

# ANDOVER TOWN COUNCIL

Wednesday 29 June 2022



To the Members of Andover Town Council:

You are hereby summoned to attend a meeting of full **COUNCIL** to be held at **The Lights, Andover on Wednesday 29 June 2022 at 6.30 pm** when it is proposed to transact the following business:-

A handwritten signature in blue ink, appearing to read 'Wendy R Coulter'.

Wendy R Coulter  
**Town Clerk - 23 June 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 commencement of the meeting there will be a minute silence in Memory of former Town Mayor and Town Councillor, Mrs Barbara Long who sadly passed away on Saturday 21 May 2022.***  
***Councillor M Mumford will give a speech in Memory of Councillor Long.***

<b>1</b>	<b>ELECTION OF DEPUTY MAYOR - REVOTE</b>
	<p>To <b>note</b> that no absolute majority was reached when the first vote was taken at the Mayor Making Council meeting in May 2022 (as per Standing Order 8). Legal advice was sought and the advice given was to undertake a re-vote in order to comply with Standing Orders and to ensure that the vote is valid and that the resulting 'Resolution' cannot be contested.</p> <p>Therefore, to elect the Deputy Town Mayor for the Municipal Year 2022/2023.</p> <p>1. To receive proposals for the position of Deputy Town Mayor. (The proposer and seconder to make a short statement to support the proposition). Proposed by Cllr ..... and seconded by Cllr ..... that Cllr ..... be elected to position of Deputy Town Mayor for the Municipal Year 2022/2023. To receive any further proposals.</p> <p>2. If there is more than one proposal, to take a vote by show of hands.</p> <p><b>Standing Order 8. VOTING ON APPOINTMENTS</b></p> <p><i>a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.</i></p>
<b>2</b>	<b>APOLOGIES FOR ABSENCE</b>
	To <b>receive</b> apologies for absence.
<b>3</b>	<b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS</b>
	To receive and note any declarations of interest relevant to the agenda.
<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>EXTERNAL REPORTS</b>
	To receive verbal reports from Test Valley Police, County and Borough Councillors for the Parish of Andover, and other organisations, on matters directly relating to Andover Town. Each speaker will be limited to three minutes. [To include questions from Town Councillors.]
<b>6</b>	<b>MINUTES</b>
	The Town Mayor to sign as correct records, the minutes of the Town Council meetings held on 23 March 2022 and 11 May 2022, attached at <b>Appendix A. (Page 8)</b> .
<b>7</b>	<b>TOWN MAYORS ANNOUNCEMENTS</b>
	To receive the Town Mayors' Announcements.
<b>8</b>	<b>ANDOVER TOWN COUNCILLORS REPORTS</b>
	To receive any reports from Town Council Members.

<b>9</b>	<b>QUESTIONS FROM TOWN COUNCILLORS</b>
	To receive written questions from Councillors received 3 clear days prior to the meeting, as per Standing Order 9 (i).
<b>10</b>	<b>MOTIONS FROM TOWN COUNCILLORS</b>
	<p>To receive and vote on motions received in writing 10 clear days prior to the meeting as per Standing Order 9 (b).</p> <p><b><u>Motion for the provision of careers' fairs.</u></b></p> <p>Proposed by: Cllr Waue</p> <p>Seconded by: Cllr Treadwell.</p> <p>To promote and support the wide range of employment and career opportunities that exist amongst Andover's businesses, the Council Resolves to:</p> <ul style="list-style-type: none"> <li>• Approve a virement from Operational Reserves of up to £2000 excluding VAT, towards the provision of employment and careers fairs for Science, Engineering and Technology (SET), and Logistics, in March/April 2023.</li> <li>• Appoint an Employment and Careers Working Group that reports to the Community &amp; Events Committee, comprising up to five Members, appoints the Chairman, with three Members required for a meeting to be quorate. The Group is to provide updates at future Council meetings, on the proposed employment and careers fairs.</li> <li>• The Group is authorised to liaise with external organisations and individuals, to identify help to finance, run and participate in the fairs. All financial and contractual matters are to be carried out by the Town Clerk.</li> </ul> <p>Instructs the Town Clerk to:</p> <ul style="list-style-type: none"> <li>• Action all financial and contractual matters required for the fairs.</li> <li>• Nominate an Officer to liaise and advise the Working Group as required.</li> </ul> <p><b><u>Motion for Council Surgeries and Events Presence.</u></b></p> <p>Proposed by: Cllr Nicholas Asamoah</p> <p>Seconded by: Cllr Rebecca Meyer</p> <p>We have been elected to represent the people of Andover and we need to create the opportunities so they can get a better understanding of what we do on their behalf, and create an environment where they can approach Members, formally and informally, to</p>

raise their concerns and aspirations. Members attendance would be voluntary but hopefully it would be well subscribed. We can create such conditions for our residents by holding Council Surgeries in the Upper Guildhall and by having a presence at local events, which would require a pop-up gazebo. It is Resolved that this Council:

- Establishes monthly 4th Saturday Council Surgeries, in the Upper Guildhall, commencing July 2022. Surgery timings to be confirmed.

Approves a virement of £2000 excluding VAT from Operational Reserves to cover the:

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

Instructs the Town Clerk to:

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

**Motion for the provision of public open space furniture.**

Proposed by:  
Cllr D Coole

Seconded by:  
Cllr R Meyer

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

- Approve a Virement from Community Infrastructure Levy funds of up to £20,000 excluding VAT, for the provision of public open space furniture.
- Appoint a Public Open Space Working Group that reports to Council, comprising up to five Members, appoints the Chairman, with three Members required for a meeting to be quorate. The Group is to provide updates at future Council meetings, on the furniture's provision and their locations.
- The Working Group is authorised to liaise with Test Valley Borough Council, on the Town Council's provision of furniture such as benches, circular tree benches, picnic

tables and cycle racks, and to identify public open space locations in which they could be installed. Once identified, the Working Group is to recommend to the Council, the types and quantity of furniture to be purchased and their locations.

- Instructs the Policy and Resources Committee to include within future budgets, sufficient funding for the furniture's ongoing maintenance and replacement.

Instructs the Town Clerk to:

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

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

Proposed by:  
Cllr D Coole

Seconded by:  
Cllr R Meyer.

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

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

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

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

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

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

### **Ukraine Motion.**

Proposed by:  
Cllr D Coole

	<p>Seconded by: Cllr L Gregori.</p> <ul style="list-style-type: none"> <li>• The invasion of Ukraine launched by President Putin is illegal, unjustifiable and endangers the security of Europe as well as our economic well-being. We are fortunate to have the benefits of living in a liberal democracy, and we should strive to support those who aspire to live our values and to stand up for their freedoms. It is Resolved that this Council:</li> <li>• Unreservedly condemns President Putin's illegal invasion of Ukraine and the genocidal actions carried out against the Ukrainian people.</li> <li>• Fully supports the Ukrainian people in their fight for freedom from Russian oppression and their right of self-determination as a nation.</li> <li>• Welcomes all Ukrainian Refugees living in and around Andover and give thanks for the generosity displayed by residents for opening their homes to the Refugees and to our communities and businesses who have welcomed and embraced them without hesitation.</li> <li>• Commits to establishing a future Ukrainian Town Twinning that will form close ties of friendship, support, cooperation and mutual economic benefits</li> </ul>
<b>11</b>	<b>COMMITTEE MINUTES</b>
	<p>To receive and note the attached Minutes of the under-mentioned committees:  26 April 2022 – Policy &amp; Resources Committee – <b>Appendix B (Page 24)</b>  9 May 2022 – Planning Committee – <b>Appendix C (Page 30)</b>  30 May 2022 – Planning Committee – <b>Appendix D (Page 38)</b></p>
<b>12</b>	<b>ACCOUNTS YEAR ENDING 31 MARCH 2022</b>
	To approve the Accounts Year Ending 31st March 2022 – Accounts & covering report attached at <b>Appendix E (Page 44)</b>
<b>13</b>	<b>INTERNAL AUDITORS REPORT YEAR ENDING 31 MARCH 2022</b>
	To approve the Internal Auditors Report for the Year Ended 31 March 2022 and subsequent Action Plan – Reports and Action Plan attached at <b>Appendix F (Page 53)</b>
<b>14</b>	<b>ANNUAL INTERNAL AUDIT REPORT 2021/2022</b>
	To approve the Annual Internal Audit Report 2021/2022 attached at <b>Appendix G (Page 69)</b>
<b>15</b>	<b>ANNUAL GOVERNANCE STATEMENT 2021/2022</b>
	To approve the Annual Governance Statement 2021/2022 and for the Town Mayor to sign as a true statement – attached at <b>Appendix H (Page 72)</b>
<b>16</b>	<b>ACCOUNTING STATEMENTS 2021/2022</b>
	To approve the Accounting Statement 2021/2022, to be signed by the Responsible Financial Officer and the Town Mayor – attached at <b>Appendix I (Page 73)</b>
<b>17</b>	<b>RISK MANAGEMENT POLICY</b>
	To consider and adopt a Risk Management Policy as recommended by the Policy & Resources Committee – Risk Management Policy attached at <b>Appendix J (Page 74)</b>

<b>18</b>	<b>EQUALITY POLICY</b>
	To consider and adopt an updated Equality Policy to comply with current legislation, as recommended by the Policy & Resources Committee – Updated Equality Policy attached at <b>Appendix K (Page 88)</b>
<b>19</b>	<b>SOCIETY OF LOCAL COUNCIL CLERKS – MENTOR</b>
	To consider a report on the remaining contracted hours for the SLCC Mentor and the use of the remaining hours – report attached at <b>Appendix L (Page 96)</b>
<b>20</b>	<b>FINANCE</b>
	To receive and approve the list of payments up to 15 June 2022 – attached at <b>Appendix M (Page 98)</b> To receive and note the Cashbook up to 31 May 2022 – attached at <b>Appendix N (Page 99)</b> To receive and note the Bank Reconciliation up to 31 May 2022 – attached at <b>Appendix O (Page 101)</b>
<b>21</b>	<b>POLICY &amp; RESOURCES – TERMS OF REFERENCE</b>
	To approve the amended Policy & Resources Committee Terms of Reference – amended Terms of Reference attached at <b>Appendix P (Page 108)</b>
<b>22</b>	<b>APPOINTMENT OF MEMBERS TO COMMITTEES AND WORKING GROUPS</b>
	To appoint Members to the following Committees and Working Groups:  Planning Committee – 3 vacancies Community and Events Committee – 2 vacancies Allotments Committee – 4 vacancies P and R Committee – 2 vacancies Staffing Review Working Group – 2 vacancies Charter Stone Working Group – 1 vacancy
<b>23</b>	<b>OFFICE ACCOMMODATION UPDATE</b>
	To receive an update report on the Office move 2022 – update report attached at <b>Appendix Q (Page 111)</b>
<b>24</b>	<b>SID'S UPDATE</b>
	To receive an update report on the progress of installing Speed Indicator Signs – update report attached at <b>Appendix R (Page 114)</b>
<b>25</b>	<b>JUBILEE CELEBRATIONS – WASH-UP REPORT</b>
	To receive and note a 'Wash-up' report on the Jubilee Celebrations 2022 – report attached at <b>Appendix S (Page 115)</b>
<b>26</b>	<b>BACK TO BASICS – UPDATE REPORT</b>
	To receive and note an update report on the 'Back to Basics – report attached at <b>Appendix T (Page 120)</b>
<b>27</b>	<b>DATE OF NEXT MEETING</b>
	To <b>note</b> the date of the next meeting is on the <b>14th September 2022</b> to be held at <b>The Lights, Andover</b> .

The Town Mayor will close the meeting.

# APPENDIX A – MINUTES OF PREVIOUS MEETINGS

# A

## Minutes Council

### Time and date

6.30pm on Wednesday 23 March 2022

### Place

Upper Guildhall, High Street, Andover

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

### Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Town Clerk) (Taking the minutes & managing online streaming)

### County/Borough Councillors:

Councillor I Anderson

**Members of the Public:** Unknown

**Members of the Press:** Unknown

**Due to the Covid-19 Pandemic 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>C167/03/22</b>	<b>APOLOGIES FOR ABSENCE</b>
	Apologies were received and accepted from Councillors N Asamoah, C Ecclestone and K Hughes.
<b>C168/03/22</b>	<b>DECLARATIONS OF INTEREST</b>
	There were no Declarations of Interest in relation to any item on the agenda.
<b>C169/03/22</b>	<b>MINUTES</b>



	<p>It was proposed by Councillor R Rowles and seconded by Councillor N Long that the Minutes of the Town Council meeting held on 22 February 2022 be signed by the Chairman as correct records.</p> <p>A vote was taken: FOR – 9, AGAINST - 0, ABSTENTIONS - 1</p> <p><b>RESOLVED: That the Minutes of the Town Council meeting held on 22 February 2022 be signed by the Chairman as correct records.</b></p>
<b>C170/03/22</b>	<b>TOWN MAYOR'S ANNOUNCEMENTS</b>
	The Town Mayor attended Beech Hurst for the planting of the Platinum Jubilee Tree and The Commonwealth Flag Raising in the Andover High Street.
<b>C171/03/22</b>	<b>PUBLIC PARTICIPATION</b>
	There were no comments received from Members of the Public present at the meeting.
<b>C172/03/22</b>	<b>REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS</b>
	<p><b>Councillor N Matthews:</b></p> <p>Contractors parking at Atrium, and the increased state of the roads are being actively addressed - No parking signs and the banning of contractors parking on the road and resident visitors' spaces has begun. We have also insisted that the temporary "parking matting" be laid on the grass, to keep all vehicles off the roads, as we successfully did at Poppy Park.</p> <p>L2 Development planning application is coming to committee on 31<sup>st</sup> March. Officers report has now been completed, and recommendation is for refusal! Which is good news, however we have decided to still have our say at the meeting, as there remains a number of longer term issues require addressing, including planning processes. We have a resident lined up to speak at the meeting, and of course Would welcome an ATC representative to also speak at the meeting. We require to know the name so we can register the speaker with the committee officer. The speaker will speak first and have just 3 minutes. Happy to chat with whoever this may be.</p> <p>Smannell pathway is underway, although work appears quite slow.</p> <p>Finkley down road junction frustratingly still ongoing! There appears to remain legal issues on land ownership, responsibility between network rail, HCC and land owner "unknown"! This is incredibly frustrating for residents as the ever-increasing occupation of residents in Saxon heights is resulting in the increased traffic flow/difficulties on estate access routes! We are constantly pushing for resolution.</p> <p><b>Councillor I Anderson:</b></p> <p>Street lighting at Shepherd's Row and Highlands Road has been reported as not working.</p> <p>After storm Eunice, there are several trees that have fallen down. Hampshire County Council, Test Valley Borough Council and Aster are working hard to clear them up as quickly as possible.</p>

	<p>The pot hole issues have been reported tremendously to Hampshire County Council with reference numbers.</p> <p>Rivers in and around the outskirts of the town have got large amounts of rubbish and trollies in them. This has been reported to Environmental Health.</p> <p>ACE building had graffiti all over it again. Marks and Spencers have arranged to have the building repainted over. They are coming to Andover to mend the roof and safety issues that need rectifying.</p> <p><b>Councillor R Rowles:</b></p> <p>The footpath replacement on Winchester Road took place. A small section still remains unfinished, so I have continued to put pressure on the authorities to sort that out.</p> <p>Due to the warmer weather, there have been more scrambling bikes going up to the plantations from Old Winton Road. I have contacted the landowner to investigate a permanent solution to resolve this issue.</p> <p>I have also completed a pot hole survey in Winton ward which will be sent on to the Hampshire County Council.</p> <p>The Andover Clothing Exchange had their windows vandalised, which I personally helped to fix.</p>
<b>C173/03/22</b>	<p><b>QUESTIONS FROM THE ANDOVER TOWN COUNCILLORS TO THE BOROUGH AND COUNTY COUNCILLORS</b></p>
	<p><b>Councillor N Long to Borough Councillors:</b></p> <p>Test Valley Borough Council had recently removed all the belongings of a person that was sleeping rough in the High Street. the belongings were put into black refuse bags and taken away in a refuse truck. Was Test Valley Borough Council aware that those items belonged to a homeless person? What happened to the person after their belongings had been taken?</p> <p><b>Councillor I Anderson response:</b></p> <p>I have been told by Councillor P North that they have tried working with the gentleman. The gentleman had said he would go to all the options that had been offered to him, however, he backs out and doesn't go. I will investigate further into what has happened to him. He is able to go to the Rockhouse where he will be supplied with sleeping bags etc.</p>
<b>C174/03/22</b>	<p><b>GRANTS PANEL RECOMMENDATIONS</b></p>
	<p>Members received and considered the Grants Panel recommendations for Picket Piece Baby and Toddler Group, Andover Youth Football Club and AFest (Chat Together).</p> <p>Councillor N Long raised a point of order and stated that as a member of the Grant Aid Panel, he did not receive the paperwork relating to these grants, due to an error with his Town Council email address. The Town Mayor confirmed that the Grant Aid Panel was quorate at the time of consideration of the grants and the recommendations were valid.</p> <p><b>Picket Piece Baby and Toddler Group</b></p> <p>It was proposed by Councillor L Gregori and seconded by Councillor R Rowles that the Grant Aid Panel's recommendation that the Picket Piece Baby and Toddler Group grant application for £255.00, be accepted and approved.</p>

A vote was taken:

FOR – 10, AGAINST - 0, ABSTENTIONS – 1

**RESOLVED: That the Grant Aid Panel's recommendation that the Picket Piece Baby and Toddler Group grant application for £255.00, be accepted and approved.**

#### **Andover Youth Football Club**

A recorded vote was requested by Councillor D Coole.

It was proposed by Councillor R Rowles and seconded by Councillor L Gregori that the Grant Aid Panel's recommendation that Andover Youth Football Club grant application for £1,000.00 be accepted and approved.

