

ANDOVER TOWN COUNCIL

Wednesday 24 August 2022



To the Members of Andover Town Council:

You are hereby summoned to attend an **EXTRAORDINARY** meeting of full **COUNCIL** to be held at **The Lights, Andover on Wednesday 24 August 2022 at 5.30 pm** when it is proposed to transact the following business:-

Wendy R Coulter

Town Clerk – 18 August 2022

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

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

1	APOLOGIES FOR ABSENCE
	To receive apologies for absence.
2	DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS
	To receive and note any declarations of interest relevant to the agenda.
3	PUBLIC PARTICIPATION
	There is an opportunity for members of the public to make statements or ask questions on items on the agenda to which an answer may be given in the meeting and recorded in the minutes or, if necessary, a written reply will follow, or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

4	MINUTES
	The Town Mayor to sign as a correct record, the minutes of the Town Council meeting held on 10 August 2022, attached at Appendix A. (Page 3).
5	POLICY & RESOURCES – TERMS OF REFERENCE
	To approve the amended Policy & Resources Committee Terms of Reference – amended Terms of Reference attached at Appendix B (Page 12).
6	TEMPORARY PROPER OFFICER (TOWN CLERK) AND RESPONSIBLE FINANCIAL OFFICER
	<p>To receive a report on the provision of a temporary Proper Officer (Town Clerk) and Responsible Financial Officer. Report attached at Appendix C (Page 15).</p> <p>It may be necessary to PASS a Resolution to exclude the Members of the Press and Public from the Meeting at Agenda Item 6 if members wish to enter into discussions and negotiations with any member of staff regarding the proposals outlined in the report.</p>
7	APPOINTMENT OF INTERNAL AUDITOR FOR YEAR END 2023
	To approve the continued Internal Auditor provision by Mulberry & Co – report attached at Appendix D (Page 24).
8	FINANCE
	<p>To receive the list of payments up to 3 August 2022 – attached at Appendix E (Page 27).</p> <p>To receive and approve the list of payments up to 17 August 2022 – attached at Appendix F (Page 29).</p> <p>To receive and note the Cashbook up to 31 July 2022 – attached at Appendix G (Page 30).</p> <p>To receive and note the Bank Reconciliation up to 31 July 2022 – attached at Appendix H (Page 32).</p>
9	GRANT APPLICATIONS
	<p>To consider the recommendations from the Community & Events Committee regarding the following Grant Funding Applications:</p> <ul style="list-style-type: none"> • Andover Summer Fayre 2022 • Youth Services for Andover Town (Unity) <p>Report and application forms attached at Appendix I (Page 36).</p>
10	FESTIVAL OF MOTORING – RELEASE OF FUNDS
	To consider the recommendation from the Community & Events Committee to release the funding from the Festival of Motoring Event Budget for the Festival of Motoring Event 2022.
11	DATE OF NEXT MEETING
	To note the date of the next meeting is Wednesday 14th September 2022 to be held at The Lights, Andover.

The Town Mayor will close the meeting.

APPENDIX A – MINUTES OF COUNCIL MEETING

A

Minutes Council

Time and date

6.30pm on Wednesday 10 August 2022

Place

Upper Guildhall, High Street, Andover

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

Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Town Clerk)

Michelle Young (Committee Officer) (Taking the Minutes)

County/Borough Councillors:

Cllr I Anderson

Members of the Public: 12

Members of the Press: 1

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

C064/08/22 APOLOGIES FOR ABSENCE

	Apologies were received and accepted from Councillors L Banville and K Hughes.
C065/08/22	DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS
	Councillors D Coole, J Coole, N Long and R Meyer declared an interest in Item 12 of the agenda.
C066/08/22	PUBLIC PARTICIPATION
	<p><i>The notes below are a precis of statements/questions. They are not recorded word for word.</i></p> <p>Member of Public 1: Agenda item 6 – It does not include the promise to complete the correct procedure for electing the Deputy Mayor in this meeting. Agenda item 9 - There are a number of motions to be discussed. Should this meeting get that far, many of them are a front to the tax paying members of the public and must either be withdrawn or voted down. The public will be expecting non bias and Councillors should be mindful of the fact they represent the electorate and not themselves. Agenda Item 12 – I attended the Community and Events Committee meeting on 20 July, where appendix B very clearly stated, “to consider received grant applications for recommendations to full council”. Given that not all of those applications discussed then, are here now, we must assume that these grants were not deemed worthy. Or are you as Councillors attempting to deceive the public? In truth this agenda mirrors the abilities of a good number of the Councillors now present; not for purpose, destined for the rubbish bin and quite frankly a waste of tax payers’ money.</p> <p>Town Mayor’s response: Thank you for your comments.</p>
CO67/08/22	EXTERNAL REPORTS
	<p>The following report from Councillor N Matthews, was emailed to all Members on 8 August 2022:</p> <p>Councillor N Matthews: L2 development – The resubmission of the amended planning application has still not taken place, although it is expected very soon. Our previous statement that confirmed our intent on calling it back to committee has not changed! We remain objective to elements of the proposed site. Furthermore, the delays of the Finkley road junction opening adds to our objections, particularly given this was one of the original highways’ consultation conditions.</p> <p>Yet another “meeting” is taking place next week to insist on update on the situation regarding Finkley road junction. We have also requested a realistic timescale for the resurfacing of Icknield Way and Hadrian Road.</p> <p>The parking restrictions markings have now been put on Augusta Way; however, the monitoring and enforcement remains an ongoing issue!</p>

