

ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

To the Members of the **Policy and Resources Committee**:

Cllrs S. Hardstaff (Chairman), K.Bird (Vice Chairman), P.Crossman, C.Ecclestone, L.Gates, L.Gregori, R.Hughes, M.Mumford, V.Pond & R.Rowles.

(copies to all other Members of the council)

You are hereby summoned to attend a meeting of the **POLICY and RESOURCES Committee** to be held at the **Town Council Offices, 68B, High Street, Andover on Thursday 2 August 2018 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
27 July 2018

-
- 1 APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
 - 2 DECLARATIONS OF INTEREST**
To receive and note any declarations of interest relevant to the agenda.
 - 3 MINUTES**
To agree the minutes of the Policy and Resources Committee meeting held on 14 June 2018 – attached at **Appendix A.**
 - 4 PUBLIC PARTICIPATION**
There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer will be given, 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.
 - 5 MEMBERS' ALLOWANCES**
The Town Council has received a letter from Test Valley Borough Council – attached at **Appendix B.**
To consider whether the Town Councillors should receive allowances and if so, whether to take up the offer in the letter.
 - 6 AIR QUALITY IN TOWN COUNCIL OFFICES**
Following an item included in the recent Staffing Sub-Committee quotes have been sourced for a professional to carry out a survey of Air Quality in the Town Council Offices – report and quotes attached at **Appendix C.**
 - 7 SNAGGING LIST**
Following an item included in the recent Staffing Sub-Committee, a report on the snagging/to do list for the Town Council Offices – report attached at **Appendix D.**
 - 8 ANDOVER TOWN REGALIA**
To consider a report on the Town Regalia (Chains) and to consider an additional Insurance cost to cover usage outside the Council Offices – report and costs attached at **Appendix E.**
 - 9 CREDIT CARD MACHINE**
To consider the implications and costs of the Town Council having alternative methods of payment – report attached at **Appendix F.**

10 TOWN COUNCILS RESOURCES

To consider a report on the Town Councils resources in preparation for the Budget making process – report attached at **Appendix G.**

11 REVIEW OF COUNCIL POLICIES

To continue the review of Town Council Policies:
Officer/Member Protocol – attached at **Appendix H.**

12 RECORDING MEETINGS FOR MINUTE TAKING

To consider recording meetings to assist with minute taking – report and draft policy attached at **Appendix I.**

13 FINANCIAL PLAN 2019/2020

To consider a draft Financial Plan for 2019/2020 to assist with the Budget Making Process – report attached at **Appendix J.**

14 FINANCE

To receive and approve payments up to 19 July 2018 - attached at **Appendix K.**

To receive and approve payments up to 31 July 2018 – **to follow.**

15 COMMITTEE WORK PROGRAMME

To discuss items on the current Committee Work Programme and to make changes as necessary – attached at **Appendix L.**

16 EXCLUSION OF THE PRESS AND PUBLIC

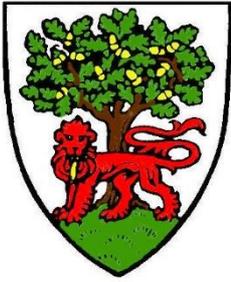
To PASS a Resolution to exclude the Members of the Press and Public from the Meeting at Agenda Item 17 due to signing confidential minutes.

CONFIDENTIAL ITEMS

17 LOCAL TAX ISSUES

To consider local tax issues and receive an update report.

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Constantia Basis Virtutum

Minutes of Policy and Resources Committee

Time and date

7.00pm, Thursday 14 June 2018

Place

Town Council Offices, 68B, High Street, Andover

Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

Cllr K Bird (Vice Chairman) (P) (Arrived at 7.01pm)

Cllr C Ecclestone (A)

Cllr L Gates (P)

Cllr L Gregori (P)

Cllr R Hughes (P) (Arrived 7.04pm)

Cllr R Kidd (P)

Cllr M Mumford (P)

Cllr V Pond (P)

Cllr R Rowles (A)

Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Clerk) (taking the minutes & training)

Michelle Young (Committee & GDPR Officer) (training)

Members of the Public: 1

PR 001/18 ELECTION OF CHAIRMAN

Cllr K Bird arrived at 7.01pm

Cllr M Mumford proposed and Cllr L Gates seconded the nomination of Cllr S Hardstaff as Chairman of the Policy & Resources Committee for the Municipal Year 2018/2019.

There were no other nominations.

RESOLVED: Cllr S Hardstaff be elected as Chairman of the Policy & Resources Committee for the Municipal Year 2018/2019.

PR 002/18 ELECTION OF VICE CHAIRMAN

Cllr M Mumford proposed and Cllr V Pond seconded the nomination of Cllr K Bird as Vice Chairman of the Policy & Resources Committee for the Municipal Year 2018/2019.

There were no other nominations.

RESOLVED: Cllr K Bird be elected as Vice Chairman of the Policy & Resources Committee for the Municipal Year 2018/2019.

PR 003/18 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr C Ecclestone.

PR 004/18 DECLARATIONS OF INTEREST

No declarations of interest were received.

PR 005/18 MINUTES

It was proposed by Cllr K Bird and seconded by Cllr M Mumford that the Chairman sign as a correct record, the minutes of the Policy and Resources Committee meeting held on 3 May 2018.

A vote was taken which was unanimous.

RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 3 May 2018 be signed, by the Chairman, as a correct record.

PR 006/18 PUBLIC PARTICIPATION

Andover Resident – Requested that a doorbell be added to the Andover Town Council Offices' entrance.

Chairman Cllr S Hardstaff noted this request in the minutes.

Cllr R Hughes arrived at 7.04pm

PR 007/18 ACCOUNTS FOR YEAR ENDED 31 MARCH 2018

Members received the Accounts for the Year Ended 31 March 2017.

It was proposed by Cllr K Bird and seconded by Cllr V Pond that the Accounts be recommended to full Council for approval with an explanation of the change of budget heads. A vote was taken which was unanimous.

RESOLVED: That the Accounts for the Year Ended 31 March 2018 be recommended to full Council for approval with an explanation of change of budget heads.

PR 008/18 INTERNAL AUDITORS REPORT FOR YEAR ENDED 31 MARCH 2018

The Internal Auditors report was noted and it was agreed that it should be recommended to full Council for approval.

Cllr K Bird proposed and Cllr P Crossman seconded that the Committee receive the Internal Auditors Report, approve the Council's Action Plan in response to the Internal Auditors Report for 2018 and recommend to Full Council the Internal Auditors Report and implementation of the Action Plan.

A vote was taken – 6 For and 2 Abstentions.

RESOLVED: that the Committee receive the Internal Auditors Report, approve the Council's Action Plan in response to the Internal Auditors Report for 2018 and recommend to Full Council the Internal Auditors Report and implementation of the Action Plan.