A recorded vote was as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
D Coole		<b>X</b>	
L Gregori	<b>X</b>		
R Hughes	<b>X</b>		
B Long	<b>X</b>		
N Long	<b>X</b>		
R Meyer			<b>X</b>
M Mumford	<b>X</b>		
R Rowles	<b>X</b>		
J Sangster	<b>X</b>		
D Treadwell	<b>X</b>		
S Waue	<b>X</b>		
<b>TOTAL</b>	<b>9</b>	<b>1</b>	<b>1</b>

**RESOLVED: That the Grant Aid Panel's recommendation that Andover Youth Football Club grant application for £1,000.00 be accepted and approved.**

#### **AFest (Chat Together)**

It was proposed by Councillor R Rowles that AFest (Chat Together) be given the amount of £1,000.00, which is made up of £735.00 from the AFest Budget and the difference of £265.00 from the Grant Budget.

There was no seconder to this motion.

A recorded vote was requested by Councillor D Coole.

It was proposed by Councillor L Gregori and seconded by Councillor M Mumford that the Grant Aid Panel's recommendation that AFest (Chat Together) grant application be accepted and approved for £1,000.00, which is the maximum Andover Town Council's Grant Policy allows.

A recorded vote was as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
D Coole		<b>X</b>	
L Gregori	<b>X</b>		
R Hughes		<b>X</b>	
B Long		<b>X</b>	
N Long		<b>X</b>	
R Meyer		<b>X</b>	

	M Mumford	X		
	R Rowles	X		
	J Sangster	X		
	D Treadwell	X		
	S Waue		X	
	<b>TOTAL</b>	<b>5</b>	<b>6</b>	<b>0</b>
<p><b>Motion not carried.</b></p> <p>Officers were requested to advise AFest (Chat Together) of the outcome and of the option to apply for the allocated amount of £735.00, in the AFest Event 2022/2023 Budget.</p>				
<b>C175/03/22</b>	<b>EVENTS PANEL RECOMMENDATIONS</b>			
	<p>Members considered the recommendations from the Events Panel in relation to the Queens Platinum Jubilee 2022.</p> <p><b>28/29 May – 28/29 June 2022 – ERII Sign to be installed on the front of the Guildhall in celebration of the Queen’s Jubilee.</b></p> <p>It was proposed by Councillor N Long and seconded by Councillor R Rowles that the ERII Sign be installed in the front of the Guildhall in celebration of the Queen’s Jubilee.</p> <p>A vote was taken: FOR – 9, AGAINST – 2, ABSTENTIONS – 0</p> <p><b>RESOLVED: That the ERII Sign be installed in the front of the Guildhall in celebration of the Queen’s Jubilee.</b></p> <p><b>2 June 2022 – Celebration Church Service followed by Beacon Lighting.</b></p> <p>It was proposed by Councillor R Rowles and seconded by Councillor B Long that a church service be provided at St Mary’s church for Andover residents to celebrate the Queen’s Jubilee, followed by the lighting of a beacon in the Remembrance Garden.</p> <p>A vote was taken: FOR – 9, AGAINST – 0, ABSTENTIONS – 2</p> <p><b>RESOLVED: That a church service be provided at St Mary’s church for Andover residents to celebrate the Queen’s Jubilee, followed by the lighting of a beacon in the Remembrance Garden.</b></p> <p><b>5 June 2022 – Picnic in Vigo Recreation Park with music through 7 decades.</b></p> <p>It was proposed by Councillor J Sangster and seconded by Councillor R Rowles that Andover Town Council provide a Picnic in the Park event with music through 7 decades.</p> <p>A vote was taken: FOR – 9, AGAINST – 0, ABSTENTIONS – 2</p> <p><b>RESOLVED: That Andover Town Council provide a Picnic in the Park event with music through 7 decades.</b></p> <p>It was noted that Councillors D Treadwell, R Rowles, M Mumford, L Gregori, N long and N Asamoah volunteered to assist in person or to provide external assistance for the Picnic in the Park.</p>			

	<p><b>2 June 2022 – Window Dressing Competition.</b></p> <p>It was proposed by Councillor L Gregori and seconded by Councillor R Rowles that Andover Town Council would host a Window Dressing Competition with a Jubilee theme.</p> <p>A vote was taken: FOR – 9, AGAINST – 0, ABSTENTIONS – 2</p> <p><b>RESOLVED: That Andover Town Council would host a Window Dressing Competition with a Jubilee theme.</b></p> <p>It was noted that Councillor L Gregori volunteered to assist with the competition.</p>
<b>C176/03/22</b>	<b>CORPORATE AND FINANCIAL RISK ASSESSMENT</b>
	<p>Members received and considered the Corporate and Financial Risk Assessment 2022 – 2023.</p> <p>There was no discussion on this item and Members moved straight to a vote.</p> <p>It was proposed by Councillor R Rowles and seconded by Councillor N Long that the Financial and Corporate Management Risk Assessment be approved and Officers delegated to action the points covered within the assessment.</p> <p>A vote was taken: FOR – 9, AGAINST – 2, ABSTENTIONS – 0</p> <p><b>RESOLVED: That the Financial and Corporate Management Risk Assessment be approved and Officers delegated to action the points covered within the assessment.</b></p>
<b>C177/03/22</b>	<b>FINANCE</b>
	<p>Members received the Cashbook up to 28 February 2022.</p> <p>Members received the List of Payments up to 15 March 2022.</p> <p>It was proposed by Councillor R Rowles and seconded by Councillor M Mumford that the List of Payments up to 15 March 2022 be approved.</p> <p>A vote was taken: FOR – 7, AGAINST – 2, ABSTENTIONS – 2</p> <p><b>RESOLVED: That the List of Payments up to 15 March 2022 be approved.</b></p>
<b>C178/03/22</b>	<b>PLANNING COMMITTEE RECOMMENDATION</b>
	<p>Members received and considered the Planning Committee recommendations relating to the Speed Indicator Signs (SIDs).</p> <p>It was proposed by Councillor B Long and seconded by Councillor R Rowles that the installation and maintenance quote of £1,617.00 per SID per year be accepted and approved. That the Officer's alternative suggestion to purchase 2 Westcotec SIDs with 2 Bluetooth data collection packs, be accepted and approved.</p> <p>FOR – 8, AGAINST – 3, ABSTENTIONS – 0</p> <p><b>RESOLVED: That the installation and maintenance quote of £1,617.00 per SID per year be accepted and approved. That the Officer's alternative suggestion to purchase 2 Westcotec SIDs with 2 Bluetooth data collection packs, be accepted and approved.</b></p>

<b>C179/03/22</b>	<b>OFFICE MOVE</b>
	<p>Members noted that the tenancy at 68B High Street had been terminated as of September 2022 and that new office premises had been taken with IncuHive with effect from 1 April 2022.</p> <p>It was also noted that a decision would need to be made regarding storage once a thorough inventory had been completed.</p>
<b>C180/03/22</b>	<b>QUESTIONS FROM COUNCILLORS</b>
	<p>A question was received regarding the Grant applications. The Town Mayor clarified that the purpose of the Grant panel is only to check all the paperwork received and to put its recommendation to the full Council for approval.</p> <p>A question was raised regarding the Cashbook and the unspent Budget. Confirmed responses would be provided after the end of the current Financial Year, in the April Council meeting.</p>
<b>C181/03/22</b>	<b>DATE OF NEXT MEETING</b>
	<p>Members noted the date of the next meeting: <b>Wednesday 13 April 2022</b>, at the <b>Guildhall, High Street, Andover, starting at 6.30pm.</b></p>
<b>C182/03/22</b>	<b>EXCLUSION OF THE PRESS AND PUBLIC</b>
	<p>It was proposed by Councillor B Long and seconded by Councillor L Gregori that the Members of the Press and Public be excluded from the Meeting at Agenda Item 17, Back to Basics – Next Steps, due to consideration of confidential staffing matters.</p> <p>A vote was taken: FOR – 7, AGAINST – 1, ABSTENTIONS - 3</p> <p><b>RESOLVED: That the Members of the Press and Public be excluded from the Meeting at Agenda Item 17, Back to Basics – Next Steps, due to consideration of confidential staffing matters.</b></p>
	<b>CONFIDENTIAL ITEMS</b>
<b>C183/03/22</b>	<b>BACK TO BASICS – NEXT STEPS - STAFFING</b>
	<p>Members held a discussion with a representative from Ellis Whittam regarding the 'Back to Basics' process.</p> <p>It was proposed by Councillor B long and seconded by Councillor R Rowles that a group of maximum five Members with a quorate of three, form a Staffing Working Group, to meet on a regular basis to liaise with Ellis Whittam and to provide a progress report to each Full Council.</p> <p>A vote was taken: FOR – 9, AGAINST – 1, ABSTENTIONS – 1</p> <p><b>RESOLVED: That a group of maximum five Members with a quorate of three, form a Staffing Working Group, to meet on a regular basis to liaise with Ellis Whittam and to provide a progress report to each Full Council meeting.</b></p> <p>It was proposed that the members of the Staffing Working Group would consist of Councillors D Coole, B Long, R Meyer, M Mumford and S Waue and be delegated to liaise with Christian Vincent (Ellis Whittam) to progress the 'Back to Basics' process and report back to Full Council in a confidential session on a monthly basis.</p> <p>It was agreed unanimously by all present.</p>

	<p>(Councillor Long left the meeting at 8.27pm)</p> <p>It was proposed by Councillor R Rowles and seconded by Councillor D Coole that an initial meeting be set up between the Staffing Working Group and Christian Vincent, in order to ascertain the next actions.</p> <p>A vote was taken:</p> <p>FOR – 9, AGAINST – 1, ABSTENTIONS – 1</p> <p><b>RESOLVED: That an initial meeting be set up between the Staffing Working Group and Christian Vincent, in order to ascertain the next actions.</b></p>
<p>The Town Mayor closed the meeting at 8.30pm.</p>	
<p>Town Mayor</p> <p>Date</p>	

# Minutes Council

## Time and date

6.30 pm on Wednesday 11 May 2022

## Place

The Guildhall with live streaming via Zoom.

Cllr B Long - Town Mayor (A) (for Item 1)		
Cllr R Hughes - Deputy Town Mayor (P) (for Item 1 – 4)		
Cllr D Coole (P) – Town Mayor (from Item 1)		
Cllr R Meyer (P) – Deputy Town Mayor (from Item 4)		
Cllr N Asamoah (P)	Cllr L Banville (P)	Cllr J Coole (P)
Cllr C Ecclestone (P)	Cllr L Gregori (P)	Cllr K Hughes (P) (Arrived at 6.45pm)
Cllr N Long (A)	Cllr M Mumford (P)	Cllr R Rowles (A)
Cllr J Sangster (P)	Cllr D Treadwell (P)	Cllr S Waue (P)

## Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Town Clerk) (Managing the live streaming)

Michelle Young (Committee Officer) (Taking the minutes)

## County/Borough Councillors present:

Cllr Z Brooks

## County/Borough Councillor Apologies:

Cllr I Anderson

**Members of the Public:** 12 (Guildhall)

**Members of the Press:** 1

C023/5/22	ELECTION OF THE TOWN MAYOR
	<p>It was proposed by Councillor M Mumford and seconded by Councillor J Sangster that Councillor B Long be elected to position of Town Mayor for the Municipal Year 2022/2023.</p> <p>It was proposed by Councillor L Banville and seconded by Councillor S Waue that Councillor D Coole be elected to position of Town Mayor for the Municipal Year 2022/2023.</p> <p>It was proposed by Councillor L Banville and seconded by Councillor D Treadwell that Councillor R Meyer be elected to position of Town Mayor for the Municipal Year 2022/2023. Councillor R Meyer thanked Councillors L Banville and D Treadwell but declined the nomination.</p> <p>There were no further nominations.</p>



	<p>A vote was taken to elect the new Town Mayor for the ensuing Municipal Year 2022/2023. The result was: Councillor B Long – 4 Councillor D Coole - 8</p> <p><b>RESOLVED: That Councillor David Coole be elected as Town Mayor for the Municipal Year 2022/2023.</b></p>
<b>C024/5/22</b>	<b>THE TOWN MAYOR TO MAKE THE DECLARATION OF ACCEPTANCE OF OFFICE</b>
	<p>The Council received Councillor D Coole's Declaration of Acceptance of Office, who gave a speech of thanks. Councillor D Coole continued with his duties as Town Mayor and chaired the meeting.</p>
<b>C025/5/22</b>	<b>VOTE OF THANKS TO THE RETIRING TOWN MAYOR</b>
	Councillor R Hughes gave a vote of thanks to the retiring Town Mayor
<b>C026/5/22</b>	<b>TOWN MAYOR'S REVIEW</b>
	A Town Mayor's review was not presented.
<b>C027/5/22</b>	<b>ELECTION OF DEPUTY TOWN MAYOR</b>
	<p>It was proposed by Councillor C Ecclestone and seconded by Councillor L Banville that Councillor S Waue be elected to position of Deputy Town Mayor for the Municipal Year 2022/2023. A vote was taken: For - 3</p> <p>It was proposed by Councillor D Treadwell and seconded by Councillor J Coole that Councillor R Meyer be elected to position of Deputy Town Mayor for the Municipal Year 2022/2023. A vote was taken: For - 5</p> <p>It was proposed by Councillor M Mumford and seconded by Councillor J Sangster that Councillor R Hughes be elected to position of Deputy Town Mayor for the Municipal Year 2022/2023. A vote was taken: For – 4 There were no further nominations.</p> <p><b>RESOLVED: That Councillor Rebecca Meyer be elected as Deputy Town Mayor for the Municipal Year 2022/2023.</b> (Councillor K Hughes joined the meeting at 6.45pm)</p>
<b>C028/5/22</b>	<b>DEPUTY TOWN MAYOR TO MAKE THE DECLARATION OF ACCEPTANCE OF OFFICE</b>
	The Council received Councillor R Meyer's Declaration of Acceptance of Office, who gave a speech of thanks.
<b>C029/5/22</b>	<b>APOLOGIES FOR ABSENCE</b>
	Apologies were received and accepted from Councillors B Long, N Long and R Rowles.
<b>C030/5/22</b>	<b>DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS</b>
	There were no Declarations of Interest in relation to any item on the agenda.

<b>C031/5/22</b>	<b>MINUTES OF PREVIOUS MEETING</b>
	<p>It was proposed by Councillor M Mumford and seconded by Councillor S Waue that the Minutes of the Council meeting held on 13 April 2022, be signed by the Town Mayor as a correct record.</p> <p>A vote was taken: FOR – 11, AGAINST – 0, ABSTENTIONS - 1</p> <p><b>RESOLVED: That the Minutes of the Council meeting held on 13 April 2022, be signed by the Town Mayor as a correct record.</b></p>
<b>C032/5/22</b>	<b>DEMOCRATIC CHANGE PROPOSAL</b>
	<p>Members considered proposals for a revised Democratic Structure for Andover Town Council which included the revised Democratic Structure and Committee Terms of Reference.</p> <p>It was proposed by Councillor L Banville and seconded by Councillor S Waue that the recommendations form the Policy and Resources Committee be accepted and approved. Members went into a debate and an amendment to the recommendations was made.</p> <p>It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the Democratic Structure be approved in principle and that the Terms of References be referred back to the respective Committees for further review and be brought back to Council for approval.</p> <p>A vote was taken: FOR – 12, AGAINST – 0, ABSTENTIONS – 1</p> <p><b>RESOLVED: That the Democratic Structure be approved in principle and that the Terms of References be referred back to the respective Committees for further review and be brought back to Council for approval.</b></p> <p>A Member noted that the Terms of Reference for the Planning Committee should state the quorum of the committee as 3 Members.</p> <p>It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the Terms of Reference for the Planning Committee be amended to state the quorum as 3 Members.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the Terms of Reference for the Planning Committee be amended to state the quorum as 3 Members.</b></p>
<b>C033/5/22</b>	<b>APPOINTMENT OF MEMBERS TO COMMITTEE</b>
	<p><b>Policy and Resources Committee:</b></p> <p>Councillors D Coole, R Hughes, L Gregori, M Mumford, S Waue, N Long and R Meyer volunteered to be appointed as Members of the Policy and Resources Committee.</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that Councillors D Coole, R Hughes, L Gregori, M Mumford, S Waue, N Long and R Meyer, be appointed as Members of the Policy and Resources Committee for the Municipal Year 2022/2023.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That Councillors D Coole, R Hughes, L Gregori, M Mumford, S Waue, N Long and R Meyer, be appointed as Members of the Policy and Resources Committee for the Municipal Year 2022/2023.</b></p> <p><b>Community and Events Committee:</b></p>

	<p>Councillors B Long, N Long, L Banville, J Sangster, N Asamoah, C Ecclestone, D Treadwell and R Meyer volunteered to be appointed as Members of the Community and Events Committee.</p> <p>It was proposed by Councillor J Sangster and seconded by Councillor N Asamoah that Councillors B Long, N Long, L Banville, J Sangster, N Asamoah, C Ecclestone, D Treadwell and R Meyer, be appointed as Members of the Community and Events Committee for the Municipal Year 2022/2023.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That Councillors B Long, N Long, L Banville, J Sangster, N Asamoah, C Ecclestone, D Treadwell and R Meyer, be appointed as Members of the Community and Events Committee for the Municipal Year 2022/2023.</b></p> <p><b>Allotments Committee:</b></p> <p>Councillors B Long, N Long, R Hughes, L Gregori, K Hughes and D Coole volunteered to be appointed as Members of the Allotments Committee.</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor K Hughes that Councillors B Long, N Long, R Hughes, L Gregori, K Hughes and D Coole, be appointed as Members of the Allotments Committee for the Municipal Year 2022/2023.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That Councillors B Long, N Long, R Hughes, L Gregori, K Hughes and D Coole, be appointed as Members of the Allotments Committee for the Municipal Year 2022/2023.</b></p> <p><b>Planning Committee:</b></p> <p>Councillors B Long, N Long, R Hughes, L Gregori, C Ecclestone, J Sangster and R Meyer volunteered to be appointed as Members of the Planning Committee.</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor J Sangster that Councillors B Long, N Long, R Hughes, L Gregori, C Ecclestone, J Sangster and R Meyer be appointed as Members of the Planning Committee for the Municipal Year 2022/2023.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That Councillors B Long, N Long, R Hughes, L Gregori, C Ecclestone, J Sangster and R Meyer be appointed as Members of the Planning Committee for the Municipal Year 2022/2023.</b></p>
<b>C034/5/22</b>	<b>STANDING ORDERS</b>
	<p>(Councillor C Ecclestone left the meeting at 7.44pm)</p> <p>Members considered the revised Standing Orders as recommended by the Policy and Resources Committee.</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor M Mumford that the revised Standing Orders as recommended by the Policy and Resources Committee be approved.</p> <p>Members went into discussion and made further amendments as follows:</p> <p>P36 – The final sentence on S – “Such request shall be made before moving to the vote” and change that from bold to normal type.</p> <p>P36 - Remove ‘U’</p> <p>P37 – on ‘Y’ – change the sentence to read “A meeting shall not exceed a period of 2 hours unless by majority of agreement of all the councillors present”</p> <p>P37 – 4d – to include “Community and Events Committee”</p> <p>P37 – 4e – to include “2 clear days”</p>