	<p>Contractor no parking signs have now been installed around Atrium, although monitoring by site managers is difficult, as visiting contractors often ignore them! Robust monitoring and enforcing have been insisted on and is ongoing.</p> <p>We have instructed Taylor Wimpy that when L2 building begins (if planning approved), temporary hard standing is to be installed on the grassed area, taking all work vehicles off the road.</p>
C068/08/22	MINUTES
	<p>It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Minutes of the Extraordinary Council meeting held on 25 July 2022, be signed by the Chairman as a correct record.</p> <p>A vote was taken: FOR – 7, AGAINST – 0, ABSTENTIONS – 3</p> <p>RESOLVED: That the Minutes of the Extraordinary Council meeting held on 25 July 2022, be signed by the Chairman as a correct record.</p>
C069/08/22	TOWN MAYOR'S ANNOUNCEMENTS
	<p>The Town Mayor visited the Romsey Mayor Picnic in early July which was well supported by the community, a memorable day.</p> <p>The Town Mayor also visited the Andover Flower Club and put them in touch with Unity to help promote the club and attract new members.</p>
C070/08/22	ANDOVER TOWN COUNCILLORS REPORTS
	<p>Councillor M Mumford:</p> <p>I have been attending Mind, who have been looking at aspects of mental health of the youth of Andover Town. There are a lot of things to be worried about and I would like to invite a member of the group to come and give a talk at the beginning of a Council meeting, about what needs to be done and why and to correct some misunderstandings about mental health.</p> <p>I'll liaise with the Town Clerk.</p> <p>Councillor S Waue:</p> <p>With reference to the Careers Fair working group, I'd like to thank Councillor Sangster and Councillor Treadwell for bringing the proposal forward. Unfortunately, I have only received confirmation of one person volunteering to assist on the working group. Due to this and the Council's resources being stretched extremely thin over the next coming months, I will hereby be withdrawing from this endeavour. It breaks my heart; however, it makes more sense to protect our resources as much as possible over the next coming months. Any private organisations or Community Interest Companies that wish to take this forward, I will be happy to organise this.</p>
C071/08/22	QUESTIONS FROM TOWN COUNCILLORS
	<p>There were no questions received from the Andover Town Councillors.</p>
C072/08/22	MOTIONS FROM TOWN COUNCILLORS

Members considered a Motion on **Council Surgeries and Events Presence**, proposed by Councillor N Asamoah and seconded by Councillor R Meyer.
Members debated the motion.
A recorded vote was requested by Councillor R Hughes.

COUNCILLOR	FOR	AGAINST	ABSTENTIONS
N Asamoah	X		
D Coole	X		
J Coole	X		
C Ecclestone	X		
L Gregori		X	
R Hughes		X	
N Long		X	
R Meyer	X		
M Mumford		X	
R Rowles		X	
S Waue		X	
TOTAL	5	6	0

Motion was not passed.

Members considered a Motion on the **Provision of Open Space Furniture**, proposed by Councillor D Coole and seconded by Councillor R Meyer.
Members debated the motion.

Councillor R Hughes proposed an amendment to the motion, that the Open Space Working Group be known instead as an Open Space Working Party, with no money allocated to it, until it reports back to Full Council and the removal of the first bullet point which read: "Approve a Virement from Community infrastructure Levy funds of up to £20,000 excluding VAT, for the provision of public open space furniture."

It was seconded by Councillor L Gregori.

A vote was taken:

FOR – 6, AGAINST – 4, ABSTENTIONS – 1

RESOLVED: That the Working Group be known instead as a Working Party, with no money allocated to it, until it reports back to Full Council and the removal of the first bullet point which read: "Approve a Virement from Community infrastructure Levy funds of up to £20,000 excluding VAT, for the provision of public open space furniture."

Members voted on the substantive motion with the removal of the first bullet point, which was unanimous.

Motion passed.

Members considered a Motion on **Council Meetings' Video and Audio Live Streaming Service**, proposed by Councillor D Coole and seconded by Councillor R Meyer.
Members debated the motion.

Councillor R Rowles proposed an amendment to the motion, that the last bullet point be removed, which read: "Instructs the Town Clerk to nominate and 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."

It was seconded by Councillor N Long.

A vote was taken:

FOR – 8, AGAINST – 2, ABSTENTIONS – 1

RESOLVED: That the Motion be amended that the last bullet point be removed, which read: "Instructs the Town Clerk to nominate and 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."

Members voted on the substantive Motion with the removal of the last paragraph.

FOR – 9, AGAINST – 2, ABSTENTIONS – 0

Motion passed.

Members considered a **Ukraine Motion**, proposed by Councillor D Coole and seconded by Councillor L Gregori.

It was proposed by Councillor M Mumford and seconded by Councillor C Ecclestone that the Council move straight to a vote.

A vote was taken:

FOR – 10, AGAINST – 0, ABSTENTIONS – 1

Motion passed.

Members considered a Motion on **Council Meeting Start Time**, to be returned to 5.30pm, proposed by Councillor C Ecclestone and seconded by Councillor R Meyer. Members debated the motion.

A recorded vote was requested by Councillor R Hughes.

COUNCILLOR	FOR	AGAINST	ABSTENTIONS
N Asamoah			X
D Coole	X		
J Coole	X		
C Ecclestone	X		
L Gregori		X	
R Hughes		X	
N Long		X	
R Meyer	X		
M Mumford		X	
R Rowles		X	
S Waue	X		
TOTAL	5	5	1

The Town Mayor used his casting vote and voted for.

Motion passed.

It was proposed by Councillor R Rowles and seconded by Councillor D Coole, that at 7.55pm, the Council meeting be suspended for a ten-minute comfort break.

