

ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

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

Cllr S Hardstaff (Chairman), Cllr L Gregori (Vice Chairman), Cllr Katherine Bird, Cllr Len Gates,
Cllr Robin Hughes, Cllr Richard Kidd, Cllr Michael Mumford, Cllr Veronika Pond

(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 Upper Guildhall, High Street, Andover on Thursday 16 November 2017 at 7.00 pm when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
10 November 2017

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 27 July 2017 – 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 TOWN CENTRE MANAGER

To receive a report from Cllr L Gates regarding the current situation with the Town Centre Manager and a request for further funding – report attached at **Appendix B**.

6 STAFFING – GENERIC EMPLOYMENT CONTRACTS AND JOB DESCRIPTIONS

To consider the recommendation from the Staffing Sub-Committee to adopt a generic Employment Contract for all Employees and revised Job Descriptions – attached at **Appendix C**.

7 BUDGET 2018/2019

To review the Town Council's Budget 2018/2019 for recommendation to Full Council – Report and Draft Budget attached at **Appendix D**.

8 DATES OF COUNCIL AND COMMITTEE MEETINGS 2018

To review the dates of Council and Committee meetings for 2018 for recommendation to Full Council – Dates attached at **Appendix E**.

9 REVIEW OF COMMITTEE STRUCTURE FOR MAY 2018

To begin a review process of the Committee Structure – report attached at **Appendix F.**

10 FINANCE

Payments

To note payments for October 2017 – attached at **Appendix G.**

To approve payments up to 14 November 2017 – **to follow.**

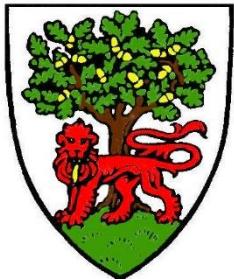
Accounts

To receive the quarterly accounts up to 30 September 2017 – **to follow.**

11 COMMITTEE WORK PROGRAMME

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

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

A

Minutes of Policy and Resources Committee

Time and date

7.00pm - Thursday 27 July 2017

Place

Upper Guildhall, High Street, Andover

Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

Cllr L Gregori (Vice Chairman) (A)

Cllr Katherine Bird (P) Cllr Len Gates (A)

Cllr Michael Mumford (P) Cllr Veronika Pond (P)

Cllr Robin Hughes (P)

Cllr Richard Kidd (P)

Officers Present: Wendy Coulter (Town Clerk) (taking the minutes)

Also Present: Borough and County Councillor Z Brooks, County Councillor S Boyles.

PR 34/17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Len Gates and Luigi Gregori.

PR 35/17 DECLARATION OF INTEREST

There were no declarations of interests.

PR 36/17 MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 8 June 2017.

Proposed by Cllr. V Pond and seconded by Cllr. R Kidd. A vote was taken which was unanimous.

RESOLVED: That the Minutes of the Policy and Resources Committee meeting, held on 8 June 2017 be signed by the Chairman as a correct record.

PR 37/17 PUBLIC PARTICIPATION

There were no members of the public present at the meeting.

The Chairman of the Committee requested that the following be included in the minutes:

Answers to Mr N Long's questions:

Question: "Where will the extra money come from? Another increase in the Andover Town precept?"

Answer:

Both Cllr Katherine Bird and the Town Council as a whole are listening to residents who regularly and

repeatedly state that Andover gets overlooked. We all agree that the town needs better recognition and by the simple change of a single word, from "Chairman" to "Mayor" it raises the profile of the Town Council and in turn Andover itself.

Having a Town Mayor will have the same costs as having a Chairman, there is no extra budget assigned, therefore no extra money can be spent. There is already provision for civic events and in the past we have had Chairman's events. This involved inviting all local parish Chairmen and local town Mayors for refreshments at Christmas. There will be no outlay on robes and any potential events will have to cover their own costs. Budget has been set aside for training and travel costs.

Cllr Katherine Bird, as the Town Mayor, and the Town Council as a whole have not asked for any increase in budget, and there are no plans to ask for any increase. The cost of having a Town Mayor will be exactly the same as those for having a Chairman. This is supported and validated through the budget which is available on the Town Council's website.

PR 38/17

POTENTIAL EARMARKED RESERVES

Members noted an update report on the progress of putting together recommendations to full Council for potential Earmarked reserves.

It was agreed that the Working Group should meet to assist the Town Clerk with putting together a final document.

PR 39/17

OFFICES AND OPERATIONS

Members noted that the raft Lease for the new offices at 68B High Street had been received. It was agreed that members would forward comments to the Town Clerk to feed back to the solicitor prior to approval by full Council in September 2017.

PR 40/17

POLICIES FOR RECOMMENDATION AND ADOPTION

Cllr K Bird arrived.

Members received the following policies for review and recommendation to full Council:

Parental Leave Policy

Shared Parental Leave Policy

It was proposed by Cllr R Kidd and seconded by Cllr R Hughes that the Parental Leave Policy and Shared Parental Leave Policy be recommended to full Council for adoption. A vote was taken, 5 for and 1 abstention.

RESOLVED: That the Parental Leave Policy and the Shared Parental Leave be recommended to full Council for adoption.

PR 41/17

PROGRAMME OF POLICY REVIEW

Members considered the Programme of Policy review. It was noted that an extra column had been inserted to indicate the original source for the policy and that statutory dates for review had been checked and inserted.

PR 42/17

DEFIBRILLATOR

Members noted that the Town Council had been asked to match fund 50% of a defibrillator to be installed at Finkley Down and Picket Twenty Community Halls.

