

ANDOVER TOWN COUNCIL

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

Cllrs Steven Hardstaff (Chairman) Katherine Bird (Vice Chairman), Carol Bartholomew, Luigi Gregori, Len Gates, Robin Hughes, Dean Marriner, Geoff McBride, Veronika Pond and Richard 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 Town Council Offices, 66c, High Street, Andover on **Thursday 11 February 2016 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
18th December 2015

THERE IS NO DISABLED ACCESS TO THE TOWN COUNCIL OFFICES – PLEASE CONTACT THE TOWN CLERK THREE DAYS PRIOR TO THE MEETING IF YOU REQUIRE ACCESS.

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 7 January 2016 – 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 **FINANCIAL REGULATIONS REVIEW**

To consider whether the Operations Working Group should be instructed to review the Financial Regulations.

6 **EMERGENCY PLAN – EMERGENCY LIAISON OFFICER**

To consider the appointment of an Emergency Liaison Officer – (Josie Msonthi).

7 **EXTERNAL AUDIT ARRANGEMENTS**

To note information from HALC regarding External Audit arrangements for Town and Parish Councils. To make recommendations to Full Council – update report attached at **Appendix B.**

8 **INTERNAL AUDIT ARRANGEMENTS**

To consider the review of the Internal Audit Arrangement for the next 3 years to 2019 – report attached at **Appendix C.**

9 **OPERATIONS WORKING GROUP – RECOMMENDATIONS**

To consider the recommendations of the Operations Working Group for the re-organisation of the Town Council. To make recommendations to full Council following consideration of resources – report to follow.

10 **CHARITY LICENCES**

To further consider whether the Town Council should take on delegated responsibility for authorising Charity Licences in the Andover Town area – report attached at **Appendix D.**

11 **ANDOVER TOWN TIDY DAY – BLACKSWAN YARD ALLEYWAY MAKEOVER**

To consider an offer and proposal from the Town Centre Partnership to 'make over' the Blackswan Yard Alleyway – report attached at **Appendix E.**

12 **OFFICE FURNITURE**

To consider the release of funds and delegation to the Town Clerk to purchase additional office furniture to accommodate staff and to replace meeting chairs – report attached at **Appendix F.**

13 **STORAGE AND ARCHIVING**

To consider the storage and archiving of Council documents – report attached at **Appendix G.**

14 **POLICY FOR ANSWERING QUESTIONS FROM COUNCIL MEETINGS**

To consider a policy for answering questions raised at Committee and Council meetings – report and policy attached at **Appendix H.**

15 **STAFFING SUB-COMMITTEE UPDATE**

To note an update report from the Staffing Sub Committee, from the meeting held on 28 January 2016.

16 **FINANCE**

Payments

To approve monthly payments up to 9th February 2016 – to follow.

Bank Reconciliations

To approve the Bank Reconciliation up to 31 January 2016 – to follow.

17 **COMMITTEE WORK PROGRAMME**

To discuss items on the current Committee work programme and to make changes as necessary – attached at **Appendix I.**

The Chairman will close the meeting.

APPENDIX A

Minutes of Policy & Resources Committee

Thursday 7th January 19:00

Town Council Offices, High Street, Andover

Attendance

Cllr S Hardstaff (Chairman) (P)
Cllr K Bird (Vice-Chairman) (P)
Cllr C Bartholomew (A)
Cllr L Gates (P)
Cllr L Gregori (P)
Cllr R Hughes (P)
Cllr D Marriner (P) (Taking the Minutes)
Cllr G McBride (P)
Cllr V Pond (P) (Left at 20:25, Illness)
Cllr R Rowles (P)(Arrived at 19:20)

Cllr B Long (P) (Ex Officio)

No members of the public present

1. No Apologies for absence
2. No Declarations Of Interest - Cllr D Marriner volunteered to take minutes. This was proposed by Cllr G McBride and seconded by Cllr V Pond
3. Minutes proposed by Cllr L Gregori. Seconder Cllr V Pond. The Chairman signed as a correct record the minutes of the Policy & Resources Committee meeting held on 10th December 2015.
4. No members of public present
5. Standing orders could not be submitted to next Council meeting due to notice given the Town Clerk. Members agreed to review Standing orders regardless. Members considered using NALC's own or a town council version of standing orders to recommend to full council. Agreed to pull from both versions to compare. Cllr K Bird volunteered to take notes of amendments on an electronic copy and forward to members. Members discussed and agreed on SOs. However, agreed to refer two questions to Town Clerk.
 - a) Whether the numbering and order of the SOs in the council's final document needs amending
 - b) Possibility of recording Borough and County councillor's attendance and contribution to the minutes of meetingsMembers Agreed on a final draft for the Standing Orders and Cllr K Bird will send this.
6. Press & Media Policy presented to members. Proposed by Cllr L Gregori and seconded by Cllr K Bird. Resolved unanimously in favour