	<p>A vote was taken: FOR – 6, AGAINST – 3, ABSTENTIONS – 2 RESOLVED: That at 7.55pm, the Council meeting be suspended for a ten-minute comfort break. The Council meeting resumed at 8.05pm.</p> <p>It was proposed by Councillor L Gregori and seconded by Councillor R Rowles that the proceedings of the meeting be changed slightly in accordance with Standing Orders section 1, 10A.6, which enabled Agenda Item 11 to be brought forward. A vote was taken which was unanimous. RESOLVED: That the proceedings of the meeting be changed slightly in accordance with Standing Orders section 1, 10A.6, which enabled Agenda Item 11 to be brought forward.</p>
C073/08/22	TOWN CLERK AND RFO RECRUITMENT
	<p>Members noted the report on the next steps regarding cover and recruitment for a Town Clerk and Responsible Finance Officer (RFO). It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Action Plan be approved. Members discussed the action plan. Reference was made to the second bullet point of the Action Plan and an amendment was requested that it clearly stated whether the Recruitment Panel would consist of 3 or 4 Councillors. It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that the second bullet point of the Action Plan be amended to state the required number of Councillors on the Recruitment Panel be 4. A vote was taken which was unanimous. RESOLVED: That the second bullet point of the Action Plan be amended to state the required number of Councillors on the Recruitment Panel be 4.</p> <p>Members returned to the substantive motion.</p> <p>A vote was taken which was unanimous. RESOLVED: That the amended Action Plan be approved.</p> <p>The following Councillors put their names forward to be on the Recruitment Panel: Councillors D Coole, C Ecclestone, L Gregori, M Mumford and R Rowles.</p> <p>A suggestion was made to increase the number of Councillors on the Recruitment Panel from 4 to 5. This would ensure a majority vote on decisions and actions. It was proposed by Councillor R Hughes and seconded by Councillor N Long that the second bullet point of the action plan, be amended to read; “Set up a panel of 5 Councillors, chosen by Ful Council, be created to be responsible for delivery.” A vote was taken which was unanimous. RESOLVED: That the second bullet point of the action plan, be amended to read; “Set up a panel of 5 Councillors, chosen by Ful Council, be created to be responsible for delivery.”</p>

	<p>It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that the Councillors D Coole, C Ecclestone, L Gregori, M Mumford and R Rowles be accepted as Members of the Recruitment Panel.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That the Councillors D Coole, C Ecclestone, L Gregori, M Mumford and R Rowles be accepted as Members of the Recruitment Panel.</p> <p>Members returned to agenda item 9.</p>																																										
C074/08/22	MOTIONS FROM TOWN COUNCILLORS																																										
	<p>Members considered a Motion to Appoint an Andover Town Crier and the Purchase of Regalia, proposed by Councillor D Coole and seconded by Councillor R Meyer.</p> <p>It was proposed by Councillor C Ecclestone and seconded by Councillor S Waue that the last two motions, the "Purchase of Mayoral Regalia" and the "Increase Delegated/Authorised Officer Spending Limit from £500.00 to £1,000.00 (exc. VAT)", be deferred until the next Council meeting.</p> <p>A vote was taken: FOR – 2, AGAINST – 8, ABSTENTIONS – 0 Motion not passed.</p> <p>It was proposed by Councillor R Rowles and seconded by Councillor R Hughes that the Council moved straight to a vote with no debate.</p> <p>A vote was taken: FOR – 3, AGAINST – 6, ABSTENTIONS – 2 Motion not passed.</p> <p>Members considered a Motion to Approve the Purchase of Mayoral Regalia, proposed by Councillor D Coole and seconded by Councillor R Meyer.</p> <p>It was proposed by Councillor R Rowles and seconded by Councillor R Hughes that the Council moved straight to a vote with no debate.</p> <p>A vote was taken: FOR – 7, AGAINST – 0, ABSTENTIONS – 3. RESOLVED: That the Council moved straight to a vote with no debate.</p> <p>A recorded vote was requested by Councillor R Rowles.</p> <table border="1"> <thead> <tr> <th>COUNCILLOR</th><th>FOR</th><th>AGAINST</th><th>ABSTENTIONS</th></tr> </thead> <tbody> <tr> <td>N Asamoah</td><td></td><td></td><td>X</td></tr> <tr> <td>D Coole</td><td>X</td><td></td><td></td></tr> <tr> <td>J Coole</td><td>X</td><td></td><td></td></tr> <tr> <td>C Ecclestone</td><td></td><td></td><td>X</td></tr> <tr> <td>L Gregori</td><td></td><td>X</td><td></td></tr> <tr> <td>R Hughes</td><td></td><td>X</td><td></td></tr> <tr> <td>N Long</td><td></td><td>X</td><td></td></tr> <tr> <td>R Meyer</td><td>X</td><td></td><td></td></tr> <tr> <td>M Mumford</td><td></td><td>X</td><td></td></tr> </tbody> </table>			COUNCILLOR	FOR	AGAINST	ABSTENTIONS	N Asamoah			X	D Coole	X			J Coole	X			C Ecclestone			X	L Gregori		X		R Hughes		X		N Long		X		R Meyer	X			M Mumford		X	
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R Meyer	X																																										
M Mumford		X																																									

	R Rowles		X	
	S Waue		X	
	TOTAL	3	6	2
	<p>Motion not passed.</p> <p>Members considered a Motion to Increase Delegated/ Authorised Officer Spending Limit from £500.00 to £1,000.00 (exc. VAT).</p> <p>It was proposed by Councillor C Ecclestone and seconded by Councillor D Coole that the Council moved straight to a vote with no debate.</p> <p>A vote was taken:</p> <p>FOR – 3, AGAINST – 6, ABSTENTIONS – 0</p> <p>Motion not passed.</p> <p>Members debated the motion.</p> <p>An amendment to the motion was suggested in respect of the Financial Regulations.</p> <p>It was proposed by Councillor R Rowles and seconded by Councillor L Gregori that Section 6.13 of the Financial Regulations, with respect to the roles which are identified in relation to spending limits, be amended to state that delegated authority spending be increased from £500.00 to £1,000.00 (exc. VAT) for all Committees.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That Section 6.13 of the Financial Regulations, with respect to the roles which are identified in relation to spending limits, be amended to state that delegated authority spending be increased from £500.00 to £1,000.00 (exc. VAT) for all Committees.</p>			
C075/08/22	COMMITTEE MINUTES			
	<p>It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that the Minutes from the under-mentioned Committees, be received:</p> <p>7 April 2022 – Allotment Committee</p> <p>14 June 2022 – Policy and Resources Committee</p> <p>9 May 2022 – Planning Committee</p> <p>30 May 2022 – Planning Committee</p> <p>27 June 2022 – Planning Committee</p> <p>11 July 2022 – Planning Committee</p> <p>A vote was taken:</p> <p>FOR - 9, AGAINST – 0, ABSTENTIONS – 2</p> <p>RESOLVED: That the Minutes from the under-mentioned Committees, be received:</p> <p>7 April 2022 – Allotment Committee</p> <p>14 June 2022 – Policy and Resources Committee</p> <p>9 May 2022 – Planning Committee</p> <p>30 May 2022 – Planning Committee</p> <p>27 June 2022 – Planning Committee</p> <p>11 July 2022 – Planning Committee</p>			
C076/08/22	GRANT APPLICATIONS			
	(Councillors D Coole and J Coole left the meeting at 8.30pm)			