	<p>P37 – include the sentence “Apologies from the floor can be accepted”</p> <p>P37 – 4fv – change to 4g</p> <p>P37 – 4g – Change to read “The Councils and Committees may, subject to Standing Orders...”</p> <p>P37 – vi – be removed.</p> <p>P38 – 4ii – The wording “other than a standing committee” to be removed</p> <p>P38 – add in H and the wording “Where Committees form or create a working group or panel, they would determine the first meeting date and place”</p> <p>P38 – ix – remove first part of sentence and replace with “Council, Committees and Sub-Committees etc.</p> <p>P38 – x – is to be included in ix and changed to I.</p> <p>P42 – amendment was to say “Councillors may submit written questions to the Town Clerk 3 days prior to the meeting.</p> <p>P44 – 13e – remove the wording “OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required]”</p> <p>P45 – Throughout the Standing Orders, replace ‘District’ with ‘Borough’ and replace ‘Unitary’ with ‘County’.</p> <p>P46 – 15bii – Change to read “6 clear days”</p> <p>P49 – Re-number c and d to d and e and it will be clarified whether section f and g should be in bold.</p> <p>P50 –The Terms of Reference will be checked to ensure they are in line with Section 19.</p> <p>P52 – 24 – Change the wording “District and County” to “Borough and County”</p> <p>P52 – 24a – amend the 4<sup>th</sup> sentence to read “who are not.”</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor M Mumford that the revised Standing Orders as recommended by the Policy and Resources Committee, with the additional amendments, be approved.</p> <p>A vote was taken:</p> <p>FOR – 11, AGAINST – 1, ABSTENTIONS – 0</p> <p><b>RESOLVED: That the revised Standing Orders as recommended by the Policy and Resources Committee, with the additional amendments, be approved.</b></p>
<b>C035/5/22</b>	<b>FINANCIAL REGULATIONS</b>
	<p>(Councillor L Banville left the meeting at 8.01pm)</p> <p>Members considered the revised Financial Regulations as recommended by the Policy and Resources Committee.</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor R Meyer that the revised Standing Orders as recommended by the Policy and Resources Committee be approved.</p> <p>Members went into discussion and made further amendments as follows:</p> <p>P55 – remove items 13 and 16.</p> <p>P58 – 1.14 – remove wording “or a single commitment”</p> <p>P60 – 3.2 – remove the word “operational”</p> <p>P60 – remove **** sentence.</p> <p>P60 – 4.1 – second dot – amend sentence to reading “a duly delegated committee of the Council for items over £500 and up to/including £5,000.”</p> <p>P60 – 4.1 – third dot – amend sentence to read “the Clerk, for any items below £500.”</p> <p>P61 – 4.8 – £100 or a percentage of 10%</p> <p>P63 – 5.8 – remove the wording “or Capital”</p>

	<p>P65 – 6.21 – Change the sentence to read “The Town Council approves the Responsible Financial Officer to maintain a petty cash float of £250 for the purpose of defraying operational and other expenses.”</p> <p>P71 – Section 13 be deleted.</p> <p>P74 – Financial Reserves section be deferred back to the Policy and Resources Committee for further review.</p> <p>It was proposed by Councillor L Gregori and seconded by Councillor M Mumford that the revised Financial Regulations as recommended by the Policy and Resources Committee, with the additional amendments, be approved.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the revised Financial Regulations as recommended by the Policy and Resources Committee, with the additional amendments, be approved.</b></p>
<b>C036/5/22</b>	<b>DATES OF MEETINGS</b>
	<p>Members considered the dates of the Council and Committee meetings up to the Annual Council meeting in May 2023.</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that the dates of the Council and Committee meetings up to the Annual Council meeting in May 2023, be accepted and approved.</p> <p>A vote was taken:</p> <p>FOR – 9, AGAINST – 0, ABSTENTIONS – 1</p> <p><b>RESOLVED: That the dates of the Council and Committee meetings up to the Annual Council meeting in May 2023, be accepted and approved.</b></p>
<b>C037/5/22</b>	<b>OUTSIDE BODIES - COUNCILLOR REPRESENTATIVES</b>
	<p>Members considered the Town Council’s representatives for Outside Bodies 2022/2023.</p> <p><b>Test Valley Association of Town and Parish Councils:</b></p> <p>It was proposed by Councillor R Hughes and seconded by Councillor M Mumford that Councillors Barbara Long and Luigi Gregori, be appointed as the Town Council representatives for the Test Valley Association of Town and Parish Councils.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That Councillors Barbara Long and Luigi Gregori, be appointed as the Town Council representatives for the Test Valley Association of Town and Parish Councils.</b></p> <p><b>Test Valley Transport:</b></p> <p>It was proposed by Councillor D Coole and seconded by Councillor R Meyer that Councillors Luigi Gregori and David Coole be appointed as representatives for Test Valley Transport.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That Councillors Luigi Gregori and David Coole be appointed as representatives for Test Valley Transport.</b></p> <p><b>Ludgershall/Andover Railway Group:</b></p> <p>Councillor David Treadwell was nominated.</p>
<b>C038/5/22</b>	<b>GENERAL POWER OF COMPETENCE</b>
	Members noted the General Power of Competence report.

	<p>It was noted that further to the resolution passed at the Annual Council meeting in May 2019, that the Town Council would make arrangements with the view that the Town Council would become eligible to exercise the General Power of Competence in the future, the criteria had now been met as follows:</p> <ul style="list-style-type: none"> <li>• The number of councillors elected at the last ordinary election and subsequent by-elections exceeded two thirds of the total number of councillors. There were no vacant seats and included uncontested seats.</li> <li>• As of March 2022, the Town Clerk held a sector specific qualification, the Certificate in Local Council Administration (CiLCA) and relevant training was completed through the NTS.</li> </ul> <p>It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that it be confirmed and accepted that the Town Council is eligible to exercise the General Power of Competence.</p> <p>A vote was taken: FOR – 10, AGAINST – 0, ABSTENTIONS – 1</p> <p><b>RESOLVED: That it be confirmed and accepted that the Town Council is eligible to exercise the General Power of Competence.</b></p>
<b>C039/5/22</b>	<b>INVENTORY OF LAND, ASSETS AND OFFICE EQUIPMENT</b>
	Members noted the inventory of Land, Assets and Office Equipment.
<b>C040/5/22</b>	<b>INSURANCE COVER</b>
	<p>Members noted that the Town Council's insurance is provided by Aviva Insurance Limited. Members noted that the Town Council has Public Liability Insurance up to the value of £15,000,000.</p> <ul style="list-style-type: none"> <li>• Contents Insurance + rented photocopier – approx. £85,000</li> <li>• Notice Boards x 2 - £3,500</li> <li>• Office equipment, Christmas Lights &amp; equipment, Regalia, Defibrillators, Portable toilets – approx. £50,000</li> <li>• Employers Liability - £10,000,000</li> <li>• Legal Defence - £500,000</li> <li>• Fidelity - £500,000</li> <li>• Legal Expenses - £1,000,000</li> <li>• Officials Liability - £250,000</li> </ul> <p>Members noted that the Town Council's Cyber and Crime Insurance is provided by Travelers Insurance Company Ltd and has Cyber and Crime Insurances up to the value of £100,000 for one claim.</p>
<b>C041/5/22</b>	<b>SUBSCRIPTIONS TO OTHER BODIES</b>
	<p>Members agreed that the Town Council subscribed to the following bodies: It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the Town Council subscribes to the following bodies: Hampshire Association of Local Councils (HALC) National Association of Local Councils (NALC) South East Employers (SEE) National Allotment Association (NAA) Society of Local Council Clerks (SLCC) A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the Town Council subscribes to the following bodies:</b></p>

	<b>Hampshire Association of Local Councils (HALC)</b> <b>National Association of Local Councils (NALC)</b> <b>South East Employers (SEE)</b> <b>National Allotment Association (NAA)</b> <b>Society of Local Council Clerks (SLCC)</b>
<b>C042/5/22</b>	<b>AUTHORISATION OF THE CLERK</b>
	<p>It was proposed by Councillor L Gregori and seconded by Councillor M Mumford that the Town Clerk to act as Proper Officer and Responsible Financial Officer, be authorised to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any future Resolution passed by the Council.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the Town Clerk to act as Proper Officer and Responsible Financial Officer, be authorised to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any future Resolution passed by the Council.</b></p>
<b>C043/5/22</b>	<b>FINANCE</b>
	<p>Members noted the List of Payments up to 21 April 2022.</p> <p>It was proposed by Councillor M Mumford and seconded by Councillor N Asamoah that the List of payments up to 5 May 2022, be approved.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the List of payments up to 5 May 2022, be approved.</b></p>
<b>C044/5/22</b>	<b>JUBILEE CELEBRATIONS – ERII SIGN</b>
	<p>Members received the report on the recommendations for the required repairs needed to the ERII sign prior to installation at the end of May 2022. It was also noted that permission to hang the sign on the Guildhall had already been obtained.</p> <p>It was noted that large areas of the white strip lights were not working due to water ingress. The costs of the repairs would be £1,354.07.</p> <p>It was proposed by Councillor L Gregori and seconded by Councillor J Sangster that the costs of repairs to the ERII sign of £1,354.07 be approved.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the costs of repairs to the ERII sign of £1,354.07 be approved.</b></p>
<b>C045/5/22</b>	<b>DATE OF NEXT MEETING</b>
	<p>Members noted that the date of the next Council meeting is Wednesday 22 June 2022 at 6pm – venue to be confirmed.</p>
The Town Mayor closed the meeting at 8.26pm.	

Town Mayor

Date



## ANDOVER TOWN COUNCIL

### Minutes of Policy & Resources Committee

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**Time and date**

6.30pm, Tuesday, 26 April 2022

**Place**

The Lights, Andover

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**Details of Attendance:****Members of the Committee:**

Cllr R Hughes (Chairman) (P)

Cllr S Waue (Vice Chairman) (P)

Cllr L Gregori (P)

Cllr N Long (P)

Cllr M Mumford (P)

Cllr J Sangster (A)

**Officers Present:**

Wendy Coulter (Town Clerk)

**Other Councillors:** Councillor D Coole

**Members of the Public:** 1

**Members of the Press:** 0

**PR 043/04/22      APOLOGIES FOR ABSENCE**

There were no apologies received at the meeting.

**PR 044/04/22      DECLARATIONS OF INTEREST**

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

**PR 045/04/22      MINUTES**



It was proposed by Councillor N Long and seconded by Councillor M Mumford that the Minutes of the Policy and Resources Committee meeting held on 18 January 2022 be signed by the Chairman as a correct record.

A vote was taken which was unanimous.

**RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 18 January 2022 be signed by the Chairman as a correct record.**

**PR 046/04/22 PUBLIC PARTICIPATION**

There were no comments received from Members of the Public present at the meeting.

**PR 047/04/22 RESIGNATION FROM COMMITTEE**

Members noted that Councillor R Rowles had resigned as a member of the Policy and Resources Committee.

**PR 048/04/22 FINANCIAL REGULATIONS REVIEW**

Members considered a Model Financial Regulations 2019 (Reviewed 2020) for recommendation to Full Council in May 2022, for adoption.

Members were reminded that this document was the Association of Local Council's (NALC) up to date version.

The Town Clerk advised the Members of the changes/additions that had been made as follows:

1.8 - The Town Clerk has been appointed as Responsible Finance Officer (RFO) for this council and these regulations will apply accordingly.

1.14 – Approve any grant or a single commitment in excess of £1,000.00.

4.1 – Delegated authority to the Clerk on expenditure for any items below £500.00.

4.4 – Salary budgets to be reviewed annually in October.

5.1 – The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council.

6.15 – Internet banking arrangements will be checked by the RFO as the Service Administrator.

6.18 – Debit card issued for use will be specifically restricted to the Town Clerk for a single transaction maximum value of £250.00.

6.21 – The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses.

It was noted that the current Earmarked Reserves Policy did not match the Model Financial Regulations. A suggestion was made to update the financial regulations with a referral point to the Earmarked Reserves Policy.

It was proposed by Councillor R Hughes and seconded by Councillor M Mumford that the Model Financial Regulations with the amendments completed and highlighted, be recommended to Full Council for approval.

A vote was taken which was unanimous.

**RESOLVED: That the Model Financial Regulations with the amendments completed and highlighted, be recommended to Full Council for approval.**

Members were requested to review the document with the highlighted amendments and advise the Town Clerk with their comments in writing, prior to the next Full Council meeting.

**PR 049/04/22 STANDING ORDERS REVIEW**

Members considered and reviewed a revised Model Standing Orders for recommendation to Full Council in May 2022, for adoption.

The Town Clerk talked the Members through the additions that had been included in the Model Standing Orders.

Councillor L Gregori proposed that Section 3, Point Y, that read “A meeting shall not exceed a period of two hours unless by unanimous agreement of all the councillors present and the Town Clerk”, be removed from the Model Standing Orders.

There was no seconder for the Motion.

The following suggestions were made:

Section 1, point t, be amended to read “three (3) minutes.”

Section 4, point e, be amended to read “Apologies for absence should be received by the Proper Officer at least 2 days prior to the meeting unless there are extenuating circumstances.”

Section 4, point f, number 5, to be removed completely.

Section 4, point f, number 6, the wording “other than a standing committee” to be removed.

Section 4, point f, number 9, be amended to read “Committee, Sub-Committee, Working Group or Panel shall determine...”

Section 5, an additional point be added to read “To receive questions from Councillors, provided three clear working days’ notice of the question has been given to the Town Clerk.”

Section 18, point c, the wording “framework agreement” to be amended to capitals.

Section 20, point a, be amended to include “Information Commissioner.”

Section 20, point b, be removed completely.

It was proposed by Councillor R Hughes and seconded by Councillor S Waue that the revised Model Standing Orders with the amendments completed and highlighted, be recommended to Full Council for approval.

A vote was taken which was unanimous.

**RESOLVED: That the Model Standing Orders with the amendments completed and highlighted, be recommended to Full Council for approval.**

#### **PR 050/04/22 RISK MANAGEMENT POLICY**

Members considered a Risk Management Policy for recommendation to Full Council for approval.

The following suggestions were made:

The removal of the GDPR Privacy Statement.

The registered office address be updated to the new premises.

It was proposed by Councillor R Hughes and seconded by Councillor N Long that the Risk Management Policy, with the amendments completed, be recommended to Full Council for approval.

A vote was taken

FOR – 4, AGAINST – 0, ABSTENTIONS - 1

**RESOLVED: That the Risk Management Policy, with the amendments completed, be recommended to Full Council for approval.**

#### **PR 051/04/22 EQUALITY POLICY**

Members considered an updated Equality Policy which would comply with current legislation, for recommendation to Full Council.

The following suggestions were made:

Section 7, the title to be amended to read “Equality and Diversity Commitments.”

Section 7, point 8, be amended to read “gender identification.”

Section 9, the wording “Equal Opportunities” to be amended to “Equality and Diversity.”

All reference to “Andover Town Council” to be consistent in all policies.

It was proposed by Councillor R Hughes and seconded by Councillor M Mumford that the Equality and Diversity Policy, with the amendments completed, be recommended to Full Council for approval.

A vote was taken which was unanimous.

**RESOLVED: That the Equality and Diversity Policy, with the amendments completed, be recommended to Full Council for approval.**

#### **PR 053/04/22 EARMARKED RESERVES**

Members noted the Allotment Committee’s Resolution for recommendation to Full Council in June 20022.

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the Allotment Committee’s Resolution that the £7,000.00 earmarked for “Installation of Toilets on all 7 sites” be removed and added to “Replacement Fencing and Gates on all sites” be recommended to Full Council for approval.

A vote was taken which was unanimous.

**RESOLVED: That the Allotment Committee’s Resolution that the £7,000.00 earmarked for “Installation of Toilets on all 7 sites” be removed and added to “Replacement Fencing and Gates on all sites” be recommended to Full Council for approval.**

#### **PR 054/04/22 COMMITTEE STRUCTURE**

Members considered the Committee Structure report for the new Municipal Year starting on 11 May 2022.

Members were advised that it was a recommendation from HALC and the SLCC that the Council should have a sub-committee dealing with HR. It was agreed that the HR Panel could not be changed currently until the officers’ quarterly appraisals had been completed. Members discussed the requirement of an additional standing committee which would cover the Events, Grants, Websites and Christmas Lights.

Members addressed the frequency of the meetings. It was decided to increase the number of Allotment Committee meetings to 6 per year.

A suggestion was made to increase the membership number of each committee to 9. This would allow more assurity of quorate meetings.

It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that the Standing Orders be suspended to enable the meeting to be extended beyond the two-hour time limit by fifteen minutes.

A vote was taken which was unanimous.

**RESOLVED: That the Standing Orders be suspended to enable the meeting to be extended beyond the two-hour time limit by fifteen minutes.**

It was proposed by Councillor L Gregori and seconded by Councillor N Long that:

- The standing committees remain unchanged
- The membership number be increased to 9 for each committee
- The new Community and Events Committee be introduced and take on the duties of the Grant Aid Panel and Events Panel.
- All panels to be disbanded with the exception of the HR Panel, to be reviewed at a later date.
- The Town Clerk to be delegated to update the HR Panel’s Terms of Reference to bring it in line legally.

A vote was taken which was unanimous.

