

ANDOVER TOWN COUNCIL

Monday 25 July 2022



To the Members of Andover Town Council:

You are hereby summoned to attend a meeting of an **EXTRAORDINARY COUNCIL MEETING** to be held at the **Upper Guildhall, Andover on Monday 25 July 2022 at 6.30 pm** when it is proposed to transact the following business:-

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

Wendy R Coulter
Town Clerk – 19 July 2022

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

Please note that as statutory obligations were not fulfilled at the last Full Council Meeting the Town Clerk is calling this Extraordinary Council Meeting to complete the urgent, time sensitive, business only.

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 correct records, the minutes of the Town Council meetings held on 23 March 2022, 11 May 2022 and 29 June 2022 attached at Appendix A. (Page 4).
5	RECRUITMENT OF TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER
	<p>Following the resignation of the current Town Clerk and Responsible Financial Officer the Town Council is required to recruit a replacement Town Clerk and Responsible Financial Officer. The current Town Clerk and Responsible Financial Officer's employment with Andover Town Council will end towards the beginning of September 2022.</p> <p><i>'A local Council is required by section 112 of the Local Government Act 1972 to appoint such Officers as it considers necessary for the proper discharge of its functions. The 1972 Act and other legislation entrust a number of responsibilities and duties to the Proper Officer (Town Clerk) of the Council'</i></p> <p><i>'Section 151 of the 1972 Local Government Act also requires a local Council to ensure that one of it's Officers has overall authority for the administration of its financial affairs (Responsible Financial Officer)'</i></p> <p>In order to comply with the legislation above, the Council must create a Recruitment Panel for the sole purpose of the recruitment and engagement of its Proper Officer (Town Clerk) and Responsible Financial Officer (RFO).</p>
6	ACCOUNTS YEAR ENDING 31 MARCH 2022
	To approve the Accounts Year Ending 31st March 2022 – Accounts & covering report attached at Appendix B (Page 24)
7	INTERNAL AUDITORS REPORT YEAR ENDING 31 MARCH 2022
	To approve the Internal Auditors Report for the Year Ended 31 March 2022 and subsequent Action Plan – Reports and Action Plan attached at Appendix C (Page 33)
8	ANNUAL INTERNAL AUDIT REPORT 2021/2022
	To approve the Annual Internal Audit Report 2021/2022 attached at Appendix D (Page 50)
9	ANNUAL GOVERNANCE STATEMENT 2021/2022
	To approve the Annual Governance Statement 2021/2022 and for the Town Mayor to sign as a true statement – attached at Appendix E (Page 53)

10	ACCOUNTING STATEMENTS 2021/2022
	To approve the Accounting Statement 2021/2022, to be signed by the Responsible Financial Officer and the Town Mayor – attached at Appendix F (Page 54)
11	SOCIETY OF LOCAL COUNCIL CLERKS – MENTOR
	To consider a report on the remaining contracted hours for the SLCC Mentor and the use of the remaining hours – report attached at Appendix G (Page 55)
12	FINANCE
	<p>To receive and approve the list of payments up to 15 June 2022 – attached at Appendix H (Page 57)</p> <p>To receive and note the Cashbook up to 31 May 2022 – attached at Appendix I (Page 58)</p> <p>To receive and note the Bank Reconciliation up to 31 May 2022 – attached at Appendix J (Page 60)</p>
13	DATE OF NEXT MEETING
	To note the date of the next meeting is on the 10th August 2022 to be held at the Upper Guildhall, Andover.

The Town Mayor will close the meeting.

APPENDIX A – MINUTES OF PREVIOUS MEETINGS

A

Minutes Council

Time and date

6.30pm on Wednesday 23 March 2022

Place

Upper Guildhall, High Street, Andover

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

Officers Present:

Wendy Coulter (Town Clerk)

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

County/Borough Councillors:

Councillor I Anderson

Members of the Public: Unknown

Members of the Press: Unknown

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

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

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

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

A vote was taken:

FOR – 10, AGAINST - 0, ABSTENTIONS – 1

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

Andover Youth Football Club

A recorded vote was requested by Councillor D Coole.

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

A recorded vote was as follows:

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

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

AFest (Chat Together)

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

There was no seconder to this motion.

A recorded vote was requested by Councillor D Coole.

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

A recorded vote was as follows:

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

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

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

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

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

Minutes Council

Time and date

6.30 pm on Wednesday 11 May 2022

Place

The Guildhall with live streaming via Zoom.

Cllr B Long - Town Mayor (A) (for Item 1)		
Cllr R Hughes - Deputy Town Mayor (P) (for Item 1 – 4)		
Cllr D Coole (P) – Town Mayor (from Item 1)		
Cllr R Meyer (P) – Deputy Town Mayor (from Item 4)		
Cllr N Asamoah (P)	Cllr L Banville (P)	Cllr J Coole (P)

Cllr C Ecclestone (P)	Cllr L Gregori (P)	Cllr K Hughes (P) (Arrived at 6.45pm)
Cllr N Long (A)	Cllr M Mumford (P)	Cllr R Rowles (A)
Cllr J Sangster (P)	Cllr D Treadwell (P)	Cllr S Waue (P)

Officers Present:

Wendy Coulter (Town Clerk)

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

Michelle Young (Committee Officer) (Taking the minutes)

County/Borough Councillors present:

Cllr Z Brooks

County/Borough Councillor Apologies:

Cllr I Anderson

Members of the Public: 12 (Guildhall)

Members of the Press: 1

C023/5/22	ELECTION OF THE TOWN MAYOR
	<p>It was proposed by Councillor M Mumford and seconded by Councillor J Sangster that Councillor B Long be elected to position of Town Mayor for the Municipal Year 2022/2023.</p> <p>It was proposed by Councillor L Banville and seconded by Councillor S Waue that Councillor D Coole be elected to position of Town Mayor for the Municipal Year 2022/2023.</p> <p>It was proposed by Councillor L Banville and seconded by Councillor D Treadwell that Councillor R Meyer be elected to position of Town Mayor for the Municipal Year 2022/2023. Councillor R Meyer thanked Councillors L Banville and D Treadwell but declined the nomination.</p> <p>There were no further nominations.</p> <p>A vote was taken to elect the new Town Mayor for the ensuing Municipal Year 2022/2023. The result was: Councillor B Long – 4 Councillor D Coole - 8</p> <p>RESOLVED: That Councillor David Coole be elected as Town Mayor for the Municipal Year 2022/2023.</p>
C024/5/22	THE TOWN MAYOR TO MAKE THE DECLARATION OF ACCEPTANCE OF OFFICE
	<p>The Council received Councillor D Coole's Declaration of Acceptance of Office, who gave a speech of thanks.</p> <p>Councillor D Coole continued with his duties as Town Mayor and chaired the meeting.</p>
C025/5/22	VOTE OF THANKS TO THE RETIRING TOWN MAYOR
	Councillor R Hughes gave a vote of thanks to the retiring Town Mayor
C026/5/22	TOWN MAYOR'S REVIEW
	A Town Mayor's review was not presented.