It was proposed by Cllr V Pond and seconded by Cllr K Bird that the Annual Internal Audit Report 2017/2018 be received and recommended to full Council.

Cllr L Gregori expressed his personal thanks to the Town Clerk for all her hard work.

A vote was taken which was unanimous

RESOLVED: that the Annual Internal Audit Report 2017/2018 be received and recommended to full Council for approval.

PR 009/18 INTERNAL AUDIT REVIEW

Cllr S Hardstaff, the Chairman reminded Members that the Town Council had reviewed and changed the internal auditor for the Year Ending 31 March 2016. The Chairman asked the Town Clerk whether she felt the Internal Auditor was being thorough and providing the Town Council with the support and information required.

The Town Clerk confirmed that she was satisfied that the internal audit was being carried out in a thorough and professional manner.

Cllr L Gregori agreed with what was said and asked how often the Town Council was required to review its Internal Audit provider.

Town Clerk responded that there are no specific regulations but best practice suggested the service of Internal Audit be reviewed every 5 years.

Cllr V Pond proposed and Cllr M Mumford seconded that members note the report with the changes that had been requested for the Budget and Headings and the process that would need to be completed over the

following financial year to ensure there was a sufficient and thorough Audit Trail. That the Town Clerk maintain a spreadsheet of the changes for Audit purposes and the Town Clerk be given authority to appoint the current Internal Auditor to the Year End 31.03.2020 to ensure continuity for the changes taking place during the next 2 years.

A vote was taken which was unanimous.

RESOLVED: that Members note the report with the changes that have been requested for the Budget and Headings and the process that will need to be completed to ensure there is sufficient and thorough Audit Trail.

The Town Clerk maintain a spreadsheet of the changes for Audit purposes and be given authority to appoint the current Internal Auditor to the Year End 31.03.2020 to ensure continuity for changes taking place to the Budget Heads during the next 2 financial years.

PR 010/18 INTERNAL AUDIT TIMETABLE 2018/2019

Members noted the timetable for the Internal Audit for the year ending 31 March 2019.

PR 011/18 ANNUAL GOVERNANCE STATEMENT 2017/2018 - PREPARATION

Town Clerk reiterated that the councillors needed to be sure that they were in agreement with all that had been ticked and approved on the Annual Governance Statement and asked if there was anything that they were unsure about, as once the statement had been signed it could not be recalled.

There were no questions.

Cllr P Crossman proposed and Cllr K Bird seconded that the Committee recommend to full Council the Annual Governance Statement for the year ended 31 March 2018

A vote was taken – 6 For and 2 Abstentions

RESOLVED: that the Committee recommend to full Council the Annual Governance Statement for the year ended 31 March 2018.

PR 012/18 ACCOUNTING STATEMENTS 2017/2018 – PREPARATION

Cllr M Mumford proposed and Cllr V Pond seconded that the Committee recommend to full Council the Accounting Statements 2017/2018.

A vote was taken that was unanimous.

RESOLVED: that the Committee recommend to full Council the draft Accounting Statements 2017/2018.

Members noted that the Town Council has to complete an Interim Audit as the Income/Expenditure of the Council is over £200,000 per annum.

PR 013/18 CORPORATE RISK ASSESSMENT

It was noted that it was expected that the External Auditors will request sight of the Risk Assessments carried out during the financial year 2018/2019.

It was noted that the Corporate Risk Assessment was a working document and would change and adapt as the year progressed.

The Town Clerk confirmed that the Committee would receive update reports with the progress of the Corporate Risk Assessment once the Committee had agreed the Risk Assessment, then the Action Plan would be viewed and approved.

Town Clerk recommended that, once agreed, a copy of the Risk Assessment would be uploaded to the Andover Town Council website.

Cllr L Gates proposed and Cllr V Pond seconded that the Committee recommend to full Council the Corporate Risk Assessment for the Year 2018/2019.

A vote was taken – 6 For and 2 Abstentions

RESOLVED: that the Committee recommend to full Council the Corporate Risk Assessment for the Year 2018/2019.

PR 014/18 FINANCE

Members received the payments up to 25 May 2018 and 12 June 2018.

It was proposed by Cllr V Pond and seconded by Cllr M Mumford that the payments be approved.

A vote was taken which was unanimous.

RESOLVED: That the payments up to 25 May 2018 and 12 June 2018 be approved (shown below)

ANDOVER TOWN COUNCIL PAYMENTS UP TO 25 MAY 2018				
Bacs/Cheque No	Supplier	Budget Head	Goods/Supplies	Cost (£)
688107876	AquAid South Coast	Office Maintenance	Water Cooler	£222.00
DDBESMAY2018	BES Utilities	Electricity Supply	Electricity 15Apr - 15 May 2018	£9.92
647827228	Brymore Productions	A-Fest 2018	Performance Fee	£120.00
446708199	Town Clerk	Office Equipment	Desk Fan for Allotment Officer 1	£10.00
645185117	EDF Energy	Electricity Supply	Electricity Jan - April 2018	£94.38
300388	Cllr L Gates	Office Equipment	Office Furniture + filing drawers + chairs	£50.00
300386	OWR 15A & 15B	Allotments - OWR	Returned Deposit	£100.00
75936126	Kevin Justice	Allotments - OWR	Repair of water leak plot 26	£44.79
DDMAINMay2018	Mainstream Digital	Telephone	Call charges 03.04-30.04.2018 + Maintenance	£88.32
DDMAINTNDMay2018	Mainstream Digital	ER - New Office	Phone system + networking + 4 digital lines	£4,608.00
617987149	Office Furniture	ER - New Office	Conference Tables	£502.80
299515119	Personnel Selection	Payroll	Temp worker w/c 07.05.2018	£556.56
792115094	Personnel Selection	Payroll	Temp Worker w/c 14.05.2018	£556.56
757867021	Restore Datashred	Confidential Waste	Confidential Waste disposal April 2018	£137.28
190088397	Restore Datashred	Confidential Waste	Confidential Waste disposal May 2018	£25.92
817045428	Southwest Hygiene	Office Maintenance	HT Dispenser, Hand Towels + installation	£101.28
37949276	Southwest Hygiene	Office Maintenance	Sanitary dispensers + waste transfer note	£144.00
797979590	Viking Supplies	Stationery	Envelopes, ink cartridge x 3, paper x 5 boxes	£170.28
875952628	Viking Supplies	New Equipment	Dymo machine for labelling	£78.56
965273788	Committee Officer	Stationery	Stationery including files + pins	£8.97
278156673 & 546705759	Willmont Building Services	ER - New Office	2nd floor fire exit, finishing building works as contracted	£18,279.30
Payroll	Payroll	Payroll June 2018		£12,776.74
TOTAL up to 25 May 2018				£38,685.66
Payments up to 12 June 2018				
4756955	Addis Locksmiths	Office Accommodation	Removal of electronic entry door system from old offices	55.00
72449691	Andover Business Computers	IT Equipment	Installation of networking and internet services, relocation of allotment officers IT equipment, 1 additional screen for Committee Officer, 1 additional laptop for Committee Officer	2,002.40
89783154	Andover Business Computers	IT Equipment	High Capacity toner for additional printer EPSOM	219.00
719780059	The Artroom	A-Fest	Services for running art activity	125.00
597503368	Business Stream	Allotments – The Drove	Water Charged Feb-May 2018	957.67
98059507	Convenient Hire	Allotments x 7 sites	Toilet hire for 7 sites	614.39