Cllr Bird explained that the defibrillators were an on-going project within the Andover Area.

Members asked whether there was a general 'rule of thumb' for the purchase of defibrillators. It was noted that the Town Council did not have a specific policy for the purchase of them.

It was suggested that further monies be set aside in 2018/2019 for the purchase of more units.

It was agreed that the Town Council should draw up a policy on Defibrillators. It was agreed that the individual organisations would have to insure the units, not the Town Council.

Members noted that there was no budget for the defibrillators in the current budget.

It was proposed by Cllr R Hughes and seconded by Cllr K Bird that budget be set aside in 2018/2019 for the purchase of defibrillators and that a Policy be drawn up for the Council on how they would be proposed, funded, administered and insured. A vote was taken which was unanimous.

RESOLVED: That budget be set aside in 2018/2019 for the purchase of defibrillators and that a Policy be drawn up for the Council on how they would be proposed, funded, administered and insured.

PR 43/17

INTERNAL AUDIT REPORT AND ACTION PLAN

Members noted the Action Plan arising from the Internal Auditors Report and agreed to recommend to Full Council that the Actions be approved.

Proposed by Cllr K Bird and seconded by Cllr R Kidd.

Members thanked the Town Council Officers for their hard work with regard to the Audit process.

RESOLVED: That the Action Plan arising from the Internal Auditors Report for the Year Ending 31 March 2017 be noted and the Actions be recommended to Full Council for approval.

PR 44/17

CIVIC PROTOCOL

Members considered a revised Civic Protocol.

Members agreed the revisions and asked that consideration be given in the 2018/2019 budget for civic functions.

It was proposed by Cllr R Hughes and seconded by Cllr K Bird that the Civic Protocol be recommended to full Council for approval and that budget consideration be given to civic events in 2018/2019. A vote was taken which was unanimous.

RESOLVED: the Civic Protocol be recommended to full Council for approval and that budget consideration be given to civic events in 2018/2019.

PR 45/17

MAYORS EVENTS 2017

Members noted the Mayor Events for 2017 and noted that there would be no cost to the Town Council.

The events were as follows:

A BBQ in September 2017 to be held at the Rock House (instead of a Mayors Ball)

Christmas Thank You to be held at the White Hart (similar to previous events held by Chairmen of the Town Council)

Easter 'Eggstravaganza' to be held at The Queen Charlotte (Easter 2018)

Civic Service between April and May 2018

PR 46/17

OUTSOURCING FUNCTIONS/TASKS

Members were asked to consider outsourcing the Business Plan review and Website Review.

It was agreed that investigations should take place into costs and time and a report be given at a future Policy and Resources Meeting.

It was proposed by Cllr V Pond and seconded by Cllr R Kidd that a working group be set up to investigate the Business Plan and the Working Group for the Website investigate the website and report back to a future meeting on costs and time. All Councillors would be invited to participate. A vote was taken which was unanimous.

RESOLVED: that a working group be set up to investigate the Business Plan and the Working Group for the Website investigate the website and report back to a future meeting on costs and time. All Councillors would be invited to participate.

PR 47/17

FINANCIAL REGULATIONS – ACTION PLAN UPDATE

Members noted the progress on the implementation of the Action Plan for the Financial Regulations. It was agreed that the Action Plan would be considered again at a future meeting of the Policy and Resources Committee.

PR 48/17

FINANCE

It was proposed by Cllr K Bird and seconded by Cllr V Pond that the following payments were approved:

Payments up to 6 June 2017

Payments up to 25 July 2017

A vote was taken which was unanimous.

RESOLVED: That the following payments be approved:

Cheque No/BACS Ref	Supplier	Service/Product Supplied	Total (£)
Payments up to 6 June 2017			
001	Blue Gorilla Picture	Photos of auditions for A-Fest 2017	150.00
2750014/2	Business Stream	Water supply Vigo Road Allotments	5.91
119959-119965	Convenient Hire	Provision if toilet across 7 sites	614.39
1620	Custom Studio	Website hosting and email provision	35.94
18168	Moores Cleaning	Cleaning Offices for May 2017	141.28
02955899	Sage	Payroll software hire May 2017	6.00
Total			953.52
Payments up to 25 July 2017			
3200296	Altodigital	Photocopying (Parts Warranty)	241.68
826013085	Belvoir Estate and Lettings	Application fee & reference search	360.00