**RESOLVED: That:**

- The standing committees remain unchanged
- The membership number be increased to 9 for each committee
- The new Community and Events Committee be introduced and take on the duties of the Grant Aid Panel and Events Panel.
- All panels to be disbanded with the exception of the HR Panel, to be reviewed at a later date.
- The Town Clerk to be delegated to update the HR Panel's Terms of Reference to bring it in line legally.

**PR 055/04/22      TERMS OF REFERENCE OF COMMITTEES**

Members discussed this item under the Committee Structure agenda item.

**PR 056/04/22      DATES OF MEETINGS**

Members noted the proposed meeting dates for May 2022 – May 2023, for recommendation to Full Council for approval.

It was agreed that due to the amendments that were required to be made to the proposed dates, this item would go straight to Full Council.

**PR 057/04/22      INTERNAL AUDIT – ACTION PLAN - UPDATE**

Members noted the update on the Action Plan from the Internal Audit Part 1.

An observation was made that there was no mention of the Town Council's funds currently being held in one bank account in the report. However, the Town Clerk clarified the audit list was made by the Internal Auditor. The Town Clerk advised during the Internal Auditor's next visit in May, this point would then be raised.

**PR 058/04/22      BACK TO BASICS – PART 2**

Members received the Back to Basics report, part 2 and its recommendations on how the Town Council could continue to move forward.

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that:

- Officers be tasked with reviewing and updating all the Town Council policies.
- Officers be delegated to investigate the engagement and costs of an external contractor to transfer the data from the old server onto Microsoft 365.
- Officers and Members be offered training in the use and administration of Microsoft 365.

A vote was taken which was unanimous.

**RESOLVED: That:**

- **Officers be tasked with reviewing and updating all the Town Council policies.**
- **Officers be delegated to investigate the engagement and costs of an external contractor to transfer the data from the old server onto Microsoft 365.**
- **Officers and Members be offered training in the use and administration of Microsoft 365.**

**PR 059/04/22      COMMITTEE WORK PROGRAMME**

Members noted the Committee Work Programme.

There were no additional items requested to be added.

**PR 060/04/22      DATE OF NEXT MEETING**

Members noted the date of the next meeting would be confirmed after the Annual Council Meeting.

The Chairman closed the meeting at 8.43pm.

Chairman

Date



# ANDOVER TOWN COUNCIL

## Minutes of Planning Committee

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### **Time and date**

6.00pm on Monday, 9 May 2022

### **Place**

The Lights, Andover

### **Details of Attendance:**

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

### **Officers Present:**

Michelle Young (Committee Officer)

**Other Councillors present:** 0

**Members of the Public:** 0

**Members of the Press:** 0

### **PC 233/05/22 Apologies for Absence**

There were no apologies received at the meeting.

## PC 234/05/22 Declarations of Interest

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

## PC 235/05/22 Minutes of Previous Meeting

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

A vote was taken which was unanimous.

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

## PC 236/05/22 Public Participation

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

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

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

22/01054/REJN 19/04/2022 ANDOVER TOWN (HARROWAY)	Application to determine if prior approval is required for a proposed installation of other solar photovoltaics (PV) equipment on a non-domestic building	Howard Tenens - Assent100, Stephenson Close, Portway Business Park
<b>No objection</b>		
22/01011/ADV 14/04/2022 ANDOVER TOWN (WINTON)	Installation of 1 no. internally illuminated fascia sign, 1 no. internally illuminated projecting sign and replacement of ATM surround	9 Bridge Street, Andover, Hampshire
<b>Objection:</b> <ul style="list-style-type: none"><li>• <b>Insufficient paperwork to make a determination</b></li><li>• <b>Andover Town Council Planning Committee concur with the Case Officer's comments as below:</b></li></ul> <i><b>"With respect to the proposed internal illumination of the fascia sign and the projecting sign, such internal illumination will only be acceptable from a Conservation perspective if there is existing internal illumination on No 9.</b></i>		

***If the existing illumination is external, or if there is none, then the proposed internal illumination would not be supported, as visually this can have a negative impact upon the conservation area and non-designated heritage asset.***

***From the submitted information it was not possible to clarify whether there is any existing illumination, and if there is whether it is internal or external.***

***As detailed above, if it proposed to replace the illumination in a like for like manner then there would be no objection from a Conservation perspective. But currently there is not sufficient information on the existing illumination to provide a full assessment."***

22/01062/CLPN 19/04/2022 ANDOVER TOWN (DOWNLANDS)	Application for a lawful development certificate for proposed demolition of conservatory and erection of single storey rear extension	Silverdene, 25 Walworth Road, Picket Piece
<b>No objection</b>		
22/01050/FULLN 19/04/2022 ANDOVER TOWN (MILLWAY)	Erection of conservatory at rear	7 Wykeham Court, Osborne Road, Andover
<b>No objection</b>		
22/01076/CLPN 21/04/2022 ANDOVER TOWN (ST MARYS)	Certificate of proposed lawful development for a single storey rear extension	198 Pilgrims Way, Andover, Hampshire
<b>No objection</b>		
22/00835/TPON 21/04/2022 ANDOVER TOWN (WINTON)	T2 - Lawson Cypress - Fell	4 Tyhurst Place, Winchester Road, Andover
<b>No objection</b>		
22/01090/REJN 22/04/2022 ANDOVER TOWN (HARROWAY)	Application to determine if prior approval is required for a proposed installation of other solar photovoltaics (PV) equipment on a non-domestic building	Howard Tenens Ltd, Plot 4, Macadam Way
<b>No objection</b>		
22/01091/REJN 22/04/2022 ANDOVER TOWN	Application to determine if prior approval is required for a proposed installation of other solar photovoltaics (PV) equipment on a non-	Howard Tenens Ltd, Plot 2, West Portway



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

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

(WINTON)	access, car parking and landscaping	Hampshire SP10 2RT
<b>Objection:</b> <ul style="list-style-type: none"> <li>• <b>Insufficient parking provision. The paperwork depicted only 19 parking spaces to be provided. However, there should be 69 parking spaces provided in line with the potential 69 apartments and a minimum of 4 visitor parking spaces.</b></li> <li>• <b>Nitrate Neutrality has not been addressed</b></li> <li>• <b>No details on future proofing, i.e., provision of heat pumps, electric charging points, solar panels and availability of green space.</b></li> </ul>		
22/00232/FULLN 06/05/2022 ANDOVER TOWN (HARROWAY)	Extend drop curb	91 Charlton Road, Andover, Hampshire SP10 3 LA
<b>Objection:</b> <ul style="list-style-type: none"> <li>• <b>Is the driveway porous? There is no detail relating to a soakaway/run off facility on the drive.</b></li> </ul>		
22/01061/FULLN 06/05/2022 ANDOVER TOWN (HARROWAY)	Creation of 1.5m wide 'Multi Activity Track' for Infant and Junior age school use only	Portway County Infants School, Ashfield Road, Andover, Hampshire
<b>No objection</b>		
22/01203/FULLN 05/05/2022 ANDOVER TOWN (HARROWAY)	Installation of summerhouse and extension of paved parking area	Valhalla, 75 Charlton Road, Andover, Hampshire
<b>No objection</b>		

## PC 238/05/22 Decision Notices

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

## PC 239/05/22 Consultation

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

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

## PC 240/05/22 L2 Development Public Consultation Update

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

### **PC 241/05/22 Street Naming**

There were no Street Naming Notifications received.

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

There were no communications received from Test Valley Borough Council.

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

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

### **PC 244/05/22 Communications from Hampshire County Council**

There were no communications received from Hampshire County Council.

### **PC 245/05/22 Street Trading Licences**

There were no Street Trading Licence applications received.

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

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

### **PC 247/05/22 Works Programme**

Members noted the Committee Work Programme.

The following items were requested to be added:

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

**PC 248/05/22 Date of Next Meeting**

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

**The meeting closed at 6.30pm.**

CHAIRMAN .....

DATE .....



# ANDOVER TOWN COUNCIL

## Minutes of Planning Committee

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### **Time and date**

6.04pm on Monday, 30 May 2022

### **Place**

The Lights, Andover

### **Details of Attendance:**

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

### **Officers Present:**

Michelle Young (Committee Officer)

### **Other Councillors present:**

Councillor S Waue

**Members of the Public:** 0

**Members of the Press:** 1

## **PC 249/05/22 Election of Chairman of Committee**

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

A vote was taken which was unanimous.

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

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

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

A vote was taken which was unanimous.

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

## **PC 251/05/22 Apologies for Absence**

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

## **PC 252/05/22 Declarations of Interest**

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

## **PC 253/05/22 Minutes of Previous Meeting**

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

A vote was taken which was unanimous.

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

## **PC 254/05/22 Public Participation**

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

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

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

22/01224/FULLN 09/05/2022 ANDOVER TOWN	Demolish porch and conservatory, erection of porch, part two-storey and part single storey rear extension to form kitchen, dining room	16 Wellesley Road, Andover, Hampshire
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(WINTON)	and family room to ground floor with additional bedroom and bathroom to first floor	
<b>No objection</b>		
22/00973/FULLN 04/05/2022 ANDOVER TOWN (WINTON)	Retention of log cabin	29 Hedge End Road, Andover, Hampshire
<b>Unable to make an informed comment due to insufficient information.</b>		
22/01207/FULLN 05/05/2022 ANDOVER TOWN (WINTON)	Change of use from health and fitness club (formerly Class D2 now Class E) to flexible use within Classes B2 (General Industrial), B8 (Storage or distribution) and Class E (Commercial, Business and Service)	Units 13 And 14, Anton Trading Estate, Anton Mill Road
<b>No objection</b>		
22/01188/FULLN 12/05/2022 ANDOVER TOWN (WINTON)	Redevelopment for retirement living accommodation comprising 69 retirement apartments including communal facilities, access, car parking and landscaping	Alan Child House, Borden Gates, Andover, Hampshire
<b>Objection:</b> <ul style="list-style-type: none"> <li>• <b>Insufficient parking provision. The paperwork depicted only 19 parking spaces to be provided. However, there should be 69 parking spaces provided in line with the potential 69 apartments and a minimum of 4 visitor parking spaces.</b></li> <li>• <b>Nitrate Neutrality has not been addressed.</b></li> <li>• <b>No details of future proofing, i.e., provision of heat pumps, electric charging points, solar panels and availability of green space.</b></li> </ul>		
22/01234/PDHN 13/05/2022 ANDOVER TOWN (HARROWAY)	Notification of proposed works to a dwelling - Erection of conservatory (length from rear wall of original dwellinghouse 4.8 metres, height 3.2 metres, height to eaves 2.1 metres)	3 Blendon Drive, Andover, Hampshire
<b>No objection</b>		
22/01098/FULLN 13/05/2022 ANDOVER TOWN (ST MARYS)	Erect building to contain four residential flats	Test Valley Borough Council Car Park B, Marlborough Street, Andover
<b>Members require sight of the Conservation Officer's report prior to making an informed response.</b>		
22/01264/LBWN 13/05/2022 ANDOVER TOWN (ST MARYS)	Attach building to contain four residential flats to listed building	Test Valley Borough Council Car Park B, Marlborough Street, Andover
<b>Members require sight of the Conservation Officer's report prior to making an informed response.</b>		



22/01293/FULLN 19/05/2022 ANDOVER TOWN (WINTON)	Two storey rear extension to provide kitchen/diner on the ground floor and bedroom with ensuite in the first floor	38 Wolversdene Road, Andover, Hampshire
<b>Comment: Is there sufficient parking provision?</b>		
22/01257/TPON 11.05.2022 ANDOVER TOWN (WINTON)	T1 and T3 - Beech 0700 and 0697 - Lift crown by up to 20m, reduce height by up to 10m, thin crown by up to 30% reduce crown width by up to 10m, and remove deadwood, T2 - Lime 0698 - Lift crown by up to 12m, reduce height by up to 12m, thin crown by up to 20%	Tree Tops, 2 High Beach Gardens, Andover, Hampshire SP10 2AD
<b>Comment: Refer to the Arboriculturist.</b>		
22/00008/FULLN 19/05/2022 ANDOVER TOWN (MILLWAY)	Demolition of existing detached garage and replace with annexe/summerhouse with mezzanine sleeping area, office, bathroom and veranda to front	66 The Crescent, Andover, SP10 3BU
<b>Comment: Is there sufficient parking provision?</b>		
22/01308/FULLN 19/05/2022 ANDOVER TOWN (ST MARYS)	Replacement of existing shop front to traditional shop front	8 Bridge Street, Andover, Hampshire
<b>No objection</b>		
22/01313/FULLN 19/05/2022 ANDOVER TOWN (WINTON)	Single storey rear extension and raised decking, side porch canopy and elevational alterations (Amended scheme)	Lakemba, 7 Belmont Road, Andover
<b>No objection</b>		
22/01249/FULLN 19/05/2022 ANDOVER TOWN (ST MARYS)	Change of use from retail and office to mixed use Arts and Community Centre/ Artist Studio/ office/ storage/ retail and art exhibition space.	65 High Street, Andover, Hampshire
<b>No objection</b>		
22/01363/TELN 25/05/2022 ANDOVER TOWN (ST MARYS)	Proposed 5G telecoms installation: H3G high street pole c/w wrap-around cabinet and 3 further additional equipment cabinets.	Western Avenue Street Works, Western Avenue, Andover
<b>Comment: Concerned regarding the proximity to surrounding residential areas.</b>		
22/01381/FULLN 26/05/2022 ANDOVER TOWN (HARROWAY)	Erection of two storey side extension	Erection of two storey side extension

<b>Comment: Is there sufficient parking provision?</b>		
22/01350/FULLN 24/05/2022 ANDOVER TOWN (MILLWAY)	Single storey rear extension to replace existing conservatory	44 Bishops Way, Andover, Hampshire, SP10 3EH
<b>No objection</b>		
22/01383/CLPN 26/05/2022 ANDOVER TOWN (HARROWAY)	Application for a lawful development certificate for proposed box dormer to rear elevation	29 Ashfield Road, Andover, Hampshire
<b>No objection</b>		
22/01367/OBLN 27/05/2022 ANDOVER TOWN (ROMANS)	Modification of planning obligation dated 12/08/2008 on application TVN.09258 - Amendment of the sixth schedule paragraph 3.2 and 2.15(c) to allow disposals by way of legal mortgage or charge and to amend mortgage exclusion provisions	Properties At Stratford Road, Earls Road, Lee Valley Close and Arena Close, Andover, Hampshire
<b>No objection</b>		

## **PC 256/05/22 Decision Notices**

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

## **PC 257/05/22 Speed Indicator Signs**

Members noted the updated report on Speed Indicator Signs.

## **PC 258/05/22 L2 Development Public Consultation Update**

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

## **PC 259/05/22 Street Naming**

There were no Street Naming Notifications received.

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

Members considered the following notifications from Test valley Borough Council:

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

**Committee's comment: No objection**

Off Street Parking Order for Andover and Romsey 2022

**Committee's comment: Noted**

**Committee’s comment: Noted**

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

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

## **PC 262/05/22 Communications from Hampshire County Council**

There were no communications received from Hampshire County Council.

## **PC 263/05/22 Street Trading Licences**

There were no Street Trading Licence applications received.

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

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

## **PC 265/05/22 Works Programme**

Members noted the Committee Work Programme.

There were no further items were requested to be added.

## **PC 266/05/22 Date of Next Meeting**

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

**The meeting closed at 6.37pm.**

CHAIRMAN .....

DATE .....

## End of Year Accounts Report

<b>Produced for:</b> Full Council	<b>Date of Report:</b> Wednesday 15 June 2022	<b>Author of Report:</b> W Coulter (Town Clerk, DPO, RFO)
<b>Summary of Key Issues</b> <p>The End of Year Accounts must be reported to full Council each year. These form the basis for the completion of Section 2 – Accounting Statements 2021/2022.</p> <p>Attached at Annex 1 are the Accounts for the Year End 31 March 2022. The Accounts show, by Budget Head, the total monies received or spent.</p> <p>During the Budget preparation for 2021/2022 it was agreed that the Budget Heads would be re-allocated to cover known ongoing costs.</p> <p>The Virements were recorded in the minutes, however to show true costs they have not been re-allocated on the budgeting system as this would affect the accounting processes and the figures produced would be incorrect.</p>		
<b>Virements agreed during the Year</b> <p><i>Below are listed the Budget Heads (Numbers) with the Virements shown.</i></p> <p><i>This will enable Members to follow the changes and understand the figures.</i></p> <p>4210/6 (Heating &amp; Lighting) £4000 to 4000/3 (Legal &amp; Professional Fees)</p> <p>4700/7 (Andover Carnival) £700 to 4100/4 (Public Building Hire)</p> <p>4700/8 (Andover Cycling Festival) £700 to 4100/4 (Public Building Hire)</p> <p>4700/1 (Andover Festival of Motoring) £700 to 4100/4 (Public Building Hire)</p> <p>4000/3 (Legal &amp; Professional Fees) Budget was £7,000. £4000 vired, therefore revised Budget = £11,000</p> <p>4100/4 (Public Building Hire) Budget was £1,200. £2,100 vired, therefore revised Budget = £3,300</p> <p><i>These changes have been included in the attached End of Year Budget Figures.</i></p>		
<b>Note on Overspend on Budgets</b> <p>3 Budget Heads appear to be severely overspent. To account for the spend the Town Clerk has to allocate the monies to specific Budget Heads. The Virements agreed during the year have helped to offset the overspend.</p> <p>The Election Costs have been taken from Earmarked Reserves as previously agreed.</p> <p>The Rent – Office costs were agreed to be overspent as the new offices have been taken on prior to the end of the contract on the current offices to allow for the changeover and moving.</p>		

The Insurance costs have been taken twice in one year due to early issue of invoice and late issue of invoice from last year. This should equal out during 2022/2023.

Budget Heads:

4000/3 – *Legal and Professional Fees*

4180/2 – *Election Costs*

4210/3 – *Rent – Office*

4210/12 – *Insurance*

### **Note on Underspends on Budgets**

There are a number of Budgets that have not been spent or have a large underspend.

For instance, Grants and Payroll underspent. A number of Budgets under Events & Projects were not spent. The Allotment Expenditure Budget was underspent.