524005852	Custom Studio	Website	Website updates to be GDPR compliant	195.30
690442033	Custom Studio	Website	Website provision & provision of emails	35.94
194660054	Essential Fire Limited	Office Accommodation	Provision of fire extinguishers, service of fire alarm system, service of emergency lights, annual attendance fee to British Standard 5306.	433.50
26800602	Hampshire Association of Local Councils	Subscription Fees	Affiliation HALC, NALC Levy 2018/2019.	2,750.00
935698084	J&A Motors	Office Rent	Final office rent for 2018	2,511.55
5215491	Lightatouch Internal Audit Services	Internal Audit	Final part of internal audit for year-end 31.03.2018	175.00
954836755	M B Pest Services	Allotments x 7 pest control	Pest control across 7 allotment sites May 2018	400.00
805366297	Moores Cleaning	Office Accommodation	Cleaning services for May 2018	141.28
DDNestMay18	Nest Pensions	Payroll	Pension costs for May 2018	402.45
270756236	Mr J O'Connor	Allotments	Removal of trees @ Vigo Road Allotment site	335.00
190514412	Office Furniture Online	Office Equipment	Screen for main office	1,291.20
316462962	Office Furniture Online	Office Equipment	Additional Office Chair	136.80
822446031	Pitney Bowes	Postage	Postage and franking machine rental	195.09
DDSAGEJUNE18	Sage	Accounts support	Sage Payroll software for June 2018	16.10
88459471	Viking Supplies	IT Equipment	2 ergonomic keyboards + mice	206.38
19678646	HMRC	Payroll	Beginning of Year Tax adjustment	898.13
TOTAL up to 12 June 2018				14,097.18

PR 015/18 COMMITTEE WORK PROGRAMME

Members noted the work programme for the Committee.

PR 016/18 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Cllr R Hughes and seconded by Cllr M Mumford that the Committee pass a resolution to exclude the Press and Public from the meeting at item 16 regarding confidential minutes.

A vote was taken which was unanimous.

RESOLVED: That the Press and Public be excluded from the meeting at item 16 due to consideration of confidential minutes.

CONFIDENTIAL ITEMS

PR 016/18 CONFIDENTIAL MINUTES

It was proposed by Cllr S Hardstaff and seconded by Cllr L Gates that the Chairman sign as a correct record the Confidential minutes of the Policy and Resources Committee meeting held on 3 May 2018.

A vote was taken which was unanimous.

RESOLVED: That the Confidential Minutes from the meeting held on 3 May 2018 be signed, by the Chairman, as a correct record.

The Chairman closed the meeting at 7.55pm.

Chairman

Date



Legal & Democratic Services
 Beech Hurst
 Weyhill Road
 Andover, Hampshire SP10 3AJ
 Telephone 01264 368000
 DX 123080 Andover 6
 Fax 01264 368005
 Minicom 01264 368052
 Web site www.testvalley.gov.uk

Contact: Sally Prior
Telephone: 01264 368024
E-mail: sprior@testvalley.gov.uk
Your ref:
Our ref:
Date: 5 July 2018

Dear Sir/Madam

INDEPENDENT REMUNERATION PANEL – ALLOWANCES FOR PARISH COUNCIL MEMBERS

I would like to take this opportunity to advise you that Test Valley Borough Council will shortly be holding an Independent Remuneration Panel review of the Borough Council's Members' allowances. The Panel will be meeting on 3 and 4 October 2018, and, as well as reviewing Borough Council allowances, is potentially able to consider allowances for Town/Parish Council members, should your Council wish to take this opportunity to establish or review a scheme of such allowances.

The costs for the panel's consideration of allowances for Town/Parish members would need to be shared between parishes that wish the Panel to consider a scheme. There would be two aspects to the costs:

- The Panel would need to spend approximately half a day interviewing relevant members of each Parish Council. The fee for this interviewing process would be £500 plus VAT.
- A report setting out the Panel's recommendations would need to be written by the Chair of the Panel. The fee for the report would depend on the complexity of the issues, and on whether the fee can be shared by a number of Councils, but would be unlikely to exceed £400 plus VAT for any one Council.

It is not, of course, mandatory for Town/Parish Councils to establish an allowances scheme, but, should you decide to proceed with the creation of a scheme, the allowances paid to members of Parish Councils under the scheme would need to be met out of your Council's funds.

At this stage, I would like to know if your Parish Council would be interested in creating a new allowances scheme or reviewing an existing one, in order that I can allocate the time needed and work out detailed costs which any Parish Council will incur through the Independent Review Panel meeting to consider their scheme.

If you do not wish to participate in this scheme at the present time this would not prohibit you from doing so in the future.

Please could you let the me know by Friday 31 August 2018 if you wish to proceed. Otherwise, I will assume that you do not.

Yours faithfully



Head of Legal and Democratic Services





ANDOVER TOWN COUNCIL

C

Air Quality in Town Council Offices

Produced for: Policy and Resources Committee	Date of Report: Thursday 26 July 2018	Author of Report: W Coulter (Town Clerk, DPO, RFO)
Summary of Key Issues To note the recommendation from Staffing Sub-Committee. To consider recommending to full Council to commission an Air Quality Survey to be undertaken in the Town Council Offices.		
Background At the Extraordinary Staffing Sub-Committee meeting held on 11 July 2018 a report on Air Quality in the Offices was considered. It was agreed to recommend to the Policy and Resources that an Air Quality Survey be carried out in the Town Council Offices and that quotes for such a survey would be brought to the Committee for consideration.		
Air Quality in the Offices The issue of Air Quality in the offices was raised at the Staffing Sub-Committee as follows: <i>"Office air quality. It follows an article in Facilities Monthly Journal. Apparently "we spend 90 per cent of our lives indoors, often working up to 8 hours a day in poorly ventilated offices, occasionally alongside ill colleagues. We frequently take preventative measures to stop ourselves becoming unwell - like washing hands and using alcohol gels - yet we rarely take into account how the air we breathe could be making us ill. Studies have shown that reduced (Internal Air Quality) IAQ can lead to headaches, lethargy, sore throats and eye irritation and from an employer's perspective reduced productivity levels due to restricted mental ability". The town clerk only has a fire door from which to get fresh air - a window is required as a matter of urgency. A window survey is required for the rest of the building. – Cllr V Pond".</i> Members of the Staffing Sub-Committee noted the following: Ideally the offices should have an air quality and air flow survey carried out. This is something that ought to be carried out by a professional, not staff or Members.		

