



# ANDOVER TOWN COUNCIL

Policy & Resources Committee Meeting Agenda

Tuesday 10 January 2023

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

Cllr R Hughes (Chairman), Cllr S Waue (Vice Chairman), Cllr D Coole, Cllr L Gregori, Cllr N Long,  
Cllr R Meyer, Cllr M Mumford and Cllr E Reynolds.

(Copies to all other Members of the Council)

You are hereby summoned to attend a Policy & Resources Committee meeting to be held **at The Lights, Andover on Tuesday 10 January 2023 at 6.30 pm** when it is proposed to transact the following business: -

Gail Foster

Town Clerk

4 January 2023



# ANDOVER TOWN COUNCIL

Policy & Resources Committee Meeting Agenda

Tuesday 10 January 2023

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.

## Item 1: Apologies for Absence

To **receive** and **accept** apologies for absence.

## Item 2: Declarations of Interest

To **receive** and **note** any declarations of interests relevant to the agenda.

## Item 3: Minutes of the last meeting

To **agree** the Minutes of the Policy and Resources Committee meeting held on 22 November 2022 - attached at **Appendix A (Page 4)**.

## Item 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 the items relevant to the Town 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.

## Item 5: DRAFT Budget for 2023/2024

To **consider** for **recommendation** to Full Council the proposed DRAFT budget for 2023/2024 – attached at **Appendix B (Page 7)**

Specific attention to budget lines:

- King's Coronation
- Christmas Lights (report attached at **Appendix C (Page 17)**)
- Payroll (report attached at **Appendix D (Page 19)**)

## **Item 6: HR Sub-Committee**

To **appoint** members to the HR Sub Committee.

To **note** that this sub-committee should consist of five members of the Council, as best practice, not including the Town Mayor and Deputy Mayor.

## **Item 7: Committee Work Programme**

To **review** and **update** the current Committee Work Programme attached at **Appendix E (Page 21)**

## **Item 8: Date of the Next Meeting**

Members are requested to note the date of the next meeting: **Tuesday 21 February 2023, to be held at The Lights, starting at 6.30pm.**

## Minutes of Policy & Resources Committee

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**Time and date**

6.30pm, Tuesday, 22 November 2022

**Place**

The Lights, Andover

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

Cllr R Hughes (Chairman) (P) (Arrived at 6.35pm)

Cllr S Waue (Vice Chairman) (P)

Cllr D Coole (P) Cllr L Gregori (A) Cllr N Long (P) Cllr R Meyer (P) Cllr M Mumford (P)  
and Cllr T Reynolds (P)

**Officers Present:**

Tor Warburton (Interim Town Clerk)

**Other Councillors Present:**

Councillor J Sangster

**Members of the Public:** Unknown

**Members of the Press:** Unknown

**PR 095/11/22 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors L Gregori and R Hughes.

**PR 096/11/22 DECLARATIONS OF INTEREST**

Councillor T Reynolds declared an interest in Item 5 of the agenda.

**PR 097/11/22 MINUTES**

It was proposed by Councillor D Coole and seconded by Councillor S Waue that the Minutes of the Policy and Resources Committee meeting held on 2 August 2022 be signed by the Chairman as a correct record.

A vote was taken:

FOR – 5, AGAINST – 0, ABSTENTIONS - 2

**RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 2 August 2022, be signed by the Chairman as a correct record.**

**PR 098/11/22 PUBLIC PARTICIPATION**

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

**PR 099/11/22 DRAFT COUNCIL BUDGET AND FINANCIAL PLAN 2023/2024**

(Councillor R Hughes joined the meeting at 6.35pm)

Members considered a draft council Budget and Financial Plan for 2023/2024.

It was noted that the Staffing Budget may require consideration following the recent 4.04 per cent pay increase, that was agreed and applied at national levels.

The following suggestion was made under Expenditure:

Budget Head 4210/4 Office Rates and Budget Head 4210/5 Office Water Rates, be amended to zero.

The following suggestion was made under Income:

Budget Head 3025/2, amend £7,124.22 to zero.

It was proposed by Councillor S Waue and seconded by Councillor R Hughes that the Budget 10% Inflation amount for Budget Head 4190/1 Grants, be reduced to £10,000.00.

A vote was taken:

FOR – 3, AGAINST – 4, ABSTENTIONS – 0

**Motion not carried.**

A suggestion of a duplication of Budget Heads was made concerning room hire, 4100/7 Room Hire Fund and 4100/4 Public Building Hire. The Interim Town Clerk requested an opportunity to investigate this further and report back.

**PR 100/11/22 VIREMENTS**

Members were to discuss a virement from Operational Reserves to cover the maintenance costs of the Speed Indicator Signs (SIDs) from October 2022 – March 2023. The monthly cost per SID is £137.45 (two SIDs would be in operation at any one time – total per month £274.90). However, the Chairman advised the Members that since the Policy & Resources agenda was issued, confirmation had been received that CIL Monies could be used to cover maintenance costs for SIDs.

**PR 101/11/22 LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2022/2023**

Members noted that from 1 November 2022 the Pay Agreement was reached on rates of pay applicable from 1 April 2022. The new rates for allowances were uprated by 4.04 per cent. The pay uprate would be backdated to April 2022, as per the recommendation and paid to existing staff and any staff members in the employ of Andover Town Council as of the date April 2022, up until their final day in the Council's employ.

Members also noted that this would need to be accommodated in the Staffing Budget considerations.

**PR 102/11/22 COMMITTEE WORK PROGRAMME**

Members noted the Committee Work Programme.

The following items were requested to be added:

- Jan 2023 – Earmarked reserves
- Jan/Feb 2023 – Review of all policies
- Jan/Feb 2023 – Investment Strategy
- Jan/Feb 2023 – CIL Review

**PR 103/11/22**

**DATE OF THE NEXT MEETING**

Members noted that the date of the next meeting would be **Tuesday 10 January 2023**, at **The Lights, starting at 6.30pm.**

The Chairman closed the meeting at 7.02pm.