**Therefore, at the Year End 2022 the net balance for the entire Council Budget is £79,084.80.**

### **Note on Income**

It would appear that the Town Council has received £7,124.22 Grant income. However, it should be noted that a number of grants were returned to the Council unused during 2021/2022. They have been re-allocated to the Grants Budget.

A further £14,050.94 CIL Monies were received during 2021/2022.

The Allotments Rental income was £25,331.37 due to the efficient re-allocation of vacant plots by the Allotment Officers.

### **Legal and Policy Implications**

The Town Council must be aware of its spending and the End of Year Accounts must be approved in order to complete the Year End, Annual Return process. (LGA 1972 + Governance & Accountability March 2021 (also with reference to Governance & Accountability March 2022 which has not yet come into force for AGAR YE 2022)

### **Recommendations**

As recommended by the Policy & Resources Committee: To approve the Year End Accounts with explanation of Virements of Budget.

As recommended by the Policy & Resources Committee: that the net balance for the Council Budget, Year End 2022 of £79,084.80 be transferred to Operational Reserves.

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

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Distribution: To all Councillors

## Appendix E: Year End Accounts 31.03.2022

### FINANCIAL BUDGET YEAR END 31.03.2022

#### INCOME

		Budget 2021/2022	Actual Net @ 31.03.2022	Balance 2021/2022
<b>Assets &amp; Communities</b>				
	<b>3025 <u>Town Development</u></b>			
3025/1	Income from Events	£0.00	£0.00	£0.00
3025/2	Grants	£0.00	£7,124.22	£7,124.22
3025/3	Sponsorship	£0.00	£0.00	£0.00
3025/4	Proms in the park	£0.00	£0.00	£0.00
3025/5	A-Fest	£0.00	£0.00	£0.00
3025/6	Shilling Fair	£0.00	£0.00	£0.00
	<b>3025 TOTAL</b>	<b>£0.00</b>	<b>£7,124.22</b>	<b>£7,124.22</b>
<b>TOTAL EVENTS &amp; PROJECTS</b>		<b>£0.00</b>	<b>£7,124.22</b>	<b>£7,124.22</b>

		Budget 2021/2022	Actual Net @ 31.03.2022	Balance 2021/2022
<b>Policy &amp; Resources</b>				
	99 Heating & Lighting	£0.00	£0.00	£0.00
	3000 Precept	£0.00	£349,584.80	£349,584.80
	3001 TVBC Tax Band Grant	£0.00	£0.00	£0.00
	3002 Election Expenses Refund	£0.00	£0.00	£0.00
	3010 Bank Interest	£0.00	£5.25	£5.25
	3011 Insurance Premium Refund	£0.00	£79.15	£79.15
	3020 Grants Received	£0.00	£0.00	£0.00
	3021 Cil Monies	£0.00	£14,050.94	£14,050.94
	3115 VAT Write Off	£0.00	£0.00	£0.00
	3116 IT Equipment	£0.00	£0.00	£0.00
	3339 Mayors Events	£0.00	£0.00	£0.00
	3998 Funds Held for Youth Council	£0.00	£0.00	£0.00
	3999 Funds Held for N P	£0.00	£0.00	£0.00
	4000 Defibrillator	£0.00	£0.00	£0.00
	4210 Waste Removal	£0.00	£0.00	£0.00
	4211 Photocopying	£0.00	£0.00	£0.00
	4212 Payroll	£0.00	£0.00	£0.00
<b>TOTAL Policy &amp; Resources</b>		<b>£0.00</b>	<b>£363,720.14</b>	<b>£363,720.14</b>

		Budget 2021/2022	Actual Net @ 31.03.2022	Balance 2021/2022
<b>Allotments</b>				
	<b>3050 <u>Allotment Rents</u></b>			
3050/1	Admirals Way	£800.00	£1,340.25	£540.25
3050/2	Barlows Lane	£5,000.00	£4,970.64	-£29.36

3050/3	Churchill Way	£2,200.00	£2,221.85	£21.85
3050/4	Mysten Road	£1,200.00	£1,302.68	£102.68
3050/5	Old Winton Road	£3,700.00	£3,971.59	£271.59
3050/6	The Drove	£5,000.00	£6,387.52	£1,387.52
3050/7	Vigo Road	£5,000.00	£4,893.78	-£106.22
3050/8	Ox Drove	n/a	£243.06	£243.06
3050/9	Picket Twenty	n/a	n/a	n/a
3050/10	Saxon Heights	n/a	n/a	n/a
3050 TOTAL		£22,900.00	£25,331.37	£2,431.37
3051 <b>Deposits</b>				
3052	Deposit Credit Interest	£0.00	£0.00	£0.00
3053	Deposit Direct Payment	£0.00	£50.00	£50.00
	Received Deposits	£0.00	£50.00	£50.00
<b>TOTAL ALLOTMENTS</b>		<b>£22,900.00</b>	<b>£25,381.37</b>	<b>£2,481.37</b>
<b>TOTAL INCOME</b>		<b>£22,900.00</b>	<b>£396,225.73</b>	<b>£373,275.73</b>

<b>EXPENDITURE</b>		<b>Budget 2021/2022</b>	<b>Actual Net @ 31.03.2022</b>	<b>Balance 2021/2022</b>
<b>Assets &amp; Communities</b>				
4700 <b>Events &amp; Projects</b>				
4700/2	Christmas Lights	£22,500.00	£22,828.36	-£328.36
4700/3	A-Fest	£700.00	£700.00	£0.00
4700/4	Shilling Fair	£700.00	£0.00	£700.00
4700/5	Youth Clubs	£10,000.00	£0.00	£10,000.00
4700/6	Miscellaneous Events	£0.00	£0.00	£0.00
4700/7	Armed Forces Day (was Events)	£700.00	£0.00	£700.00
4700/8	Andover Cycling Festival	£700.00	Virement	£0.00
4700/9	Andover Challenges	£0.00	£0.00	£0.00
4700/10	WW1 Event (215)	£0.00	£0.00	£0.00
4700/11	Festival of Motoring	£700.00	Virement	£0.00
4700/12	Defibrillator Provision	£0.00	£0.00	£0.00
4700/13	Community Engagement	£600.00	£0.00	£600.00
4700/14	Andover Carnival	£700.00	Virement	£0.00
4700/15	Andover Gardening Competition	£400.00	£0.00	£400.00
4700/16	Pancake Day	£0.00	£0.00	£0.00
4700/17	Tourism	£0.00	£0.00	£0.00
4700/18	Water Butt Scheme	£0.00	£0.00	£0.00
4700/19	Andover Proms	£400.00	£0.00	£400.00
4700/20	Food Fair	£0.00	£0.00	£0.00
4700/21	Gardening Fair/AIB	£0.00	£0.00	£0.00
4700/22	Queens Jubilee 2022	£0.00	n/a	n/a
4700 TOTAL		£38,100.00	£23,528.36	£12,471.64
4190 <b>Grants</b>		<b>Budget 2021/2022</b>	<b>Actual Net @ 31.03.2022</b>	<b>Balance 2021/2022</b>
4190/1	Grants	£10,000.00	£5,245.00	£4,755.00
4190/1/1	Emergency Funding	£3,000.00	£0.00	£3,000.00

4190/3	Grants Section 137	£0.00	£0.00	£0.00
4190	TOTAL	£5,000.00	£5,245.00	£7,755.00

4000/6 **Website & Community Development**

4000/6/1	Website	£3,000.00	£983.97	£2,016.03
4000/6/2	Website Hosting	£550.00	£449.45	£100.56
4000/6/3	Newsletter	£0.00	£0.00	£0.00
4000	TOTAL	£3,550.00	£1,433.42	£2,116.58

Budget	Actual Net @	Balance
2021/2022	31.03.2022	2021/2022

4100/1 **Town Mayor**

4100/1/1	Town Mayor Badge & Regalia	£50.00	£0.00	£0.00
4100/1/2	Remembrance Day Wreath	£0.00	£37.00	£13.00
4100/1/3	Town Mayor Charities	£0.00	£0.00	£0.00
4100/1	Total	£50.00	£37.00	£13.00

Budget	Actual Net @	Balance
2021/2022	31.03.2022	2021/2022

**Venue Hire/Facilities**

4100/6	Refreshments	£0.00	£0.00	£0.00
4100/7	Room Hire Fund	£0.00	£0.00	£0.00
		£0.00	£0.00	£0.00

4204 New Building Fund £0.00 £0.00 £0.00

4205 Bus Shelters £0.00 £0.00 £0.00

		£0.00	£0.00	£0.00
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Budget	Actual Net @	Balance
2021/2022	31.03.2022	2021/2022

**Assets**

4210/3	Rent - Office	£12,000.00	£16,528.14	-£4,528.14
4210/4	Rates - Office	£8,000.00	£4,940.10	£3,059.90
4210/5	Water Rates - Office	£300.00	£0.00	£300.00
4210/6	Heating & Lighting - Office	£2,000.00	£1,784.88	£215.12
4210/7	Telephone & Broadband	£2,500.00	£1,703.28	£796.72
4210/8	Photocopying	£4,000.00	£3,912.10	£87.90
4210/9	Stationery	£1,200.00	£402.41	£797.59
4210/10	Postage	£2,000.00	£1,758.33	£241.67
4210/15	Office & Equipment Maintenance	£3,500.00	£3,431.38	£68.62
4210/16	New Equipment & Furniture	£1,000.00	£884.24	£115.76
4210/17	Waste Removal	£700.00	£189.95	£510.05
		£37,200.00	£35,534.81	£1,665.19

**TOTAL Assets & Communities**

		£82,900.00	£65,778.59	£24,021.41
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Budget	Actual Net @	Balance
2021/2022	31.03.2022	2021/2022

**Policy & Resources**

4000 **Corporate Management**

400	IT Equipment	£0.00	£0.00	£0.00
4000/1	Accounts Support	£1,530.00	£2,307.26	-£777.26
4000/2	Bank Charges	£600.00	£935.50	-£335.50



4000/3	Legal & Professional Fees	£11,000.00	£36,730.51	-£25,730.51
4000/4	Legal Costs	£0.00	£0.00	£0.00
4000/5	Audit Fees	£2,400.00	£1,752.40	£647.60
4000/6	IT Support & Equipment	£2,500.00	£3,182.89	-£682.89
		£18,030.00	£44,908.56	-£26,878.56

		Budget 2021/2022	Actual Net @ 31.03.2022	Balance 2021/2022
4100	<b><u>Democratic Representation</u></b>			
4100/1	Members Training & Courses	£1,500.00	£855.12	£644.88
4100/2	Members Travel	£100.00	£0.00	£100.00
4100/3	Members Expenses	£0.00	£0.00	£0.00
4100/4	Public Building Hire	£3,300.00	£3,249.32	£50.68
4100	<b>TOTAL</b>	£4,900.00	£4,104.44	£795.56

4180	<b><u>Other Services to the Public</u></b>			
4180/1	Election Costs	£10,000.00	£14,328.11	-£4,328.11
4180	<b>TOTAL</b>	£10,000.00	£14,328.11	-£4,328.11

		Budget 2021/2022	Actual Net @ 31.03.2022	Balance 2021/2022
4200	<b><u>Administration Rechargeable Payroll</u></b>			
4200/1	Payroll	£215,000.00	£145,989.37	£69,010.63
4200/3	Staff Training	£2,500.00	£677.00	£1,823.00
4200/4	Staff Travel	£500.00	£0.00	£500.00
4200	<b>TOTAL</b>	£218,000.00	£146,666.37	£71,333.63

		Budget 2021/2022	Actual Net @ 31.03.2022	Balance 2021/2022
4210	<b><u>Administration Rechargeable</u></b>			
4210/2	Office Sundries	£250.00	£107.00	£143.00
4210/11	Subscriptions/Memberships	£3,100.00	£3,231.00	-£131.00
4210/12	Insurance	£4,000.00	£6,375.29	-£2,375.29
4210/14	Advertising	£0.00	£0.00	£0.00
4210/18	Publications	£200.00	£123.80	£76.20
4210	<b>TOTAL</b>	£7,550.00	£9,837.09	-£2,287.09

<b>TOTAL POLICY &amp; RESOURCES</b>		<b>£297,180.00</b>	<b>£219,844.57</b>	<b>£38,635.43</b>
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		Budget 2021/2022	Actual Net @ 31.03.2022	Balance 2021/2022
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## Allotments

4500	<b><u>Allotment Service</u></b>			
4500/1	Allotment Maintenance			
4500/1/1	<b><u>Admirals Way</u></b>			
4500/1/1/1	Services	£1,100.00	£963.50	£136.50
4500/1/1/2	Grounds Maintenance	£1,600.00	£419.20	£1,180.80
4500/1/1/3	Water Charges	£400.00	£236.61	£163.39
4500/1/1/4	Repairs & Renewals	£150.00	£255.00	-£105.00
4500/1/1/5	Equipment	£150.00	£58.12	£91.88

4500/1/1/6	Sundries	£50.00	£12.85	£37.15
45001/1/7	Returned Deposits	£0.00	£0.00	£0.00
4500/1/1/8	Pest Control	£700.00	£685.68	£14.32
4500/1/1	TOTAL	£4,150.00	£2,630.96	£1,519.04
4500/1/2	<b>Barlows Lane</b>			
4500/1/2/1	Services	£1,100.00	£963.50	£136.50
4500/1/2/2	Grounds Maintenance	£2,500.00	£1,138.90	£1,361.10
4500/1/2/3	Water Charges	£1,500.00	£596.82	£903.18
4500/1/2/4	Repairs & Renewals	£150.00	£698.75	-£548.75
4500/1/2/5	Equipment	£150.00	£58.12	£91.88
4500/1/2/6	Sundries	£50.00	£12.85	£37.15
4500/1/2/7	Returned Deposits	£0.00	£50.00	-£50.00
4500/1/2/8	Pest Control	£700.00	£685.72	£14.28
4500/1/2	TOTAL	£6,150.00	£4,204.66	£1,945.34
4500/1/3	<b>Churchill Way</b>			
4500/1/3/1	Services	£1,100.00	£963.50	£136.50
4500/1/3/2	Grounds Maintenance	£2,500.00	£813.90	£1,686.10
4500/1/3/3	Water Charges	£500.00	£192.06	£307.94
45001/3/4	Repairs & Renewals	£150.00	£146.67	£3.33
4500/1/3/5	Equipment	£150.00	£58.12	£91.88
4500/1/3/6	Sundries	£50.00	£12.85	£37.15
4500/1/3/7	Returned Deposits	£0.00	£0.00	£0.00
4500/1/3/8	Pest Control	£700.00	£685.68	£14.32
03/01/4500	TOTAL	£5,150.00	£2,872.78	£2,277.22
04/01/4500	<b>Mylen Road</b>			
4500/1/4/1	Services	£1,100.00	£1,040.50	£59.50
4500/1/4/2	Grounds Maintenance	£2,600.00	£1,748.90	£851.10
4500/1/4/3	Water Charges	£600.00	£264.11	£335.89
4500/1/4/4	Repairs & Renewals	£150.00	£180.00	-£30.00
45001/4/5	Equipment	£150.00	£58.12	£91.88
4500/1/4/6	Sundries	£50.00	£12.85	£37.15
4500/1/4/7	Returned Deposits	£0.00	£0.00	£0.00
4500/1/4/8	Pest Control	£700.00	£685.68	£14.32
4500/1/4	TOTAL	£5,350.00	£3,990.16	£1,359.84
4500/1/5	<b>Old Winton Road</b>			
4500/1/5/1	Services	£1,100.00	£963.50	£136.50
4500/1/5/2	Grounds Maintenance	£2,500.00	£1,143.90	£1,356.10
4500/1/5/3	Water Charges	£800.00	£286.86	£513.14
4500/1/5/4	Repairs & Renewals	£150.00	£85.00	£65.00
4500/1/5/5	Equipment	£150.00	£58.12	£91.88
4500/1/5/6	Sundries	£50.00	£12.90	£37.10
4500/1/5/7	Returned Deposits	£0.00	£50.00	-£50.00
4500/1/5/8	Pest Control	£700.00	£685.68	£14.32
4500/1/5	TOTAL	£5,450.00	£3,285.96	£2,164.04
4500/1/6	<b>The Drove</b>			
4500/1/6/1	Services	£1,100.00	£963.50	£136.50
4500/1/6/2	Grounds Maintenance	£2,500.00	£1,762.86	£737.14
4500/1/6/3	Water Charges	£1,500.00	£3,505.64	-£2,005.64
4500/1/6/4	Repairs & Renewals	£150.00	£170.00	-£20.00
4500/1/6/5	Equipment	£150.00	£58.13	£91.87