The Sub-Committee agreed that it was something that should be done and instructed the Town Clerk to obtain quotes and bring them to the Policy and Resources Committee.

Air Quality Survey

The Town Clerk, as instructed has sourced 3 companies who are able to carry out the work required. The air quality and movement of air will be surveyed. It has been suggested that this be done over a couple of days in the office to monitor any build-up of poor air.

At the time of going to print only one quote has been received which is as follows:

Company 1:

Testing for the following; Aldehyde Suite, BTEX + Volatile Organic Compounds (VOC's), Ozone, Respirable and total inhale dust, Nitrogen Oxide, Carbon Monoxide

£1695 + VAT

Additional £255.00 + VAT per set of samples

Additional sampling including data logging and reporting of real time results £135.00 per unit + VAT.

Cost Implications

The Town Council does not have a budget set aside for this type of work, therefore if the Committee is minded to approve an air quality survey to be undertaken it will need to be recommended to full Council for the monies to be taken from general reserves.

Legal and Policy Implications

The Town Council has a duty to provide support and care for its staff. It is important to adhere to Health and Safety and ensure that there are no build-ups of poor air or noxious fumes.

Recommendations

To note the recommendations of the Staffing Sub-Committee.

To consider whether to recommend to full Council that an Air Quality Survey be undertaken.

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

SNAGGING TO DO LIST Amendment 1

No.	Description	Original Company	Staff	Councillor	O/S Contractor	Date Work Completed
	Ground & 1st Floor					
1	Door stop for front door					
2	Door bell			Len Gates		10.07.18
3	Numbering o/s office					
4	Call button for lift		Deputy Town Clerk			
5	Ask Acorn to send engineer			Veronika Pond		18.07.18
6	Carpet at bottom of stairs is a trip hazard					
7	Noisy second hand fan in main office		DTC			
8	Carpets need cleaning following building work					
9	Proper signage on toilet doors			Len Gates		10.07.18
10	Toilet flush button sticks	Wilmot				
11	Curtains in loos need replacing			P&R		
12	Settlement crack in gent's loo wall by door	Wilmot				
13	Joining Toilet scheme		Town Clerk			
14	Remove unnecessary wires in main office	ETA Electrical				
15	Plaster walls		Town Clerk			
16	Paint walls			Staff & Cllrs		
17	Trailing wires		DTC			
18	Trickle vents in ceiling on first floor			Katherine Bird opened all but 3		09.07.18
19	Remove dead socket in main office	ETA Electrical				
20	Fix extinguisher signage			Len Gates		10.07.18

SNAGGING TO DO LIST Amendment 1

No.	Description	Original Company	Staff	Councillor	O/S Contractor	Date Work Completed
21	Removal of old smoke detector	ETA Electrical				
22	Risk assessment for lone worker			Lynn Bird		
	2nd Floor					
23	Check whether Grants available for fire guard rail			VP to contact HC Cllr		
24	Temporary rails for fire door - 2nd floor		DTC			
25	Money from landlord		DTC			
26	Trailing wires		DTC			
27	Window Sash cords & frame fixed & windows to open half way up second floor stairs			P&R		
28	New window Town Clerk's office			P&R		
29	Window DTC office glass & frame to accommodate for larger glass to open			P&R		
30	Hole in wall near ceiling in DTC office	Wilmot				
31	Hole in wall near ceiling in far office	Wilmot				
32	Paint walls in all 3 offices & corridor & stairs			Cllrs & Staff		



ANDOVER TOWN COUNCIL

E

Andover Town Regalia

Produced for: Policy and Resources Committee	Date of Report: Wednesday 25 July 2018	Author of Report: W Coulter (Town Clerk, DPO, RFO)
Summary of Key Issues To approve an additional Insurance Cost for the use of the Andover Town Regalia outside the Town Council Offices. To authorise the Town Clerk to sign an agreement for the Loan of the Regalia.		
Background Since the Town Council was formed in 2010 efforts have been made to obtain the Civic Regalia. Time was spent finding out where it was kept and who had custody of it. Last year (2017) Test Valley Borough Council informed the Town Council that it had the mayoral chain and certain badges. At the request of Members the Town Clerk made enquiries as to whether the regalia could be loaned back to the Town Council. Test Valley Borough Council has confirmed that it would be willing to do so, provided the Town Council insures the regalia to be used outside the Town Council Offices and an agreement is signed.		
Loan of Regalia Test Valley Borough Council are prepared to lean the regalia to the Town Council on the understanding that an official agreement is signed and the Town Council Insures the Regalia for use outside the Town Council Offices. The Town Clerk has contacted the Town Council's Insurance Company and confirmed that this can be done. Once Test Valley Borough Council have a copy of the Insurance Cover they will send a Loan Contract, for signature and the Regalia will be passed to the Town Council.		
Cost Implications The cost to the Town Council to Insure the Regalia to be used outside the Town Council Offices will be £90 per year.		
Legal and Policy Implications Test Valley Borough Council will remain the legal owners of the Andover Town Regalia but the Town Council will loan it. The Final details of the loan will be reported back to the Policy and Resources Committee. It is acceptable for the Town Council to use the Regalia with 'The Borough of Andover' this is done by many Town Council's and Romsey Town Council use the 'Borough' regalia.		
Recommendations To approve the additional Insurance Cost for the use of the Andover Town Regalia outside the Town Council Offices. To authorise the Town Clerk to sign the agreement for the Loan of the Regalia.		