7. Not able to action this meeting as NALC has not published guidelines. Members agreed to put on future agenda
8. Standards Committees have been abolished due to £2,000 upfront cost to resource externally. Members discussed need for another committee. Point was raised that as the council employs staff, it is bound by employment law so will refer to how staffing committee would deal with standards. Members considered the option of the chair and/or clerk calling a councillor into the office to in the event that conduct issues. Members agreed to pull together a draft process for managing conduct going forward.
9. Policy has been created but not implemented. Members noted that there are regular visitors to the council offices but record of this which is a health and safety issue. Agreed to chase clerk for this and bring to next meeting
10. Minutes unavailable. Bring to next meeting. Chair noted that embargo on contacting Town Clerk directly has been lifted.
11. Not provided - Bring to next meeting.
12. Not provided - Bring to next meeting.
13. N/A
14. Update - Members discussed effectiveness of TOWN Centre Manager. members received example of successful business improvement rates options by Fleet Council. Yet so see current TCM's plan to improve town centre. Discussed the threat to the budget if TVBC abandon the funding. Members agreed to meet with TCM to offer support and guidance. Members also agreed to check current contractual agreements

Chairman closed the meeting at 21:40

Dear Colleague

The future of External Audit for Smaller Authorities – Update one

As you will be aware, the Audit Commission ceased to exist on the 1 April 2015 and a new company – Smaller Authorities' Audit Appointments Ltd - has been created this week to take over the appointment of **external** auditors and the setting of audit fees for smaller authorities from 2017.

This Company was set up on behalf of the Department for Communities and Local Government by the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and the Association of Drainage Authorities (ADA).

The Company's three independent Directors are: Mike Attenborough-Cox (Chairman), Elizabeth Peers and Martin McNeill

Mike is a qualified accountant and internal auditor, and was a partner at Mazars LLP for 13 years. He has extensive experience of working with public sector organisations, having been appointed UK national public services partner at Mazars in 2001. He is also Chair of the Joint Audit Committee of the Police and Crime Commissioner and Chief Constable for Hampshire; and a member of the Audit and Risk Committee of the Foreign and Commonwealth Office.

Lizzie Peers is a qualified chartered public finance accountant, with over 20 years' experience as a senior public sector external auditor, having worked for the Audit Commission and more recently for Ernst & Young LLP. She currently sits on the board of two NHS trusts as a non-executive director and lectures at the University of Portsmouth on corporate governance

Martin McNeill is currently Clerk to the Governors and Company Secretary at Morley College London, having previously held a similar position at Bicton College in Devon. Prior to that he worked with the Audit Commission for 20 years, including four years as the Commission's Director of Management Services.

The Board also includes three Member Directors, who currently are: Peter Bateson, Company Secretary, ADA; Steve Alison, Head of Finance, SLCC; and Jonathan Owen, Chief Executive of NALC.

This company will formally appoint external auditors on your behalf, very much as the Audit Commission did previously, for a five year period from the financial year 2017/18. This will happen automatically unless your Council/Board decides to opt out and set up an independent Audit Panel to procure external audit itself. Guidance on setting up an auditor panel can be found here <http://www.cipfa.org/policy-and-guidance/publications/g/guide-to-auditor-panels-pdf>

Owing to the way the legislation has been drafted, all Councils/Boards with an annual turnover of less than £6.5 million are automatically part of the scheme unless they decide to opt out and appoint their own external auditors.

The deadline for those wishing to take a decision to opt out is 31 March 2016.

Following the inaugural board meeting on 16 December 2015 the board made some decisions on fee structures.