231022491	Martin Benton	Pest control for 7 allotment sites	400.00
520080732	Town Clerk	Sundries + travel + parking for training	25.70
895982535	Town Clerk	July 2017 Salary	2395.06
2407683	Grass & Grounds	Grass cutting for 5 allotment sites	810.00
22301250	Grass & Grounds	Strim & cover plots, fence repair, removal of waste	1530.00
300366	Hampshire County Council	Risk Assessment Course x3	297.00
HMRCJul17	HM Revenue & Customs	Tax contribution for July 2017	1444.83
TBC	Kevin Justice	Investigation & repair to major water leak	355.00
510286689	Allotment Officer	July 2017 Salary	1104.29
256506318	Lightatouch Internal Audit	Internal Audit & sign off Annual Return	82.92
DDMAINJUL17	Mainstream Digital	Call charges 02.05.2017-31.05.2017	10.11
DDMAINJUL2017TEL	Mainstream Digital	Superfast Broadband 28.05.2017-27.08.2017	93.59
DDNESTJul17	NEST	Pension Contributions July 2017	99.38
154580887	Pitney Bowes	Postage & Franking Machine Rental	177.15
823800568	Test Valley Borough Council	Road Closure for Shilling Fair	25.00
424837118	Test Valley Borough Council	Hire of Guildhall 30.05.19, 22.06.2017	219.60
878518171	Committee Officer	Travel & Parking to & from training, sundries	37.19
127315478	Committee Officer	July 2017 Salary	1013.63
33892820	Baxter Confidential	Three months service charge- confidential recycling	78.00
458063886	M B Pest Services	Pest Control for June for 7 sites	400.00
DDBESJun2017	BES Commercial Electric	Electricity supply 15.05.2017-15.06.2017	28.12
403347139	Convenient Hire Ltd	Monthly rental of toilets for 7 allotment sites	587.65
67498364	Custom Studio	Website hosting & Email July 2017	35.94
251955195	Grass & Grounds	Grass Cutting for allotments x 5 sites	540.00
		Allotment grounds maintenance including covering plots, removal of rubbish	546.00
320552834	Kevin Justice	Repairs to taps and water leaks on allotments	83.89
278928425	Allotment Officer	Reimbursement for printing costs of allotment agendas for 06.07.2017	28.00
DDMAINJUN17	Mainstream Digital	Call Charges 01.06.2017- 30.06.2017	10.55
740597246	Moores Cleaning Services	Office cleaning for June 2017	141.28
782177708	Pitney Bowes	Franking machine rental & postal charges June 17	67.09
119371191	Karen Ross	Locum Clerk Cover for 22.06.2017 – 5 hrs	125.00
DDSAGEJUL2017	Sage	Payroll software hire July 2017	7.20
300367	Mr Seal	Returned Allotment Deposit	50.00
688497671	Surrey Hills Solicitors	Professional charges for provision of services in connection with 68B High Street	496.80
926248527	Test Valley Borough Council	Hire of Guildhall 6,10,13,20,27 July 2017	274.50
833152978	Committee Officer	Reimbursements July 2017 – stationery	40.22
32326703	Andover PAT Testing	PAT for Office July 2017	110.22
300368	Mr Ian Bond	Returned allotment deposit	50.00
808680516	Business Stream	Water provision July 2017 Vigo Road Allotments	119.60
615529906	Town Clerk	Reimbursements July 2017 Sundries, Land registry search	40.24
220497251	HALC	The Knowledge & Core Skills training	216.00
DDPEACIJUL17	Pan European Asset Company	lease rental of photocopier 01.08.2017- 31.10.2017	767.18
1928	Town Clerk	August 2017 Salary	2505.1
1932	Allotment Officer	August 2017 Salary	1457.42
1933	NEST	Pension Contributions August 2017	114.38
1935	Committee Officer	August 2017 Salary	1148.07
1931	H M Revenue & Customs	Tax Contributions August 2017	1788.71
TOTAL			£22,597.11

Accounts

Members noted the quarterly accounts up to 30 June 2017.

It was agreed that the Town Clerk would present, at the next meeting different versions of the quarterly report and Members would choose which they preferred to be presented to future meetings.

PR 49/17

COMMITTEE WORK PROGRAMME

Members noted the work programme for the Committee and noted that the following items would be considered at the next meeting:

Financial Regulations Report

AED Policy

Standing Orders Review and Report

The Chairman closed the meeting at 7.55pm.

Chairman

Date

FUNDING OF TOWN CENTRE MANAGER**HISTORY**

In May 2014, following the Andover Summit initiatives, Andover Town Council (ATC), in partnership with TVBC and HCC, contracted to employ a Town Centre Manager (TCM) for three years.

This project resulted in a number of new initiatives to increase footfall in the town centre including the creation of a Town Centre Partnership (ATCP) and various new events.

In 2016, in parallel with TCM, a BID Feasibility Study was undertaken and early consultations began with local businesses about the possibility of establishing a Business Improvement District (BID) for the town centre. This would take over the responsibilities of the ATCP and TCM.

In April 2017 it was clear there would be a gap of at least six months between the end of the TCM contract and a decision on a BID. ATC therefore resolved, in conjunction with TVBC, to employ a new TCM on a more focussed contract to maintain the ATCP for six months while BID discussions continued. This contract is managed by TVBC and the ATC contribution is £500 per month. It is due to end on 8 December 2017.

REPORT ON LAST SIX MONTHS

The new TCM project has proved to be a successful example of joint working between TVBC and ATC and has maintained and enhanced the ATCP by

- working with existing members to promote local businesses
- recruiting new members to the ATCP
- distributing regular newsletters to local businesses
- supporting and promoting town centre events including The Festival of Motoring, Town Tidy Day, supporting The Shilling Fair, Small Business Saturday (due Dec 2017) and Christmas publicity for local businesses.

Progress towards a ballot on, and establishment of, a town centre BID has been slower than anticipated. Clarification on the timing of a decision is not now expected until the new year.

RECOMMENDATION

in order to maintain the momentum of the ATCP and ensure an orderly transfer of responsibilities to the BID Andover Town Council continue to support the TCM project by

1. Allocating £2000 from reserves to cover extension of the existing contract until April 2018.
2. Budgeting £4000 for the year 2018/2019 to support the ATCP, TCM and other initiatives to promote Andover Town Centre businesses.

ANDOVER TOWN COUNCIL
CONTRACT OF EMPLOYMENT

ANDOVER TOWN COUNCIL

-AND-

JOB TITLE

1. Introduction

- 1.1 This statement sets out particulars of your terms of conditions of employment with Andover Town Council, which are required to be given to you by law.