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



ANDOVER TOWN COUNCIL

F

Credit Card Machine

Produced for: Policy and Resources Committee	Date of Report: Thursday 26 July 2018	Author of Report: W Coulter (Town Clerk, DPO, RFO)
Summary of Key Issues To note the recommendation from Staffing Sub-Committee. To consider obtaining an alternative method of payment for use with all Town Council activities, events and invoicing.		
Background At the Extraordinary Staffing Sub-Committee meeting held on 11 July 2018 a report on potential additional allotment sites was considered. Within the report was consideration of methods to make the allotment service more efficient, this included alternative methods of payment which could be used across all Town Council services to help increase efficiency. The Staffing Sub-Committee requested the Town Clerk to investigate costs and bring a report back to the Policy and Resources Committee. In 2017 the Town Council introduced to allotment holders the opportunity to pay their allotment rental via BACS. This has proved popular and about 25% of all allotment payments are received in this way. However, the majority of holders wish to pay their rental by card, either over the phone or in person. Currently the majority of payments are taken via cheque or cash. Officers spend hours during the payment period processing the cheques and counting cash which then has to be taken to Post Office to be paid into the Town Councils account.		
Alternative Methods of Payment Officers are currently finding alternative methods of working to streamline time taken to administer the Councils services. One of which is finance and how payments to the Council are processed. The Town Clerk has investigated other alternative methods of payment that could be used by the Council to provide as flexible service as possible and to create a simple transparent method of administering the payments to comply with the Town Councils Financial Regulations and statutory regulations. The Town Council can process the following types of payments; cash, cheque and BACS. The alternative methods that have been investigated are card machine and online payment. It is anticipated that if a method of card payment were to be introduced cash and cheque payments would cease over the next few years.		
Alternative methods of payment - Pros and Cons <u>Online payment</u> There are several companies that provide the service to process payments online. This can either be carried out direct by the customer or by officers over the phone or direct in the office. The advantage with this system is that it is the least expensive method of payment. A basic report can be accessed detailing amount paid, time and customer.		

The disadvantage is that the system requires the person using it, either the customer or the officer to type in manually all the details required. There would be certain GDPR Regulations that would need to be completed to allow this system to operate. It would be very easy for an error to occur. There would be no trial period for this method of payment.

Card Machine

2 different types of card machine have been investigated.

The traditional type which only processes cards and can be used over the phone, if the customer provides a 16 digit card number, expiry date and card security code. A receipt is printed for each transaction for customer and user.

Officers would still need to process the data and create an audit trail. This machine would only process card payments. There would be no trial period for this method of payment.

A new type of machine which can process cards at the machine or over the phone, can also be used to process cash, cheques and BACS and can be used as a cash till. It is based on an iPad and uses Apps which can be programmed with our details and allow us to track payments, produce reports and provide information for the internal auditor. Each transaction will have details of tender type, budget head and amount.

The reports provided can be accessed online and be used to update our records and feed into the Responsible Financial Officer to process the income on the accounts system. There is potential in the future that this method may be able link in direct with the accounts software. Due to the time taken to set up this machine, a 2 week trial period is given.

If a mistake is made during processing, the payment can be recalled following certain procedures.

This would be GDPR compliant as payments can be related to budget head rather than customer, allowing an audit trail but no personal information.

Cost Implications

The transaction costs for the alternative payment methods would come from the Budget that they would be allocated to. For instance allotment budget, Shilling Fair Budget, A-Fest etc.

The Town Council already incurs fees for processing cash and cheques which are:

Cash paid in – 50p per £100

Cheque paid in – 30p per £100

BACS – no fee

The alternative payment methods would incur the following costs:

Online payment - £100 for every £10,000

Card only machine - £24 per month

Card, cash, cheque, BACS processing machine – 0.049p per debit transaction, 0.084p per credit transaction. £23 per month rental. One off cost of £40 to purchase the cash drawer.

Legal and Policy Implications

The Town Council must thoroughly account for all income and expenditure transactions and abide by its Financial Regulations, Local Government Finance Acts and the Governance and Accountability for Smaller Authorities in England – March 2018.

Recommendations

To consider authorising the Town Clerk to obtain an alternative method of receiving payments noting the cost to budget heads included in the report.

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



Review and Discussion Report

Review of Town Councils Resources for Projects in 2018/2019/2020.

Produced for:
Policy and Resources Committee

Date of Report:
Friday 27 July 2018

Summary of Key Issues

To consider whether the Town Council has adequate resources to carry out its requirements for 2019/2020 by 31 March 2020.

To consider costs for projects requested.

Current Situation

The Assets and Communities Committee have been working on a 'Business/Project' Plan for the Town Council. The following items have been included:

Annual Projects

- Christmas Lights
- Shilling Fair
- A-Fest
- Challenges Programme
- Festival of Motoring
- Youth Council
- Town Centre Manager/BID
- Newsletter/Communication
- Website/Communication
- Small Project Grants

One-Off Projects

- Tote Bags
- Notice Boards
- Defibrillators
- Town Mayors' Regalia
- New Community Building

Others Considered

- Public meetings on town concerns
- WW1 service to mark end of WW1

Historical commemoration e.g. blue plaque
Leaflets
Badges for Councillors following election
Allotments Awards funding

A request has been sent to all Members asking for any further items to be included.

Implications for Resources

Members are asked to note that the Council’s parish boundary may increase in 2019 following the Community Governance Review. The implication is that the number of Band D households will increase. However, there are no figures for this as yet and it is unclear whether the funding will be received in 2019/2020 financial year as the official change will be made in May 2019.

The Town Council has reviewed its staffing structure to provide for additional services and improve provision for events and PR. However, the structure was reviewed prior to knowledge regarding additional allotment sites and transfer of assets may also have an impact which are as yet unknown

Members are requested to consider whether there is physical capacity and resources to complete all these Projects and Events by 31.03.2020 with the Council’s resources.

Financial Implications

As the Budget currently stands in 2018/2019, if the above projects are to be completed the Budget will need to increase. Officers will work with Committees over the coming months to put together costs for the projects.

Legal and Policy Implications

There are no legal implications associated with this report, however, Members should note that in March each year the Town Council is required to report at The Town Electors Meeting on the work it has completed in the previous year.

Recommendations

To note the report.

To consider whether the Town Council has the resources to complete the Projects by 31 March 2020.

To consider the implementation of the Projects.

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

ANDOVER TOWN COUNCIL

PROTOCOL FOR COUNCILLOR AND EMPLOYEE RELATIONS

VERSION 2 – AGREED BY COUNCIL 6 SEPTEMBER 2012

The General Data Protection Regulation (GDPR) standardizes data protection law across all 28 EU countries and imposes strict new rules on controlling and processing personally identifiable information (PII). It also extends the protection of personal data and data protection rights by giving control back to EU residents. GDPR replaces the 1995 EU Data Protection Directive and goes into force on May 25, 2018. It also supersedes the 1998 UK Data Protection Act.

GDPR PRIVACY STATEMENT

(General Data Protection Regulations)

This is a privacy statement of Andover Town Council. Our registered office address is 68b High Street, Andover, Hampshire, SP10 1NG.