For authorities requiring an annual assurance review (those with an annual turnover over £25,000) the intention is that fee rates will not exceed those applicable to reviews of accounts for the 2014/15 financial year, which are as follows.

| Income & Expenditure band £ | Fee per smaller body £ |
|-----------------------------|------------------------|
| 25,001 - 50,000 | 200 |
| 50,001 - 100,000 | 300 |
| 100,001 - 200,000 | 400 |
| 200,001 - 300,000 | 600 |
| 300,001 - 400,000 | 800 |
| 400,001 - 500,000 | 1,000 |
| 500,001 - 750,000 | 1,300 |
| 750,001 - 1,000,000 | 1,600 |
| 1,000,001 - 2,000,000 | 2,000 |
| 2,000,001 - 3,000,000 | 2,400 |
| 3,000,001 - 4,000,000 | 2,800 |
| 4,000,001 - 5,000,000 | 3,200 |
| 5,000,001 - 6,500,000 | 3,600 |

The legislation regarding authorities with annual turnover of below £25,000 is not clear. Board members have met with DCLG who are now seeking legal advice to clarify the situation. Once the board knows the outcome of this legal advice they will issue a further communication.

A link to the appropriate legislation is attached for your information.

http://www.legislation.gov.uk/ukdsi/2015/9780111126103/pdfs/ukdsi_9780111126103_en.pdf%20

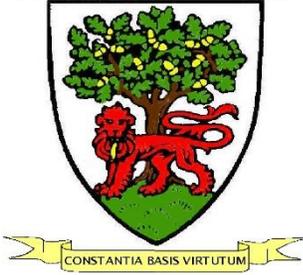
We recognise that this is a complicated piece of legislation and will be providing more detailed information and FAQs over the coming months on the web.

Finally, we would like to wish you a very happy Christmas and a peaceful New Year.

Mike Attenborough-Cox

Chairman – Smaller Authorities' Audit Appointments Limited

Andover Town Council



ANDOVER TOWN COUNCIL

C

Report

Appointment of Internal Auditor

Author:
Wendy Coulter (Town Clerk)

Presented by:
Wendy Coulter (Town Clerk)

Produced for:
Policy and Resources Committee

Date of Report:
Thursday 4 February 2016

Summary of Key Issues

Every Local Council must maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with proper internal audit practices.

As part of the Town Council's Corporate Governance it has a duty to employ an Internal Auditor to undertake appropriate internal audit services under the Accounts and Audit Regulations 2015 for Town and Parish Councils.

This work will include a review of the Town Council's "Limited Assurance Audit Regime" as identified under paragraph 4.1 of the Act.

The Town Council also uses the Governance and Accountability Practitioners Guide 2014 as a guide for its policies and processes.

It is a requirement of External Audit that the Town Council should have an independent internal auditor. The role of the internal auditor also includes a review of Corporate Governance and Practice.

Current Situation

In 2015 the Town Council appointed a new Internal Auditor to carry out the above work.

In the past, the Internal Auditor in compliance with the Accounts and Audit Regulations (A and AR) and the Governance and Accountability Practitioners Guide (G and APG) has interrogated not only the Town Council's accounts and finance procedures but also all administration procedures, health and safety in the workplace and also provision of services. However, the new Auditor in 2015 did not do this. The only concern was the Accounts.

The Town Clerk was not satisfied that the procedures and practices of the Town Council were sufficiently interrogated to ensure that;

1. The procedures and practices were being carried out correctly
2. That value for tax payers funding was appropriately accounted for.

The Town Clerk was also concerned that the new Internal Auditor had not consulted with her with regard to the planned audits for the following years. It is normal practice to give some indication of the areas of work that will be covered so that the Town Council can ensure that A and AR 2015 and G and APG 2014 are being followed correctly.

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

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

As the Town Council is considering taking on more services over the coming years, i.e. Bus Shelters and Charity Street Collections Licences, consideration should be given as to whether the current Internal Audit Provisions are adequate.

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

Procedures and Practices that are subject to Internal Audit

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

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

Financial Implications:

The usual cost of an Internal Audit is in the region of £1,000 per annum. This would cover 2 visits from the Internal Auditor.

The External Audit fees are separate from the Internal Audit fees.

Legal and Policy Implications

The Town Council is required to appoint an Internal Auditor in order to complete the Year End of 31 March 2016 and the Annual Return by end of June 2016.

4 Februar

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C High Street
Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Distribution: To all Councillors



ANDOVER TOWN COUNCIL

D

Charity Street Collections

Purpose of the Report

To consider a proposal from Test Valley Borough Council for the Town Council to take over the responsibility for the receipt, determination and issuing of Charity Street Collection Licenses in the Andover Town Council Area.

Background

Test Valley Borough Council have approached Andover Town Council with regard delegating to the Town Council the responsibility for the Administration of Charity Street Licenses in the Andover area.