Your employment commenced on
- 1.2 Your employment is based on the National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services (the 'Green Book') applies to your employment save as amended by this contract.
- 1.3 For all new employees confirmation of the appointment will be subject to satisfactory completion of probationary service of not less than 13 weeks. During any such period of service you would be expected to establish your suitability for the post.
- 1.4 This document contains all the agreements between you and the Town Council relating to your employment and supersedes all previous agreements between you and the Town Council as to its subject matter.

2. Previous Service

Your employment with any other public employer as set out in the NJC agreement will be considered as part of continuous employment with the Council for the purposes of your contract of employment.

3. Job Title

The title of the job for which you are employed is to Andover Town Council. The Council has employed you under the provisions of section of the Local Government Act 1972. The duties of the post are set out in the job description attached to this contract.

The Council may from time to time wish to amend your job description and you may at any time be requested to undertake additional or other duties as necessary to meet the requirements of the Council.

4. Declaration of Other Employment

It is a condition of this Contract of Employment that you inform the Council of any alternative employment you undertake. In order to ensure that no tax or insurance liabilities will accrue to the Council. The Council also

APPENDIX C

reserves the right to require that any other employment that you undertake does not conflict with the role or standards required to be undertaken or met in the public office of the to the Council.

5. Place of Work

Your normal place of work will be 68B, High Street, Andover, Hampshire although it may be acceptable for you to work from home on occasion as agreed with the Town Clerk.

6. Salary

6.1 Your salary is based on the current NJC salary point starting at

6.2 Subject to satisfactory performance (based on appraisals) you will progress through the salary scale by annual increments until you reach the maximum scale. Your first increment will be payable on 1 April and thereafter on the 1 April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected following an annual review, or award an additional increment for exemplary performance if it chooses to do so.

6.3 In addition one additional salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding each of the following relevant qualifications:

- Certificate in Local Council Administration and other relevant qualifications such as:
- Certificate in local Policy Studies First Year
- The Certificate in Local Policy Studies
- The Diploma in Local Policy Studies
- BA (Hons) Degree Local Policy Studies (University of Gloucestershire)

6.4 The Council may also award a bonus payment if you provide exemplary performance.

6.5 Your salary will be paid by bank transfer at monthly intervals to reach your bank or Building Society as cleared funds by 5th of each month. This payment will cover the whole month in which the payment has been made.

TO BE INCLUDED IF ROLE IS PART TIME.....

6.6 You will be paid on the basis of hours per day, days per week, as agreed your hours will increase to From 1st April Payment for individual days are pro-rata for any part thereof that falls within the month. This also applies to day agreed as holidays.

6.7 Any overtime completes will be paid monthly in arrears.

6.8 Overtime will be paid at your hourly rate for hours completed up to and including 40 hours.

7. Expenses

Any travel, mileage, subsistence expenses incurred by you and approved by the Council following the 'Expenses' Policy will be paid at the agreed rate laid down at the time.

8. Working From Home

As agreed by the Town Clerk, you may work from home on occasion.

8.1 The Council will reimburse all expenses incurred by you in the discharge of the duties that are approved by the Council.

- 8.2 The cost of all stationery and consumables and computer consumables against vouchers/invoices submitted to the Council will be reimbursed.
- 8.3 The Council will provide a separate mobile phone if required for your job role.
- 8.4 The Council will paid an agreed sum to take into account the use of space, lighting, heating and electricity due to working from private premises.
- 8.5 The Council will provide a dedicated computer for to the Council.
- 8.6 The Council agrees to fully indemnify the to the Council for both Employers and Public Liability Insurance for working from their own premises or any additional premium required by to the Council's own insurance.
- 8.7 You will make yourself available to the members of the public during agreed hours at the designated address of the Town Council.

9. Appraisal

You will receive an annual Appraisal and a six month Development Review. Should there be any concern about your performance, other than matters of a disciplinary nature, the Council undertakes to work with you to ensure that necessary training, mentoring and support is provided to ensure that agreed standards or performance are reached in a reasonable agreed time frame.

10. Hours of Work

10.1 Your Hours of Work are

10.2 In accordance with the Flexible Time Working Regulations (Employment Act 2008) you may apply, in writing, for flexible working time conditions. The Council retains the right to refuse this application on reasonable objective business grounds. If so, the Council must provide you with reasons in writing.

11. Additional Hours

If you are required to work more than your normal working hours servicing the Council and its committees or external events, you will be reimbursed at the normal rate for these hours or you may take time off in lieu at a time agreed between you and the Town Clerk.

Exceptional additional hours required to be worked must be agreed with the Town Clerk.

12. Annual Leave

12.1 The calculation of your annual leave commences on the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to 20 working days leave each year, increasing by one day for each year you serve in local government. The leave year runs from 1st April to 31st March.

12.2 Your leave entitlement will increase to 25 working days per year when you have completed not less than 5 years of continuous service immediately prior to the commencement of your leave year.

12.3 In addition to normal public and bank holidays, you will be entitled to 2 extra statutory days, which the Council will expect you to take during the Christmas Holiday period.