	<p>Members considered the recommendations from the Community and Events Committee regarding Grant Funding Applications.</p> <p>Andover Summer Fayre 2022</p> <p>Members noted that the Andover Summer Fayre grant application was submitted after the Community and Events Committee meeting on 20 July 2022 and therefore had come straight to Full Council for consideration and approval.</p> <p>Councillor C Ecclestone proposed and seconded by Councillor R Meyer that the grant application be approved and the requested sum of £1,000.00 be awarded.</p> <p>Members debated the grant application.</p> <p>(Councillor N Asamoah left the meeting at 8.35pm)</p> <p>It was proposed by Councillor R Rowles and seconded by Councillor R Meyer that the meeting be extended beyond the two-hour time limit.</p> <p>A vote was taken: FOR – 2, AGAINST – 4, ASTENTIONS – 0</p> <p>Motion not passed.</p> <p>The meeting was closed and no further discussion took place.</p>
<p>The Deputy Town Mayor closed the meeting at 8.38pm.</p>	
<p>Town Mayor Date</p>	

Appendix B: Policy & Resources Committee Terms of Reference

B

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.

Appendix C: Temporary Proper Officer & RFO

C

Produced for: Full Council	Date of Report: 12 August 2022	Author of Report: W Coulter (Town Clerk, DPO, RFO)
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IN THE INTEREST OF TRANSPARANCY AND IN ORDER FOR THE PUBLIC TO BE FULLY AWARE OF THE SITUATION THAT THE COUNCIL IS CURRENTLY IN, IT WAS FELT NECESSARY THAT THIS REPORT AND ALL IT ENTAILS WAS SUBMITTED INTO THE PUBLIC REALM. ALL STAFF MEMBERS INVOLVED WERE CONSULTED.

IF MEMBERS WISH TO ENTER INTO DISCUSSIONS AND NEGOTIATIONS WITH ANY MEMBER OF STAFF REGARDING THE PROPOSALS BELOW THEN THE COUNCIL WILL NEED TO MOVE TO CONFIDENTIAL SESSION.

Summary of Key Issues

At the Full Council meeting on 10 August 2022, the Town Council made the following resolution and action plan be accepted:

RESOLVED: That:

- **A panel of 5 Councillors, chosen by Full Council, be created to be responsible for delivery.**

These Councillors being, Cllr D Coole, Cllr L Gregori, Cllr M Mumford, Cllr R Rowles and Cllr C Ecclestone.

- **Secretarial support and facilitation be provided by the Deputy Town Clerk excluding any voting rights.**

- **Independent Human Resources support be sought, with a budget of £2,000.00.**

- **A Recruitment Budget be set up with a virement from Operational Reserves.**

- **An Advisor be sought from Hampshire Association of Local Clerks (HALC).**

- **Set up a Recruitment Budget with a virement from Operational Reserves (suggestion of £5,000**

to cover all costs for advertising and HR Support).

- A recruitment pack to be formulated by the recruitment panel
- An advert for the Town Clerk/RFO role to be agreed by the panel and advertisements placed
- If required HALC to be approached again in September to provide Independent Human Resources support, with a budget of £2,000.00.
- If a Locum Clerk is not available via the SLCC, a short-term Locum be sought to assist the Deputy Town Clerk with Clerking Committee and Council Meetings.
- Up until December 2022, reduce the number of Committee Meetings (Committees to only meet to consider Budget for 2023/2024 which is statutory)
- Recruit a Temporary Invoice and Accounts Clerk to process finance administration and assist with creation of Budget for 2023/2024.

Background:

Following the resolution at the Extraordinary Council Meeting on 25 July 2022, the Officers have approached both Society of Local Council Clerks (SLCC) to find a full time Locum Clerk to cover both the Town Clerk and Responsible Officer roles, and HALC to ask for an advisor to aid the recruitment process. The response from HALC is recorded below. At the time of writing the report, an answer had not been received from the SLCC despite chasing them on several occasions for an indication of whether they are able to help.

The Committee Officer/GDPR has also handed in her resignation and will be leaving at the end of August. This will impact on the options available to the Town Council (See solution suggestions below)
The recruitment process for a replacement Committee/GDPR Officer has already started under delegation to the Town Clerk, so far, no appropriate candidates have been found.

To note and approve:

For both solutions outlined below it would be necessary to reduce meetings as much as possible. Full Council **MUST** continue, and all **urgent** Committee business can come direct to Council. Committees will need to meet to consider the budget **ONLY**.