INTRODUCTION

- This is a statement to inform you of our policy about all the information we record about you. It sets out the conditions under which we may process any information that we collect from you or that you provide to us. Any information that identifies you (“Personal Information”) is used to provide you with the services you require.
- We regret that if there are one or more points below that you are not happy with us holding, we have to hold this under General Data Protection Regulations (GDPR) law.
- We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our websites, customers and clients are entitled to know that their personal data will not be used for any purpose other than the lawful basis upon which it was provided for.
- We undertake to preserve the confidentiality of all information that you provide to Andover Town Council.
- Our policy complies with UK law accordingly implemented including that required by the GDPR.
- The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. We do this now by requesting that you read the information provided at www.knowyourprivacyrights.org.
- Except as set out in our GDPR policies (which can be found at www.andover-tc.gov.uk) we do not share, sell or disclose any personal data to any other organisation or third party.

THE BASIS ON WHICH WE PROCESS INFORMATION ABOUT YOU

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

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

EMAILS & WEBSITES

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

For details of our full Privacy Policy, please refer to www.andover-tc.gov.uk. Alternatively, you may write to us at Andover Town Council, 68b High Street, Andover, Hampshire, SP10 1NG and we will send you a hard copy.

1. INTRODUCTION

- a. The purpose of this Protocol is to guide Councillors and Employees of the Council in their relations with one another in a way that promotes openness and propriety in their relations and secures impartiality in the provision of Employee advice and the management of services.
- b. Given the variety and complexity of such relations, this Protocol does not seek to be either prescriptive or comprehensive. It simply offers guidance on some of the issues that most commonly arise.
- c. The Protocol should be read in conjunction with the Councillors Code of Conduct and any guidance issued by Standing Orders or the Monitoring Officer

2. THE ROLE OF COUNCILLORS ANAD EMPLOYEES

Councillors and Employees of the Council are servants of the public and they are indispensable to one another, but their responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Employees of the Council have responsibility to the Council as a whole and not to any political group. Their job is to give advice to Councillors and the Council, and to carry out the Council's work under its direction.

3. THE ROLE OF COUNCILLORS

- a. Collectively, Councillors are the ultimate policy-makers determining the core values of the Council and approving the authority's policy framework, strategic plans and budget.
- b. Every elected Councillor represents the interests of, and is an advocate for, his/her ward and individual constituents. He/she represents the Council in the ward, responds to the concerns of constituents and often serves on local bodies.
- c. Some Councillors have roles relating to their position as Chairman of the Council or Chairmen of the Committees.
- d. Councillors are not authorised to instruct Employees other than:
 - i. Through the formal decision-making process
 - ii. To request the provision of consumable resources provided by the Council for Councillors use

- iii. Where staff have been specifically allocated to give support to a member or group of members
- e. Councillors are not authorised to initiate or certify financial transactions, or to enter into a contract on behalf of the Council.
- f. Councillors must avoid taking actions that are unlawful, financially improper or likely to amount to maladministration. Members also have an obligation under their code of conduct to have regard when reaching decisions, to any advice provided by the Town Clerk or Monitoring Officer.

4. THE ROLE OF OFFICERS/EMPLOYEES

- a. Officers are responsible for giving advice to Councillors to enable them to fulfil their roles. In doing so, officers will take into account all available relevant factors.
- b. Officers/Employees have a duty to implement decisions of the Council, committees and sub-committees which are lawful, and which have been properly approved in accordance with the requirements of the law and the Council's Standing Orders.
- c. Officers/Employees have a contractual and legal duty to be impartial. They must not allow their professional judgement and advice to be influenced by their own personal views.
- d. Officers/Employees must be alert to issues that are, or are likely to be contentious or politically sensitive and be aware of the implications for Councillors, the media or other sections of the public.
- e. Officers/Employees are required to be politically neutral in their dealings with elected Councillors.
- f. An officer/employee must not allow their interests or beliefs to conflict with their professional duty. They must not misuse their official position or information acquired in the course of their employment to further their private interest or the interests of others.
- g. Employees should abide by the rules of Andover Town Council about the declaration of gifts offered to or received by them by any person seeking to do business with Andover Town Council or which would benefit from a relationship with Andover Town Council. Employees should not accept benefits from a third party unless authorised to do so by the Council.

5. THE RELATIONSHIP BETWEEN COUNCILLORS AND OFFICERS/EMPLOYEES: GENERAL

- a. The conduct of Councillors and Officers/Employees should be such as to instil mutual confidence and trust. The key elements are recognition of and a respect for each other's roles and responsibilities. These should be reflected in the behaviour and attitude of each to the other, both publically and privately.
- b. Councillors and Officers/Employees should inform the Monitoring Officer of any relationship within the Council which might be seen as unduly influencing their work in their respective roles.
- c. Councillors and Officers/Employees need to respect each other's roles and duties. The Town Clerk is responsible for day-to-day management and operational decisions in which it is not appropriate for Councillors to intervene.
- d. Any problem referred to a Councillor by the public should firstly be passed to the Chair of the relevant committee or sub-committee and copied in to the Town Clerk.
- e. Councillors are requested not to approach an employee direct to undertake tasks on their behalf. Requests for work should be made through the Chairman of the relevant committee.
- f. Officers/Employees will do their best to give timely responses to Councillors enquiries. However, officers/employees should not have unreasonable requests placed on them. Councillors should avoid disrupting officers/employees work by imposing their own priorities.
- g. Councillors will endeavour to give timely responses to enquiries from officers/employees.
- h. Councillors and officers/employees should respect each other's free (i.e. non-Council) time.

6. MEETINGS

- a. When presenting reports to Committees, the Town Clerk should assume that Councillors have had sufficient time to consider written material and will therefore keep their presentation short and to the point, focusing on the determining issues only and the recommendation. The Town Clerk has a duty to answer questions at Council or Committees and to advise Councillors on the implications of any particular actions, including the consequences of not accepting the Officer recommendation.
- b. At Full Council and Committees, Councillors will consider the advice of officers/employees both in the main report and on any matter arising out of debate but it is, ultimately, the responsibility of Councillors to formulate a decision, having regard to the advice provided and any other considerations taken to the issue. Once a lawful decision has been taken it is the duty of the Town Clerk to implement that decision.

7. CORRESPONDENCE

- a. Official letters from the Council on day-to-day matters should normally be sent out in the name of the Town Clerk rather than a Councillor. Letters that create obligations or give instructions should not be sent out in the name of a Councillor.

8. NON-ADHERENCE TO THE PROTOCOL

- a. Serious breaches of this protocol by officers/employees should be dealt with under the Council's disciplinary procedures. Breaches by Councillors should also be reported to the Town Clerk and the Monitoring Officer.
- b. If necessary the issue will be subject to further consideration by the Town Clerk together with the Chairman of the Staffing Sub-Committee and referred to Full Council if considered necessary.
- c. Should a breach of this protocol occur by either the Chairman or Vice Chairman or Town Clerk then the matter should be raised with the Monitoring Officer at Test Valley Borough Council who will be consulted and submit a report containing his/her recommendations to Full Council.