4500/1/6/6	Sundries	£50.00	£12.85	£37.15
4500/1/6/7	Returned Deposits	£0.00	£0.00	£0.00
4500/1/6/8	Pest Control	£700.00	£685.78	£14.22
4500/1/6	TOTAL	£6,150.00	£7,158.76	-£1,008.76
		<b>Budget</b>	<b>Actual Net @</b>	<b>Balance</b>
		<b>2021/2022</b>	<b>31.03.2022</b>	<b>2021/2022</b>
4500/1/7	<b>Vigo Road</b>			
4500/1/7/1	Services	£1,100.00	£886.50	£213.50
4500/1/7/2	Grounds Maintenance	£2,500.00	£968.90	£1,531.10
4500/1/7/3	Water Charges	£1,000.00	£4,238.95	-£3,238.95
4500/1/7/4	Repairs & Renewals	£150.00	£523.38	-£373.38
4500/1/7/5	Equipment	£150.00	£58.13	£91.87
4500/1/7/6	Sundries	£50.00	£12.85	£37.15
4500/1/7/7	Returned Deposits	£0.00	£0.00	£0.00
4500/1/7/8	Pest Control	£700.00	£685.78	£14.22
4500/1/7	TOTAL	£5,650.00	£7,374.49	-£1,724.49
4500/1/8	<b>Ox Drove</b>			
4500/1/8/1	Services	£500.00	£0.00	£500.00
4500/1/8/2	Grounds Maintenance	£0.00	£0.00	£0.00
4500/1/8/3	Water Charges	£0.00	£0.00	£0.00
4500/1/8/4	Repairs & Renewals	£0.00	£0.00	£0.00
4500/1/8/5	Equipment	£0.00	£0.00	£0.00
4500/1/8/6	Sundries	£0.00	£0.00	£0.00
4500/1/8/7	Pest Control	£0.00	£0.00	£0.00
		£500.00	£0.00	£500.00
4500/1/9	<b>Picket Twenty</b>			
4500/1/9/1	Services	£500.00	£0.00	£500.00
4500/1/9/2	Grounds Maintenance	£0.00	£0.00	£0.00
4500/1/9/3	Water Charges	£0.00	£0.00	£0.00
4500/1/9/4	Repairs & Renewals	£0.00	£0.00	£0.00
4500/1/9/5	Equipment	£0.00	£0.00	£0.00
4500/1/9/6	Sundries	£0.00	£0.00	£0.00
4500/1/9/7	Pest Control	£0.00	£0.00	£0.00
		£500.00	£0.00	£500.00
4500/1/10	<b>Saxon Heights</b>			
4500/1/10/1	Services	£0.00	£0.00	£0.00
4500/1/10/2	Grounds Maintenance	£0.00	£0.00	£0.00
4500/1/10/3	Water Charges	£0.00	£0.00	£0.00
4500/1/10/4	Repairs & Renewals	£0.00	£0.00	£0.00
4500/1/10/5	Equipment	£0.00	£0.00	£0.00
4500/1/10/6	Sundries	£0.00	£0.00	£0.00
4500/1/10/7	Pest Control	£0.00	£0.00	£0.00
		£0.00	£0.00	£0.00
4500/1	TOTAL ALLOTMENTS	£39,050.00	£31,517.77	£7,532.23
		<b>Budget</b>	<b>Actual Net @</b>	<b>Balance</b>
		<b>2021/2022</b>	<b>31.03.2022</b>	<b>2021/2022</b>
<b>Planning/Highways</b>				
4300	Planning/Highways	£0.00	£0.00	£0.00

4300/1	Provision of Speed Signs	£0.00	£0.00	£0.00
4300/2	Design Statement/NP	£0.00	£0.00	£0.00
4300/4	Street Trees	£0.00	£0.00	£0.00
4300/5	Traffic Calming	£0.00	£0.00	£0.00
4300/6	SID's Admin & Management	£0.00	£0.00	£0.00
4300	Total	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

	Budget 2021/2022	Actual Net @ 31.03.2022	Balance 2021/2022
Total Income	£22,900.00	£396,225.73	£396,225.73
Total Expenditure	£374,330.00	£317,140.93	£70,189.07
<b>TOTAL NET BALANCE</b>		<b>£79,084.80</b>	

<b>Produced for:</b> Full Council	<b>Date of Report:</b> Wednesday 15 June 2022	<b>Author:</b> (W. Coulter - Town Clerk, DPO, RFO)
<b>Background</b> <p>At the full Council meeting in June 2021 a new Internal Auditor was appointed, Mulberry &amp; Co. The first part of the Audit was carried out in September 2021. A comprehensive check was carried out to ensure that the Town Council was compliant. The Internal Auditor returned in May 2022 to carry out the final part of the Audit for the financial year end 31<sup>st</sup> March 2022.</p>		
<b>Key Issues</b> <p>As part of the annual Audit Process the Town Council is required to have its policies, processes and accounts subject to an internal audit review. The new internal auditor carries out the audit following the requirements of the Annual Governance &amp; Accountability Return (AGAR) and the Accounts and Audit Regulations 2015.</p> <p>As a result of the points raised in the report (attached) an Action Plan has been produced, included below, to resolve the points raised by the Internal Auditor.</p> <p>The points were raised in the Internal Audit Inspection undertaken on 24 November 2021 and 24<sup>th</sup> May 2022 and the recommended actions, in the final column is a record of the action to be taken or that has been taken.</p> <p>The Internal Audit is advisory and the Town Council can chose to action the points raised or not.</p> <p>A report will be brought to a Policy &amp; Resources Committee meeting to review the Internal Audit Provision for the Year Ending 31 March 2022.</p>		
<b>INTERNAL AUDIT Year ending 31 March 2022</b>		
<b>Internal Audit undertaken on 24 November 2021 and 24 May 2022</b>		

BOOKS OF ACCOUNT	<b>The council may want to consider a secure method by which passwords are stored in case of emergency, in addition to training up a backup finance operative.</b>	Completed
VAT	<b>I would recommend chasing up VAT refund with HMRC. I would recommend that VAT detail prints are printed with the summary reports at the quarter end and filed with the VAT returns</b>	Completed. Refund received and detailed reports produced, printed and filed with VAT Returns.
BOOKS OF ACCOUNT	<b>I believe the Council would benefit from a month end tick list process to ensure all relevant reports at the time are printed to PDF and agreed.</b>	On-going. To be completed by September 2022.
TRANSPARENCY	<b>I remind Council it is a mandatory requirement to follow the code and I recommend that over the course of the remainder of this council year the website is updated to reflect this.</b>	Completed.
GDPR	<b>I recommend all councillors be encouraged to use their Town Council Email in future.</b>	On-going
FINANCIAL REGULATIONS	<b>I would recommend the Council consider updating its financial regulations to the new NALC model, this will also address the typos in the current published document.</b>	On-Going – to be completed by September 2022 (Council did not finalise FR's at May 2022 meeting).
FINANCIAL RISK ASSESSMENT	<b>I would recommend a simple table is drawn up to detail the nature and scope of risk, current controls and any action that needs to be taken. I have appended a model that could be adopted to this report.</b>	Completed – taken to Council in April 2022.
INSURANCE	<b>At the interim date we could not locate the schedule of insurance. Only the certificate. I will test again at the year end audit.</b>	Completed. Full schedule received and noted that Certificate and schedule in place for 2022/2023 as well.
BUDGET 3-YEAR FORECAST	<b>I would recommend that council add its 3 year forecast to its current budget spreadsheet, for now this can be a simple % increase, which can then be worked on and reviewed on a rolling basis over the course of the council year.</b>	Completed – taken to Council in January 2022
EARMARKED RESERVES	<b>I recommend the council review the earmarked reserves and a simple summary be produced showing opening position, movement and closing position of each reserve. (see appendix 2).</b>	On-going. It was also noted that there has been no movement on Earmarked Reserves for sometime. To be reviewed again by P&R August 2022.

PAYROLL – EMPLOYMENT ALLOWANCE CLAIMED IN ERROR	I reviewed this with the Clerk and we agreed that the Clerk should complete a full review of amounts due to and received by HMRC to ascertain the full picture. I therefore recommend the payrolls for all applicable years must be checked and corrected and any tax re-paid to HMRC.	Completed. Adjusted and repaid.
BANK & CASH	The council may want to consider the introduction of an investment strategy as I could not locate one on the website.	On-going. P&R to consider an Investment Strategy at August 2022 meeting.
INSPECTION DATES	Whilst the publication dates are correctly spaced, the AGAR was approved after the publication date which is in contradiction of the publication requirements. The Signed AGAR must be signed before being published, therefore the dates for public inspection must be after this date.	Completed and rectified for 2021/2022.

#### Additional Note

Since writing this report on Wednesday 15 June 2022, for reasons beyond the control of the Town Council, the date of the Council Meeting has had to be changed.

Therefore the dates of the Exercise of Public Rights have to be altered.

The table below provides the new dates and proof that the Town Council is meeting its statutory obligations.

Inspection – Key date	2021/2022 Proposed	2021/2022 Amended
Date Inspection Notice Issued and how published	23 <sup>rd</sup> June 2022	30 <sup>th</sup> June 2022
Inspection period begins	27 <sup>th</sup> June 2022	1 <sup>st</sup> July 2022
Inspection period ends	5 <sup>th</sup> August 2022	11 <sup>th</sup> August 2022
Correct Length	Yes	Yes
Common period included	Yes	Yes
Summary of rights document on website	Attached to inspection announcement	Attached to inspection announcement

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

Tel: 01264 335592

Email: [townclerk@andovertc.co.uk](mailto:townclerk@andovertc.co.uk) Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors

Our Ref: MARK/AND009

Mrs W Coulter  
Andover Town Council  
68B High Street  
Andover  
Hampshire, SP10 1NG

24<sup>th</sup> May 2022

Dear Wendy

Re: Andover Town Council  
Internal Audit Year Ended 31<sup>st</sup> March 2022

### **Executive Summary**

Following completion of our interim internal audit on the 24<sup>th</sup> November 2021 and final audit on the 25<sup>rd</sup> May we enclose our report for your kind attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements. Each section is then concluded with an opinion as to whether the assertion has been met or not.

### **Interim Audit Summary**

It is clear the council has been through a period of change and the pandemic has adversely impacted not only the working environment but the method & processes of working. The council operates out of rented premises above a high street shop accessed via side entrance door. Hard copy records are usually kept on site although currently they are split between the office and the clerks home address. The council meet in a separate chamber along the high street. First impressions are of a site that is not particularly access friendly for the community and direct contrast to this the council's website is easy to navigate and accessible. It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall the systems and procedures you have in place are fit for purpose.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

I would like to thank Wendy for her assistance and whilst my report contains recommendations to change these are not indicative of any failings, but rather are pointers to improving upon an already well ordered system. It is therefore our opinion that the systems and internal procedures at Andover Town Council are fit for purpose



## **Final Audit Summary**

We have reviewed the AGAR and underlying documentation and we are of the opinion the AGAR is ready for approval by council and submission to the external auditor.

I was pleased to note that many of the internal audit recommendations have now been addressed. I have highlighted if any are on-going.

The accounts and underlying documentation were thorough and complete and I can confirm that the governance statement can be signed off in all areas positively as there were no breaches of regulations in any of our sample testing.

## **Regulation**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily.

The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority’s approval of the annual governance statement.

## **Independence & Competence**

Your audit was conducted by Mark Mulberry of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor is a qualified practicing accountant with over 20 years’ experience as a registered statutory auditor.

## **Engagement Letter**

An engagement letter was issued In September 2021 covering the 2021/22 internal audit assignment. Copies of this document are available on request.

## **Planning & Inherent Risk Assessment**

The scope and plan of works including fee structure was issued to the council on the 1st September 2021 under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package

- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices

It is my opinion that the inherent risk of error or misstatement is low and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

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#### A. BOOKS OF ACCOUNT (INTERIM AUDIT)

##### **Internal audit requirement**

*Appropriate accounting records have been properly kept throughout the financial year.*

#### B. FINANCIAL REGULATIONS, GOVERNANCE & PAYMENTS ACCOUNT (INTERIM & FINAL AUDIT)

##### **Internal audit requirement**

*This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*

##### **Final Audit**

I have reviewed the expenditure list and I also reviewed the nominal ledger for evidence of netting off and significant journal entries, the individual entries were in accordance with the heading under which they were posted and corrections/transfers where evident were bonafide. We found no evidence of breaches of financial regulations in the sample testing completed.

##### **Section Conclusion**

I am of the opinion that the control assertion has been met.

#### C. RISK MANAGEMENT & INSURANCE (INTERIM AUDIT)

##### **Internal audit requirement**

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

#### D. BUDGET, PRECEPT & RESERVES (INTERIM & FINAL AUDIT)

##### **Internal audit requirement**

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

##### **Final Audit**

The council has £528,946 of total reserves of which earmarked reserves are £418,359, and £110,587 are general reserves. In respect of general reserves, rule of thumb calculations would suggest that 50% of precept as adjusted for local conditions would be reasonable being circa £150. The councils' general reserves are appropriate for a council of this size.

**I have noted that the earmarked reserves have not moved year on year, I remind council it does not have the power to accumulate reserves. The council should consider future project delivery to utilise these funds for the benefit of the community.**

##### **Section Conclusion**

I am of the opinion that the control assertion has been met.

#### E. INCOME (INTERIM & FINAL AUDIT)

##### **Internal audit requirement**

*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

##### **Final Audit**

The precept income was tested to third party evidence supplied to the auditor and has been correctly disclosed in box two of the AGAR.

All other income has been correctly shown in box 3 of the AGAR, the year-on-year movement of £5k is below the threshold to report on the list of significant variances.

I have reviewed the income list which is broadly similar to the prior year after accounting for one of income items. I also reviewed the nominal for evidence of netting off. The individual entries were in accordance with the heading under which they were posted and corrections/transfers where evident were bonafide. We found no evidence of breaches of financial regulations in the sample testing completed.

##### **Section Conclusion**

I am of the opinion that the control assertion has been met.

#### F. PETTY CASH (INTERIM AUDIT)

##### **Internal audit requirement**

*Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.*

The council does have a petty cash card this balance remains aged and immaterial.

##### **Section Conclusion**

I am of the opinion that the control assertion has been met.

#### G. PAYROLL (INTERIM & FINAL AUDIT)

##### **Internal audit requirement**

*Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

##### **Final Audit**

The amounts shown on the AGAR agree to the underlying cashbook and payroll reports. I can confirm that only payroll costs are shown in box 4 of the AGAR.

Monthly and year-end PAYE and NI deductions and returns have been submitted online, on time to HMRC. There were no errors recorded or late payments to HMRC during the financial year under review.

The March PAYE was paid before the year end and is therefore not shown on the box 7 & 8 reconciliation.

##### **Section Conclusion**

I am of the opinion that the control assertion has been met.

#### H. ASSETS AND INVESTMENTS (INTERIM & FINAL AUDIT)

##### **Internal audit requirement**

*Asset and investments registers were complete and accurate and properly maintained.*

##### **Final Audit**

The fixed asset register lists the assets, their cost or proxy cost together with insurance values. Assets are correctly stated at historic cost. There has been no change year on year.

The council has no loans or investments

##### **Section Conclusion**

I am of the opinion that the control assertion has been met.

#### I. BANK & CASH (INTERIM & FINAL AUDIT)

##### **Internal audit requirement**

*Periodic and year-end bank account reconciliations were properly carried out.*

##### **Final Audit**

At the year-end date the council had a reconciled bank position. I have reviewed the reconciliation there were no outstanding lodgements & payments. The petty cash card is an old balance of £40.22, if this is no longer being used, I would recommend it is written off from the accounts and the card closed.

I also reviewed the after-date bank statements for evidence of March transactions to verify the cut off. There were no errors in the sample reviewed.

The March reconciliation has been signed. I am under no doubt the bank is being properly reconciled. Please note these should be taken to council and signed in accordance with financial regulation 2.2

The council has two bank accounts together with a petty cash card with total holdings of £535,075. None of the accounts are long term investment accounts and as such do not need to be disclosed in box 9 of the AGAR. It was confirmed that the deposit accounts support the earmarked reserves.

The council does not have reserve balances greater than twice the precept and as such these do not need reporting to the external auditor.

##### **Section Conclusion**

I am of the opinion that the control assertion has been met.

## J. YEAR END ACCOUNTS (FINAL AUDIT)

### **Internal audit requirement**

*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*

The council, at its meeting to sign off the year-end accounts, must discuss the Annual Governance Statement and record this activity in the minutes of the meeting. Based on the internal audit finding, I recommend using the table below as the basis for that discussion. THIS MUST BE A SEPARATE AGENDA ITEM TO THE SIGNING OF THE ANNUAL ACCOUNTS.

### **Section 1 – Annual Governance Statement**

	<b>Annual Governance Statement</b>	<i>'Yes' means that this authority</i>	<b>Suggested response based on evidence</b>
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	<b>YES</b> – income & expenditure accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	<b>YES</b> – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.  The council has at least two internal audits per annum.  The council has up to date financial regulations
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	<b>YES</b> – the Clerk is qualified and experienced and advises the council in respect of its legal powers.  There is no evidence in the accounts to show spending outside of power.  The council has up to date financial regulations
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	<b>YES</b> – the requirements and timescales for 2020/21 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	<b>YES</b> – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the	<i>arranged for a competent person, independent of the financial controls</i>	<b>YES</b> – the council has appointed an independent

	accounting records and control systems.	<i>and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	and competent internal auditor has completed two audits during the year.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	<b>YES</b> – where matters are raised, action taken by council is recorded in the minutes.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	<b>YES</b> – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	<b>N/A.</b>

## Section 2 – Accounting Statements

Agar Box Number		2020/21	2021/22	Auditor Notes
1	Balances brought forward	432,516	449,861	Agrees to cfwd
2	Precept or Rates and Levies	344,204	349,585	Agrees to third party evidence provided to auditor
3	Total other receipts	41,429	46,640	Agrees to underlying records
4	Staff costs	171,202	170,929 – 24,263 = 146,666	Agrees to underlying records – reallocate non payroll costs to box 6
5	Loan interest/capital repayments	0	0	Agreed no loans
6	All other Payments	197,086	146,211 + 24,263 = 170,474	Agrees to underlying records - – reallocate non payroll costs to box 6
7	Balances carried forward	449,861	528,946	Cast correctly

8	Total value of cash and short term investments	452,506	535,075	Agrees to reconciliation
9	Total fixed assets plus long term investments and assets	5,176	5,176	Agrees to register
10	Total borrowings	0	0	Agreed no loans

11	For Local Councils Only)	YES	NO	N/A	Yes the council has fulfilled its obligations
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	Disclosure note re Trust funds (including charitable)			✓	
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The year-end accounts have been correctly prepared on the income & expenditure basis with a box 7 & 8 reconciliation properly completed. The AGAR correctly casts and cross casts and the comparatives have been correctly copied over from the prior year.

The variance analysis is not required because there are no variances greater than 15% and £500.

#### Section Conclusion

I am of the opinion that the control assertion has been met.

#### K. LIMITED ASSURANCE REVIEW (INTERIM AUDIT)

##### **Internal audit requirement**

*If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")*

The council did not itself exempt in 2020/21 or 2021/22.

#### L: TRANSPARENCY (INTERIM & FINAL AUDIT)

##### **Internal audit requirement**

*The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements.*

The council is required to follow the transparency code for larger authorities as it has turnover in excess of £200k. A review of the web site shows the council is following this. I have sign pointed the clerk to a website that shows transparency as best practice.

#### Section Conclusion

I am of the opinion that the control assertion has been met.