C027/5/22	ELECTION OF DEPUTY TOWN MAYOR
	<p>It was proposed by Councillor C Ecclestone and seconded by Councillor L Banville that Councillor S Waue be elected to position of Deputy Town Mayor for the Municipal Year 2022/2023. A vote was taken: For - 3</p> <p>It was proposed by Councillor D Treadwell and seconded by Councillor J Coole that Councillor R Meyer be elected to position of Deputy Town Mayor for the Municipal Year 2022/2023. A vote was taken: For - 5</p> <p>It was proposed by Councillor M Mumford and seconded by Councillor J Sangster that Councillor R Hughes be elected to position of Deputy Town Mayor for the Municipal Year 2022/2023. A vote was taken: For – 4 There were no further nominations.</p> <p>RESOLVED: That Councillor Rebecca Meyer be elected as Deputy Town Mayor for the Municipal Year 2022/2023. (Councillor K Hughes joined the meeting at 6.45pm)</p>
C028/5/22	DEPUTY TOWN MAYOR TO MAKE THE DECLARATION OF ACCEPTANCE OF OFFICE
	The Council received Councillor R Meyer's Declaration of Acceptance of Office, who gave a speech of thanks.
C029/5/22	APOLOGIES FOR ABSENCE
	Apologies were received and accepted from Councillors B Long, N Long and R Rowles.
C030/5/22	DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS
	There were no Declarations of Interest in relation to any item on the agenda.
C031/5/22	MINUTES OF PREVIOUS MEETING
	<p>It was proposed by Councillor M Mumford and seconded by Councillor S Waue that the Minutes of the Council meeting held on 13 April 2022, be signed by the Town Mayor as a correct record. A vote was taken: FOR – 11, AGAINST – 0, ABSTENTIONS - 1</p> <p>RESOLVED: That the Minutes of the Council meeting held on 13 April 2022, be signed by the Town Mayor as a correct record.</p>
C032/5/22	DEMOCRATIC CHANGE PROPOSAL
	<p>Members considered proposals for a revised Democratic Structure for Andover Town Council which included the revised Democratic Structure and Committee Terms of Reference.</p> <p>It was proposed by Councillor L Banville and seconded by Councillor S Waue that the recommendations from the Policy and Resources Committee be accepted and approved. Members went into a debate and an amendment to the recommendations was made.</p> <p>It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the Democratic Structure be approved in principle and that the Terms of References be referred</p>

	<p>back to the respective Committees for further review and be bought back to Council for approval.</p> <p>A vote was taken: FOR – 12, AGAINST – 0, ABSTENTIONS – 1</p> <p>RESOLVED: That the Democratic Structure be approved in principle and that the Terms of References be referred back to the respective Committees for further review and be bought back to Council for approval.</p> <p>A Member noted that the Terms of Reference for the Planning Committee should state the quorum of the committee as 3 Members.</p> <p>It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the Terms of Reference for the Planning Committee be amended to state the quorum as 3 Members.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That the Terms of Reference for the Planning Committee be amended to state the quorum as 3 Members.</p>
C033/5/22	APPOINTMENT OF MEMBERS TO COMMITTEE
	<p>Policy and Resources Committee:</p> <p>Councillors D Coole, R Hughes, L Gregori, M Mumford, S Waue, N Long and R Meyer volunteered to be appointed as Members of the Policy and Resources Committee.</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that Councillors D Coole, R Hughes, L Gregori, M Mumford, S Waue, N Long and R Meyer, be appointed as Members of the Policy and Resources Committee for the Municipal Year 2022/2023.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That Councillors D Coole, R Hughes, L Gregori, M Mumford, S Waue, N Long and R Meyer, be appointed as Members of the Policy and Resources Committee for the Municipal Year 2022/2023.</p> <p>Community and Events Committee:</p> <p>Councillors B Long, N Long, L Banville, J Sangster, N Asamoah, C Ecclestone, D Treadwell and R Meyer volunteered to be appointed as Members of the Community and Events Committee.</p> <p>It was proposed by Councillor J Sangster and seconded by Councillor N Asamoah that Councillors B Long, N Long, L Banville, J Sangster, N Asamoah, C Ecclestone, D Treadwell and R Meyer, be appointed as Members of the Community and Events Committee for the Municipal Year 2022/2023.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That Councillors B Long, N Long, L Banville, J Sangster, N Asamoah, C Ecclestone, D Treadwell and R Meyer, be appointed as Members of the Community and Events Committee for the Municipal Year 2022/2023.</p> <p>Allotments Committee:</p> <p>Councillors B Long, N Long, R Hughes, L Gregori, K Hughes and D Coole volunteered to be appointed as Members of the Allotments Committee.</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor K Hughes that Councillors B Long, N Long, R Hughes, L Gregori, K Hughes and D Coole, be appointed as Members of the Allotments Committee for the Municipal Year 2022/2023.</p>