- 12.4 If you join the Council from another authority or other qualifying body, your previous service will be taken into account in calculating your holiday entitlement.
- 12.5 If your employment commenced or terminated part way through the leave year, your holidays during that year will be assessed on a pro rata basis. Deductions from final salary due to you on termination of employment will be made in respect of any leave taken in excess of entitlement.
- 12.6 Holidays must be taken at times agreed with the Town Clerk. By mutual agreement no more than five days leave may be carried forward into the next leave year.
- 12.7 Due to the small number of staff in the office, leave must be considered in relation to other members of staff.
- 12.8 No more than 2 weeks holiday entitlement may be taken at any one time except in exceptional circumstances and agreed by the Town Clerk.
- 12.9 In the event that you fall sick during the period of your annual leave, you will be regarded as being on sick leave from the date of your self or medical certificate and further annual leave will be suspended from that date.
- 13. Sickness Absence**
- 13.1 If you are absent from work on account of sickness, injury, you or someone on your behalf should inform the Town Clerk by telephone or email, of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs.
- 13.2 In respect of absence lasting up to seven calendar days, you are required to inform the Town Clerk and self-certify your absence.
- 13.3 In respect of absence relating to illness lasting more than seven calendar days, you must provide a fit note, signed by your doctor, stating the reason for absence and thereafter provide consecutive fit note to cover any subsequent period of absence.
- 13.4 You will be paid your basic agreed remuneration in line with the scale of payment for any one year that runs from 1 April to 31 March. The Council will be responsible for reclaiming the Statutory Sick Pay element from HM Revenue & Customs.
Entitlement to payment is subject to notification of absence and production of fit notes as required above.
- 13.5 The Council operates the Statutory Sick Pay scheme and you are required to co-operate in the maintenance of necessary records. For the purpose of calculating your entitlement to Statutory Sick Pay 'qualifying days' are those days on which you are normally required to work.
Payments made to you by the Council under its sick pay provisions in satisfaction of any other contractual entitlement will go towards discharging the Council's liability to make payment to you under the Statutory Sick Pay scheme.
- 13.6 The Council reserves the right to require you at any time to submit to a medical examination by a medical practitioner nominated by the Council, subject to the provisions of the Access to Medical Reports Act 1988 where applicable. Any costs associated with the examination will be met by the Council.

13.7 Whilst on absence due to sickness or incapacity you are not permitted to undertake any paid work for another employer or for any business established by you without express permission from the Council.

14. Scale of Payment

14.1 Subject to the above conditions of this scheme, when absent from duty owing to illness (which term is deemed to include injury or other incapacity or disability) you will be entitled to receive an allowance in accordance with the following scale:

During 1st year of service – one month's full pay and (after completing 4 months service) 2 months half pay

During 2nd year of service – 2 months full pay and 2 months half pay

During 3rd year of service – 4 months full pay and 4 months half pay

During 4th & 5th year of service – 5 months full pay and 5 months half pay

After 5 years of service – 6 months full pay and 6 months half pay

N.B. For the purposes of calculating 'half pay', the rate of pay for the agreed salary month will be used.

14.2 The maximum amount of pay you may receive is after 5 years of service, 6 months full pay and 6 months half pay. Once this has been used you must start accrual of sick pay starting at year 1.

15. Maternity/Paternity/Adoption Leave

By law you are entitled to apply for Maternity/Paternity/Shared Parental/Adoption Leave.

16. Injury or Assault

In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of Part 3 of the Green book Terms and Conditions.

17. Pensions

The Council is a member of the National Employment Savings Trust a contributory pension scheme which you are entitled to join. The Town Council contributes 3% as an employer to this pension fund. You will automatically be enrolled onto the Pension Scheme from unless you opt out or join before.

18. Death in Service

In the event of your death in service, any gratuity payments will be paid to your next of kin. Any pension benefits will be paid to your nominated beneficiary, spouse or children in accordance with the provisions of the NEST Pension scheme.

19. Notice of Termination of Employment

19.1 The length of notice in writing which you are requested to give the Council to terminate your employment is three months.

19.2 The length of notice which you will receive from the Council to terminate your employment is four weeks in writing until you have been continuously employed for four years and thereafter such notice entitlement increases by one week of continuous employment until you have completed twelve years of continuous employment after which time you will be entitled to twelve weeks notice.

- 19.3 Upon or within one week of written termination of your employment (whether that be during or after any probationary period) you are required to surrender to the Council any documents or materials that you have been holding on behalf of the Council.

20. Grievance and Discipline – Dispute Resolution

20.1 Conciliation and Mediation

Before resorting to procedures from the employee or from the Council it is the policy of the Council that discussions between both parties should be entered into with the express purpose of resolving the matter through a process of mediation seeking conciliation. Where necessary the Council will seek the services of an external expert to forward this process to reach a conclusion satisfactory to both parties in the dispute.

20.2 Redress of Grievance

You must apply in writing to the Town Clerk for redress of any grievance relating to your employment and/or any disciplinary decision applied to you. The Town Clerk will report your application to the Staffing Sub-Committee, held in the absence of the public and the press. You will have an opportunity to set out your grievance. The grievance will then be considered and decision reached by the Staffing Sub-Committee.

Should you be dissatisfied with the Staffing Sub-Committees decision you have the right to make an appeal to the Chairman/Town Mayor of the Town Council.

Under the provisions of the 1999 Employment Relations Act s. 10 you have the right to have a representative of your choice present at any Grievance or Disciplinary hearing.

20.3 Disciplinary Rules

Before any disciplinary action is taken by the Council, a notice in writing giving you details of the matter either signed by the Chairman or authorised by the Council or by the Town Clerk, shall be given to you. You (together with an adviser if you wish) will have full opportunity to answer the complaint at a meeting of the Staffing Sub-Committee held in the absence of the public and the press. Should you be dissatisfied with the Sub-Committees decision, you have the right to make an appeal to the Chairman of the Council.