#### M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)

##### **Internal audit requirement**

*The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*

The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require that the statement of accounts prepared by the authority (i.e. the Annual Governance & Accountability Return (AGAR) Part 2), the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.

Inspection - Key date	2020/21 Actual	2021/22 Proposed
Date Inspection Notice Issued and how published	18th June – before accounts were signed	23 <sup>rd</sup> June
Inspection period begins	21st June	27 <sup>th</sup> June
Inspection period ends	30th July	5 <sup>th</sup> August
Correct length	yes	yes
Common period included?	yes	yes
Summary of rights document on website?	Attached to inspection announcement	Attached to inspection announcement

##### **Section Conclusion**

I am of the opinion that the control assertion has been met.

#### N. PUBLICATION REQUIREMENTS (INTERIM AUDIT)

##### **Internal audit requirement**

*The authority has complied with the publication requirements for 2020/21 AGAR.*

A review of the website and the findings above shows that the local authority has complied with the regulations in respect of publication.

##### **Section Conclusion**

I am of the opinion that the control assertion has been met.

#### O. TRUSTEESHIP (INTERIM AUDIT)

##### **Internal audit requirement**

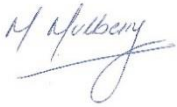
*Trust funds (including charitable) – The council met its responsibilities as a trustee.*

The council has no trusts.

Should you have any queries please do not hesitate to contact me.

Kind regards

Yours sincerely



**Mark Mulberry**

**Interim Audit - Points Forward**

<b>Audit Point</b>	<b>Audit Findings</b>	<b>Council comments</b>
Books of account	The council may want to consider a secure method by which passwords are stored in case of emergency, in addition to training up a backup finance operative.	Completed
VAT	I would recommend chasing up the VAT refund with HMRC.  I would recommend the VAT detail prints are printed with the summary reports at the quarter end and filed with the VAT returns.	Now received and detail reports now printed
Books of account	I believe the council would benefit from a month end tick list process to ensure all relevant reports at the time are printed to PDF and agreed	On-going
Transparency	I remind council it is a mandatory requirement to follow the code and I recommend that over the course of the remainder of this council year the website is updated to reflect this.	Completed
GDPR	I recommend the councillors be encouraged to use their Town Council Email in future.	On-going
Financial regulations	I would recommend the council consider updating its financial regulations to the new NALC model, this will also address the typos in the current published document.  Local variation to financial regulations - I recommend this will need addressing as a council cannot have regulations that state one thing, but local practice does another.	Completed – taken to council in May 2022.
Financial Risk Assessment	I would recommend a simple table is drawn up to detail the nature and scope of risk, current controls and any action that needs to be taken. I have appended a model that could be adopted to this report	Completed – taken to council in April 2022
Insurance	At the interim date we could not locate the schedule of insurance. Only the certificate. I will test this again at the year end audit.	Completed
Budget 3 – year forecast	I would recommend that council add its 3 year forecast to its current budget spreadsheet, for now this can be a simple % increase, which can then be worked on and	Completed – taken to council in January 2022.

	reviewed on a rolling basis over the course of the council year.	
Earmarked reserves	I recommend the council review the earmarked reserves and a simple summary be produced showing opening position, movement and closing position of each reserve. (see appendix 2)	On-going
Payroll – employment allowance claimed in error	I reviewed this with the clerk and we agreed that the clerk should complete a full review of amounts due to and received by HMRC to ascertain the full picture. I therefore recommend the payrolls for all applicable years must be checked and corrected and any tax re paid to HMRC.	Adjusted and repaid
Bank & Cash	The council may want to consider the introduction of an investment strategy as I could not locate one on the website.	On-going
Inspection dates	Whilst the publication dates are correctly spaced, the AGAR was approved after the publication date which is in contradiction of the publication requirements. The Signed AGAR must be signed before being published, therefore the dates for public inspection must be after this date.	Completed and rectified for 2021/22

## Annual Governance and Accountability Return (AGAR)

<b>Produced for:</b> Full Council	<b>Date of Report:</b> Wednesday 15 June 2022	<b>Author of Report:</b> W Coulter (Town Clerk, DPO, RFO)
<b>Summary of Key Issues</b> To explain what the Annual Governance and Accountability Return (AGAR) is, why the Council has to complete one and how it must be completed.		
<b>What is the AGAR?</b> The purpose of the annual governance statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.		
<b>Why does the Council have to complete the AGAR?</b> The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In accordance with Section 6 of the Local Audit and Accountability Act 2014, an authority is a 'smaller authority' if the higher of the authority's gross income for the year and its gross expenditure for the year does not exceed £6.5m. For the purposes of the Accounts and Audit Regulations 2015, a smaller authority may also be referred to as a 'Category 2 authority'. This includes local councils (parish and town councils), parish meetings, internal drainage boards and 'other' authorities (including charter trustees, conservation bodies, port health authorities, harbour boards and crematorium boards). Therefore, as Andover Town Council is a smaller authority, it must complete the AGAR in order to comply with the Accounts and Audit Regulations 2015.		
<b>What does the Council have to do to complete the AGAR?</b> <b>Annual Governance Statement</b> Smaller authorities prepare their annual governance statement by completing Section 1 of the Annual Governance and Accountability Return. This is in the form of a number of statements, known as assertions, to which the authority needs to answer 'Yes' or 'No'. The authority needs to have appropriate evidence to support a 'Yes' answer to an assertion, for example a reference in a set of formal minutes. If an authority is not able to respond 'Yes' to any assertion, it needs to provide an explanation to the		

external auditor on a separate sheet describing how the authority will address the weaknesses identified. These explanations must be published along with the completed AGAR.

### **Accounting Statements**

The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require all authorities to prepare a statement of accounts for each financial year in accordance with proper practices. For smaller authorities the statement of accounts needs to be prepared in accordance with, and in the form specified in, any Annual Governance and Accountability Return (AGAR) required by these proper practices in relation to accounts.

Section 2 of the Annual Governance and Accountability Return is a smaller authority's statement of accounts and takes the form of a summary income and expenditure account and a statement of balances. An authority's statement of accounts needs to be in the form set out in Section 2 of the Annual Governance and Accountability Return. The figures entered in the relevant cells are the authority's receipts and payments for the year, or its income and expenditure, as appropriate. In the case of Andover Town Council, it is income and expenditure.

### **Annual Internal Audit Report**

Smaller authorities are required by the Accounts and Audit Regulations 2015 to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'.

### **Legal and Policy Implications**

The Town Council must be aware of its spending and the End of Year Accounts must be approved in order to complete the Year End, Annual Return process. (LGA 1972 + Governance & Accountability March 2021 (also with reference to Governance & Accountability March 2022 which has not yet come into force for AGAR YE 2022). The Local Audit and Accountability Act 2014. The Accounts and Audit Regulations 2015.

### **Recommendations**

To note the report in order to complete the AGAR for the Year Ended 31 March 2022.

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

Tel: 01264 335592

Email: [townclerk@andover-tc.co.uk](mailto:townclerk@andover-tc.co.uk) Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors



# Annual Internal Audit Report 2021/22

ANDOVER TOWN COUNCIL

www.andover-tc.gov.uk WEBSITE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

24/11/2021 24/05/2022 DD/MM/YYYY

Name of person who carried out the internal audit

MARK MULBERRY BA (Hons) FICCA CIA

Signature of person who carried out the internal audit

*[Signature]*

Date 24/05/2022

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

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



## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ANDOVER TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



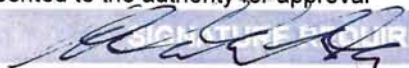
## Section 2 – Accounting Statements 2021/22 for

### ANDOVER TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	432,516	449,861	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	344,204	349,585	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	41,429	46,640	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	171,202	146,666	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	197,086	170,474	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	449,861	528,946	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	452,506	535,075	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	5176	5176	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date 24/05/2022

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

# Appendix J: Risk Management Policy

# J

## ANDOVER TOWN COUNCIL

### RISK MANAGEMENT POLICY – 2022 (June 2022)

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## 1. Policy Statement

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

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

## 2. Introduction

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

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

**2.2** The objectives of this strategy are to:

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

**2.3** These objectives will be achieved by:

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

## 3. What is Risk Management?

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

structures and processes, standards of conduct and service delivery arrangements<sup>1</sup>. Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001:5).

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

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

- a. **Strategic Risk** – long-term adverse impacts from poor decision making, poor implementation, inadequate resourcing or failure to respond to change. Failure to address risk can result in damage to the reputation of the Council, loss of public confidence, or in a worst case scenario, stimulate Government intervention.
- b. **Compliance Risk** – failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. This risks exposure to prosecution, judicial review, employment tribunals and/or the inability to enforce contracts.
- c. **Financial Risk** – fraud and corruption, waste, excess demand for services, bad debts. This presents risk of additional audit investigations, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.
- d. **Operating Risk** – failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Presenting risk of insurance claims, higher insurance premiums, lengthy recovery process.

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

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

## 4. Why does ATC need a Risk Management Strategy?

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

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



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

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

## 5. Benefits of Risk Management

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

## 6. Responsibilities

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

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

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

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

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

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

## 7. All Members Duties

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

7.2 To consider the risk motivators and risk priorities

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

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

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

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

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

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

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

## 8. Town Clerk

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

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

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

## 9. Policy and Resources Committee

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

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

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

## 11. All Employees

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

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

## 12. Role of Internal Audit

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

## 13. Implementing the Strategy

### 13.1 Risk Control:

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

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



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

### 13.2 Risk Monitoring:

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

### 13.3 Risk Management System Risk Identification:

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

Low = 1 to 5

Medium = 6 to 11

High = 12 to 25

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

## 14. Conclusion

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

## 15. Document Information

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

## 16. Document Control

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

*Disclaimer:*

*A printed version may not be the current version.*

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

## Appendices

### Appendix 1

#### Categories of Risk

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

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

Failure to recognise the changing needs and expectations of the community	
---	--

## Appendix 2

### Processes

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

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

## Appendix 3

### Risk Management Matrix

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

## Appendix 4

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

### Likelihood Ranges

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

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

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

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

**Amber Risk:** Reduce risk by mitigation. Review regularly

**Yellow Risk:** Tolerate risk. Review control measures

**Green Risk:** Acceptable risk. Monitor risk.

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

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

Tel: 01264 335592

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

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

Distribution: To all Councillors





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

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

### 1. Introduction

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

### 2. The Aim

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

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

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

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

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

### 3. The Definition of Equality

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

### 4. The Definition of Diversity

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

### 5. Scope

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

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

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

## 6. Policy Statement

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

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

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

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

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

## 7. Equality & Diversity Commitments

**Andover Town Council** is committed to:

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

## 8. Implementation

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

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

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

## 9. Monitoring and Review

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

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

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

## 10. Document Information

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

## 11. Document Control

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

June 2022	5	5 <sup>th</sup> Draft	All	Council

*Disclaimer:*

*A printed version may not be the current version.*

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

**Source:**

**British Library**

**Test Valley Borough Council**

**South East Employers**

## Society of Local Council Clerks (SLCC) Mentor – remaining hours

<b>Produced for:</b> Full Council	<b>Date of Report:</b> Wednesday 15 June 2022	<b>Author of Report:</b> W Coulter (Town Clerk, DPO, RFO)
<b>Summary of Key Issues</b> To note that the Town Council approved a contract with the SLCC in June 2021 to provide Mentor Support for the Town Council Officers. The contract contained 302 hours (16 weeks). Of the 302 hours contracted, there are 56 hours remaining. The SLCC will charge the Town Council for the remaining hours whether they are utilised or not (as per the contract). To recommend a use for the remaining hours to the benefit of the Town Council as well as officers.		
<b>SLCC Mentor</b> The SLCC Mentor was assisting the Town Council officers with day to day legal advice, creation of reports and ensuring that the Town Council agendas and minutes were compliant with legislation. Unfortunately the mentor contracted COVID in December 2021 and has not provided support since.		
<b>Remaining hours</b> The original contract agreement was for 16 weeks which equated to 302 hours. Of those 302 hours 56 remain to be utilised. The SLCC have contacted the Town Clerk to ask whether the Town Council wishes to utilise the time as they will charge for them, whether they are used or not.		
<b>Use of Remaining hours</b> The Town Council have agreed a Back to Basics strategy, part of which, requires that all the Town Council's Policies and Procedures are reviewed, amended and brought up to date. This is a considerable amount of work to achieve in the remainder of the municipal year. It is suggested that the SLCC Mentor assists the Town Council Officers to amend and review all the Town Council Policies and Procedures (of which there are 48 with a number yet to be created). <b>All the Policies and Procedures will also be reviewed by the appropriate Committees prior to recommendation and approval by full Council.</b>		
<b>Legal and Policy Implications</b> The Town Council must ensure that all its policies and procedures are up to date to comply with all current legislation.		



The Town Council will be charged for the remaining hours of the SLCC Contract whether they are utilised or not.

### **Recommendations**

To approve the use of the remaining hours of the SLCC Mentor Contract (56 hours), to be used to assist with reviewing and amending all Town Councils policies and procedures.

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

Tel: 01264 335592

Email: [townclerk@andover-tc.co.uk](mailto:townclerk@andover-tc.co.uk) Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors

# Andover Town Council

## Expenditure transactions - approval list

Start of year 01/04/22

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1893		£90.00	4100/4	01/06/22	Tony Scrace - Rental for site of notice board at 66C High Street 01.06.2022-31.05.2022	
1894		£57.00	4000/6/1	15/06/22	Custom Studio Ltd - Temporarily disabling Allotments form	
1895		£480.00		06/06/22	Grass and Grounds - Grass Cutting May 2022	
1		£96.00	4500/1/2/2		Job no 1279 BL x2	
2		£96.00	4500/1/3/2		Job no 1280 x 2	
3		£96.00	4500/1/4/2		Job no 1281 X 2 MR	
4		£96.00	4500/1/5/2		Job no 1282 x 2 OWR	
5		£96.00	4500/1/7/2		Job no 1283 x 2 VR	
1896	DDMAINAP R2022(3)	£12.15	4210/7	31/05/22	Mainstream Digital - Call charges 31.03.22-29.04.2022	£12.15
1897	DDMAINM AY2022(4)	£4.78	4210/7	31/05/22	Mainstream Digital - Fraud Protection + call charges May 2022	£4.78
1898		£2,630.11	4700/2	14/06/22	Scottish & Southern Energy - Supply of power for Christmas Lights 2021 08.11.2021 - 18.01.2022	
1899		£277.20	4210/11	13/06/22	South East Employers - South East Employers Membership 2022/2023	
1900		£134.40	4700/22	10/06/22	Venture Security Management - First Aid Operative Sunday 5 June 2022	
		£24.75			Confidential	
<b>Total</b>		£3,710.39				

Signature

Date

Signature

16/06/22 05:20 PM Vs: 8.74.00

Page 1

# Financial Statement - Cashbook

Statement of receipts and payments between 01/04/22 and 31/05/22 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

## Ordinary Accounts

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

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Events & Projects			
3025 Town Development	0.00	0.00	0.00
Events & Projects Total	0.00	0.00	0.00
Policy & Resources			
36 Business Rates Refund	0.00	0.00	0.00
99 Heating & Lighting	0.00	0.00	0.00
3000 Precept	180,901.00	0.00	180,901.00
3001 TVBC Tax band Grant	0.00	0.00	0.00
3010 Bank Interest	46.23	0.00	46.23
3011 Insurance Premium	0.00	0.00	0.00
3020 Grants Received	0.00	0.00	0.00
3021 CIL Monies	0.00	0.00	0.00
3100 VAT Refund	3,898.93	0.00	3,898.93
3110 VAT Overclaim	0.00	0.00	0.00
3115 VAT Write Off	0.00	0.00	0.00
3116 IT Equipment	0.00	0.00	0.00
3339 Mayors Events	0.00	0.00	0.00
3998 Funds held for Youth Council	0.00	0.00	0.00
3999 Funds held for Neighbourhood Plan	0.00	0.00	0.00
4000 Defibrillator	0.00	0.00	0.00
4210 Waste Removal	0.00	0.00	0.00
4211 Photocopying	0.00	0.00	0.00
4212 Payroll	0.00	0.00	0.00
Policy & Resources Total	184,846.16	0.00	184,846.16
Allotments			
3050 Allotment Rents	292.65	0.00	292.65
3051 Allotment Rents	0.00	0.00	0.00
3052 Deposit Credit Interest	0.00	0.00	0.00
3053 Deposit direct payment	0.00	0.00	0.00
Allotments Total	292.65	0.00	292.65
Total Receipts	185,138.81	0.00	185,138.81
PAYMENTS	Net (£)	Vat (£)	Gross (£)
Events & Projects			
4190 Grants	1,255.00	0.00	1,255.00
4700 Town Centre Development	0.00	0.00	0.00
Events & Projects Total	1,255.00	0.00	1,255.00

# Financial Statement - Cashbook

Statement of receipts and payments between 01/04/22 and 31/05/22 inclusive. This may include

## Policy & Resources

400 IT Equipment	0.00	0.00	0.00
4000 Corporate Management	2,608.26	477.74	3,086.00
4100 Democratic Representation	336.00	67.20	403.20
4180 Other Services to the Public	0.00	0.00	0.00
4200 Administration Rechargeable Staffing	28,233.71	58.60	28,292.31
4204 New Building Fund	0.00	0.00	0.00
4205 Bus Shelters	0.00	0.00	0.00
4210 Administration Rechargeable	14,022.79	764.40	14,787.19
Policy & Resources Total	45,200.76	1,367.94	46,568.70

## Allotments

3052 Deposits Expenditure	0.00	0.00	0.00
4500 Allotment Service	0.00	0.00	0.00
Allotments Total	2,800.64	272.09	3,072.73

## Planning/Highways

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

Total Payments	49,256.40	1,640.03	50,896.43
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## Closing Balances

### Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£584,003.10
Deposits Unity Trust	£85,274.26
Petty Cash Account	£0.00
Petty Cash Card Unity	£40.22
Total	<u>£669,317.58</u>

Uncleared and Unpresented effects

## Statement Closing Balances

### Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£584,003.10
Deposits Unity Trust	£85,274.26
Petty Cash Account	£0.00
Petty Cash Card Unity	£40.22
Total	<u>£669,317.58</u>