	<p>A vote was taken which was unanimous.</p> <p>RESOLVED: That Councillors B Long, N Long, R Hughes, L Gregori, K Hughes and D Coole, be appointed as Members of the Allotments Committee for the Municipal Year 2022/2023.</p> <p>Planning Committee:</p> <p>Councillors B Long, N Long, R Hughes, L Gregori, C Ecclestone, J Sangster and R Meyer volunteered to be appointed as Members of the Planning Committee.</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor J Sangster that Councillors B Long, N Long, R Hughes, L Gregori, C Ecclestone, J Sangster and R Meyer be appointed as Members of the Planning Committee for the Municipal Year 2022/2023.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That Councillors B Long, N Long, R Hughes, L Gregori, C Ecclestone, J Sangster and R Meyer be appointed as Members of the Planning Committee for the Municipal Year 2022/2023.</p>
C034/5/22	STANDING ORDERS
	<p>(Councillor C Ecclestone left the meeting at 7.44pm)</p> <p>Members considered the revised Standing Orders as recommended by the Policy and Resources Committee.</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor M Mumford that the revised Standing Orders as recommended by the Policy and Resources Committee be approved.</p> <p>Members went into discussion and made further amendments as follows:</p> <p>P36 – The final sentence on S – “Such request shall be made before moving to the vote” and change that from bold to normal type.</p> <p>P36 - Remove ‘U’</p> <p>P37 – on ‘Y’ – change the sentence to read “A meeting shall not exceed a period of 2 hours unless by majority of agreement of all the councillors present”</p> <p>P37 – 4d – to include “Community and Events Committee”</p> <p>P37 – 4e – to include “2 clear days”</p> <p>P37 – include the sentence “Apologies from the floor can be accepted”</p> <p>P37 – 4fv – change to 4g</p> <p>P37 – 4g – Change to read “The Councils and Committees may, subject to Standing Orders...”</p> <p>P37 – vi - be removed.</p> <p>P38 – 4ii – The wording “other than a standing committee” to be removed</p> <p>P38 – add in H and the wording “Where Committees form or create a working group or panel, they would determine the first meeting date and place”</p> <p>P38 – ix – remove first part of sentence and replace with “Council, Committees and Sub-Committees etc.</p> <p>P38 – x – is to be included in ix and changed to I.</p> <p>P42 – amendment was to say “Councillors may submit written questions to the Town Clerk 3 days prior to the meeting.</p> <p>P44 – 13e – remove the wording “OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required]”</p> <p>P45 – Throughout the Standing Orders, replace ‘District’ with ‘Borough’ and replace ‘Unitary’ with ‘County’.</p> <p>P46 – 15bii – Change to read “6 clear days”</p>

	<p>P49 – Re-number c and d to d and e and it will be clarified whether section f and g should be in bold.</p> <p>P50 – The Terms of Reference will be checked to ensure they are in line with Section 19.</p> <p>P52 – 24 – Change the wording “District and County” to “Borough and County”</p> <p>P52 – 24a – amend the 4th sentence to read “who are not.”</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor M Mumford that the revised Standing Orders as recommended by the Policy and Resources Committee, with the additional amendments, be approved.</p> <p>A vote was taken:</p> <p>FOR – 11, AGAINST – 1, ABSTENTIONS – 0</p> <p>RESOLVED: That the revised Standing Orders as recommended by the Policy and Resources Committee, with the additional amendments, be approved.</p>
C035/5/22	FINANCIAL REGULATIONS
	<p>(Councillor L Banville left the meeting at 8.01pm)</p> <p>Members considered the revised Financial Regulations as recommended by the Policy and Resources Committee.</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor R Meyer that the revised Standing Orders as recommended by the Policy and Resources Committee be approved.</p> <p>Members went into discussion and made further amendments as follows:</p> <p>P55 – remove items 13 and 16.</p> <p>P58 - 1.14 – remove wording “or a single commitment”</p> <p>P60 – 3.2 – remove the word “operational”</p> <p>P60 – remove **** sentence.</p> <p>P60 – 4.1 – second dot – amend sentence to reading “a duly delegated committee of the Council for items over £500 and up to/including £5,000.”</p> <p>P60 – 4.1 – third dot – amend sentence to read “the Clerk, for any items below £500.”</p> <p>P61 – 4.8 - £100 or a percentage of 10%</p> <p>P63 – 5.8 – remove the wording “or Capital”</p> <p>P65 – 6.21 – Change the sentence to read “The Town Council approves the Responsible Financial Officer to maintain a petty cash float of £250 for the purpose of defraying operational and other expenses.”</p> <p>P71 – Section 13 be deleted.</p> <p>P74 – Financial Reserves section be deferred back to the Policy and Resources Committee for further review.</p> <p>It was proposed by Councillor L Gregori and seconded by Councillor M Mumford that the revised Financial Regulations as recommended by the Policy and Resources Committee, with the additional amendments, be approved.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That the revised Financial Regulations as recommended by the Policy and Resources Committee, with the additional amendments, be approved.</p>
C036/5/22	DATES OF MEETINGS
	<p>Members considered the dates of the Council and Committee meetings up to the Annual Council meeting in May 2023.</p>

	<p>It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that the dates of the Council and Committee meetings up to the Annual Council meeting in May 2023, be accepted and approved.</p> <p>A vote was taken: FOR – 9, AGAINST – 0, ABSTENTIONS – 1</p> <p>RESOLVED: That the dates of the Council and Committee meetings up to the Annual Council meeting in May 2023, be accepted and approved.</p>
C037/5/22	OUTSIDE BODIES - COUNCILLOR REPRESENTATIVES
	<p>Members considered the Town Council's representatives for Outside Bodies 2022/2023.</p> <p>Test Valley Association of Town and Parish Councils:</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor M Mumford that Councillors Barbara Long and Luigi Gregori, be appointed as the Town Council representatives for the Test Valley Association of Town and Parish Councils.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That Councillors Barbara Long and Luigi Gregori, be appointed as the Town Council representatives for the Test Valley Association of Town and Parish Councils.</p> <p>Test Valley Transport:</p> <p>It was proposed by Councillor D Coole and seconded by Councillor R Meyer that Councillors Luigi Gregori and David Coole be appointed as representatives for Test Valley Transport.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That Councillors Luigi Gregori and David Coole be appointed as representatives for Test Valley Transport.</p> <p>Ludgershall/Andover Railway Group:</p> <p>Councillor David Treadwell was nominated.</p>
C038/5/22	GENERAL POWER OF COMPETENCE
	<p>Members noted the General Power of Competence report.</p> <p>It was noted that further to the resolution passed at the Annual Council meeting in May 2019, that the Town Council would make arrangements with the view that the Town Council would become eligible to exercise the General Power of Competence in the future, the criteria had now been met as follows:</p> <ul style="list-style-type: none"> • The number of councillors elected at the last ordinary election and subsequent by-elections exceeded two thirds of the total number of councillors. There were no vacant seats and included uncontested seats. • As of March 2022, the Town Clerk held a sector specific qualification, the Certificate in Local Council Administration (CiLCA) and relevant training was completed through the NTS. <p>It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that it be confirmed and accepted that the Town Council is eligible to exercise the General Power of Competence.</p> <p>A vote was taken: FOR – 10, AGAINST – 0, ABSTENTIONS – 1</p> <p>RESOLVED: That it be confirmed and accepted that the Town Council is eligible to exercise the General Power of Competence.</p>