A copy of the Grievance and Disciplinary Policy and all other policies of the Council are contained in the documentation given to you.

21. Health & Safety regulations, Other Legislation & Council Policies

You are expected to familiarise yourself with all relevant Regulations, Legislation and Policies applying to or made by the Council and ensure that you comply with and ensure other comply with these as required.

22. Training and Development

It is essential that the Officers and employees of the Council maintain up to date knowledge of their function and duties. To this end the Council will expect and support your necessary agreed training and development and meet all course and examination expenses and any travel and subsistence incurred on the scale set down as paid working hours. In addition, reasonable agreed time for study in paid working hours will be given.

23. Indemnity

The Council undertakes to indemnify its officers against any actions of commission or omission that made in good faith on behalf of the Council.

APPENDIX C

24. Data Protection Acts 1984, 1998 and 2018

In accordance with the Data Protection Acts 1984, 1998 and 2018 the Town Council is required to obtain your consent to process personal data held on your personnel file and the Town Council's computer systems.

By signing the documentation I give the Town Council permission to collect, retain and process personal information about me. This information will only be used in order to monitor compliance with the Law, best practice, security, equal opportunity and non discrimination.

Signed:

Town Mayor (Chairman of the Council)

Dated:

Signed:

.....Officer of the Town Council

Date:

I confirm that I have read and understood, and that I accept these Terms and Conditions of Employment

ANDOVER TOWN COUNCIL

Job Description – Allotment Officer

Job Title:	Allotment Officer
Hours:	32 Hours per week (Mon – Fri) (additional hours worked taken as time off in lieu and overtime (split equally)
Pay Scale:	Based on NJC scale points Starting point is dependent on experience.
Based at:	68B High Street, Andover, Hampshire
Job Purpose:	To Administer the Town Council's Allotment Service.
Responsible to:	The Town Clerk
Responsible for:	The Allotment Service of the Town Council.

Key Duties:

As the Allotment Officer to the Council....

Administration

Allotments – responsibility for all administration and maintenance
Deal with enquiries from visiting members of the public
Deal with telephone enquiries
Filing
Inward and outward post responsibility to include franking machine
Order equipment for outdoor maintenance team as required and approved by Town Clerk.
Update/set up of internal records, such as telephone/address lists

Maintenance of Systems

Set up/update procedures for Administration Procedures Manual (for Allotments)

Update filing system

Update computer filing system

Any other duties which may, from time to time, be considered appropriate

ANDOVER TOWN COUNCIL

Job Description – Committee Officer

Job Title:	Committee Officer (Assets & Community Engagement)
Hours:	25 Hours per week (Mon – Thurs) (additional hours worked taken as time off in lieu and overtime)
Pay Scale:	Based on NJC scale points Starting point is dependent on experience.
Based at:	68B High Street, Andover, Hampshire
Job Purpose:	To Clerk the Committee Meetings for Assets & Amenities Committee, Community Engagement Committee and Planning Committee (when required) To provide administrative assistance for the Town Council events including A-Fest, Shilling Fair and Christmas Lights. To Clerk the meetings for the Youth Council.
Responsible to:	The Town Clerk
Responsible for:	Assets & Amenities Committee, Community Engagement Committee, administration for events and Clerking the Youth Council.

Key Duties:

As the Committee Officer to the Council....

1. Amenities

- Together with the Town Clerk, develop additional areas of amenity provision for the local community.
- Liaison with external contractors and companies, and other councils and organisations, in the negotiation for services.

2. Community Engagement

- Provide administrative support in producing information to the public regarding events
- Provide administrative support for all events
- Provide Clerking provision for the Youth Council

3. General

- To assist the Town Clerk with developing new initiatives, projects and plans to meet the Council's Aims and Objectives.

- Attendance at internal and external meetings and to provide feedback data as required.
- Attendance at civic functions as required.

These responsibilities will vary from time to time as required by the Council.

ANDOVER TOWN COUNCIL

Job Description – Town Clerk

Job Title:	Town Clerk and Responsible Financial Officer
Hours:	38 Hours per week (Mon – Fri) (additional hours worked taken as time off in lieu and overtime (split equally)
Pay Scale:	Based on NJC scale points Starting point is dependent on experience.
Based at:	68B High Street, Andover, Hampshire
Job Purpose:	Under s. 112 of the Local Government Act 1972, the Town Clerk is the Principal Officer of the Town Council and fills the statutory roles of ‘Proper Officer’ and ‘Responsible Financial Officer’. The Town Clerk has day to day responsibility for the administration and financial control of the Town Council’s services and is responsible for advising Council and implementing Council’s lawful decisions.
Responsible to:	The Town Council
Responsible for:	As Head of Paid Service, the Town Clerk is responsible for all staff employed by the Town Council.

Key Duties:

As the Town Clerk to the Council....

To carry out functions assigned by statute or otherwise to the Town Council’s Proper Officer.

To keep accurate records and to make those returns or reports required of the Town Council.

To act in a non-partisan manner to support the democratic processes of the Town Council.

To ensure that the lawful decisions and projects of the Town Council are implemented constructively.

To advise the Town Council on and actively assist in, the formulation of policies and procedures with particular focus on providing legal and financial support.

To have overall responsibility to ensure the Health and Safety risk assessments and Fire Risk assessments are maintained and to act as Responsible Fire Person for the Town Council.