Romsey Town Council have taken on the issuing of Charity Street Collections for the Romsey Town Council area.

In 2013 40 Charity Street Applications were received for the Andover Area.

Current Situation

Currently Test Valley Borough Council covers all Licensing for the Andover area. The Charity Street Licenses are a small part of this.

The Town Clerk met with Michael White, Licensing Manager for Head of Legal and Democratic Service at Test Valley Borough Council to discuss in greater detail the possible implications for the Town Council.

Members considered the proposals at a Council meeting in October 2015 and asked for further information.

The Licensing Act applications are posted on Test Valley Borough Council's web site should you wish to be aware of current applications. The relevant web page is

<http://www.testvalley.gov.uk/business/licensingandregulation/licensing/adviceinformation/current-consultations/>

Test Valley Borough Council who undertake the administrative work estimate that they spend approximately 79 hours a year on this work. This equates to an annual cost of £2528 although this figure includes all on-costs such as accommodation, services and charges from other departments. It also is the total cost for all work and approximately one-third of applications are for areas outside of Andover.

It is predicted that the cost to the Town Council would be much less than the above figure.

Administrative Implications

- The regulation of street collections is a statutory function – the Town Council would have to fulfil its responsibilities in determining applications.
- The Town Council cannot charge for the Street Licenses
- Looking at previous year's figures 1 or 2 applications would be received per week
- It is anticipated that 3 hours per license would be required to process the application, check available dates, phone calls, liaison with other partners (ie if the Charity wishes to be outside ASDA, a phone call would be required to ensure ASDA did not have any objections)
- A 'diary' would need to be kept, along with a working map of Town Centre to allow Officers to determine where applications are to be located.
- Paperwork for the applications would need to be kept for 6-7 years.

Resource Implications

In June 2015 the Town Clerk submitted a report to the Staffing Committee and Policy and Resources Committee outlining the work commitment for the Office/Allotments Administrator and the Town Clerk.

A summary is outlined below:

To cover the Allotments Administration 28.5 hrs per week are required.

To cover the Town Clerk's workload 45 hrs per week are required. (this does not include provision for extra projects such as Youth Council, Christmas Lights, Assets)

The Office Administrator is now employed for 32hrs per week. The Town Clerk is contracted to work 38 hours per week, therefore total hours available in the office are 70 hours per week.

The total amount of work required to cover is 73.5 hrs.

The Town Council has agreed to recruit a further part-time member of staff for 16 hours per week. The work for the Charity Licenses could be incorporated into this part-time position as well as the Office Administrators position.

Website Information

Test Valley Borough Council currently publishes the Licensing information online. It would be advisable for the Town Council to do the same.

To create a page with information and an application form would cost £225.

Financial Implications

To enable Members to consider costs for the administration of the Charity Street collections, a worst and best case scenario has been used.

Best case scenario – 40 applications per year

120hrs per year x £9.30per hr = £1,116.00 (staff time)

Worst case scenario – 60 applications per year

180hrs per year x £9.30per hr = £1,674.00 (staff time)

Website Update

A page with information about Charity Licenses, PDF leaflets and an online application form £225.

Legal & Policy Implications

The Town Council would have to comply with the “Application for a Street Collection Permit, Police, Factories Etc. (Miscellaneous Provisions) Act 1916”.

4 February 2016

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C High Street, Andover, Hampshire. SP10 1NG

Tel: 01264 335592

Email: townclerk@andover-tc.gov.uk

Website: www.andover-tc.gov.uk

Distribution: To all Members of the Policy and Resources Committee.



ANDOVER TOWN COUNCIL

E

Andover Town Tidy Day – Blackswan Yard ‘Make Over’

Purpose of the Report

To consider a proposal from the Town Centre Manager to ‘make over’ Blackswan yard with the assistance of Amey Contracting.

Background

The Town Centre Manager has been in contact with Amey Contracting with regard to assisting with Andover Town Tidy Day. Amey confirmed that they have funding set aside to assist with community events such as tidying up towns and villages.

Current Situation

The Town Centre Manager has approached the Town Council to ask whether they would be interested in an initiative to ‘make over’ the Blackswan Yard.

Currently the Yard is in a poor condition, requiring deep cleaning, painting the walls of the buildings and general maintenance. Amey have the expertise to carry out this work.

The Town Centre Manager has asked if Members would be willing to assist as well.

Administrative Implications

Permission would need to be sought from the landlords of 64 High Street and 66 High Street in order to carry out the re-painting of the walls.