C039/5/22	INVENTORY OF LAND, ASSETS AND OFFICE EQUIPMENT
	Members noted the inventory of Land, Assets and Office Equipment.
C040/5/22	INSURANCE COVER
	<p>Members noted that the Town Council's insurance is provided by Aviva Insurance Limited. Members noted that the Town Council has Public Liability Insurance up to the value of £15,000,000.</p> <ul style="list-style-type: none"> • Contents Insurance + rented photocopier – approx. £85,000 • Notice Boards x 2 - £3,500 • Office equipment, Christmas Lights & equipment, Regalia, Defibrillators, Portable toilets – approx. £50,000 • Employers Liability - £10,000,000 • Legal Defence - £500,000 • Fidelity - £500,000 • Legal Expenses - £1,000,000 • Officials Liability - £250,000 <p>Members noted that the Town Council's Cyber and Crime Insurance is provided by Travelers Insurance Company Ltd and has Cyber and Crime Insurances up to the value of £100,000 for one claim.</p>
C041/5/22	SUBSCRIPTIONS TO OTHER BODIES
	<p>Members agreed that the Town Council subscribed to the following bodies: It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the Town Council subscribes to the following bodies: Hampshire Association of Local Councils (HALC) National Association of Local Councils (NALC) South East Employers (SEE) National Allotment Association (NAA) Society of Local Council Clerks (SLCC) A vote was taken which was unanimous.</p> <p>RESOLVED: That the Town Council subscribes to the following bodies: Hampshire Association of Local Councils (HALC) National Association of Local Councils (NALC) South East Employers (SEE) National Allotment Association (NAA) Society of Local Council Clerks (SLCC)</p>
C042/5/22	AUTHORISATION OF THE CLERK
	<p>It was proposed by Councillor L Gregori and seconded by Councillor M Mumford that the Town Clerk to act as Proper Officer and Responsible Financial Officer, be authorised to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any future Resolution passed by the Council. A vote was taken which was unanimous.</p> <p>RESOLVED: That the Town Clerk to act as Proper Officer and Responsible Financial Officer, be authorised to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the</p>

	matters contained in the Reports received at this meeting or in any future Resolution passed by the Council.
C043/5/22	FINANCE
	<p>Members noted the List of Payments up to 21 April 2022.</p> <p>It was proposed by Councillor M Mumford and seconded by Councillor N Asamoah that the List of payments up to 5 May 2022, be approved.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That the List of payments up to 5 May 2022, be approved.</p>
C044/5/22	JUBILEE CELEBRATIONS – ERII SIGN
	<p>Members received the report on the recommendations for the required repairs needed to the ERII sign prior to installation at the end of May 2022. It was also noted that permission to hang the sign on the Guildhall had already been obtained.</p> <p>It was noted that large areas of the white strip lights were not working due to water ingress. The costs of the repairs would be £1,354.07.</p> <p>It was proposed by Councillor L Gregori and seconded by Councillor J Sangster that the costs of repairs to the ERII sign of £1,354.07 be approved.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That the costs of repairs to the ERII sign of £1,354.07 be approved.</p>
C045/5/22	DATE OF NEXT MEETING
	<p>Members noted that the date of the next Council meeting is Wednesday 22 June 2022 at 6pm – venue to be confirmed.</p>
The Town Mayor closed the meeting at 8.26pm.	

Town Mayor

Date

Minutes Council

Time and date

6.30pm on Wednesday 29 June 2022

Place

The Lights, Andover

ClIr 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 (P)
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)

Michelle Young (Committee Officer) (Taking the minutes)

County/Borough Councillors:

Councillor I Anderson

Councillor D Drew

Members of the Police: Sergeant S Harris

Members of the Public: 6

Members of the Press: 1

Due to the Covid-19 Pandemic this meeting was held in The Lights following Coronavirus preventative measures. The Town Council made arrangements to stream the meeting virtually to allow as much public access as possible.

Prior to the commencement of the meeting, the Town Mayor gave the following speech:

"It is with great sadness that I have to announce the passing of Councillor Barbara Long. Barbara was a true and dedicated champion of Andover and will be greatly missed."

Councillor M Mumford gave the following speech:

"A lot has been said about our friend and colleague, Barbara Long over the last few weeks since she left us. I think she's probably looking down on us so I'm going to have to be careful on what I say, I think. It's easy to pay tribute to somebody like Barbara. We all knew her. We all knew what she was like. Something I learned about Barbara that many of you may not know, is that she had a great sense of fun. She had a cheeky side and there is a story I'd like to tell about when she and I went to the town band's annual award ceremony. Rock and Roll was being played and Ian Carr and his wife were on the floor dancing. Barbara said to me, "I reckon we should split them up, what do you think?"

So, we did and she danced poor old Ian to the floor, I can tell you. She loved it. She had a cheeky grin

on her face all the time. She then said afterwards that that was the sort of atmosphere that should exist between us and other people in other parties all the time. We should be able to get on with them, should be able to dance with them. Friendly co-operation debate should be the norm. Debate

without rancor should prevail. When she sat down, she said just that. That was how she felt.

Barbara

danced her life with democracy. She danced with fairness but most of all, she danced her life with love for her fellow man, for her fellow human beings. I think probably the nicest thing I could say about Barbara is that she wasn't a politician. She was someone who wanted to help people.