To analyse information relevant to the Town or affecting the local community and to provide information to enable elected members to make effective decisions.

To monitor the operation and impact of the Town Council policy and decisions, advising the Town Council where appropriate of any recommendations for modification/further action.

To be the Town Council’s Responsible Financial Officer, supervising cash handling, managing the financial systems, VAT System, preparing and monitoring budgets and ensuring adequate insurance is maintained and compliance with audit and accounting regulations.

To have overall responsibility to represent the Town Council’s stated policies as required, building effective relationships with the public, other organisations and press as appropriate.

To prepare, in consultation with appropriate Members, summonses, agendas and reports for meetings of the full Council, Policy & Resources Committee and the Planning Committee, working groups or other groups, to attend such meetings and prepare minutes for approval.

To receive correspondence and documents on behalf of the Council and to respond in accordance with the known policy of the Town Council, or where appropriate refer matters for the Town Council's attention.

To have overall responsibility for supervising and monitoring the staff of the Town Council, ensuring that the Council's responsibilities as an employer are met, undertaking all related personnel activities including those associated with recruitment (in accord with the establishment approved by the Town Council), induction, management of performance, conditions of service, training and health and safety and encouraging appropriate training.

To organise and assist as appropriate with the conduct of civic events, ceremonies and services.

To act as the representative of the Town Council as required.

To attend the Conferences of the National Association of Local Councils, Society of Local Council Clerks and other relevant bodies, as a representative of the Council as required.

To work within Health and Safety guidelines in accordance with the Health and Safety at Work Act.

To work flexible hours to meet the needs of the Service undertaking work at weekends and outside normal office hours as required.

To support the Town Council's commitment to equality of opportunity/diversity at all times.

To undertake training and development initiatives as required.

To support the Town Mayor in the administration of his/her duties.

As the Responsible Financial Officer to the Town Council....

Ensure that the Town Council is accountable and complies with legislation

Manage the risks involved in raising and spending public money.

Provide the financial information which the Councillors require in order to make sound budget decisions.

Prepare the financial information which the Councillors require in order to make sound budget decisions.

Prepare the draft budget giving figures for last year, the current year and next year.

Complete the Precept Request

Keep financial records, including receipts and payments account which are regularly balanced and reconciled with bank statements.

Provide the Town Council with financial management reports to help the Councillors monitor income and spending against the Council's Budget.

Make the records available to the Internal Auditor

Prepare the end of year accounts and in liaison with the Internal Auditor present the Annual Return and the accounts to the Town Council.

Sign the Statement of Accounts on the Annual Return

Manage all financial procedures including insurance; recommend financial regulations in standing orders and advise the Town Council on computerising accounts.

This Job Description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.



ANDOVER TOWN COUNCIL

D

Budget Report

Budget Report for 2018/2019	
Produced for: Policy and Resources Committee	Date of Report: Friday 10 November 2017
Summary of Key Issues To recommend to Full Council the Budget for 2018/2019.	
Current Situation The Budget Papers for consideration are to consider the Budget for 2018/2019.	
Members and other Committees have considered Projects within their Committees and the costs have been included for consideration by the Policy and Resources Committee.	
Listed below are specific figures within the Budget that should be considered when approving the Budget for 2018/2017.	
Budget Head – Assets & Amenities 4204 Bus Shelters £12,500 4700/2 Christmas Lights (Purchase) £22,000 4204 New Building Fund £56,000 Assets & Amenities Total - £90,500	
Note on Bus Shelters: It was noted by the Assets & Amenities committee that if the Town Council does decide to take on the asset of the Bus Shelters in the Town then the service should be cost neutral. However, it was agreed that provision should be made in the Budget to cover the costs.	
Budget Head - Community Engagement 4700 Events & Projects Projects: 4700/10 Andover Challenges - £4,000 4700/8 General Projects – £4,000 Projects Total: £8,000	
4700/5 Youth Council: £2,000	

Youth Council Total: £2,000

Events:

4700/3 A Fest £3,000
4700/4 Shilling Fair £2,000
4700/10 WW1 (215) Event £10,000
4700/11 Festival of Motoring - £400

Events Total: £15,400

Grants

4190/1 (Small) Grants £1,000
4190/1/1 1 off grant for LGTB £1,000
4190/2 Larger Grants £10,000

Grants Total: £12,000

Note on Income for Assets & Amenities and Community Engagement:

In 2017/2018 a considerable amount of money was received in grants for the various events that the Town Council organised and hosted. It is anticipated that in 2018/2019 grants will again be sought to cover the majority of costs for the events. However, as these are unknown and the income is not guaranteed, it cannot be factored into the Budget and therefore the figures have been returned to zero.

Budget Head – Policy and ResourcesIncome:

3000 - Precept – The Town Council's Precept will not be considered until the Budget has been approved.

3001 - TVBC Tax Grant – This was a grant that was passed to Parish and Town Council's when the Band D Tax allocation was changed. A grant of £18,000 was passed to the Town Council in 2013/2014.

However, Test Valley Borough Council are one of 17 across the country that do not pass the grant on to its Parish and Town Councils.

3010 - Bank Interest and Bank Charges – The Bank Interest is the interest the Town Council receives from its current account. It was anticipated that it would fall in 2017/2018 and so far no interest has been received. Therefore no bank interest has been included in the 2018/2019 budget.

The Bank Charges are for administration of cheques and any fees incurred for returned cheques.