Chairman

Date

## DRAFT FINANCIAL BUDGET 2023/2024 (August 2022)

version:

04-Jan-23

INCOME		Last Year 2021/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	Balance 2022/2023	Estimated Receipts at Year End	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. NO % increase
<b>Assets &amp; Communities</b>							10%	4%	5%
<b>Town Development</b>									
3025	Income from Events	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/1	Grants	£7,124.22	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/2	Sponsorship	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/3	Proms in the park	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/4	A-Fest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/5	Shilling Fair	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/6		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>3025</b>	<b>TOTAL</b>	<b>£7,124.22</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>TOTAL EVENTS &amp; PROJECTS</b>		<b>£7,124.22</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
INCOME									
<b>Policy &amp; Resources</b>							10%	4%	5%
99	Heating & Lighting	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3000	Precept	£349,584.80	£361,801.70	£361,802.00	£0.30	£361,802.00	£361,801.70	£376,273.77	£395,087.46 ***
3001	TVBC Tax Band Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3002	Election Expenses Refund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3010	Bank Interest	£5.25	£0.00	£362.09	£362.09	£460.00	£0.00	£0.00	£0.00
3011	Insurance Premium Refund	£79.15	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3020	Grants Received	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3021	Cll Monies	£14,050.94	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3115	VAT Write Off	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3116	IT Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3339	Mayors Events	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3998	Funds Held for Youth Council	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3999	Funds Held for N P	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000	Defibrillator	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4210	Waste Removal	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4211	Photocopying	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4212	Payroll	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>TOTAL POLICY &amp; RESOURCES</b>		<b>£363,720.14</b>	<b>£361,801.70</b>	<b>£362,164.09</b>	<b>£362.39</b>	<b>£362,262.00</b>	<b>£361,801.70</b>	<b>£376,273.77</b>	<b>£395,087.46</b>

INCOME	Allotments	Last Year 2021/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	Balance 2022/2023	Estimated Receipts at Year End 0	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. increase	NO % increase
		Minute C165/02/22 Allotment Committee to increase the allotment rental increase of 10% per year over the next 4 years.								
3049*	<b>Allotment Rents</b>									
3049/1	Admirals Way	£1,340.25	£800.00	£736.45	-£63.55	£800.00	£880.00	£968.00	£1,064.80	
3049/2	Barlows Lane	£4,970.64	£5,000.00	£3,959.38	-£1,040.62	£5,000.00	£5,500.00	£6,050.00	£6,655.00	
3049/3	Churchill Way	£2,221.85	£2,200.00	£1,990.18	-£209.82	£2,200.00	£2,420.00	£2,662.00	£2,928.20	
3049/4	Mhylan Road	£1,302.68	£1,200.00	£1,394.36	£194.36	£1,200.00	£1,320.00	£1,452.00	£1,597.20	
3049/5	Old Winton Road	£3,971.59	£3,700.00	£2,608.01	-£1,091.99	£3,700.00	£4,070.00	£4,477.00	£4,924.70	
3049/6	The Drove	£6,387.52	£5,000.00	£8,604.99	£3,604.99	£5,000.00	£5,500.00	£6,050.00	£6,655.00	
3049/7	Vigo Road	£4,893.78	£5,000.00	£4,039.92	-£960.08	£5,000.00	£5,500.00	£6,050.00	£6,655.00	
3049/8	Ox Drove	£243.06	£550.00	£307.60	-£242.40	£550.00	£605.00	£665.50	£732.05	
3049/9	Picket Twenty	n/a	£1,300.00	£0.00	-£1,300.00	£1,300.00	£1,430.00	£1,573.00	£1,730.30	
3049/10	Saxon Heights	n/a	£504.00	£0.00	-£504.00	£504.00	£554.40	£609.84	£670.82	
<b>3049</b>	<b>TOTAL</b>	<b>£25,331.37</b>	<b>£25,254.00</b>	<b>£23,640.89</b>	<b>-£1,613.11</b>	<b>£25,254.00</b>	<b>£27,779.40</b>	<b>£30,557.34</b>	<b>£33,613.07</b>	
3050	<b>Deposits</b>									
3050/2	Barlows Lane	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
3050/5	Old Winton Road	£0.00	£0.00	£50.00	£50.00	£50.00	£0.00	£0.00	£0.00	
3051	Allotment Rents	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
3052	Deposit Credit Interest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
3054	Deposit Direct Payment	£0.00	£0.00	£0.00	£0.00	£50.00	£0.00	£0.00	£0.00	
<b>TOTAL ALLOTMENTS</b>		<b>£25,381.37</b>	<b>£25,254.00</b>	<b>£23,690.89</b>	<b>-£1,563.11</b>	<b>£25,354.00</b>	<b>£27,779.40</b>	<b>£30,557.34</b>	<b>£33,613.07</b>	
	<b>TOTAL EVENTS &amp; PROJECTS</b>	<b>£7,124.22</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
	<b>TOTAL POLICY &amp; RESOURCES</b>	<b>£363,720.14</b>	<b>£361,801.70</b>	<b>£362,164.09</b>	<b>£362.39</b>	<b>£362,262.00</b>	<b>£361,801.70</b>	<b>£376,273.77</b>	<b>£395,087.46</b>	
	<b>TOTAL ALLOTMENTS</b>	<b>£25,381.37</b>	<b>£25,254.00</b>	<b>£23,690.89</b>	<b>-£1,563.11</b>	<b>£25,354.00</b>	<b>£27,779.40</b>	<b>£30,557.34</b>	<b>£33,613.07</b>	
	<b>TOTAL INCOME</b>	<b>£396,225.73</b>	<b>£387,055.70</b>	<b>£385,854.98</b>	<b>-£1,200.72</b>	<b>£387,616.00</b>	<b>£389,581.10</b>	<b>£406,831.11</b>	<b>£428,700.53</b>	