Currently the meeting schedule is:

SEPTEMBER

Monday	12 September 2022	6.00pm	Planning Committee
Wednesday	14 September 2022	5.30pm	Council
Wednesday	21 September 2022	6.30pm	HR Sub-Committee

OCTOBER

Monday	3 October 2022	6.00pm	Planning Committee
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Wednesday	5 October 2022	6.30pm	Allotment Committee
Tuesday	11 October 2022	6.30pm	Policy & Resources Committee
Wednesday	19 October 2022	6.30pm	Events Committee
Monday	24 October 2022	6.00pm	Planning Committee

NOVEMBER

Wednesday	2 November 2022	6.30pm	HR Sub-Committee
Monday	14 November 2022	6.00pm	Planning Committee
Tuesday	22 November 2022	6.30pm	Policy & Resources Committee
Wednesday	30 November 2022	5.30pm	Council

DECEMBER

Monday	5 December 2022	6.00pm	Planning Committee
Tuesday	13 December 2022	6.30pm	Policy & Resources Committee
Thursday	15 December 2022	6.30pm	Events Committee
Monday	26 December 2022		(Boxing Day) BANK HOLIDAY
Tuesday	27 December 2022		BANK HOLIDAY

JANUARY

Monday	2 January 2023		BANK HOLIDAY
Tuesday	3 January 2023	6.00pm	Planning Committee
Tuesday	10 January 2023	6.30pm	Policy and Resources Committee
Monday	23 January 2023	6.00pm	Planning Committee
Wednesday	25 January 2023	5.30pm	Council (BUDGET and Precept)

The proposed reduced meeting schedule would be:

NB: (Planning Committee members to clerk Planning meetings and submit observations to Deputy Town Clerk to submit to TVBC)

SEPTEMBER

Monday	12 September 2022	6.00pm	Planning Committee
Wednesday	14 September 2022	5.30pm	Council

OCTOBER

Monday	3 October 2022	6.00pm	Planning Committee
Wednesday	5 October 2022	6.30pm	Allotment Committee (to consider budget ONLY)
Wednesday	19 October 2022	6.30pm	Events Committee (to consider budget ONLY)
Monday	24 October 2022	6.00pm	Planning Committee (to consider budget)

NOVEMBER

Monday	14 November 2022	6.00pm	Planning Committee
Tuesday	22 November 2022	6.30pm	Policy & Resources Committee (to consider budget ONLY)
Wednesday	30 November 2022	5.30pm	Council

DECEMBER

Monday	5 December 2022	6.00pm	Planning Committee
Monday	26 December 2022		(Boxing Day) BANK HOLIDAY
Tuesday	27 December 2022		BANK HOLIDAY

JANUARY

Monday	2 January 2023		BANK HOLIDAY
Tuesday	3 January 2023	6.00pm	Planning Committee
Tuesday	10 January 2023	6.30pm	Policy and Resources Committee (Final review of budget)

Monday	23 January 2023	6.00pm	Planning Committee
Wednesday	25 January 2023	5.30pm	Council (BUDGET and Precept)

PURDAH starts at the beginning of April 2023. Meetings can take place to discuss the administration of the Council ONLY from this time to the elections in May 2023.

As Committees will only be meeting to discuss the budget and this will be done in Committee meetings in October for completion at the Policy and Resources Committee meeting in January 2023 the Community and Events Committee and Policy and Resources Committee meetings have been removed from December to allow the Deputy Clerk to focus on the Christmas Lights.

Solution 1:

A proposal has been received from LGRC (Local Government Resource Centre) a privately run resource centre for Local Government services.

The proposal is to cover the Proper Officer's absence with the reduced duties of:

- To act as Proper Officer to the Council
- To manage the Council's staff and oversee strategic planning and operations
- To attend and facilitate Council meetings
- To support the Council's financial monitoring and 2023/24 budget planning.

Members to note that this does NOT include cover for the Responsible Financial Officer role, this is purely to cover the Proper Officer role.

The full Locum cover proposal has been forwarded to ALL members under separate CONFIDENTIAL cover due to the nature of its contents.

The charges will be:

Per day (7.5hrs)	£445
Per week	£2225
Per month	£9641.67

If cover is needed until the end of December 2022, as a minimum, this will cost **£38,566.67** (4 months).

Members need to be mindful that the costs for Locum cover **cannot** be taken from payroll, it needs to be accounted for in Legal and Professional fees (4000/3) and funds vired from Operational reserves if necessary. (Payroll is a protected budget line for employed staff members ONLY, this does not include Locum Clerks as per The Audit regulations 2015).

No other offers of support have been received from any other organisation.

If members are minded to engage the proposed Locum Clerk the total additional cost to the Council, (£38,566.67-£15,888.32 – (total Locum cost (see above) minus the current Town Clerk's salary for 4 months)) would be **£22,678.35**

This proposal does **NOT** include covering the RFO role, which the **Town Council legally MUST have in order to function (Local Government Act 1972 section 151)**, so an additional alternative would still need to be found to cover this role at an **additional cost**. A temporary RFO has been found with the suitable experience but this cost will need to be added to the cost above (at 10 hrs a week until the end of December **£3,088.80**)

So full cost for this solution will be: **£25,766.35 for four months cover of Proper Officer and a part time Responsible Financial Officer.**

The current RFO remains the **ONLY** person able to administer the bank accounts and it will take time to get this transferred to the temporary RFO. Once Council have agreed a way forward the transfer can begin but until this is finalised the current RFO will need to provide this service and be remunerated as such (inputting information supplied by temporary RFO and submission).

If the Town Council has no RFO, with bank access, salaries cannot be paid, suppliers cannot be paid and the Town Council would be in breach of multiple contracts.

IF members approve this solution the temporary responsibilities and duties of the Proper Officer MUST be agreed to be transferred to the Locum for an agreed temporary period starting on 12 September 2022 (to be review January 2023)

If members are minded to engage a Locum Clerk full time, the current Deputy Clerk will be the **only** remaining Senior member of the current Council Staff who has an overview of the administration of the Council. As such they will be in greater demand by any Locum/Council member as a point of information and direction. **This will inevitably demand increased hours and responsibility, remuneration MUST be considered. The Council MUST agree the hours the current Deputy Clerk will be expected to work. The current Deputy Clerk contract is for 25 hours per week. It should be noted that IF the full time Locum Clerk is agreed as per the proposal that members have received under separate cover the Deputy Clerk may consider that her hours do not need to be increased.**

It MUST also be noted that the current Deputy Clerk whilst providing support to the Locum Clerk and continuing her role as Deputy Clerk will also need to carry out much of the Committee/GDPR Officers role as well – therefore working almost three roles.