# Bank Account Reconciled Statement

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

Statement Number	124	Bank Statement No.	124
Statement Opening Balance	£600,408.40	Opening Date	01/05/22
Statement Closing Balance	£584,003.10	Closing Date	31/05/22
True/ Cashbook Closing Balance	£584,003.10		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
03/05/22	DDCOBWEBMarch2 022	Cobweb Solutions Ltd	283.02	0.00	600,125.38
03/05/22	DDPEACAPRIL202 2	Pan European Asset Company	767.18	0.00	599,358.20
03/05/22	VR18BBACS	Allotment Rental	0.00	18.16	599,376.36
03/05/22	VR29B BACS	Allotment Rental	0.00	14.84	599,391.20
04/05/22	DDBGAPR20221	British Gas	6.88	0.00	599,384.32
04/05/22	DDBGAPRI20222	British Gas	214.24	0.00	599,170.08
04/05/22	MR 24 BACS	Allotment Rental	0.00	71.52	599,241.60
05/05/22	DDMMMay2022	Marketplace Merchant	24.50	0.00	599,217.10
05/05/22	MR 1A BACS	Allotment Rental	0.00	17.12	599,234.22
05/05/22	VodaDDMay2022	Vodafone Ltd	33.41	0.00	599,200.81
06/05/22	MR23 BACS	Allotment Rental	0.00	23.84	599,224.65
16/05/22	DDMAINAPR2022(1 )	Mainstream Digital	117.46	0.00	599,107.19
16/05/22	DDMAINAPRIL2022 (2)	Mainstream Digital	4.78	0.00	599,102.41
16/05/22	MMCCFeeMay2022	Marketplace Merchant	25.29	0.00	599,077.12
19/05/22	CW 11A BACS	Allotment Rental	0.00	7.35	599,084.47
20/05/22	29 BL BACS	Allotment Rental	0.00	13.62	599,098.09
20/05/22	DDBGAPR20223	British Gas	10.82	0.00	599,087.27
20/05/22	DDNESTMAY2022	NEST Pensions	775.80	0.00	598,311.47
23/05/22	12595455	Plummer's	90.66	0.00	598,220.81
23/05/22	176273763	Test Valley Borough Council	151.20	0.00	598,069.61
23/05/22	196565426	Southern Electric	139.80	0.00	597,929.81
23/05/22	846550027	Lucy Lock-It	79.00	0.00	597,850.81
23/05/22	BACS:	Multiple Suppliers/ Customers	1,581.88	0.00	596,268.93
23/05/22	BACS: 100363161	M B Pest Services	400.00	0.00	595,868.93
23/05/22	BACs: 125847009	Hampshire Association of Local Councils	2,970.00	0.00	592,898.93
23/05/22	BACS: 19568691	Moore's Cleaning Services Ltd	303.65	0.00	592,595.28
23/05/22	BACS: 415325450	Surrey Hills Solicitors	600.00	0.00	591,995.28
23/05/22	BACS: 468468320	Society of Local Council Clerks	864.00	0.00	591,131.28

# Bank Account Reconciled Statement

23/05/22	BACS: 548440007	Society of Local Council Clerks	467.00	0.00	590,664.28
23/05/22	BACs: 64640567	Forest Call Handling	139.20	0.00	590,525.08
23/05/22	BACS: 665648955	Business Stream	73.73	0.00	590,451.35
23/05/22	BACS: 754506550	Custom Studio Ltd	35.94	0.00	590,415.41
23/05/22	BACS: 8270340	Dataplan Payroll	60.00	0.00	590,355.41
23/05/22	BACS: 885609385	Lucy Lock-It	89.00	0.00	590,266.41
23/05/22	BACS: 92220718	Alto Digital Networks Ltd	560.44	0.00	589,705.97
23/05/22	BACS:426651355	A1 Loo Hire	617.40	0.00	589,088.57
23/05/22	BACS:62532895	H M Revenue & Customs	3,308.94	0.00	585,779.63
23/05/22	BACS:681005666	Business Stream	65.20	0.00	585,714.43
23/05/22	BACS:711799328	AquAid South Coast	157.68	0.00	585,556.75
23/05/22	TD43B BACS	Allotment Rental	0.00	14.37	585,571.12
27/05/22	DDMAYBR20222	British Gas	12.71	0.00	585,558.41
30/05/22	115087846	Viking Supplies	220.08	0.00	585,338.33
30/05/22	156754714	Lionheart Technology Limited	110.00	0.00	585,228.33
30/05/22	22158105	Business Stream	213.69	0.00	585,014.64
30/05/22	296250877	Moore's Cleaning Services Ltd	303.65	0.00	584,710.99
30/05/22	316558726	Mulberry & Co	245.16	0.00	584,465.83
30/05/22	342451836	Surrey Hills Solicitors	132.00	0.00	584,333.83
30/05/22	396493702	Business Stream	108.24	0.00	584,225.59
30/05/22	567980572	Mrs J Whiteman	2.49	0.00	584,223.10
30/05/22	851489846	W R Coulter	48.05	0.00	584,175.05
30/05/22	937496378	Custom Studio Ltd	85.50	0.00	584,089.55
30/05/22	DDBGMAY20221	British Gas	100.07	0.00	583,989.48
30/05/22	VR 24A BACS	Allotment Rental	0.00	13.62	584,003.10

## Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	16599.74	194.44

Reconciled by Wendy Coulter

Signed

Clerk / Responsible Financial Officer

Chair

Date

15/6/2022





Customer: Andover Town Council

Account: 60-83-01 20334109

## Statement 119 from 01 May 2022 to 30 May 2022

Date	Description	Serial No	Debits	Credits	Balance
01May2022	Brought forward balance			600,408.40	600,408.40
03May2022	Direct Debit (PEAC UK LTD)		(767.18) ✓		599,641.22
03May2022	Direct Debit (COBWEB)		(283.02) ✓		599,358.20
03May2022	████████ 17B ██████			18.16 ✓	599,376.36
03May2022	████████ 29B VR			14.84 ✓	599,391.20
04May2022	Direct Debit (BG BUSINESS)		(214.24) ✓		599,176.96
04May2022	Direct Debit (BG BUSINESS)		(6.88) ✓		599,170.08
04May2022	████████ 24 MR			71.52 ✓	599,241.60
05May2022	████████ 1A MR			17.12 ✓	599,258.72
05May2022	Direct Debit (MARKETPLACE MERCHA)		(24.50) ✓		599,234.22
05May2022	Direct Debit (VODAFONE LTD)		(33.41) ✓		599,200.81
06May2022	████████ 23 MR			23.84 ✓	599,224.65
16May2022	Direct Debit (MAINSTREAM DIGITAL)		(122.24) ✓		599,102.41
16May2022	Direct Debit (FDMS)		(25.29) ✓		599,077.12
19May2022	████████ 11A CW			7.35 ✓	599,084.47
20May2022	Direct Debit (NEST)		(775.80) ✓		598,308.67
20May2022	Direct Debit (BG BUSINESS)		(10.82) ✓		598,297.85
20May2022	████████ 28 BL			13.62 ✓	598,311.47
23May2022	████████ 43B TD			14.37 ✓	598,325.84
23May2022	B/P to: AndoverTownYouthFC		(1,000.00) ✓		597,325.84
23May2022	B/P to: PicketPieceBabyTod		(255.00) ✓		597,070.84
23May2022	B/P to: Test Valley BC		(151.20) ✓		596,919.64
23May2022	B/P to: SSE SouthernElectr		(138.80) ✓		596,779.84
23May2022	B/P to: Plummer's Plumbing		(90.66) ✓		596,689.18
23May2022	B/P to: LucyO'Grady		(79.00) ✓		596,610.18
23May2022	B/P to: HMRC Cumbernauld		(3,308.94) ✓		593,301.24
23May2022	B/P to: DataplanPayroll		(60.00) ✓		593,241.24
23May2022	B/P to: Business Stream		(73.73) ✓		593,167.51
23May2022	B/P to: Surrey Hills Solic		(600.00) ✓		592,567.51
23May2022	B/P to: Moores Cleaning		(303.65) ✓		592,263.86
23May2022	B/P to: MB Pest Services		(400.00) ✓		591,863.86
23May2022	B/P to: LucyO'Grady		(89.00) ✓		591,774.86
23May2022	B/P to: HALC		(2,970.00) ✓		588,804.86
23May2022	B/P to: ForestCallHandling		(139.20) ✓		588,665.66
23May2022	B/P to: Custom Studio		(35.94) ✓		588,629.72
23May2022	B/P to: Business Stream		(65.20) ✓		588,564.52

23May2022	B/P to: AquAid South Coast	(157,68) ✓		588,406.84
23May2022	B/P to: A1 Loo Hlre	(617,40) ✓		587,789.44
23May2022	B/P to: SocietyLocalCounci	(467,00) ✓		587,322.44
23May2022	B/P to: SLCCEnterprisesLtd	(864,00) ✓		586,458.44
23May2022	B/P to: Mulberry&Co	(326,88) ✓		586,131.56
23May2022	B/P to: Alto Digital	(560,44) ✓		585,571.12
27May2022	Direct Debit (BG BUSINESS)	(12,71) ✓		585,558.41
30May2022	<span style="background-color: black; color: black;">XXXXXXXXXX</span> 24 A VR		13,62	585,572.03
30May2022	Direct Debit (BG BUSINESS)	(100,07) ✓		585,471.96
30May2022	B/P to: Surrey Hills Solic	(132,00) ✓		585,339.96
30May2022	B/P to: Viking Payments	(220,08) ✓		585,119.88
30May2022	B/P to: Business Stream	(213,69) ✓		584,906.19
30May2022	B/P to: Wendy R Coulter	(48,05) ✓		584,858.14
30May2022	B/P to: Mrs J Whiteman	(2,49) ✓		584,855.65
30May2022	B/P to: Business Stream	(108,24) ✓		584,747.41
30May2022	B/P to: Mulberry&Co	(245,16) ✓		584,502.25
30May2022	B/P to: LionheartTechnolog	(110,00) ✓		584,392.25
30May2022	B/P to: Moores Cleaning	(303,65) ✓		584,088.60
30May2022	B/P to: Custom Studio	(85,50) ✓		584,003.10

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Customer: Andover Town Council

Account: 60-83-01 20334109

## Statement 120 from 31 May 2022 to 03 Jun 2022

Date	Description	Serial No	Debits	Credits	Balance
31May2022	Brought forward balance			584,003.10	584,003.10
01Jun2022	Direct Debit (GOCARDLESS)		(900.00)		583,103.10
01Jun2022	Direct Debit (COBWEB)		(296.46)		582,806.64
01Jun2022	[REDACTED]		(1,034.62)		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
01Jun2022	[REDACTED]		[REDACTED]		[REDACTED]
01Jun2022	B [REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]
01Jun2022	[REDACTED]			[REDACTED]	[REDACTED]

[REDACTED] at 12:34 on 14 Jun 2022

# Bank Account Reconciled Statement

Deposits Unity Trust

20334112

08-60-01

Statement Number

82

Bank Statement No. 82

Statement Opening Balance

£85,274.26

Opening Date

01/05/22

Statement Closing Balance

£85,274.26

Closing Date

31/05/22

True/ Cashbook Closing  
Balance

£85,274.26

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	85,274.26

Uncleared and unrepresented effects

Total uncleared and unrepresented

0.00

0.00

Total debits / credits

0

0

Reconciled by Wendy Coulter

Signed

Clerk / Responsible Financial Officer

Chair

Date

14/6/2022



Customer: Andover Town Council  
Account: 60-83-01 20334112

Statement 96 from 01 May 2022 to 30 May 2022

Date	Description	Serial No	Debits	Credits	Balance
01May2022	Brought forward balance			85,274.26	85,274.26

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# Appendix P: Policy & Resources Committee Terms of Reference

P

## ANDOVER TOWN COUNCIL POLICY & RESOURCES COMMITTEE TERMS OF REFERENCE

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

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

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

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

### **Terms of Reference**

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

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

### Policy & Procedures

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

### Finance

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

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

4100 – Democratic Representation

4180 – Other Services to the Public

4200 – Administration Rechargeable (Staffing)

4210 – Administration Rechargeable

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

#### Asset Management

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

#### Business Plan

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

#### Human Resources

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

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

#### Member Services

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

#### Urgent Matters

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

# Office Accommodation update Report

<b>Produced for:</b> Full Council	<b>Date of Report:</b> 14 June 2022
<b>Summary of Key Issues</b> <p>In the Full Council meeting on 25 January 2022 the following resolution was carried:</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that Option 1, Serviced office in the town centre @ £21,572.16 per annum, be accepted and approved. A vote was taken: FOR – 9, AGAINST – 2, ABSTENTIONS – 1</p> <p><b>RESOLVED: That Option 1, Serviced office in the town centre @ £21,572.16 per annum, be accepted and approved.</b></p> <p>At Full Council on 14 February 2022 the following resolution was carried:</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"><li>• To receive and note the report.</li><li>• To instruct Officers to terminate tenancy on current office from September 2022.</li><li>• To instruct Officers to pay deposit of one month's rent (£750 + VAT) to IncuHive for Office 108 to start tenancy from April 2022.</li><li>• To instruct Officers to take one of the storage options</li><li>• To instruct Officers to take one of the removal costs.</li><li>• To agree suggested time frames.</li></ul> <p>Proposed by Cllr R Rowles Seconded by Cllr J Sangster</p> <p>It was NOTED that the storage costs should be best value</p>	
<b>Purpose of the report</b> To update members on the progress of the move from the old offices to IncuHive.	

All Officers now have access cards to the Incuhive space.

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

A company who buys office furniture has been approached with a list of furniture to be sold, Officers are currently awaiting feedback from the company.

Once it has been agreed what furniture will be purchased the collection of the furniture will be organised.

Once sold furniture is collected, broken furniture and equipment will be taken to the tip and Officers will seek a 'best price' removal cost and move the remaining furniture and equipment to the Incuhive space.

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

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

**To Note:**

Incuhive had anticipated out of hours access being available, currently this is not the case, but they are working with TVBC to resolve the matter, once this is confirmed Committee Meetings will be moved to the Incuhive Boardroom. All Full Council meetings will continue at The Guildhall.

**Legal and Policy Implications**

The Town Council has a duty of care to provide the Town Council staff with the equipment and an environment to enable them to carry out their jobs efficiently and safely.

**Recommendations**

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

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

Tel: 01264 335592



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

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

Distribution: To all Councillors

<b>Produced for:</b> Full Council	<b>Date of Report:</b> 22.06.2022
<b>Summary of Key Issues</b> To note an updated progress report.	
<b>Background</b> At the Planning Committee meeting of 7 March 2022, members agreed to Officer's suggestion to reduce the number of Speed Indicator Signs (SIDs) purchased from 5 to 2. It was agreed to purchase 2 x Westcotec Smiley/Angry Face Portable SIDs at £3,480.00 each and 2 x Bluetooth Data Collection Packs at £350.00 each. A quotation of £1,617.00 per SID, per year, based on a 50 -week rota, subject to a 6 monthly review, was also agreed and recommended for approval by Full Council.	
<b>Current Situation</b> The s72 Licence agreement has now been signed by the Andover Town Council and Hampshire County Council, effective 5 May 2022. An installation contract from the contractor has been drawn up and is currently being reviewed by the Proper Officer. A third-party attachment form has been completed and sent to Enerveo, for permission to use the required lamp columns to mount the SIDs. Offices currently await a response. Full Council's approval to proceed prior to the purchase of the SIDs and Data packs will need to be obtained, once the third-party attachment response has been received from Enerveo.	
<b>Financial Implications:</b> There are no financial implications for Andover Town Council within this report. To note that the costings for the maintenance will be taken from the Operational Reserves for 2022/2023 and be monitored, in order to put forward a Budget for 2023/2024.	
<b>Legal &amp; Policy Implications</b> Under Road Traffic Regulation Act 1984.S.72 the Town Council has the power to provide traffic signs and other notices.	
<b>Recommendations:</b> <ul style="list-style-type: none"> <li>• <b>To receive and note the report.</b></li> </ul>	

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

Tel: 01264 335592

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

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

Distribution: All Town Councillors.

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



### **Service of Celebration**

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

### **Beacon Lighting**

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



### **Picnic in the Park**

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





### Budget:

The current cost (approx.) are:

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

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

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

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Distribution: To all Councillors

## Back to Basics – Update Report

**Produced for:**

Full Council

**Date of Report:**

Thursday 16 June 2022

**Background**

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

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

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

**Back to Basics – Part 1**

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

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

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

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

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

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

**Back to Basics – Part 2**

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



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

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

The Policy & Resources Committee approved the following:

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

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

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

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

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

### **Back to Basics – on-going work**

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

Full Council has been asked to approve the remaining hours of the SLCC contract be devoted to working through and updating the Council's Policies and Procedures.

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

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

### **Legal and Policy Implications**

Christmas Lights:

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

Council Administration:

Local Government Act 1972

Local Government Act 1986 section 2

Local Government Act 1986 sections 4a and 4b.

Website Accessibility Regulations - Public Sector Bodies (website and mobile applications) (no. 2) Accessibility Regulations 2018.  
Equality Act 2010  
Disability Act 1995

Budgets & Finance:

Local Government Finance Act 1992, s. 41.

Council Meetings minimum of 4 times a year:

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

Electors Meeting:

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

Annual Governance and Accountability Report (AGAR):

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

Employment of staff:

Health & Safety at Work Act 1974

Trade Union & Labour Relations (Consolidation) Act 1992

Employment Rights Act 1996

Employment Rights (Dispute Resolution) Act 1998

Working Time Regulations 1998 (SI 1998 No 1833)

National Minimum Wage Act 1998

Public Interest Disclosure Act 1998

General Data Protection Regulation and Data Protection Act 2018

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

Employment Relations Act 1999

Freedom of Information Act 2000

Employment Act 2002

Flexible Working Regulations 2014 (SI 2014 No 1398)

Immigration, Asylum and Nationality Act 2006

Immigration Act 2016

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

## **Recommendations**

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

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

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