EXPENDITURE		Last Year 2021/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	Balance 2022/2023	Estimated Expenditure as at Year End	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. increase	NO % increase
Community & Events										
Minute PR 021/10/22 - Specific codes reduced to zero or uplifted. No percentages.										
4700	<b>Events &amp; Projects</b>									
4700/2	Christmas Lights	£22,828.36	£23,625.00	£21,588.46	£2,036.54	£21,588.46	£35,987.50	£37,427.00	£39,298.35	***
4700/3	A-Fest	£700.00	£735.00	£735.00	£0.00	£735.00	£0.00	£0.00	£0.00	***
4700/4	Shilling Fair	£0.00	£735.00	£0.00	£735.00	£0.00	£0.00	£0.00	£0.00	***
4700/5	Youth Support	£0.00	£10,500.00	£0.00	£10,500.00	£0.00	£10,500.00	£10,920.00	£11,466.00	***
4700/7	Armed Forces Day (was Events)	£0.00	£735.00	£0.00	£735.00	£0.00	£0.00	£0.00	£0.00	***
4700/8	Andover Cycling Festival	£0.00	£735.00	£0.00	£735.00	£0.00	£0.00	£0.00	£0.00	***
4700/9	Andover Challenges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	***
4700/11	Festival of Motoring	£0.00	£735.00	£0.00	£735.00	£0.00	£0.00	£0.00	£0.00	***
4700/12	Defibrillator Provision	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	***
4700/13	Community Engagement	£0.00	£630.00	£0.00	£630.00	£0.00	£0.00	£0.00	£0.00	***
4700/14	Andover Carnival	£0.00	£735.00	£0.00	£735.00	£0.00	£0.00	£0.00	£0.00	***
4700/15	Andover Gardening Competition	£0.00	£420.00	£0.00	£420.00	£0.00	£0.00	£0.00	£0.00	***
4700/16	Pancake Day	£0.00	£500.00	£0.00	£500.00	£0.00	£0.00	£0.00	£0.00	***
4700/17	Tourism	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	***
4700/20	Food Fair	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	***
4700/21	Gardening Fair/AIB	£0.00	£500.00	£0.00	£500.00	£0.00	£0.00	£0.00	£0.00	***
4700/22	Queens Jubilee 2022	£0.00	£7,320.00	£5,231.99	£2,088.01	£5,231.99	£0.00	£0.00	£0.00	***
4700/23	Kings Coronation 2023	£0.00	£0.00	£0.00	£0.00	£0.00	£7,320.00	£7,612.80	£7,993.44	***
<b>4700</b>	<b>TOTAL</b>	<b>£23,528.36</b>	<b>£47,905.00</b>	<b>£27,555.45</b>	<b>£20,349.55</b>	<b>£27,555.45</b>	<b>£53,807.50</b>	<b>£55,959.80</b>	<b>£58,757.79</b>	
4190										
<b>Grants</b>										
4190/1	Grants	£5,245.00	£10,500.00	£1,650.00	£8,850.00	£5,000.00	£10,500.00	£10,920.00	£11,466.00	***
4190/1/1	Emergency Funding	£0.00	£3,150.00	£0.00	£3,150.00	£0.00	£3,150.00	£3,276.00	£3,439.80	***
4190/3	Grants Section 137	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	***
<b>4190</b>	<b>TOTAL</b>	<b>£5,245.00</b>	<b>£13,650.00</b>	<b>£1,650.00</b>	<b>£12,000.00</b>	<b>£5,000.00</b>	<b>£13,650.00</b>	<b>£14,196.00</b>	<b>£14,905.80</b>	
<b>TOTAL Community &amp; Events</b>										
		<b>£28,773.36</b>	<b>£61,555.00</b>	<b>£29,205.45</b>	<b>£32,349.55</b>	<b>£32,555.45</b>	<b>£67,457.50</b>	<b>£70,155.80</b>	<b>£73,663.59</b>	