Someone

who wanted Andover to be a better place and she devoted a good deal of her life in pursuing that aim. Barbara never sought publicity. She just quietly went about her life doing whatever she could to

help and improve people's lives. She was an example to us all. We will miss her. Andover will miss her. We will miss her knowledge as a local, I have to say, politician. She leaves a gaping hole that's going to be hard for us all to fill. Barbara Long, you were a very special person."

A minute silence was held in memory of the former Town Mayor and Town Councillor, Mrs Barbara Long, who sadly passed away on Saturday 21 May 2022.

Councillor N Long gave his thanks to Councillor M Mumford for his kind words.

C046/06/22	ELECTION OF DEPUTY MAYOR - REVOTE
	The Town Mayor stated that this agenda item would not be considered or heard in this meeting. The matter would be investigated and the Council would be updated.
C047/06/22	APOLOGIES FOR ABSENCE
	Apologies were received and accepted from Councillors J Sangster and D Treadwell.
C048/06/22	DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNAIARY INTERESTS
	<p>There were no Declarations of Interest in relation to any item on the agenda.</p> <p>A Member asked what the quorum was for the meeting. The Proper Officer confirmed the minimum number to be quorate was 6.</p>
C049/06/22	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: Why did you skip item 1?</p> <p>Town Mayor's Response: If you wish to talk about an item that is going to be heard on the agenda, please say so.</p> <p>Member of Public 1: I'm going to speak about agenda item 1.</p> <p>Town Mayor's Response: Are there any other agenda items you wish to talk about?</p>

	<p>Member of Public 1: No</p>
C050/06/22	<p>EXTERNAL REPORTS</p> <p>Sergeant S Harris Sergeant Harris introduced himself to the Members of the Council and gave thanks for the invitation to attend the meeting. Sergeant Harris has been in the Police Force for 18 years and is new to the Andover area. As a Test Valley resident, he is also passionate about tackling crime being experienced at the moment. Priority in this district is currently being given to drug related harm, anti-social behaviour and an operation called Solar. Sergeant Harris and his team are very passionate about continuing the good work that has been achieved in the Andover area thus far.</p> <p>Councillor R Rowles put forward a procedural motion. The Town Mayor stated that under Section 26d of the Standing Orders, he was not accepting the motion. The Proper Officer was asked to clarify that the Town Mayor was correct in that he can refuse the procedural motion.</p> <p>Councillor D Drew: Hampshire County Council (HCC) commemorated 40 years since end of Falklands Conflict. To commemorate the 40th anniversary, a Union flag was raised outside The Great Hall in Winchester, followed by a moment of silence.</p> <p>Prevent loneliness with Hampshire libraries. Loneliness Awareness Week (13-17 June 2022) Hampshire County Council reminded residents about the many services on offer through the Library Service. A community hub which offers a safe and welcoming environment with a wide variety of activities, some of which are free, available for people of all ages. From classes, courses and book clubs to singing and story time sessions. Recently, many libraries have also started groups to help Ukrainian guests and their hosts to connect with others here in Hampshire.</p> <p>Adult Social care Savings Proposals. Recommendations will be made to save £680,000.00 from the County Council's Adult Social Care budget to help meet the Local Authority's overall budget shortfall of at least £80million by April 2023.</p> <p>HCC opened a consultation on proposed changes to County Council financial support for transport and travel. The proposals are made in light of continued pressures on local authority budgets, following year on year reductions in central Government funding. The closing date for comments will be midnight on 24 July 2022.</p> <p>Brand new service for older adults with high support needs opened in Romsey. The Living Well Centre at Nightingale Lodge in Romsey, a dedicated wellbeing centre for those with dementia and other high support needs, was officially opened this week.</p> <p>Report a road problem – Responsibility of Hampshire County Council. A reminder of the HCC website where road problems, including potholes can be reported. Paving problems, plus flooding, trees and hedges can also be reported using</p>

	<p>the website. For the speediest response, it is best to use this system as the whole of the Hampshire Highways team use it as a reference for future works.</p> <p>HCC invited grant applications to support Ukrainian refugees in Hampshire. Community and voluntary organisations can now apply for grants to help fund projects that will help Ukrainian refugees to settle in Hampshire.</p> <p>In addition, free bus pass travel within the wider Hampshire area will be available for Ukrainian refugees arriving in the county as part of the Government's Homes for Ukraine scheme over the summer.</p> <p>Councillor I Anderson:</p> <p>St Mary's churchyard – campers have been served with an eviction notice. Smashed window at Waterloo Court has been fixed. Anton Lakes – people have been fishing there. A request for a notice of no fishing to be put in place has been made. Lockable bollards are to be replaced in the High Street due to increasing traffic.</p> <p>Councillor C Ecclestone:</p> <p>Kings Chase Gardens – ongoing problems with anti-social behaviour of football being played and windows being broken. Warnings have been given by the police. Test Valley Borough Council (TVBC) have taken steps to plant trees and shrubs in the area. TVBC has received a proposal from a resident that the area be redesignated as a Jubilee Garden.</p> <p>Councillor R Rowles:</p> <p>I've been working with Councillor Anderson to get a bin put on London Road. Aster appeared to keep leaving plastic barriers in place for no reason. These will be removed and returned to TVBC. Homeless people – have been encouraging them to go to Beech Hurst for registering for emergency accommodation.</p> <p>Councillor R Meyer:</p> <p>Rooksbury Park – the fencing has now been put up.</p> <p>Members proceeded to call for a procedural motion to adjourn the meeting on the basis that the revote for the Deputy Town Mayor did not take place. It was proposed by Councillor R Rowles and seconded by Councillor N Long that the meeting be adjourned until a Deputy Mayor can be elected. A vote was taken: FOR – 7, AGAINST – 5, ABSTENTIONS – 0 RESOLVED: That the meeting be adjourned until a Deputy Mayor can be elected.</p>
The meeting was adjourned at 7.05pm.	
Town Mayor	Date

