 7 September 2022 be approved.</b></p> <p>It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that the Cashbook up to 31 August 2022, be noted. A vote was taken which was unanimous. <b>RESOLVED: That the Cashbook up to 31 August 2022, be noted.</b></p> <p>Members received and noted the Bank Reconciliation up to 31 August 2022.</p>
C102/09/22	<b>VIREMENTS 2022/2023</b>
	<p>It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the recommendation from the Policy and Resources Committee that a Virement be made from Budget 4210/6 Heating &amp; Lighting – Office of £413.00 be approved. A vote was taken: FOR – 10, AGAINST – 0, ABSTENTIONS – 1 <b>RESOLVED: That a Virement be made from Budget 4210/6 Heating &amp; Lighting – Office of £413.00 be approved.</b></p>
C103/09/22	<b>EARMARKED RESERVES</b>
	<p>It was proposed by Councillor D Coole and seconded by Councillor R Hughes that the recommendation from the Policy and Resources Committee that Earmarked Reserve (Defibrillators £1072.01) be transferred to Operational Reserves, as the Council agreed in 2018 that it would no longer directly purchase defibrillators. A vote was taken which was unanimous. <b>RESOLVED: That the recommendation from the Policy and Resources Committee that Earmarked Reserve (Defibrillators £1072.01) be transferred to Operational Reserves, as the Council agreed in 2018 that it would no longer directly purchase defibrillators.</b></p>
C104/09/22	<b>APPOINTMENT OF MEMBERS TO COMMITTEES AND WORKING GROUPS</b>
	<p><b>RESOLVED</b> to appoint Members to the following Committees and Working Groups: <b>Community and Events Committee</b> – Councillors L Gregori and D Coole. Proposed by Councillor D Coole and seconded by Councillor N Long and resolved unanimously. <b>Allotments Committee</b> – Councillor E Reynolds. Proposed by Councillor D Coole and seconded by Councillor N Long and resolved unanimously. <b>Policy and Resources Committee</b> – Councillor E Reynolds. Proposed by Councillor D Coole and seconded by Councillor K Hughes and resolved on a vote of 10 FOR with 1 ABSTENTION.</p> <p><b>Christmas Lights/Events</b> – Councillors L Gregori and M Mumford. Proposed by Councillor D Coole and seconded by Councillor J Sangster and resolved unanimously. <b>Open Spaces Furniture (formed 10.08.2022)</b> - Councillor R Meyer. Proposed by Councillor D Coole and seconded by Councillor J Sangster and resolved on a vote of 8 FOR with 3 ABSTENTIONS.</p>

	<p><b>Audio and Live Streaming</b> – Councillor J Sangster. Proposed by Councillor D Coole and seconded by Councillor K Hughes and resolved unanimously.</p> <p><b>RESOLVED</b> to dissolve the Staffing Review Working Group. Proposed by Councillor R Hughes and seconded by Councillor S Waue and resolved on a vote of 9 FOR, 1 AGAINST with 1 ABSTENTION.</p> <p><b>RESOLVED</b> to disband Charter Stone Working Group with the Charter Stone being within the remit of the Planning Committee. Proposed by Councillor J Sangster and seconded by Councillor R Hughes and resolved unanimously.</p>
<b>C105/09/22</b>	<b>OFFICE ACCOMMODATION UPDATE</b>
	Members <b>noted</b> that the office move has now been completed and Officers are now able to work out of the Incuhive space. The contract has now finished on 68B High Street, Andover.
<b>C106/09/22</b>	<b>SIDS UPDATE</b>
	Members <b>noted</b> that the SIDS have been ordered and delivery to the contractor who will manage them, is expected within 8 weeks. It is anticipated that they will be operational before the end of the year.
<b>C107/09/22</b>	<b>EXCLUSION OF THE PRESS AND PUBLIC</b>
	<p>It was proposed by Councillor D Coole and seconded by Councillor K Hughes that the Members of the Press and Public be excluded from the Meeting at Agenda item 21 due to consideration of Confidential Legal Advice, as per Schedule 12a of LGA 1972. A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the Members of the Press and Public be excluded from the Meeting at Agenda item 21 due to consideration of Confidential Legal Advice, as per Schedule 12a of LGA 1972.</b></p>
<b>C108/09/22</b>	<b>LEGAL ADVICE</b>
	Members <b>noted</b> a CONFIDENTIAL report with advice received by Surrey Hill Solicitors.
<b>C109/09/22</b>	<b>DATE OF NEXT MEETING</b>
	Members noted the date of the next meeting: <b>Wednesday 23 November 2022</b> , at the <b>Upper Guildhall, Andover</b> , starting at <b>5.30pm</b> .
<p>The Town Mayor closed the meeting at 7.01pm.</p>	
Town Mayor	Date

## APPENDIX B – CONCLUSION OF AUDIT 31 MARCH 2022

# B

**Produced for:**

Full Council

**Date of Report:**

17/11/2022

**Author of Report:**

Interim Town Clerk

**Background:**

The AGAR is submitted each year to demonstrate that the Council is following good practice with regard to its accounts and processes.