Clarification will need to be sought to establish whether permission is needed to paint the walls of 66 High Street as it is a listed building.

Actions for the Town Council

It is suggested if Members were minded to agree this work that the Town Council offers to assist by obtaining permissions from the landlords and establishing whether planning permission is required for 66 High Street.

Financial Implications

To obtain Listed Planning permission (if needed) would be in the region of £200. There would be no cost to obtaining permission from landlords.

Legal & Policy Implications

The Town Council must ensure that it obtains all the correct permissions to carry out this work

4 February 2016

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C High Street, Andover, Hampshire. SP10 1NG

Tel: 01264 335592

Email: townclerk@andover-tc.gov.uk

Website: www.andover-tc.gov.uk

Distribution: To all Members of the Policy and Resources Committee.



ANDOVER TOWN COUNCIL

F

Report

Office Furniture

Purpose of Report

To consider the purchase of new and additional office furniture.

Current Situation

The Meeting chairs that are currently used in the office were purchased in 2011. They are now in a poor condition and some are falling apart and or are broken.

The chairs provided for the 2 current staff members are also falling apart.

The Town Council has agreed to recruit a further part time member of staff. The staff member will require a desk, drawers, chair and PC.

The Office is also in need of further filing cabinets, for allotments and general administration. Space will also be required should the Town Council agree to take on the Charity Street Licences.

The current PC used by the Office Administrator is beginning to crash, it is now 4 years old. All of the Town Councils files are stored on this PC, which is currently backed up manually once a week. The external hard drive is kept locked in the safe.

Options could be considered for replacing this PC (tower only) and provision of an external server. An external, online server would enable automatic update and backup and also enable employees to access files remotely.

Financial Implications:

The costs listed below are approximate maximum costs.

Meeting chairs (comfortable and suitable for sitting up to 3 hours) x 25 – £1,250 (approx. £50 per chair)

The costs of a desk and 3 desk chairs would be in region of:

Desk £150 - £200

Office Chairs (ergonomic and suitable for sitting up to 8 hrs per day) x 3 - £500

Set of drawers - £100

Filing cabinet with 4 drawers - £100

Computer (including screen, keyboard and mouse) - £600

Computer (tower only) - £400

External Server - £500

Total cost of office furniture - £2,150

Total cost of IT equipment - £1,500

The 2015/2016 Budget for IT Support and Equipment has a balance of £1000.

The 2015/2016 Budget for New Equipment and Furniture has a balance of £420.38

If items such as the desk, PC's and server were purchased after 31 March 2015 the Budget for 2016/2017 could be used.

The 2016/2017 Budget for IT Support and Equipment totals £1000

The 2016/2017 Budget for New Equipment and Furniture totals £1000

This leaves a shortfall of approx. £230, which could be taken from Reserves.

Legal and Policy Implications

The Council has a duty of care to its employees to provide equipment required to allow them to carry out their tasks. It is an Audit requirement that the Town Councils files, including data are kept securely. It is an insurance requirement that the Town Council ensures it can operate remotely in case of incident.

5 February 2016

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Distribution: To Members of the Policy and Resources Committee



ANDOVER TOWN COUNCIL

G

Report

Storage and Archiving

Purpose of Report

To consider the purchase of storage space for archiving administration documents and papers.

Current Situation

Each year the Town Council staff produce a large quantity of paper documents. These include invoicing records for allotments, agendas and minutes of committees, personal information of allotment holders (which comes under data protection), finance papers, documents on projects, grant applications and planning documents.

There are rules about keeping certain types of papers, for example, finance papers and tax returns should be kept for at least 6 years.

The Town Council's staff archive the documents each year into storage boxes, filed and indexed. However, the Town Council office has very limited space. An additional member of staff has been agreed and the space in the office is needed for the additional staff member and cannot be taken up with archived filing and papers.

Solutions

Officers have investigated the possibility of archiving the documentation off site.

3 storage companies have been approached.

The Officers will require short notice access to the documentation, for instance, in 2015 the Auditor wished to see tax documents going back to 2011.

Basingstoke – Cost for 1 year storage in 35ft - £999.80

Winchester – Cost for 1 year storage in 30ft - £795.40

Andover – Cost for 1 year storage in 35ft - £1069.00

Financial Implications:

The costs for storage are outlined above. Currently the Town Council has no provision in its Budget for storage therefore monies would need to be taken from reserves.