At the time of writing this report there have been **NO** candidates prepared to take on the hours and role that the Committee/GDPR Officer demands.

Solution 2:

Following the decision at a previous Council Meeting, a candidate has been found with sufficient experience to temporarily take on the Responsible Financial Officers role.

The current Deputy Clerk could then, temporarily, step up to cover the Proper Officers role.

The temporary RFO and Deputy Clerk **MUST** be remunerated for the increased responsibility and hours of work **MUST** be confirmed.

It **MUST** be noted that the current Deputy Clerk whilst covering the Proper Officers role will continue to fulfil the Deputy Clerks role.

It **MUST** also be noted that the current Deputy Clerk whilst cover the Proper Officers role and the Deputy Clerk role will also need to carry out much of the Committee/GDPR Officers role as well – therefore working **three roles**.

At the time of writing this report there have been **NO** candidates prepared to take on the hours and role that the Committee/GDPR Officer demands.

It is recommended that the Deputy Clerk's salary be increased to £24.71 per hour.
The difference between the Deputy Clerk's current salary and the proposed increase is £6.89.
It is recommended that the Responsible Financial Officer be paid £17.82 per hour.

It is recommended that the **Responsible Financial Officer** work for a minimum of **10 hours per week**.
(Budget period between December and January)

It is recommended that the **temporary Proper Officer (with Deputy Clerk and Committee/GDPR role)** work full time at **37 hrs per week**.

For cover until end of December 2022:

For the RFO:

	(Gross)
Per day (7.5hrs)	£133.65
Per week (10 hrs)	£178.20
Per month (43.33hrs)	£772.20
Until the end of December	£3,088.80

For the Proper Officer (the difference between the current salary, which will continue to be paid and the increased salary to recognise the increased responsibility and workload):

Per day (7.5hrs)	£51.68
Per week (37 hrs)	£254.93
Per month	£1,104.69
Until the end of December	£4,418.79

Current PO/RFO is paid:

Per day (7.5 hrs)	£185.33
Per week (37 hrs)	£914.27
Per month	£3,972.08
Until the end of December	£15,888.32

The Council would NOT be paying the PO/RFO salary during this time just **the current Deputy Clerk's salary with the £6.89 per hour increase in recognition of the increased responsibility and workload**.

Members should also note, that until a replacement Committee/GDPR Officer can be found the Deputy Clerk as the most trained member of the Council staff will also have to cover this role too with the help of a Locum for the meetings only. The Council will also, therefore, be saving this salary too (£2292.82 per month). A locum for a meeting cover only is around £25 per hour + travel.

Therefore, the total additional cost for the above roles until the end of December would be: **£7,507.59** (plus locum costs for the reduced meeting schedule if they are available 6 x £75 = £450)

As the Council will not be paying the PO/RFO salary during this time this is a **saving of £8380.73** (Gross) to the Council from the current **payroll**.

As stated in the previous section, the locum costs **HAS** to come out of Legal and Professional Fees (4000/3), with a virement from Operational Reserves if necessary. (Remaining funds available are £4,264.45)

If members are minded to approve the solution 2 above then costs **CAN** come from payroll. (Remaining funds available £150,866.12)

IF members approve this solution the temporary responsibilities and duties of the Proper Officer MUST be agreed to be transferred to the Deputy Clerk for an agreed temporary period starting on 12 September 2022 (to be review January 2023).

The responsibility of the Town Council's financial affairs (ie the RFO) will be transferred to the temporary RFO position.

Summary of costs:

Solution 1: Total additional cost to the Council is £22,678.35 (to be paid from Legal and Professional services budget line (transferred from Operational reserves)

Solution 2: Total SAVING to the Council is £8380.73 (potentially minus £450 for a locum for Meetings, this locum cost of £450 would need to come from Legal and Professional budget line)

After December 2022:

At the Full Council meeting in January 2023, the situation regarding the Recruitment of a new PO and RFO and Committee/GDPR Officer MUST be re-evaluated, neither of the solutions outlined above are tenable for a long period of time, neither for the efficient running of the Council or for the staff involved.

Hampshire Association of Local Councils Response

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

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

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

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

Current situation with SLCC:

The SLCC were contacted mid-July to start looking for Locum Proper Officer and Responsible Officer cover for Andover Town Council. As it stands, to date, no candidates have come forward for this role.

The SLCC continue to work to try and find options that will help Andover Town Council continue to function.

Cover suggestion:

The Officers have discussed, at length, the best way forward to cover the Council which will allow for essential administration to continue if a new Town Clerk/RFO and Committee Officer/GDPR cannot be found before the current incumbents leave. Members need to be aware that even when a new Town Clerk is found the likelihood is that they will have a 3 month notice period that will need to be covered and a handover period.

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

The Town Council has a very able Deputy Town Clerk in place who could, for a short period of time, if no other demands are made of them, cover the administration needed to allow the Town Council to function with some locum support at Council and Committee level to partially cover the Committee Officer/GDPR vacancy. However, consideration would need to be made to hours required and the temporary remuneration needed to recognise the additional responsibility and quantity of work as detailed in **solution 2** above.

With the loss of both the Town Clerk/RFO and the Committee/GDPR Officer it is unlikely that the Town Council will be able to move Offices, take ownership of the two new Allotment sites, deliver the Christmas Lights 2022, the Budget for 2023/2024, go through the legal requirements and process for the next Christmas Lights contract and staff appraisals as well as continue with Committee and Council administration, therefore members need to think carefully what is priority and what support can be sourced quickly to deliver some or all of the above. This will cover the Council until December when further long-term solutions need to be in place. The Council is also due for elections in May 2023.

As detailed at the beginning of this report a Recruitment Working Group has been formed to recruit a new Proper Offer and Responsible Financial Officer. Updates to be received at future Council Meetings.