**Findings:**

For the Year Ending 31 March 2022 the External Auditors have commented:

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2021/22 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

The Auditors were unable to complete their review before sending out their report as the AGAR was not signed off by the required date (Full Council June 2022)

**Legal and Policy Implications**

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

**Recommendations:**

**To note the External Auditors report and the actions highlighted in the AGAR Year Ending 31 March 2022.**

**Note:** The person to contact about this report is T Warburton (Interim Town Clerk), Andover Town Council, Office 108, Flr 4, Incuhive, Chantry House, Chantry Way, Andover SP10 1LS

Tel: 01264 335592

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

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

Distribution: To all Councillors

### Section 3 – External Auditor Report and Certificate 2021/22

In respect of

**Andover Town Council - HA0006**

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor report 2021/22

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2021/22 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

Other matters not affecting our opinion which we draw to the attention of the authority:

Please see above.

#### 3 External auditor certificate 2021/22

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022

We do not certify completion because:

We have received correspondence bringing information to our attention that we must consider before certifying the completion of our review and the discharging of our responsibilities.

External Auditor Name

**PKF LITTLEJOHN LLP**

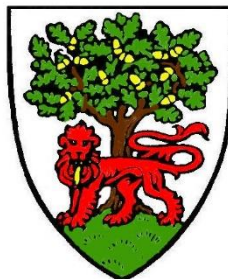
External Auditor Signature



Date

27/09/2022

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



# **ANDOVER TOWN COUNCIL CIVIC PROTOCOL**

**ADOPTED BY COUNCIL – June 2017**

## **INTRODUCTION**

This Civic Protocol is designed to assist the Town Mayor and Deputy Town Mayor to understand their roles and responsibilities and provide some useful information, which may be of assistance when undertaking civic duties.

The Protocol at Appendix A is designed to ensure a consistent approach when dealing with issues connected to the Civic Function. The object of the information is to try and ensure that the Mayor's civic year runs as smoothly as possible.

Not everything will be covered by this protocol and assistance is available from the Council Offices and the Monitoring Officer.

## **BACKGROUND**

### **TOWN MAYOR**

Section 245 (6) of the Local Government Act 1972 gives Parish Councils the power by resolution to allow themselves the title of Town Council and the Chairman of a Town Council is entitled to the style of 'Town Mayor'.

A Town Mayor has the same rights and duties as a Parish Chairman. The office and leadership role of Town Mayor must be respected by all members of the Council at all times.

#### THE COUNCILLOR BECOMING MAYOR

The Mayor, by virtue of the Office, can and should seek to use his/her influence and standing in the role to stimulate community pride, encourage business and promote the voluntary sector. The Mayor is also likely to have many meetings with various other dignitaries, other engagements and will be in the public eye for virtually the whole year. The Mayor is formally elected by the Council at the Annual Council Meeting held in May. A Deputy Mayor is also elected at this meeting. The new Mayor is required to make the following declaration when accepting the Term of Office at the Annual Meeting:

*"I .....having been elected to the Office of Mayor of the Town of Andover, hereby declare that I take the said Office upon myself and will duly and faithfully fulfil the duties thereof according to the best of my knowledge and ability.*

*I undertake to observe the Code as to the Conduct which is expected of Members of Andover Town Council".*

The Declaration of Office is signed by both the new Mayor and the Town Clerk of the Council. The new Deputy Mayor makes a similar declaration.

The Mayors Term of Office is for one Civic Year and during this time the Mayor continues to be a member of the Council and presides over the meeting of the Full Council. In the event of more than one nomination being put forward, the meeting shall select the successful candidate in accordance with the Town Council's Standing Orders.