End of Year Accounts Report

Produced for: Full Council	Date of Report: Wednesday 15 June 2022 Updated Friday 1 July 2022	Author of Report: W Coulter (Town Clerk, DPO, RFO)
Summary of Key Issues <p>The End of Year Accounts must be reported to full Council each year. These form the basis for the completion of Section 2 – Accounting Statements 2021/2022.</p> <p>Attached at Annex 1 are the Accounts for the Year End 31 March 2022. The Accounts show, by Budget Head, the total monies received or spent.</p> <p>During the Budget preparation for 2021/2022 it was agreed that the Budget Heads would be re-allocated to cover known ongoing costs.</p> <p>The Virements were recorded in the minutes, however to show true costs they have not been re-allocated on the budgeting system as this would affect the accounting processes and the figures produced would be incorrect.</p> <p>To note that the Town Council has not complied with its Statutory Duty to sign off the Accounts within the statutory time period. Therefore the Annual Governance Statement has been amended to reflect this and the External Auditors Report will ‘qualify’ the Town Council.</p>		
Virements agreed during the Year <p><i>Below are listed the Budget Heads (Numbers) with the Virements shown.</i></p> <p><i>This will enable Members to follow the changes and understand the figures.</i></p> <p>4210/6 (Heating & Lighting) £4000 to 4000/3 (Legal & Professional Fees) 4700/7 (Andover Carnival) £700 to 4100/4 (Public Building Hire) 4700/8 (Andover Cycling Festival) £700 to 4100/4 (Public Building Hire) 4700/1 (Andover Festival of Motoring) £700 to 4100/4 (Public Building Hire)</p> <p>4000/3 (Legal & Professional Fees) Budget was £7,000. £4000 vired, therefore revised Budget = £11,000 4100/4 (Public Building Hire) Budget was £1,200. £2,100 vired, therefore revised Budget = £3,300</p> <p><i>These changes have been included in the attached End of Year Budget Figures.</i></p>		
Note on Overspend on Budgets		

3 Budget Heads appear to be severely overspent. To account for the spend the Town Clerk has to allocate the monies to specific Budget Heads. The Virements agreed during the year have helped to offset the overspend.

The Election Costs have been taken from Earmarked Reserves as previously agreed.

The Rent – Office costs were agreed to be overspent as the new offices have been taken on prior to the end of the contract on the current offices to allow for the changeover and moving.

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

Budget Heads:

4000/3 – *Legal and Professional Fees*

4180/2 – *Election Costs*

4210/3 – *Rent – Office*

4210/12 – *Insurance*

Note on Underspends on Budgets

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

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

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

Note on Income

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

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

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

Legal and Policy Implications

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

Recommendations

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

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

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

Tel: 01264 335592

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

Distribution: To all Councillors

Appendix B: Year End Accounts 31.03.2022

FINANCIAL BUDGET YEAR END 31.03.2022

INCOME

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

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

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

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

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

4190/3	Grants Section 137	£0.00	£0.00	£0.00
4190	TOTAL	£5,000.00	£5,245.00	£7,755.00
4000/6	<u>Website & Community Development</u>			
4000/6/1	Website	£3,000.00	£983.97	£2,016.03
4000/6/2	Website Hosting	£550.00	£449.45	£100.56
4000/6/3	Newsletter	£0.00	£0.00	£0.00
4000	TOTAL	£3,550.00	£1,433.42	£2,116.58
		Budget	Actual Net @	Balance
		2021/2022	31.03.2022	2021/2022
4100/1	<u>Town Mayor</u>			
4100/1/1	Town Mayor Badge & Regalia	£50.00	£0.00	£0.00
4100/1/2	Remembrance Day Wreath	£0.00	£37.00	£13.00
4100/1/3	Town Mayor Charities	£0.00	£0.00	£0.00
4100/1	Total	£50.00	£37.00	£13.00
		Budget	Actual Net @	Balance
		2021/2022	31.03.2022	2021/2022
	<u>Venue Hire/Facilities</u>			
4100/6	Refreshments	£0.00	£0.00	£0.00
4100/7	Room Hire Fund	£0.00	£0.00	£0.00
		£0.00	£0.00	£0.00
4204	New Building Fund	£0.00	£0.00	£0.00
4205	Bus Shelters	£0.00	£0.00	£0.00
		£0.00	£0.00	£0.00
		Budget	Actual Net @	Balance
		2021/2022	31.03.2022	2021/2022
	<u>Assets</u>			
4210/3	Rent - Office	£12,000.00	£16,528.14	-£4,528.14
4210/4	Rates - Office	£8,000.00	£4,940.10	£3,059.90
4210/5	Water Rates - Office	£300.00	£0.00	£300.00
4210/6	Heating & Lighting - Office	£2,000.00	£1,784.88	£215.12
4210/7	Telephone & Broadband	£2,500.00	£1,703.28	£796.72
4210/8	Photocopying	£4,000.00	£3,912.10	£87.90
4210/9	Stationery	£1,200.00	£402.41	£797.59
4210/10	Postage	£2,000.00	£1,758.33	£241.67
4210/15	Office & Equipment Maintenance	£3,500.00	£3,431.38	£68.62
4210/16	New Equipment & Furniture	£1,000.00	£884.24	£115.76
4210/17	Waste Removal	£700.00	£189.95	£510.05
		£37,200.00	£35,534.81	£1,665.19
TOTAL Assets & Communities		£82,900.00	£65,778.59	£24,021.41
		Budget	Actual Net @	Balance
		2021/2022	31.03.2022	2021/2022
Policy & Resources				
4000	<u>Corporate Management</u>			
400	IT Equipment	£0.00	£0.00	£0.00
4000/1	Accounts Support	£1,530.00	£2,307.26	-£777.26
4000/2	Bank Charges	£600.00	£935.50	-£335.50

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

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

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

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

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

TOTAL POLICY & RESOURCES		£297,180.00	£219,844.57	£38,635.43
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		Budget 2021/2022	Actual Net @ 31.03.2022	Balance 2021/2022
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Allotments