Legal and Policy Implications

The 1972 Local Government Act and other legislation entrust a number of responsibilities and duties to the 'proper officer' (Town Clerk) The Town Council must have a 'proper officer' in order to continue to function. In addition Section 151 of the 1972 Local Government Act also requires a local council to ensure that one of its officers has overall responsibility for the administration of its financial affairs. Under Section 112 (2), LGA 1972 the Clerk holds office on such reasonable terms and conditions, including conditions as to remuneration, as the council thinks fit. The appointment of the Town Clerk is made by resolution of the local council.

Recommendations

- Agree to a reduced meeting schedule as outlined.
- Agree either **solution 1** or **solution 2** for a temporary staffing solution as outlined, including transferring the duties and responsibilities for Proper Officer and RFO as detailed in the solutions outlined.
- Council **MUST** agree the Deputy Clerk's expected contracted hours and the remuneration thereof (Contract **MUST** be amended to reflect agreement)
- Agree to review temporary staffing solution in January 2023.
- All affected contracts **MUST** be redrawn, agreed with the staff members and signed to reflect Councils decision.

At the time of writing of this report all information was up to date, verbal updates will be given at the meeting if available.

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

Tel: 01264 335592

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

Distribution: To all Councillors

APPENDIX D – Appointment of Internal Auditor YE 2023

D

Report

Appointment of Internal Auditor	
Author: <i>Wendy Coulter (Town Clerk)</i>	Presented by: <i>Wendy Coulter (Town Clerk)</i>
Produced for: Council	Date of Report: Monday 15 August 2022
Summary of Key Issues <p>Every Local Council must maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with proper internal audit practices.</p> <p>As part of the Town Council's Corporate Governance it has a duty to employ an Internal Auditor to undertake appropriate internal audit services under the Accounts and Audit Regulations 2015 and the Accounts and Audit (Amendment) Regulations 2021 for Town and Parish Councils.</p> <p>This work will include a review of the Town Council's "Limited Assurance Audit Regime" as identified under paragraph 4.1 of the Act.</p> <p>The Town Council also uses the Accountability and Governance Practitioners Guide (March 2022) as a guide for its policies and processes.</p> <p>It is a requirement of the Town Councils Financial Regulations and External Audit that the Town Council should have an independent internal auditor. The role of the internal auditor also includes a review of Corporate Governance and Practice.</p>	
Current Situation <p>In 2021 the Town Council appointed an Internal Auditor Mulberry & Co Internal Auditors, to carry out the above work.</p> <p>During 2021 the Internal Auditor in compliance with the Accounts and Audit Regulations (A and AR) and the Governance and Accountability Practitioners Guide (G and APG) interrogated not only the Town Council's</p>	

accounts and finance procedures but also all administration procedures, health and safety in the workplace and also provision of services.
The Town Council's Internal Auditor for 2021 has indicated to the Town Clerk that he would be will to continue to provide the Internal Audit service for the Town Council for the Year Ending 31 March 2023.

The Basic Requirements for the Internal Audit

The G and APG recommends that the Internal Audit be carried out at least twice a year to ensure that the financial controls and procedures of the Town Council are adequate and to test the continuing existence and adequacy of the internal controls.

The G and APG further recommends that, *'When securing an Internal Audit Service, the council must make sure that it is fit for the purpose for which it is required at that particular council'*.

The G and APG further advises *'There are two key principles, which all local councils must follow in setting up their internal audit function, regardless of how procured: independence and competence'*.

Procedures and Practices that are subject to Internal Audit

Listed below are some of the Procedures and Practices that should be covered during an Internal Audit (this list is not exhaustive)

- Proper Book-keeping
- Financial Regulations , Standing Orders, Payment Controls
- Risk Management
- Budgetary Controls
- Income Controls
- Payroll Controls
- Asset Control
- Bank Reconciliation
- Year-End Procedures
- Allotment procedures
- Minutes of all Committees and Council
- Town Council Policies and Procedures
- Contracts of Employment
- Health and Safety Procedures

Internal Audit Provision Recommrndation

It is recommended that due to the current Town Clerk and Responsible Financial Officer leaving the Town Council at the beginning of September 2022, continuity should be sought for the Town Council in order to carry out the Internal Audit for the Year Ending 31 March 2023.

It is recommended that Mulberry & Co Internal Auditors be instructed to carry out the Town Councils Internal Audit. They have a thorough knowledge of the Town Council's systems and operations and can provide support while the Town Council searches for a replacement Town Clerk and RFO.

Financial Implications:

The cost of the Internal Audit is provided for within the Town Council current Budget. The amount set aside is £2988.00 (£1,000 for External Audit Fees). This would cover 2 visits from the Internal Auditor. The External Audit fees are separate from the Internal Audit fees.

Legal and Policy Implications

The Town Council is required to appoint an Internal Auditor in order to complete the Year End of 31 March 2023 and the Annual Governance and Accountability Return by end of June 2023.

15 August 2022

Note: The person to contact about this report is Wendy Coulter (Town Clerk & RFO), Andover Town Council, Office 108, IncuHive Andover, Chantry House, 38 Chantry Way, Andover, Hampshire. SP10 1LS
Tel: 01264 335592