#### ROLE OF THE MAYOR

Duties which the Mayor may carry out include:

1. Organising Events to raise funds for the Mayor's chosen charities
2. Acting as host on behalf of the Town Council at functions organised by the Town Council
3. Attending functions within Andover, or on occasions outside the Town as a ceremonial representative of the Council
4. Undertaking official openings or presentations within Andover on behalf of the Town Council
5. Representing the Town Council during royal visits to the town.
6. **The Mayor may signify a recognised minister of religion to act as Honorary Chaplain to the Town Council at the Annual Mayor Making. The Chaplain will be able to provide spiritual support to the Mayor and Council and to act as the religious lead on civic occasions that Andover Town Council are responsible for.**

The Town Mayor will choose their own consort who can be either a partner, fellow Councillor, or a family member or friend. If the consort is female, she may be referred to as Town Mayoress.

The Town Mayor also has a number of statutory functions as set out below:

- a. The Town Mayor, when present, must preside over meetings of the Full Council and the Annual Town Meeting.
- b. The Town Mayor has a casting vote in the event of an equality of votes
- c. The Town Mayor should ensure, together with the Town Clerk, that the Town Council makes legal decisions.

- d. The Town Mayor has a duty to ensure the agenda is followed correctly and that Standing Orders are properly applied.

#### SUPPORT FOR THE TOWN MAYOR

Day to day support for the Town Mayor will be provided by the Town Council's office staff. The Town Clerk will arrange with the Town Mayor plan his/her Civic Year. This will involve making plans for any events that the Town Mayor wishes to hold throughout the year. Once agreed the dates will be circulated to minimise clashes with any other events.

The Town Clerk will receive invitations for the Mayor and liaises with the Town Mayor before accepting/declining invitations.

The Town Clerk/Town Council Officers, are responsible where necessary for arranging transport to events. The Town Mayor (or the Deputy Town Mayor if deputising for the Mayor) will normally use their own transport to attend Civic functions within Andover. Depending on the circumstances, alternative means of transport may be considered for engagements out of the Town.

If the Town Mayor is unsure of anything or requires some guidance, then this should be raised with the Town Clerk, who will provide the necessary information.

**The Mayor's Chaplain can provide spiritual support to the Town Mayor, if required.**

#### MAYOR'S CHARITIES

The Town Mayor's Charity raises funds for one or more local charities or good causes. It is advisable to choose organisations to be supported, at an early stage. The Town Mayor may decide to support as many organisations as they wish.

It is preferable to announce the chosen charity as part of the incoming Town Mayor's speech.

Support will be given by the Town Clerk. However, it is helpful if a separate support mechanism is set up amongst colleagues.

The chosen organisation(s) will be notified and all funds raised at the events to be held by the Town Mayor will be donated to the chosen organisation(s) at the end of the Civic Year. Funds raised for the Town Mayor's charities cannot be used for any other purpose other than as a donation to the charity identified when the funds were raised, save to cover for all reasonable costs to raise the funds.

Charity events vary with individual Town Mayors and may include a Charity Dinner/Ball etc. Other events may be organised by local organisations, clubs or institutions, with proceeds given to the Town Mayor's charity. Any events the Mayor wishes to organise should be organised with the Town Council Officers.

#### DONATIONS

To enable the Mayor to raise funds for local charities, the Council may rely on local businesses donating prizes to be used in raffles and tombola's. Although some businesses may support the Town Mayor's charity, there may be some who will not donate prizes. The Town Mayor may feel it necessary to visit local businesses around the Town to request prizes as a more personal approach can encourage businesses to support the chosen charities. It is considered good practice to disclose publically the donations received.

#### CHEQUE PRESENTATION

Town Council Officers will co-ordinate a cheque presentation at the end of the Civic Year with associated publicity. The Town Mayor will announce the total amount raised for their charity at the Annual Council Meeting.

## TOWN MAYOR'S ALLOWANCE

The Town Mayor may be given an allowance to meet the expenses of the office (LGA 1972, ss 15(5) and 34(5)). The Local Government Act does not stipulate the type or category of expenditure for which the Town Mayor may use the Civic Allowance. However, it is commonly described as recompense for the expenses of maintaining the dignity of the office. Furthermore, general items include:

- a. Clothing
- b. Consorts clothing
- c. Donations to charities
- d. Collections
- e. Personal hospitality (including lunch and dinners)
- f. One-off events held by the Town Mayor

It should be noted that the purchase of the above items would not necessarily qualify towards the allowance for tax-deductible purposes; it merely suggests that the items relate to maintaining the dignity of the office.