EXPENDITURE	Last Year 2021/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	Balance 2022/2023	Estimated Expenditure as at Year End	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. increase	NO % increase
<b>4001 Corporate Management</b>									
<b>400 IT Equipment</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£247.05</b>	<b>-£247.05</b>	<b>£300.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
4001/1 Accounts Support	£2,307.26	£2,813.00	£1,117.25	£1,695.75	£1,500.00	£3,094.30	£3,218.07	£3,378.98	
4001/2 Bank Charges	£935.50	£907.00	£660.96	£246.04	£750.00	£997.70	£1,037.61	£1,089.49	
4001/3 Legal & Professional Fees	£36,730.51	£7,350.00	£10,550.83	-£3,200.83	£10,550.83	£8,085.00	£8,408.40	£8,828.82	
4001/4 Audit Fees	£1,752.40	£2,988.00	£204.30	£2,783.70	£2,500.00	£3,286.80	£3,418.27	£3,589.19	
4001/6 IT Support & Equipment	£3,182.89	£3,400.00	£3,637.52	-£237.52	£3,700.00	£3,740.00	£3,889.60	£4,084.08	
<b>TOTAL</b>	<b>£44,908.56</b>	<b>£17,458.00</b>	<b>£16,170.86</b>	<b>£1,287.14</b>	<b>£19,000.83</b>	<b>£19,203.80</b>	<b>£19,971.95</b>	<b>£20,370.55</b>	
<b>4001/6 Website &amp; Community Development</b>									
4001/6/1 Website	£983.97	£3,150.00	£413.25	£2,736.75	£550.00	£3,465.00	£3,603.60	£3,783.78	
4001/6/2 Website Hosting	£449.45	£578.00	£489.50	£88.50	£560.00	£635.80	£661.23	£694.29	
4001/6/3 Newsletter	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>TOTAL</b>	<b>£1,433.42</b>	<b>£3,728.00</b>	<b>£902.75</b>	<b>£2,825.25</b>	<b>£1,110.00</b>	<b>£4,100.80</b>	<b>£4,264.83</b>	<b>£4,478.07</b>	
<b>4100 Town Mayor</b>									
4100/1/1 Town Mayor Badge & Regalia	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4100/1/2 Town Mayor Charities/Allowance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4100/1/3 Remembrance Day Wreath	£37.00	£52.50	£0.00	£52.50	£0.00	£57.75	£60.06	£63.06	
<b>4100 Democratic Representation</b>									
4100/2 Members Training & Courses	£855.12	£1,575.00	£0.00	£1,575.00	£0.00	£1,732.50	£1,801.80	£1,891.89	
4100/3 Members Travel	£0.00	£105.00	£0.00	£105.00	£0.00	£115.50	£120.12	£126.13	
<b>4100 Venue Hire/Facilities</b>									
4100/4 Public Building Hire	£3,249.32	£2,000.00	£2,193.81	-£193.81	£2,500.00	£2,200.00	£2,288.00	£2,402.40	
4100/7 Room Hire Fund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>4100 TOTAL</b>	<b>£4,141.44</b>	<b>£3,732.50</b>	<b>£2,193.81</b>	<b>£1,538.69</b>	<b>£2,500.00</b>	<b>£4,105.75</b>	<b>£4,269.98</b>	<b>£4,483.48</b>	
<b>4180 Other Services to the Public</b>									
4180/1 Election Costs	£14,328.11	£10,000.00	£9,742.94	£257.06	£9,742.94	£11,000.00	£11,440.00	£12,012.00	
<b>4180 TOTAL</b>	<b>£14,328.11</b>	<b>£10,000.00</b>	<b>£9,742.94</b>	<b>£257.06</b>	<b>£9,742.94</b>	<b>£11,000.00</b>	<b>£11,440.00</b>	<b>£12,012.00</b>	
<b>4200 Administration Rechargeable Payroll</b>									
4200/1 Payroll	£145,989.37	£215,000.00	£129,240.61	£85,759.39	£183,000.00	£215,000.00	£223,600.00	£234,780.00	***
4200/3 Staff Training	£677.00	£2,500.00	£0.00	£2,500.00	£0.00	£2,750.00	£2,860.00	£3,003.00	
4200/4 Staff Travel	£0.00	£500.00	£251.15	£248.85	£300.00	£550.00	£572.00	£600.60	
<b>4200 TOTAL</b>	<b>£146,666.37</b>	<b>£218,000.00</b>	<b>£129,491.76</b>	<b>£88,508.24</b>	<b>£183,300.00</b>	<b>£218,300.00</b>	<b>£227,032.00</b>	<b>£238,383.60</b>	

	Last Year 2021/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	Balance 2022/2023	Estimated Expenditure as at Year End	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. increase	MO % increase
						10%	4%	5%	
<b>Assets</b>									
4210/1	Petty Cash	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4210/3	Rent - Office	£16,528.14	£9,801.00	£2,799.00	£12,000.00	£13,860.00	£14,414.40	£15,135.12	
4210/4	Rates - Office	£4,940.10	£6,000.00	£6,000.00	£0.00	£0.00	£0.00	£0.00	****
4210/5	Water Rates - Office	£0.00	£300.00	£300.00	£0.00	£0.00	£0.00	£0.00	****
4210/6	Heating & Lighting - Office	£1,784.88	£3,150.00	£1,342.20	£1,342.20	£0.00	£0.00	£0.00	****
4210/7	Telephone & Broadband	£1,703.28	£2,625.00	£1,473.51	£2,000.00	£2,887.50	£3,003.00	£3,153.15	
4210/8	Photocopying	£3,912.10	£4,200.00	£3,830.24	£4,000.00	£4,620.00	£4,804.80	£5,045.04	
4210/9	Stationery	£402.41	£800.00	£893.07	£1,100.00	£1,380.00	£1,435.20	£1,506.96	****
4210/10	Postage	£1,758.33	£1,500.00	£1,389.03	£1,500.00	£1,650.00	£1,716.00	£1,801.80	
4210/15	Office & Equipment Maintenance	£3,431.38	£1,750.00	£3,702.42	£3,800.00	£1,000.00	£1,040.00	£1,092.00	****
4210/16	New Equipment & Furniture	£884.24	£2,500.00	£2,046.98	£2,100.00	£2,750.00	£2,860.00	£3,003.00	
4210/17	Waste Removal	£189.95	£300.00	£587.61	£700.00	£930.00	£943.20	£960.36	
		<b>£35,534.81</b>	<b>£25,066.06</b>	<b>£10,658.94</b>	<b>£28,542.20</b>	<b>£28,477.50</b>	<b>£29,616.60</b>	<b>£31,097.43</b>	
<b>Administration Rechargeable</b>									
4210/2	Office Sundries	£107.00	£250.00	£3.09	£10.00	£275.00	£286.00	£300.30	
4210/11	Subscriptions/Memberships	£3,231.00	£3,255.00	£3,803.00	£4,000.00	£3,580.50	£3,723.72	£3,909.91	
4210/12	Insurance	£6,375.29	£4,200.00	£25.00	£6,525.00	£4,820.00	£5,012.80	£5,263.44	****
4210/14	Advertising	£0.00	£0.00	£195.00	£195.00	£300.00	£312.00	£327.60	
4210/18	Publications	£133.80	£210.00	£0.00	£0.00	£231.00	£240.24	£252.25	
4210	<b>TOTAL</b>	<b>£9,827.09</b>	<b>£7,915.00</b>	<b>£4,026.09</b>	<b>£10,730.00</b>	<b>£9,206.50</b>	<b>£9,574.76</b>	<b>£10,053.50</b>	
<b>TOTAL POLICY &amp; RESOURCES</b>									
		<b>£255,849.80</b>	<b>£296,558.50</b>	<b>£187,841.32</b>	<b>£255,225.97</b>	<b>£294,394.35</b>	<b>£272,288.69</b>	<b>£285,903.13</b>	