ANDOVER TOWN COUNCIL

6 SEPTEMBER 2012



ANDOVER TOWN COUNCIL

Recording Meetings for Minute Taking

Produced for: Policy and Resources Committee	Date of Report: Friday 27 July 2018	Author of Report: W Coulter (Town Clerk, DPO, RFO)
Summary of Key Issues To recommend to full Council that meetings be recorded to assist with minute taking. To recommend to full Council a policy on recording meetings for minute taking.		
Background The Minutes of meetings are defined as brief notes of the proceedings at a meeting that in particular record the decisions made. Minutes must be kept in perpetuity and therefore according to the LGA 1972 sch. 12 para. 41, 'recorded on loose leaves consecutively numbered, provided each sheet is initialled by the person who signs the minutes to which the leaves relate'.		
Recording meetings to assist with minute taking The Town Council has been established for 8 years and its services and responsibilities are growing. Subsequently more meetings are held and more issues and items are discussed. As an effect meetings are lasting longer with more information to be processed. Occasionally the accuracy of minutes has been questioned. Officers wish to record as accurately as possible the proceedings and this can be difficult to do with pen and paper. Internally officers record meetings to assist with note taking and then the recordings are destroyed once the information has been written up. This method could also be used for Committee and Council meetings. Once the minutes have been signed as a correct record at the next committee or council meeting, the recording would be destroyed. They would be for internal use only and not available to the public, with the official minutes remaining the record for the meetings as required in the LGA 1972. It is becoming common practice for Town and Parish Councils to record their meetings. The advantage of using the recording equipment during meetings is that it comes with speakers and it may help the public to hear the proceedings at the meetings.		
Policy for recording public Town Council meetings If Members are minded to recommend to full Council that meetings be recorded to assist with minute taking, then a clear policy should be agreed. Attached at Annex 1 is a draft policy for consideration.		
Cost Implications There would be no additional costs to the Town Council for recording equipment as officers already use it internally for meetings.		
Legal and Policy Implications The Town Council must comply with the Local Government Act 1972.		

Recommendations

To recommend to full Council that meetings be recorded to assist with minute taking.

To recommend to full Council a policy on recording meetings for minute taking.

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

ANDOVER TOWN COUNCIL

RECORDING OF MEETINGS POLICY – 2018 (SEPTEMBER 2018)

The General Data Protection Regulation (GDPR) standardizes data protection law across all 28 EU countries and imposes strict new rules on controlling and processing personally identifiable information (PII). It also extends the protection of personal data and data protection rights by giving control back to EU residents. GDPR replaces the 1995 EU Data Protection Directive and goes into force on May 25, 2018. It also supersedes the 1998 UK Data Protection Act.

Contents	Subject	Page No
1	Purpose	1
2	Policy	1
3	Document Information	2
4	Document Control	2

• Purpose

- Andover Town Council is required to maintain a record of its meetings (Minutes) in perpetuity.
- Section 12 paragraph 41 of the Local Government Act 1972 states that “Minutes may lawfully be recorded on loose leaves consecutively numbered, provided each sheet is initialled by the person who signs the minutes to which the leaves relate”.
- To assist with Minute Taking the Town Council will record its public meetings for internal use only.

• Policy

- The proceedings of all Town Council public meetings will be recorded by Officers presiding.
- The recordings will be used to assist with the accurate record of the meeting for the purposes of recoding minutes.
- Once the minutes have been agreed and signed as a correct record at the next committee or council meeting, the recording will be destroyed.
- The recordings are for internal use only and will not available to the public.
- The official loose leaf minutes will remain the record for public Town Council meetings as required in the LGA 1972.

- Document Information

Title:	Recording of Meetings Policy
Status:	1 st draft
Version:	27 July 2018
Consultation:	Policy & Resources Committee
Approved by:	
Approval Date:	
Review Frequency:	Every year or if change occurs
Next Review:	July 2019

- Document Control

Date	Version	Description	Sections Affected	Approved by
July 2018	1	1 st Draft	All	Policy & Resources Committee

ANDOVER TOWN COUNCIL – DRAFT FINANCE PLAN AUGUST 2018

Requirements for 2019/2020

Members are asked to consider that the following items need to be taken into consideration when preparing the Town Council's Budget for 2019/2020.

1. Allotment Maintenance

Grass cutting.

Maintenance of taps and locks.

Covering/stripping plots.

Removal of rubbish.

Larger costs such as gate and fence maintenance/repair/replacement, tree works and hedge clearance will be taken from Earmarked Reserves as approved in previous Council meetings.

2. Additional Allotment Sites

By May 2019 it is likely that the Town Council's parished area will increase. The Town Council is already aware that 2 additional allotment sites at Picket Twenty and Picket Piece will be transferred to the Town Council in the near future. It is certain that there is an additional site that will be included in the new parished area and the possibility of one more, making a total of 4 new sites and 11 sites in total. This will increase the administration needed to manage the sites and there will be maintenance costs that will be incurred.

3. Training for all Councillors

For operational reasons, it is vital that all Councillors should have basic training on the operation of Town and Parish Councils particularly as elections are taking place in May 2019. An Information Pack is being prepared for all Councillors which will be brought to a future meeting of the Policy and Resources Committee prior to distribution.

4. Training for Staff

It is suggested that the Town Clerk and the Deputy Clerk be sent on HR training.

The Committee Officer should be sent on Minute Taking course.

The Communities Officer may need additional training.

Allotment Officers to be sent on a Tree Management course which is available via HALC.

It has been noted that all staff require a more advanced course in Excel and databases.

5. Equipment/Additions for new office

Improvements from Air Quality Survey, if carried out.

Additional window in Town Clerks' Office.

Additional filing cabinets.

Decorating costs if Members/Staff unable to do so (All offices are in need of a freshen up).

Programme of replacement IT (Town Clerks laptop will be 5 years old by end of 2020).

6. New Budget for Building Maintenance

It is suggested that a regular Budget be created for Building Maintenance. With a larger building there will be additional maintenance costs. This budget could also be used for regular maintenance such as cleaning and window cleaning.

APPENDIX J

7. Increase of Business Rates

Business rates are now incurred with the larger office building. It is anticipated that these rates will increase.

8. Additional Staff

The implementation of the Staffing Structure as agreed in 2017/2018.

9. Events

The Town Council now runs A-Fest and the Shilling Fair on a regular basis. Members may wish to include additional events such as the Gardening Fair which should be costed into the Budget.

10. Transfer of Services

There is a possibility of transfer of various services. These will need to be factored into the Budget once further details are known and costs have been established.

Further Items to Note

It is suggested that the Town Councils Earmarked Reserves be considered within the Budget making process for 2019/2020. They should be reviewed on a regular basis to ensure that they are still required or whether they can be transferred into General Reserves.