The Town Council's budget should contain provision for certain civic events including (Remembrance Sunday) receiving Civic visitors. It is important for the Mayor to plan the use of the allowance over the year.

Once the budget level has been reached, no payments can be made or further orders placed by the Council Officers.

### SUPPORT BY DEPUTY MAYOR

The Deputy Mayor will support the Town Mayor throughout the year by representing the Town Council when the Town Mayor is unavailable or has another engagement.

If the Town Mayor is not present at a Full Council meeting, the Deputy Mayor shall preside. In effect, the Deputy Mayor has no standing as Deputy Mayor when the Town Mayor is present but assumes the precedence and standing of the Town Mayor when they are deputising for the Town Mayor rather than acting as Deputy. Notwithstanding the presence of the Town Mayor, the Deputy Mayor is permitted to wear insignia at Council meetings and Civic events within the Town.

Invitations to the Deputy Mayor should be dealt with as follows:

- a. Invitations to functions should not be sent to (or solicited by) the Deputy Mayor. The Deputy Mayor should not normally attend functions in their own right, except when deputising for the Mayor.
- b. All invitations should be sent for consideration by the Town Mayor as First Citizen and, if the Town Mayor cannot attend, it may be appropriate to 'pass down' an invitation firstly to the Deputy Mayor, then previous Mayor and then another Councillor chosen by the Town Mayor.
- c. On the rare occasion when the Deputy Mayor is invited to a function in their own right, there should be a clear procedure whereby the invitation is shown formally by the Town Clerk to the Town Mayor, in order that there is no misunderstanding.

### INVITATIONS TO COUNCILLORS

Invitations to Councillors other than the Town Mayor or Deputy Town Mayor to represent the Town Council should be dealt with in the same way as invitations to the Deputy Mayor.



## CIVIC INSIGNIA

The Mayors chain is the outward sign of the civic office held, i.e. its insignia.

The Town Mayor should wear the Chain at ceremonial occasions, such as Remembrance Sunday, Royal visits etc. and when chairing the Town Council meetings.

The Town Mayor may also wear the Chain, when officially invited as Town Mayor, to external functions (the Town Council officers will liaise with external officers on protocol for this).

The Town Mayor should not wear the civic insignia in any other area without the express permission from the Council for that area. Civic chains should never be worn with a military uniform. However, a Town Mayor who is a member of the clergy may wear full canonicals with the Chain over the gown. Similarly, the Chain may be worn over academic dress.

## PRECEDENCE AND PROTOCOL

A formal distinction has to be made between the style of address of a Borough Mayor and that of a Town Mayor. It is suggested that, at least in the presence of the Borough Mayor, Town Mayor's should be addressed as 'Mr/Madam Town Mayor'.

A female Mayor should still be termed as Mayor, not a Mayoress.

Precedence and protocol for visits and events is often set by custom and practice, with the exception of Royal Visits.

The Town Clerk will be able to offer further advice and assistance with these matters.

## RECEIPT OF GIFTS

In the course of the duty of being Town Mayor, often gifts will be offered to the Town Mayor. It is suggested that all members should treat with extreme caution any offer of a gift, favour or hospitality that is made to them personally.

As is the case with Town Councillors in general, the Town Mayor and Deputy Town Mayor remain subject to the Code of Conduct for Members which is in force at the time.

The Code of Conduct requires Members, including Town Mayors, to register any gifts or hospitality worth £25 or over that are received in connection with their official duties as a Members, and the source of the gift or hospitality. You must register the gift or hospitality and its source within 28 days of receiving it.

Be aware that this will be a non-pecuniary interest and if a matter under consideration is likely to affect a person who gave you the gift or hospitality it must be declared.

**Any gift, received, that is for the benefit of the Town Council, as a whole, should be offered to the Council for acceptance at the next convenient Full Council Meeting.**

If in doubt consult the Town Clerk.

## THE CIVIC YEAR

Below is a list of typical events which can be organised during the Town Mayor's Year in Office. These dates should be discussed and arranged during a meeting with the Town Mayor and the Town Clerk at the beginning of each new Civic Year to suit the Town Mayors diary.

## CIVIC SERVICE

The Civic Service is held at one of the Town's places of worship. Consultation for the date of the Service can be carried out by a meeting with the minister or leader of the place of worship.

The Civic Service can be held in the early part of the Civic Year but care should be taken to avoid clashes with similar events organised by neighbouring authorities.