Legal and Policy Implications

The Council has a duty of care to its employees to provide a suitable working environment allow them to carry out their tasks.

It is an Audit requirement that the Town Councils files, including data are kept securely and kept for a specific amount of time.

5 February 2016

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Distribution: To Members of the Policy and Resources Committee

ANDOVER TOWN COUNCIL

POLICY FOR RESPONDING TO QUESTIONS AT FULL COUNCIL MEETINGS

This Policy was adopted by the Council at its meeting held on

1.0 Members of the Public asking Questions at full Council

- 1.1 There is an opportunity for members of the public to make statements or ask questions on items on the Council 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.

2.0 Answering the Question at the Council Meeting

- 2.1 In the first instance the Chairman will answer the question, or if the Chairman cannot answer the question, the Chairman may ask if any Members of the Town Council can answer the question.
- 2.2 If the question cannot be answered at the meeting, the Chairman will indicate this to the questioner and the Town Clerk will answer the questioner, via written letter or email within 5 working days of the end of the Town Council meeting.
- 2.3 The Town Clerk will copy the Chairman and Vice Chairman into the responses to the questions to ensure they are given notice of the reply.
- 2.4 If the Town Clerk is unable to answer the question within the allotted time, they will write to the questioner via written response or email to indicate that the question cannot be answered within the 5 working days, the reasons and the expected time when the answer will be given.

APPENDIX I

POLICY & RESOURCES WORK PROGRAMME: 11 FEBRUARY 2016

| Date of Meeting | ITEM | Requested by | Purpose of Item | Expected Outcome |
|-----------------|---|--------------|--|------------------------------|
| 10 March 2016 | Sound systems for office and meetings | | To consider the Town Council's options with regard to a sound system for the office and meetings | To recommend to full Council |
| 10 March 2016 | Internal Audit Arrangements | STAT | To note Internal Audit arrangements for YE 31 March 2016 | |
| 10 March 2016 | Review Town Council Policies | | | |
| 10 March 2016 | Internal Audit Arrangements | | | |
| 10 March 2016 | Annual Report | | To approve the contents of the Annual Report for 2015/2016. | |
| 10 March 2016 | Corporate Risk Assessment | STAT | To review the Town Council's Corporate Risk Assessment | Recommend to Full Council |
| 10 March 2016 | Timetable of meetings for 2016 | | To consider a timetable of meetings for 2016 | |
| 10 March 2016 | Review of Financial Regulations | STAT | To review Financial Regulations to ensure compliance with latest Governance | |
| 10 March 2016 | Virement of Budgets | | To consider any Virements of Budgets prior to 31 March 2016 | |
| June 2016 | Accounts for the Year Ended 31 March 2016 | STAT | To approve the Accounts for the Year Ended 31 March 2016 | |

| Date of Meeting | ITEM | Requested by | Purpose of Item | Expected Outcome |
|-----------------|--|--------------|---|---------------------------|
| June 2016 | To receive the Internal Auditors Report | STAT | To approve the Action Plan arising from the Internal Auditors Report | Recommend to full Council |
| June 2016 | Annual Return Preparation | P&R | To review the Internal Audit Report and consider Accounts for the Annual Return | Recommend to full Council |
| June 2016 | Evaluation of Asset Transfer (if required) | | | |
| August 2016 | Review Council's resources | P&R | To review the Council's resources to ensure services are maintained | |
| August 2016 | Review financial plan for 2017/2018 | | To consider the Financial Plan for 2017/2018 to ensure Budgets cover services required – in preparation for Annual Budget 2017/2018 | |
| September 2016 | Review any Leases or Loans (if required) | | | |
| September 2016 | Review of Members Services Provision | | To consider whether provision has been provided within the budget for Members' Services | |
| October 2016 | Timetable of Meetings for 2017 | | To consider a timetable of meetings for 2017 | |
| October 2016 | Annual Budget | STAT | To prepare and recommend to Council the Annual Budget for 2017/2018 | |
| December 2016 | Review of Business Plan | | To ensure the Town Council is up to date with the Business Plan | |
| Jan/Feb 2017 | Internal Audit Arrangements | STAT | To note Internal Audit arrangements for YE 31 March 2017 | |

| Date of Meeting | ITEM | Requested by | Purpose of Item | Expected Outcome |
|-----------------|---------------|--------------|---|------------------|
| Jan/Feb 2017 | Annual Report | STAT | To approve the contents of the Annual Report for 2016/2017. | |