EXPENDITURE	Allotments	Last Year 2021/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	Balance 2022/2023	Estimated Expenditure as at Year End	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. increase	NO % increase
	3053	£0.00	£0.00	£100.63	-£100.63	£100.63	10%	4%	5%	
	4500									
	4500/1									
	4500/1/1									
	4500/1/1/1	£963.50	£1,155.00	£609.22	£545.78	£700.00	£1,270.50	£1,321.32	£1,387.39	
	4500/1/1/2	£419.20	£800.00	£639.88	£160.12	£800.00	£880.00	£915.20	£960.96	
	4500/1/1/3	£236.61	£420.00	£240.53	£179.47	£0.00	£462.00	£480.48	£504.50	
	4500/1/1/4	£255.00	£158.00	£0.00	£158.00	£0.00	£173.80	£180.75	£189.79	
	4500/1/1/5	£58.12	£158.00	£512.00	-£354.00	£512.00	£173.80	£180.75	£189.79	
	4500/1/1/6	£12.85	£52.00	£2.99	£49.01	£30.00	£57.20	£59.49	£62.46	
	4500/1/1/7	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	4500/1/1/8	£685.68	£735.00	£464.28	£270.72	£460.00	£808.50	£840.84	£882.88	
	<b>4500/1/1</b>	<b>£2,630.96</b>	<b>£3,478.00</b>	<b>£2,468.90</b>	<b>£1,009.10</b>	<b>£2,502.00</b>	<b>£3,825.80</b>	<b>£3,978.83</b>	<b>£4,177.77</b>	
	4500/1/2									
	4500/1/2/1	£963.50	£1,155.00	£609.22	£545.78	£700.00	£1,270.50	£1,321.32	£1,387.39	
	4500/1/2/2	£1,138.90	£1,250.00	£1,682.73	-£432.73	£1,700.00	£1,375.00	£1,430.00	£1,501.50	
	4500/1/2/3	£596.82	£1,575.00	£1,441.58	£133.42	£1,500.00	£1,732.50	£1,801.80	£1,891.89	
	4500/1/2/4	£698.75	£400.00	£304.44	£95.56	£350.00	£440.00	£457.60	£480.48	
	4500/1/2/5	£58.12	£158.00	£0.00	£158.00	£40.00	£173.80	£180.75	£189.79	
	4500/1/2/6	£12.85	£52.00	£2.99	£49.01	£40.00	£57.20	£59.49	£62.46	
	4500/1/2/7	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	4500/1/2/8	£685.72	£735.00	£464.28	£270.72	£460.00	£808.50	£840.84	£882.88	
	<b>4500/1/2</b>	<b>£4,204.66</b>	<b>£5,325.00</b>	<b>£4,505.24</b>	<b>£819.76</b>	<b>£4,790.00</b>	<b>£5,857.50</b>	<b>£6,091.80</b>	<b>£6,396.39</b>	
	4500/1/3									
	4500/1/3/1	£963.50	£1,155.00	£676.44	£478.56	£700.00	£1,270.50	£1,321.32	£1,387.39	
	4500/1/3/2	£813.90	£1,400.00	£1,852.73	-£452.73	£1,900.00	£1,540.00	£1,601.60	£1,681.68	
	4500/1/3/3	£192.06	£525.00	£196.18	£328.82	£300.00	£577.50	£600.60	£630.63	
	4500/1/3/4	£146.67	£158.00	£5,027.20	-£4,869.20	£5,200.00	£173.80	£180.75	£189.79	
	4500/1/3/5	£58.12	£158.00	£0.00	£158.00	£100.00	£173.80	£180.75	£189.79	
	4500/1/3/6	£12.85	£52.00	£2.99	£49.01	£40.00	£57.20	£59.49	£62.46	
	4500/1/3/7	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	4500/1/3/8	£685.68	£735.00	£464.28	£270.72	£460.00	£808.50	£840.84	£882.88	
	<b>03/01/4500</b>	<b>£2,872.78</b>	<b>£4,183.00</b>	<b>£8,219.82</b>	<b>-£4,036.82</b>	<b>£8,700.00</b>	<b>£4,601.30</b>	<b>£4,785.35</b>	<b>£5,024.62</b>	