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

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

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

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

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

Produced for: Full Council	Date of Report: Wednesday 15 June 2022 Updated Friday 1 July 2022	Author: (W. Coulter - Town Clerk, DPO, RFO)
Background <p>At the full Council meeting in June 2021 a new Internal Auditor was appointed, Mulberry & Co. The first part of the Audit was carried out in September 2021. A comprehensive check was carried out to ensure that the Town Council was compliant. The Internal Auditor returned in May 2022 to carry out the final part of the Audit for the financial year end 31st March 2022.</p>		
Key Issues <p>As part of the annual Audit Process the Town Council is required to have its policies, processes and accounts subject to an internal audit review. The new internal auditor carries out the audit following the requirements of the Annual Governance & Accountability Return (AGAR) and the Accounts and Audit Regulations 2015.</p> <p>As a result of the points raised in the report (attached) an Action Plan has been produced, included below, to resolve the points raised by the Internal Auditor.</p> <p>The points were raised in the Internal Audit Inspection undertaken on 24 November 2021 and 24th May 2022 and the recommended actions, in the final column is a record of the action to be taken or that has been taken.</p> <p>The Internal Audit is advisory and the Town Council can chose to action the points raised or not.</p> <p>A report will be brought to a Policy & Resources Committee meeting to review the Internal Audit Provision for the Year Ending 31 March 2022.</p> <p>Since this report was first written the Town Council has failed to comply with its statutory duty to sign off the Year End Accounts 2021/2022 and Annual Governance Statement. Therefore the Annual Governance Statement has been amended to state this. A report has been compiled which will be submitted in public, and reported to the External Auditors to explain the failure. The Town Council has also failed to complete its statutory duty to publish the Notice of Public Rights (the statutory common period is the first 10 working days of July) and publish the Unaudited Annual Governance and Accountability Return.</p>		
INTERNAL AUDIT Year ending 31 March 2022		
Internal Audit undertaken on 24 November 2021 and 24 May 2022		

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

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

Additional Note

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

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

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

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

Further Additional Note (Friday 1 July 2022)

The Town Council failed to sign of the AGAR documents and subsequently has failed to comply with its statutory duty to publish the Notice of Public Rights and Publication of the Unaudited Annual Governance and Accountability Return. This will be reported to the External Auditors.

Therefore the dates of the Notice of Public Rights will be as follows:

Date Inspection Notice Issued and how published: Tuesday 26th July 2022

Inspection Period Begins: Wednesday 27th July 2022

Inspection Period Ends: Tuesday 6 September 2022

Correct Length: Yes

Common Period Included: No

Summary of rights document on website: Attached to inspection announcement

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

Tel: 01264 335592

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

Distribution: To all Councillors

Our Ref: MARK/AND009

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

24th May 2022

Dear Wendy

Re: Andover Town Council
Internal Audit Year Ended 31st March 2022

Executive Summary

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

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

Interim Audit Summary

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

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

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

Final Audit Summary

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

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

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

Regulation

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

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

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

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

Independence & Competence

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

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

Engagement Letter

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

Planning & Inherent Risk Assessment

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

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

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

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

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A. BOOKS OF ACCOUNT (INTERIM AUDIT)

Internal audit requirement

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

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

Internal audit requirement

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

Final Audit

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

Section Conclusion

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

C. RISK MANAGEMENT & INSURANCE (INTERIM AUDIT)

Internal audit requirement

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

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

Internal audit requirement

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

Final Audit

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

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

Section Conclusion

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

E. INCOME (INTERIM & FINAL AUDIT)

Internal audit requirement

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

Final Audit

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

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

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

Section Conclusion

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

F. PETTY CASH (INTERIM AUDIT)

Internal audit requirement

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

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

Section Conclusion

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

G. PAYROLL (INTERIM & FINAL AUDIT)

Internal audit requirement

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

Final Audit

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

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

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

Section Conclusion

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

H. ASSETS AND INVESTMENTS (INTERIM & FINAL AUDIT)

Internal audit requirement

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

Final Audit

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

The council has no loans or investments

Section Conclusion

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

I. BANK & CASH (INTERIM & FINAL AUDIT)

Internal audit requirement

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

Final Audit

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

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

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

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

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

Section Conclusion

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

J. YEAR END ACCOUNTS (FINAL AUDIT)

Internal audit requirement

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

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

Section 1 – Annual Governance Statement

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

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

Section 2 – Accounting Statements

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

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

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

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

Section Conclusion

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

K. LIMITED ASSURANCE REVIEW (INTERIM AUDIT)

Internal audit requirement

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

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

L: TRANSPARENCY (INTERIM & FINAL AUDIT)

Internal audit requirement

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

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

Section Conclusion

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

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

Internal audit requirement

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

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

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

Section Conclusion

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

N. PUBLICATION REQUIREMENTS (INTERIM AUDIT)

Internal audit requirement

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

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

Section Conclusion

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

O. TRUSTEESHIP (INTERIM AUDIT)

Internal audit requirement

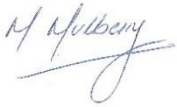
Trust funds (including charitable) – The council met its responsibilities as a trustee.

The council has no trusts.

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

Kind regards

Yours sincerely



Mark Mulberry

Interim Audit - Points Forward

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

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

Appendix D: Annual Governance and Accountability Return

D

Annual Governance and Accountability Return (AGAR)

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

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

Accounting Statements

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

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

Annual Internal Audit Report

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

Additional Note – Friday 1 July 2022

The Town Council has failed to comply with its statutory duties to sign off the Annual Accounts YE 31 March 2022, approve the annual Internal Auditors Report and therefore cannot sign off the Annual Governance Statement. This has been corrected on the Annual Governance Statement and will be reported to the External Auditors.

Legal and Policy Implications

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

Recommendations

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

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

Tel: 01264 335592

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

Distribution: To all Councillors

Annual Internal Audit Report 2021/22

ANDOVER TOWN COUNCIL

www.andover-tc.gov.uk WEBSITE ADDRESS

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

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

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

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

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

MARK MULBERRY BA (Hons) FICCA CIA

Signature of person who carried out the internal audit

[Signature]

Date 24/05/2022

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

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

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ANDOVER TOWN COUNCIL

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

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

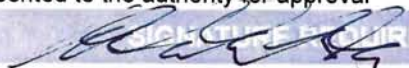
Section 2 – Accounting Statements 2021/22 for