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2418	BACS: 442594664	£269.99	4000/5	22/06/18	AB Computers and Planet PC - Set up new back up for server + 3 Mobile hard drives	£269.99
2419	BACS: 156597229	£7.20	4210/2	30/06/18	AquAid South Coast - 1 Bottle of Water	£7.20
2420	BACS: 124833510	£10.00	4700/7	22/06/18	Andover Town Partnership - Gardening Fair 2018 Stand Registration Fee	£10.00
2421	BACS: 204537489	£560.98		30/06/18	Convenient Hire Limited -	£560.98
1		£80.14	4500/1/1/1		Inv: 126253 AW	
2		£80.14	4500/1/2/1		Inv: 126254 BL	
3		£80.14	4500/1/3/1		Inv: 126255 CW	
4		£80.14	4500/1/4/1		Inv: 126256 MR	
5		£80.14	4500/1/5/1		Inv: 126257 OWR	
6		£80.14	4500/1/7/1		Inv: 126258 VR	
7		£80.14	4500/1/6/1		Inv: 126259 TD	
2422	BACS: 404279760	£35.94	4000/6/2	01/07/18	Custom Studio Ltd - Website hosting & email accounts July 2018	£35.94
2423	300395	£48.49	4210/16	10/07/18	Mr L Gates - Adhesives, door signs & door bell, batteries for door bell	£48.49
2424	BACS: 791244777	£420.00	4700/4	26/06/18	Hayley Bush Creative Design - Andover Shilling Fair 2018 Design and Artwork - A3 poster + flyers	£420.00
2425	BACS: 95386367	£147.79		10/07/18	Kevin Justice - Allotments - repairs to taps and water supply	£147.79
1		£35.00	4500/1/7/5		Inv: 2058 Job No 1573 - Remove broken tap + replacem	
2		£30.00	4500/1/5/5		Inv: 2060 Job No 1578 - Remove broken tap + replacem	
3		£52.79	4500/1/3/5		Inv: 2061 Job No 1575 - investigate leak, remove leaking remove plastic wall bracket and replac	
4		£30.00	4500/1/5/5		Inv: 2059 Job No 1574 - remove broken tap and replace	
2426	DDMAINJu ne12018	£175.14	4210/7	30/06/18	Mainstream Digital - 1/4 line rental, business level care 20.06.2018 - 19.09.2018	£175.14
2427	DDMAINJU NE22018	£236.94	4210/7	30/06/18	Mainstream Digital - 4 business care level care, 1/4 line rental digital 20.06.2018-19.09.2018 + call charges 01.06.2018-29.06.2018	£236.94
2428	DDMAINJU NE32018	£122.39	4210/7	30/06/18	Mainstream Digital - Superfast broadband 1/4 27.06.2018-26.09.2018	£122.39
2429	DDMAINJU NE42018	£75.59	4210/7	30/06/18	Mainstream Digital - MSD Care Maintenance Ex8 1/4 19.06.2018-18.09.2018	£75.59
2430	BACS: 445742244	£141.28	4210/15	29/06/18	Moore's Cleaning Services Ltd - Office Cleaning Services for June 2018	£141.28

Signature _____

Signature _____

Date _____

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2431	BACS: 454944324	£400.00		30/06/18	M B Pest Services - Pest control for allotments June 2018	£400.00
1		£57.14	4500/1/1/8		AW Pest Control June 2018	
2		£57.14	4500/1/2/8		BL Pest Control June 2018	
3		£57.14	4500/1/3/8		CW Pest Control June 2018	
4		£57.14	4500/1/4/8		MR Pest Control June 2018	
5		£57.14	4500/1/5/8		OWR Pest Control June 2018	
6		£57.14	4500/1/6/8		TD Pest Control June 2018	
7		£57.16	4500/1/7/8		VR Pest Control June 2018	
2432	BACS: 842702786	£215.00	4500/1/6/2	26/06/18	James O'Connor - Tree Work @ The Drove	£215.00
2433	BACS:3979 40922	£19.15	4210/10	02/07/18	Pitney Bowes - Franking Machine Rental June 2018	£19.15
2434	BACS:5107 7370	£51.84	4210/17	30/06/18	Restore Datashred - confidential waste collection x 2 June 2018	£51.84
2435	DDSageJul 18	£13.20	4000/1	01/07/18	Sage UK Limited - Payroll software rental July 2018	£13.20
2436	BACS:5285 35350	£120.08	4210/6	01/05/18	SSE Southern Electric - Electricity Charges 68B High Street (named as 68A)	£120.08
2437	BACS:2281 39532	£30.00	4100/4	22/06/18	Test Valley Borough Council - Scarecrow Presentation 2018 - Allotments	£30.00
2438	BACS:5998 2105	£121.69		22/06/18	Viking Supplies - Stationery & Office sundries	£121.69
1		£28.77	4210/2		Loo roll	
2		£92.92	4210/2		files, paper, hole punch	
2439		£5.99	4210/9	01/05/18	Mrs B Long - Photograph Album	
2440	BACS:8441 92229	£333.33	4500/1/6/2	10/07/18	The Drove Allotment Association - contribution towards laying concrete pad at The Drove Allotments	£333.33
2441	BACS:3620 7531	£166.61	4210/15	10/07/18	Andover PAT Testing - PAT Testing July 2018	£166.61
		£1,901.87			Confidential	
Total		£3,728.62				

Signature _____

Signature _____

Date _____

APPENDIX L

POLICY & RESOURCES WORK PROGRAMME: 02.08.2018

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
2 August 2018	Review Council's resources	P&R	To review the Council's resources to ensure services are maintained	
2 August 2018	Review financial plan for 2019/2020		To consider the Financial Plan for 2019/2020 to ensure Budgets cover services required – in preparation for Annual Budget 2019/2020	
1 November 2018	Investments Report	STAT	To report on the Town Council's Investments	
1 November 2018	Review any Leases or Loans (if required)			
1 November 2018	Review of Members Services Provision		To consider whether provision has been provided within the budget for Members' Services	
1 November 2018	Timetable of Meetings for 2019		To consider a timetable of meetings for 2019	Recommend to full Council
1 November 2018	Annual Budget 2019/2020	STAT	To prepare and recommend to Council the Annual Budget for 2019/2020	
13 December 2018	Annual Budget 2019/2020 (2)	STAT	To recommend to Council the Annual Budget for 2019/2020	
13 December 2018	Review of Business Plan		To ensure the Town Council is up to date with the Business Plan	
Jan/Feb 2019	Internal Audit Arrangements	STAT	To note Internal Audit arrangements for YE 31 March 2018	

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
Jan/Feb 2019	Annual Report	STAT	To approve the contents of the Annual Report for 2018/2019	