EXPENDITURE	Allotments continued	Last Year 2021/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	Balance 2022/2023	Estimated Expenditure as at Year End	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. Increase	NO % increase
04/01/4500	Mylen Road						10%	4%	5%	
4500/1/4/1	Services	£1,040.50	£1,155.00	£511.00	£644.00	£600.00	£1,270.50	£1,321.32	£1,387.39	
4500/1/4/2	Grounds Maintenance	£1,748.90	£1,300.00	£522.73	£777.27	£700.00	£1,430.00	£1,487.20	£1,561.56	
4500/1/4/3	Water Charges	£264.11	£630.00	£468.96	£161.04	£550.00	£693.00	£720.72	£756.76	
4500/1/4/4	Repairs & Renewals	£180.00	£158.00	£7,033.00	£-6,875.00	£350.00	£173.80	£180.75	£189.79	
4500/1/4/5	Equipment	£58.12	£158.00	£0.00	£158.00	£80.00	£173.80	£180.75	£189.79	
4500/1/4/6	Sundries	£12.85	£52.00	£2.99	£49.01	£40.00	£57.20	£59.49	£62.46	
4500/1/4/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4500/1/4/8	Pest Control	£685.68	£735.00	£464.28	£270.72	£460.00	£808.50	£840.84	£882.88	
<b>4500/1/4</b>	<b>TOTAL</b>	<b>£3,990.16</b>	<b>£4,188.00</b>	<b>£9,002.96</b>	<b>£-4,814.96</b>	<b>£2,780.00</b>	<b>£4,606.80</b>	<b>£4,791.07</b>	<b>£5,030.63</b>	
4500/1/5	Old Winton Road									
4500/1/5/1	Services	£963.50	£1,155.00	£575.05	£579.95	£600.00	£1,270.50	£1,321.32	£1,387.39	
4500/1/5/2	Grounds Maintenance	£1,143.90	£1,300.00	£747.73	£552.27	£800.00	£1,430.00	£1,487.20	£1,561.56	
4500/1/5/3	Water Charges	£286.86	£840.00	£835.45	£4.55	£900.00	£924.00	£960.96	£1,009.01	
4500/1/5/4	Repairs & Renewals	£85.00	£158.00	£185.00	£-27.00	£200.00	£173.80	£180.75	£189.79	
4500/1/5/5	Equipment	£58.12	£158.00	£0.00	£158.00	£40.00	£173.80	£180.75	£189.79	
4500/1/5/6	Sundries	£12.90	£52.00	£16.97	£35.03	£40.00	£57.20	£59.49	£62.46	
4500/1/5/7	Returned Deposits	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4500/1/5/8	Pest Control	£685.68	£735.00	£464.28	£270.72	£460.00	£808.50	£840.84	£882.88	
<b>4500/1/5</b>	<b>TOTAL</b>	<b>£3,285.96</b>	<b>£4,398.00</b>	<b>£2,824.48</b>	<b>£1,573.52</b>	<b>£3,040.00</b>	<b>£4,837.80</b>	<b>£5,031.31</b>	<b>£5,282.88</b>	
4500/1/6	The Drive									
4500/1/6/1	Services	£963.50	£1,155.00	£686.00	£469.00	£700.00	£1,270.50	£1,321.32	£1,387.39	
4500/1/6/2	Grounds Maintenance	£1,762.86	£1,600.00	£1,192.40	£407.60	£1,300.00	£1,760.00	£1,830.40	£1,921.92	
4500/1/6/3	Water Charges	£3,505.64	£2,500.00	£3,429.27	£-929.27	£3,700.00	£2,750.00	£2,860.00	£3,003.00	
4500/1/6/4	Repairs & Renewals	£170.00	£158.00	£10.83	£147.17	£20.00	£173.80	£180.75	£189.79	
4500/1/6/5	Equipment	£58.13	£158.00	£0.00	£158.00	£80.00	£173.80	£180.75	£189.79	
4500/1/6/6	Sundries	£12.85	£52.00	£3.04	£48.96	£40.00	£57.20	£59.49	£62.46	
4500/1/6/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4500/1/6/8	Pest Control	£685.78	£735.00	£464.28	£270.72	£460.00	£808.50	£840.84	£882.88	
<b>4500/1/6</b>	<b>TOTAL</b>	<b>£7,158.76</b>	<b>£6,358.00</b>	<b>£5,785.82</b>	<b>£572.18</b>	<b>£6,300.00</b>	<b>£6,993.80</b>	<b>£7,273.55</b>	<b>£7,637.23</b>	

EXPENDITURE	Last Year 2021/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	Balance 2022/2023	Estimated Expenditure as at Year End	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. increase	NO % increase
<b>Allotments continued</b>									
<b>4500/1/7 Vigo Road</b>									
4500/1/7/1 Services	£886.50	£1,155.00	£469.22	£685.78	£500.00	£1,270.50	£1,321.32	£1,387.39	
4500/1/7/2 Grounds Maintenance	£968.90	£2,000.00	£3,899.40	-£1,899.40	£4,000.00	£2,200.00	£2,288.00	£2,402.40	
4500/1/7/3 Water Charges	£4,238.95	£2,000.00	£0.00	£2,000.00	£200.00	£2,200.00	£2,288.00	£2,402.40	
4500/1/7/4 Repairs & Renewals	£523.38	£158.00	£89.00	£69.00	£100.00	£173.80	£180.75	£189.79	
4500/1/7/5 Equipment	£58.13	£158.00	£0.00	£158.00	£80.00	£173.80	£180.75	£189.79	
4500/1/7/6 Sundries	£12.85	£52.00	£160.99	-£108.99	£160.00	£57.20	£59.49	£62.46	
4500/1/7/7 Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4500/1/7/8 Pest Control	£685.78	£735.00	£464.32	£270.68	£460.00	£808.50	£840.84	£882.88	
<b>4500/1/7 TOTAL</b>	<b>£7,374.49</b>	<b>£6,258.00</b>	<b>£5,082.93</b>	<b>£1,175.07</b>	<b>£5,500.00</b>	<b>£6,883.80</b>	<b>£7,159.15</b>	<b>£7,517.11</b>	
<b>4500/1/8 Ox Drive</b>									
4500/1/8/1 Services	£0.00	£0.00	£10.72	-£10.72	£500.00	£0.00	£0.00	£0.00	
4500/1/8/2 Grounds Maintenance	£0.00	£500.00	£107.73	£392.27	£0.00	£550.00	£572.00	£600.60	
4500/1/8/3 Water Charges	£0.00	£300.00	£0.00	£300.00	£0.00	£330.00	£343.20	£360.36	
4500/1/8/4 Repairs & Renewals	£0.00	£0.00	£79.00	-£79.00	£80.00	£0.00	£0.00	£0.00	
4500/1/8/5 Equipment	£0.00	£150.00	£0.00	£150.00	£0.00	£165.00	£171.60	£180.18	
4500/1/8/6 Sundries	£0.00	£60.00	£2.99	£57.01	£5.00	£66.00	£68.64	£72.07	
4500/1/8/7 Pest Control	£0.00	£0.00	£350.00	-£350.00	£350.00	£0.00	£0.00	£0.00	
<b>4500/1/8 TOTAL</b>	<b>£0.00</b>	<b>£1,010.00</b>	<b>£550.44</b>	<b>£459.56</b>	<b>£935.00</b>	<b>£1,111.00</b>	<b>£1,155.44</b>	<b>£1,213.21</b>	
<b>4500/1/9 Picket Twenty</b>									
4500/1/9/1 Services	£0.00	£0.00	£0.00	£0.00	£500.00	£0.00	£0.00	£0.00	
4500/1/9/2 Grounds Maintenance	£0.00	£500.00	£0.00	£500.00	£0.00	£550.00	£572.00	£600.60	
4500/1/9/3 Water Charges	£0.00	£300.00	£0.00	£300.00	£0.00	£330.00	£343.20	£360.36	
4500/1/9/4 Repairs & Renewals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4500/1/9/5 Equipment	£0.00	£150.00	£0.00	£150.00	£0.00	£165.00	£171.60	£180.18	
4500/1/9/6 Sundries	£0.00	£60.00	£0.00	£60.00	£0.00	£66.00	£68.64	£72.07	
4500/1/9/7 Pest Control	£0.00	£0.00	£0.00	£0.00	£50.00	£0.00	£0.00	£0.00	
<b>4500/1/9 TOTAL</b>	<b>£0.00</b>	<b>£1,010.00</b>	<b>£0.00</b>	<b>£1,010.00</b>	<b>£550.00</b>	<b>£1,111.00</b>	<b>£1,155.44</b>	<b>£1,213.21</b>	