ANDOVER TOWN COUNCIL

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

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

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



Date 24/05/2022

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

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

Produced for: Full Council	Date of Report: Wednesday 15 June 2022 Updated Friday 1 July 2022	Author of Report: W Coulter (Town Clerk, DPO, RFO)
Summary of Key Issues To note that the Town Council approved a contract with the SLCC in June 2021 to provide Mentor Support for the Town Council Officers. The contract contained 302 hours (16 weeks). Of the 302 hours contracted, there were 56 hours remaining. The SLCC will charge the Town Council for the remaining hours whether they are utilised or not (as per the contract). <i>Since the report was first published the current Town Clerk has given notice of resignation to the Town Council. As a decision was not reached at the previous Council meeting as to whether the hours be approved, the Town Clerk, as head of paid staff, made the decision to continue to use the hours to support the officers. A further 3.5 hours have been used. Therefore there are 52.5 hours remaining.</i> To recommend a use for the remaining hours to the benefit of the Town Council as well as officers.		
SLCC Mentor The SLCC Mentor was assisting the Town Council officers with day to day legal advice, creation of reports and ensuring that the Town Council agendas and minutes were compliant with legislation. Unfortunately the mentor contracted COVID in December 2021 and has not provided support since.		
Remaining hours The original contract agreement was for 16 weeks which equated to 302 hours. Of those 302 hours 56 remain to be utilised. <i>Now 52.5 hours.</i> The SLCC have contacted the Town Clerk to ask whether the Town Council wishes to utilise the time as they will charge for them, whether they are used or not.		
Use of Remaining hours The Town Council have agreed a Back to Basics strategy, part of which, requires that all the Town Council's Policies and Procedures are reviewed, amended and brought up to date. This is a considerable amount of work to achieve in the remainder of the municipal year. It is suggested that the SLCC Mentor assists the Town Council Officers to amend and review all the Town Council Policies and Procedures (of which there are 48 with a number yet to be created).		

All the Policies and Procedures will also be reviewed by the appropriate Committees prior to recommendation and approval by full Council.

Since this report was first published, the current Town Clerk has notified the Council of her resignation. It is therefore further suggested that the Mentor also provide support to the officers as required until either a replacement Town Clerk is recruited or a Locum Clerk is appointed.

Legal and Policy Implications

The Town Council must ensure that all its policies and procedures are up to date to comply with all current legislation.

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

Recommendations

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

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

Tel: 01264 335592

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

Distribution: To all Councillors

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/22

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

Signature

Date

Signature

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

Page 1

Financial Statement - Cashbook

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

Balances at the start of the year

Ordinary Accounts

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

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

Financial Statement - Cashbook

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

Policy & Resources

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

Allotments

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

Planning/Highways

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

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

Ordinary Accounts

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

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

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

Bank Account Reconciled Statement

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

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

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

Bank Account Reconciled Statement

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

Uncleared and unrepresented effects

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

Reconciled by Wendy Coulter

Signed

Clerk / Responsible Financial Officer

Chair

Date

15/6/2022



Customer: Andover Town Council

Account: 60-83-01 20334109

Statement 119 from 01 May 2022 to 30 May 2022

Date	Description	Serial No	Debits	Credits	Balance
01May2022	Brought forward balance			600,408.40	600,408.40
03May2022	Direct Debit (PEAC UK LTD)		(767.18) ✓		599,641.22
03May2022	Direct Debit (COBWEB)		(283.02) ✓		599,358.20
03May2022	████████ 17B ██████			18.16 ✓	599,376.36
03May2022	████████ 29B VR			14.84 ✓	599,391.20
04May2022	Direct Debit (BG BUSINESS)		(214.24) ✓		599,176.96
04May2022	Direct Debit (BG BUSINESS)		(6.88) ✓		599,170.08
04May2022	████████ 24 MR			71.52 ✓	599,241.60
05May2022	████████ 1A MR			17.12 ✓	599,258.72
05May2022	Direct Debit (MARKETPLACE MERCHA)		(24.50) ✓		599,234.22
05May2022	Direct Debit (VODAFONE LTD)		(33.41) ✓		599,200.81
06May2022	████████ 23 MR			23.84 ✓	599,224.65
16May2022	Direct Debit (MAINSTREAM DIGITAL)		(122.24) ✓		599,102.41
16May2022	Direct Debit (FDMS)		(25.29) ✓		599,077.12
19May2022	████████ 11A CW			7.35 ✓	599,084.47
20May2022	Direct Debit (NEST)		(775.80) ✓		598,308.67
20May2022	Direct Debit (BG BUSINESS)		(10.82) ✓		598,297.85
20May2022	████████ 28 BL			13.62 ✓	598,311.47
23May2022	████████ 43B TD			14.37 ✓	598,325.84
23May2022	B/P to: AndoverTownYouthFC		(1,000.00) ✓		597,325.84
23May2022	B/P to: PicketPieceBabyTod		(255.00) ✓		597,070.84
23May2022	B/P to: Test Valley BC		(151.20) ✓		596,919.64
23May2022	B/P to: SSE SouthernElectr		(139.80) ✓		596,779.84
23May2022	B/P to: Plummer's Plumbing		(90.66) ✓		596,689.18
23May2022	B/P to: LucyO'Grady		(79.00) ✓		596,610.18
23May2022	B/P to: HMRC Cumbernauld		(3,308.94) ✓		593,301.24
23May2022	B/P to: DataplanPayroll		(60.00) ✓		593,241.24
23May2022	B/P to: Business Stream		(73.73) ✓		593,167.51
23May2022	B/P to: Surrey Hills Solic		(600.00) ✓		592,567.51
23May2022	B/P to: Moores Cleaning		(303.65) ✓		592,263.86
23May2022	B/P to: MB Pest Services		(400.00) ✓		591,863.86
23May2022	B/P to: LucyO'Grady		(89.00) ✓		591,774.86
23May2022	B/P to: HALC		(2,970.00) ✓		588,804.86
23May2022	B/P to: ForestCallHandling		(139.20) ✓		588,665.66
23May2022	B/P to: Custom Studio		(35.94) ✓		588,629.72
23May2022	B/P to: Business Stream		(65.20) ✓		588,564.52

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

Page Generated at 12:33 on 14 Jun 2022



Customer: Andover Town Council

Account: 60-83-01 20334109

Statement 120 from 31 May 2022 to 03 Jun 2022

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

[REDACTED] at 12:34 on 14 Jun 2022