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

Signature

Date


03/08/2022

Signature

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/22

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

Signature

Date


03/08/2022

Signature

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/22

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1978		£646.80		31/05/22	A1 Loo Hire - Povision of Toilets at 7 Allotment Sites May 2022	
1		£92.40	4500/1/4/1		Inv: 688067 Mylen Road Allotment Site	
2		£92.40	4500/1/6/1		Inv: 688068 The Drove Allotment Site	
3		£92.40	4500/1/7/1		Inv: 688069 Vigo Road Allotment Site	
4		£92.40	4500/1/5/1		Inv: 688070 Old Winton Road Allotment Site	
5		£92.40	4500/1/3/1		Inv: 688071 Churchill Way Allotment Site	
6		£92.40	4500/1/2/1		Inv: 688072 Barlows Lane Allotment Site	
7		£92.40	4500/1/1/1		Inv: 688073 Admirals Way Allotment Site	
1979		£646.80		30/06/22	A1 Loo Hire - Toilet provision for 7 allotment sites June 2022	
1		£92.40	4500/1/4/1		Inv: 690894 Mylen Road	
2		£92.40	4500/1/6/1		Inv: 690895 The Drove	
3		£92.40	4500/1/7/1		Inv: 690896 Vigo Road	
4		£92.40	4500/1/5/1		Inv: 690897 Old Winton Road	
5		£92.40	4500/1/3/1		Inv: 690898 Churchill Way	
6		£92.40	4500/1/2/1		Inv: 690899 Barlows Lane	
7		£92.40	4500/1/1/1		Inv: 690900 Admirals Way	
1980		£617.40		31/07/22	A1 Loo Hire - Toilet provision for 7 allotment sites July 2022	
1		£88.20	4500/1/4/1		Inv: 695494 Mylen Road	
2		£88.20	4500/1/6/1		Inv: 695495 The Drove	
3		£88.20	4500/1/7/1		Inv: 695496 Vigo Road	
4		£88.20	4500/1/5/1		Inv: 695497 Old Winton Road	
5		£88.20	4500/1/3/1		Inv: 695498 Churchill Way	
6		£88.20	4500/1/2/1		Inv: 695499 Barlow Lane	
7		£88.20	4500/1/1/1		Inv: 695500 Admirals Way	
1981		£6,796.08	4700/2	10/08/22	Blachere Illuminations - Hire of christmas lights for Christmas 2022	
1982		£650.00	4190/1	04/08/22	Bringing Together Andover CIC - Grant Award - Youth Awards	
1983	DDBGJulA g2022	£37.01	4210/6	02/08/22	British Gas - Electricity use 68B high Street 02.07.2022-01.08.2022	£37.01
1984				17/08/22	W R Coulter - Reimbursements - printing costs and travel expenses	
1		£16.49	4210/8		Printing costs July/Aug 2022	
1985		£228.00	4000/6/1	17/08/22	Custom Studio Ltd - Website upgrade to Grants Form	
1986		£78.00	4500/1/7/2	16/08/22	Grass and Grounds - Job no 2344 - replacement of wooden battens on fence VR	

Signature

Signature

Date

Financial Statement - Cashbook

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

Balances at the start of the year

Ordinary Accounts

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

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

Financial Statement - Cashbook

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

Policy & Resources

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

Allotments

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

Planning/Highways

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

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

Ordinary Accounts

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

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

Bank Account Reconciled Statement

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

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

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

Bank Account Reconciled Statement

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

Uncleared and unrepresented effects

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

Reconciled by Wendy Coulter

Signed



Clerk / Responsible Financial Officer

Chair

Date

3/8/2022



Customer: Andover Town Council

Account: 60-83-01 20334109

Statement 122 from 01 Jul 2022 to 30 Jul 2022

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

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

Page Generated at 14:08 on 03 Aug 2022

Appendix I: Report on Grant Applications

I

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

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

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

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

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

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

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

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

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

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

PEOPLE IN ANDOVER WHO WILL BENEFIT:

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

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

OTHER FUNDING APPLIED FOR

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

BUDGET DETAILS

Costs

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

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

Recommendations:

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

YOUTH IN TEST VALLEY AWARDS

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

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

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

DETAILS OF ACTIVITY

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

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

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

PEOPLE IN ANDOVER WHO WILL BENEFIT:

Young people within Andover, specifically.

OTHER FUNDING APPLIED FOR:

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

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

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

BUDGET DETAILS

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

Recommendation

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

ANDOVER SUMMER FAYRE

DESCRIPTION OF ACTIVITY

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

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

DETAILS OF ACTIVITY

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

PEOPLE IN ANDOVER WHO WILL BENEFIT:

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

OTHER FUNDING APPLIED FOR:

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

BUDGET DETAILS

Costs

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

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

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

Tel: 01264 335592

Email: deputyclerk@andover-tc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

ANDOVER TOWN COUNCIL

GRANT FUNDING APPLICATION FORM

Part 1 – Organisation Details

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

Contact Name:

Registered Charity ☐ Yes ☒ No | Registration No?

If No, state type of organisation:

Organisation Address:

Email Address:

Telephone Number:

Organisation's bank account address:

Organisations Bank Account No & Sort Code; Payment via BACS

Please provide the following information:

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

PART 2 – BUDGET DETAILS

Costs

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

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

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

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

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

PART 3 – GRANT PROPOSAL

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

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

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

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

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

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

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

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

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

2500+

Your financial Situation

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

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

DECLARATION

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

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

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

Please return the form to:

Committee Officer

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

Telephone No: 01264 335592

OR

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

Please refer to the Grants Guidelines when completing this application.

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

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

<p>FOR OFFICE USE ONLY Date received..... Grant awarded..... Amount.....</p>
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ANDOVER TOWN COUNCIL

GRANT FUNDING APPLICATION FORM

Part 1 – Organisation Details

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

Contact Name:

Registered Charity ☒ Yes ☐ No | Registration No?

If No, state type of organisation:

Organisation Address:

Email Address:

Telephone Number:

Organisation's bank account address:

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

Please provide the following information:

Please tick

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

PART 2 – BUDGET DETAILS

Costs – Please see attached

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

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

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

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

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

PART 3 – GRANT PROPOSAL

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

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

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

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

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

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

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

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

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

883 young people took part in the consultation.

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

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

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

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

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

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

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

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

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

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

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

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

10,000+

Your financial Situation


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

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- A statement of your capital assets if any.

DECLARATION

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

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

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

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

OR

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

Please refer to the Grants Guidelines when completing this application.

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

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FOR OFFICE USE ONLY Date received..... Grant awarded..... Amount.....
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