Civic dignitaries from the Town Council designated list together with colleagues, friends and family are invited and partake or refreshments at the conclusion of the service.

## ANNUAL TOWN ELECTORS MEETING

This is not the Annual Meeting of the Town Council. It is a legal requirement that all Parishes in England hold an 'Annual Parish Meeting' to which all electors are entitled to attend. It must be held between 1<sup>st</sup> March and 1<sup>st</sup> June each year, and must start no earlier than 6pm. The Town Council usually holds this in March.

## REMEMBRANCE SUNDAY (Currently organised by TVBC)

Remembrance Sunday is held on the Sunday nearest to the Anniversary of Armistice Day which is on November 11<sup>th</sup>. The Town Mayor lays a wreath at the War Memorial in St Mary's Church Yard.

## MAYORS CHARITY EVENT

The Charity Event will be the highlight of the Town Mayor's year. Invitees will include Civic Dignitaries from the Borough Council and neighbouring Town and Parish Councils, Town Councillors and representatives of local organisations and local people.

The date of the event will be at the discretion of the Town Mayor but every effort will be made to avoid any clash with a similar event organised by a neighbouring authority.

## MISCELLANEOUS EVENTS WITHIN THE TOWN

Various miscellaneous events are attended by the Town Mayor, examples of which could be:

- a. Presenting awards and prizes to individuals and organisations
- b. Entertaining guests and visitors at the Town Council offices
- c. Presentations at local schools
- d. Christmas Lights Switch-on
- e. Attending and meeting Royal Visitors to the Town

## MISCELLANEOUS EVENTS OUTSIDE THE TOWN

The Town Mayor can be invited to a number of events outside the town which can include:

- a. Civic services
- b. Civic Carol Services
- c. Civic dinners
- d. Charity Evenings

## MAYOR'S END OF YEAR

The outgoing Town Mayor should consider a number of matters:

- a. Thanks to support employees is always appreciated
- b. Thanks to the Town Mayor's personal supporters – partner, family, friends etc.
- c. Thanks to the Deputy Mayor for support and assistance
- d. Thanks to the Town Mayors charity supporters, those Councillors who have helped – and anyone else.
- e. Talking to the successor, when announced, giving advice and information.

The agenda for the Annual Town Electors Meeting will be formatted to allow the outgoing Mayor to offer thanks.

# APPENDIX D – Speed Indicator Signs

# D

**Produced for:**

Full Council

**Date of Report:**

17.11.2022

**Summary of Key Issues**

To note an updated progress report.

**Background**

An order had been placed with Westcotec on 23 August 2022 for:

2 x Westcotec Smiley/Angry Face Portable SIDs at £3,480.00 each

2 x Bluetooth Data Collection Packs at £350.00 each.

Delivery of the equipment was made directly to the contractor, ahead of installation, due to no storage space being available to the Town Council.

**Current Situation**

Delivery of 2 x Westcotec Smiley/Angry Face Portable SIDs and 2 x Bluetooth Data Collection Packs has now been made and received by the maintenance contractor.

The first Sid was installed successfully on Wednesday 2 November 2022, on London Road, facing towards approaching traffic heading toward the schools.

The second SID is due to be installed at Winchester Road, then rotation of the two SIDs will commence. Officers to commence the data collection process.

Members to note only 2 SIDs were purchased to incorporate Hampshire Highways ruling (see below\*\*) that a SID may be in situ for a maximum of 3 weeks and must not be returned to a specific location within 6 -8 weeks of its removal.

\*\* Parish Purchased Speed Signing Policy and Guidance Document, Section 3, 3.1, 3.1.5.

*The deployment can last for 2-3 weeks and then must either be moved or rotated to cover a different direction, and must not return to the same site/direction for 6-8 weeks. \*\**

**Financial Implications:**

To note that at the Planning Committee meeting on 24 October 2022, Members present, considered the Planning Budget 2023/2024 and the ongoing revenue costings of the SIDs. A suggestion was made that Revenue costs would come under Planning (Budget Line 4300/6 – SID's Admin & Maintenance) with a figure of £4000.00 put aside each year for administration and maintenance costs for the Speed Indicator Signs.

It was also discussed that for the period of November 2022 to March 2023, the monthly installation/maintenance fees payment would come from the Operational Reserves and then from the Budget thereafter.

**Legal & Policy Implications**

Under Road Traffic Regulation Act 1984.S.72 the Town Council has the power to provide traffic signs and other notices.

**Recommendations:**

- **To receive and note the report.**

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

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