EXPENDITURE	Last Year 2021/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	Balance 2022/2023	Estimated Expenditure as at Year End	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. increase	NO % increase
<b>Allotments continued</b>									
4500/1/10 Saxon Heights						10%	4%	5%	
4500/1/10/1 Services	£0.00	£0.00	£0.00	£0.00	£500.00	£0.00	£0.00	£0.00	
4500/1/10/2 Grounds Maintenance	£0.00	£500.00	£0.00	£500.00	£0.00	£550.00	£572.00	£600.60	
4500/1/10/3 Water Charges	£0.00	£300.00	£0.00	£300.00	£0.00	£330.00	£343.20	£360.36	
4500/1/10/4 Repairs & Renewals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4500/1/10/5 Equipment	£0.00	£150.00	£0.00	£150.00	£0.00	£165.00	£171.60	£180.18	
4500/1/10/6 Sundries	£0.00	£60.00	£0.00	£60.00	£0.00	£66.00	£68.64	£71.07	
4500/1/10/7 Post Control	£0.00	£0.00	£0.00	£0.00	£50.00	£0.00	£0.00	£0.00	
<b>4500/1/10 TOTAL</b>	<b>£0.00</b>	<b>£1,010.00</b>	<b>£0.00</b>	<b>£1,010.00</b>	<b>£550.00</b>	<b>£1,111.00</b>	<b>£1,155.44</b>	<b>£1,213.21</b>	
<b>4500/1 TOTAL</b>	<b>£31,517.77</b>	<b>£37,218.00</b>	<b>£38,440.59</b>	<b>-£1,222.59</b>	<b>£35,647.00</b>	<b>£40,939.80</b>	<b>£42,577.39</b>	<b>£44,706.26</b>	
<b>TOTAL ALLOTMENTS</b>	<b>£31,517.77</b>	<b>£37,218.00</b>	<b>£38,541.22</b>	<b>-£1,323.22</b>	<b>£35,747.63</b>	<b>£40,939.80</b>	<b>£42,577.39</b>	<b>£44,706.26</b>	
<b>EXPENDITURE</b>									
<b>Planning/Highways</b>									
4300 Planning/Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4300/1 Provision of Speed Signs	£0.00	£0.00	£8,088.00	-£8,088.00	£8,088.00	£0.00	£0.00	£0.00	
4300/2 Design Statement/NP	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4300/3 Street Trees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4300/4 Traffic Calming	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4300/5 SID's Admin & Management	£0.00	£0.00	£404.50	-£404.50	£810.00	£4,000.00	£4,160.00	£4,368.00 ***	
<b>TOTAL PLANNING / HIGHWAYS</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£8,492.50</b>	<b>-£8,492.50</b>	<b>£8,898.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	

Summary of Expenditure

TOTAL Community & Events	£28,773.36	£61,555.00	£29,205.45	£32,349.55	£32,555.45	£67,457.50	£70,155.80	£73,663.59
TOTAL POLICY & RESOURCES	£256,849.80	£296,558.50	£187,841.32	£108,717.18	£255,225.97	£294,394.35	£272,288.69	£285,903.13
TOTAL ALLOTMENTS	£34,517.77	£37,218.00	£38,541.22	-£1,323.22	£35,747.63	£40,939.80	£42,577.39	£44,706.26
TOTAL PLANNING / HIGHWAYS	£0.00	£0.00	£8,492.50	-£8,492.50	£8,898.00	£0.00	£0.00	£0.00
TOTAL EXPENDITURE	£317,140.93	£395,331.50	£264,080.49	£131,251.01	£332,427.05	£402,791.65	£385,021.88	£404,272.98

	Last Year 2021/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	Balance 2022/2023	Estimated Expenditure as at Year End	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. increase
<b>Total Income</b>	£396,225.73	£387,055.70	£385,854.98	-£1,200.72	£387,616.00	£389,581.10	£406,831.11	£428,700.53
<b>Total Expenditure</b>	£317,140.93	£395,331.50	£264,080.49	£131,251.01	£332,427.05	£402,791.65	£385,021.88	£404,272.98
<b>TOTAL NET BALANCE</b>	£79,084.80	-£8,275.80	£121,774.49	-£132,451.73	£55,188.95	-£13,210.55	£21,809.22	£24,427.55

**TO BE NOTED:** This budget is **increasing spending by £70,364** compared to the estimated amount spent by the end of this year. IF AGREED by Council, it will result in £13,210.55 being spent from Operational Reserves, BUT it should be remembered that our reserves are predicted to increase by £55k by the end of this Financial Year.

	Estimated affects on BAND D property.	
	IF NO INCREASE IN PRECEPT	PRECEPT RAISED BY £13,210.55
Current Precept 2022-23	£361,801.70	£361,801.70
Suggested 2023-24 Precept	£361,801.70	£385,407.25
Increase:	£0.00	£13,210.55
No. of Band D properties:	17,444	17,444
Increase per household	£0.00 per annum	£0.76 per annum

\* Every extra £10,000 in Precept increase costs Band D households an extra £0.57 per YEAR.

**ANDOVER TOWN COUNCIL RFO RECOMMENDS NO INCREASE IS APPLIED TO THE PRECEPT, TO REMAIN AT £361,801.70 FOR 2023/24.**



# Appendix C: Report on Christmas Light provision 2023-2027

C

## Report on Christmas Light provision 2023-2027

**Produced for:**

Policy and Resources Committee

**Date of Report:**

3 January 2023

**Summary of Key Issues**

To receive a report with a summary of considerations relating to the Christmas Lights contract 2023-2027

**Background:**

The contract that Andover Town Council has with its Christmas Lights supplier comes to an end in January 2023.

Andover Town Council will need to invite tenders for the Christmas Lights provision from 2023-2027.

**To note for 2023/2024 budget:**

- The Communities and Events Committee has considered extending the current provision.
- 60 lamp columns have been identified as able to have a commando socket and a Christmas motif on them.
- The cost to install a commando socket on a column is £304, to install on all 60 columns it would be £18,240. This money can be taken from CiL monies, however, the subsequent increase in the lighting provision would considerably increase the cost per year for Christmas Lights and this needs to be considered when setting the budget for 2023/2024.

**Legal and Policy Implications**

Andover Town Council must comply with the following legislation for Christmas Lights;

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

## **Recommendations**

- **To note the report.**
- **To accommodate the increased cost when recommending the DRAFT Budget 2023/2024 to Full Council**

Note: The person to contact about this report is Tor Warburton (Deputy Town Clerk), Andover Town Council, Office 108, Flr 4, Incuhive, Chantry House, Andover.

Tel: 01264 335592

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

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

Distribution: To all Councillors

# Appendix D: Budgetary considerations for payroll for inclusion in Budget 2023/2024

# D

## Budgetary considerations for payroll for inclusion in Budget 2023/2024

### Produced for:

Policy and Resources Committee

### Date of Report:

4 January 2023

### Summary of Key Issues

To receive a report with a summary of considerations relating to the payroll budget.

### Background:

In January 2022, Council approved a Staffing budget of £215,000.

### To note for 2023/2024 budget:

- The payroll budget **MUST** cover all roles within the agreed Staffing Structure, even if the roles are currently vacant.
- The payroll budget for 2022/2023 was set at £215,000, as at December 2022 £130,000 had been used. Leaving £85,000.
- It is anticipated that by year end £177,172.24 will have been used, leaving an underspend of £37,827.76.
- In the Payroll expenditure for 2022/2023, Andover Town Council carried a larger than average cost for temporary workers, due to the staffing shortage at the end of 2022.
- The underspend would accommodate filling the vacant posts within the Staffing Structure if the Head of Paid Staff feels that they are needed.
- Consideration needs to be made for a significant increase to Andover Town Council's staff pension contributions following recent appointments.
- Consideration needs to be made for the statutory annual pay increase, which is likely to be around 2.5% for 2023/2024.

**NB:** To note that Deputy Clerk's hours to be officially recognised as full time but should have no impact on budgetary considerations.

### Legal and Policy Implications

- The Council has a duty of care to its Staff to ensure that they are treated in a fair and considered manner at all times.

### Recommendations

- **To note the report.**

- **To recommend to Full Council that the Staffing Budget for 2023/2024 remains the same, however with the proviso that if recruitment causes the budget to exceed the agreed amount, the overspend will be covered by the operational reserves.**

Note: The person to contact about this report is Gail Foster (Town Clerk)/Tor Warburton (Deputy Town Clerk), Andover Town Council, Office 108, Flr 4, Incuhive, Chantry House, Andover.

Tel: 01264 335592

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

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Distribution: To all Councillors

# Appendix E: Committee Work Programme

# E

Date of Meeting	ITEM	Requested by	Purpose of Item	Status
January 2023	Annual Budget 2023/2024 (2)	STAT	To recommend to Council the Annual Budget for 2023/2024	On Agenda (10/01/23)
March 2023	Virements	P&R	To consider virements for 2022/2023	Recommend to full Council
January 2023	Earmarked Reserves	P&R	To review the Earmarked Reserves	Update will be brought to meeting (10/01/23)
Feb 2023	Investment Strategy	P&R	To consider an Investment Strategy in line with the Financial Regulations	TC/DTC to review possible bank accounts.
Feb 2023	Review of Business Plan		To ensure the Town Council is up to date with the Business Plan	CLlr Gregori is preparing for review with the TC/DTC.
Jan/Feb 2023	Internal Audit Arrangements	STAT	To note Internal Audit arrangements for YE 31 March 2023	Internal Audit is on 5/01/23, update to be brought to meeting.
Feb 2023	Annual Report	STAT	To approve the contents of the Annual Report for 2022/2023	
May 2023	Review of all Policies	P&R	To ensure the Town Council's policies are up to date.	To note that all policies will be reviewed during Purdah and approved as per Standing Orders in May 2023.