3100 - VAT Refund and Overclaim – The Town Council as a public body is entitled to claim back all the VAT it is charged throughout the year. This figure is not predictable and is never included to calculate the budget, it is shown in the Budget to indicate how much VAT has been claimed back. The VAT Overclaim is listed in case, for any reason, more VAT is claimed than allowed. This does not happen very often.

3999 - Funds for the Neighbourhood Plan have not been included as the project is on hold for the time being.

Expenditure:

4000/2 – Bank Charges – Bank Charges are incurred when a Cheque bounces. This has occurred more frequently this year, it is therefore suggested that an £80.00 Budget is included to cover the initial costs while the monies are claimed back.

4000/3 – Legal & Professional Fees – This Budget includes monies for any legal advice that the Town Council requires, costs of solicitors' fees and payment to Locum Clerks for professional cover. It is suggested that this Budget Head is increased to £4,000.

4000/5 – IT Support & Equipment – In 2018 the Town Council will be moving to larger premises Not only will there be an extra computer but the current computers are coming to the end of their ‘lives’ therefore more IT support may be needed. It is therefore suggested this Budget be increased to £2,000.

4200/1 – Salaries Corporate – This budget has been increased to include the cost of a receptionist position and the increase in Pensions, imposed by the Pensions Regulator and any increase in Income Tax or National Insurance contributions as directed by central government.

4200/2 – Salaries Allotments – This budget has been increased to include increase in Pensions and Tax, as above.

4200/3 – Staff Training – It has been identified that staff will be required to attend additional training courses for H&S, First Aid, GDPR and CiLCA during 2018, therefore it is suggested this budget be increased to £1,000.

4200/4 – Staff Travel – Staff are entitled to claim for travel incurred during training sessions, therefore it is suggested this Budget be increased to £200.00.

4210/6 – Heating & Lighting (Office) – Energy process are increasing and the Town Council will be taking on larger premises in 2018. It is therefore suggested that this Budget Head is increased to £1,500.00.

4210/5 – Water Rates (Office) – The cost of water supply is increasing therefore it is suggested that this Budget Head is increased to £300.00

4210/7 – Telephone & Broadband – The Town Council office is seeing increased telephone traffic, therefore additional phone lines are required. The Town Council has also been provided with superfast broadband which has increased costs. Therefore it is suggested that this Budget Head is increased to £1,520.00

4210/8 - Photocopying – During 2017 the costs of photocopying have escalated. This is mainly due to additional committees and meetings and the necessity to provide additional paperwork. It is anticipated in 2018 that the committees will decrease and that agendas will be provided by projection at meetings, thereby reducing costs, but this cannot be guaranteed. Therefore using 2017 costs as a guide, it is suggested that this budget be increased to £4,000.

4210/9 – Stationery – The budget increase for this is to mainly cover the cost of additional paper. It is anticipated as above that this cost will reduce in 2018/2019.

4210/12 – Insurance – Insurance premiums continue to increase. Additions have been made for the larger office premises, additional IT equipment, and additional Christmas lights.

4210/15 – Office & Equipment Maintenance – This budget head also includes provision for cleaning the offices. With the move to larger premises, additional cleaning will be required. This also includes costs for window cleaning. These costs have also increased.

4210/17 - Waste Removal – It is necessary for the wellbeing of the Town Council offices and officers for any waste to be removed. The Town Council must ensure it is removed correctly therefore a company is employed to remove all waste, this includes recycling, (household) waste and confidential waste.

It is suggested that the Budget be increased to £1,000 to reflect increasing costs of suppliers.

Allotments

Each Allotment Site has its own Budget. This is to reflect the income received from each site. Members should note that all the allotment sites differ in size, Admirals Way being the smallest to The Drove being the largest.

Each year the costs for the maintenance of the allotments increase as the Town Council contractors have to pass on their costs to the Town Council. Every effort is made to keep the costs down.

However, in 2018/2019 it is anticipated that the Town Council will take on the ownership and management of 2 additional sites at Picket Piece and Picket Twenty. Budget provision has to be made for these sites.

The Allotment Budget as a whole was considered by the Allotments Committee on 5 October 2017. The Allotment Committee noted that costs for maintenance and services provision are constantly rising. They have recommended the Budget included but however wish to stress that they will be working hard over the coming year to reduce the costs of the Allotments as they are not currently 'breaking even'.

Possible money saving ideas are being considered such as eco loos, allotment associations and alternative ways of maintaining the sites.

The income (3050) from the Allotments is anticipated to increase in 2018/2019 to £25,660.

The expenditure (4500) for the Allotments however is anticipated to increase in 2018/2019 to £45,640, this does include Budget Provision for 2 new sites.

It should be noted that developers have been requested not to plant hedges or trees around the new sites, thereby keeping maintenance costs as low as possible.

Earmarked Reserves

Members will be aware that work has been continuing throughout the year to provide a comprehensive list of Earmarked Reserves.

The Earmarked Reserves will be considered in greater detail at the net meeting of the Policy and Resources Committee, for recommendation to full Council in January 2018.

Financial Implications

The total suggested Budget for 2018/2019 is:

Income: £25,660.00

Expenditure: £376,940

Legal and Policy Implications

To comply with Town Council Financial Regulations the Budget must be recommended to Full Council.

Recommendations

To consider, approve and recommend to Full Council the Budget for 2018/2019.

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 Councillors

DRAFT FINANCIAL BUDGET 2018/2019

		Previous Year's Net	Budget 2017/2018	Actual Net	Balance	PROPOSED BUDGET 2018/2019	Known Income/ Expenditure to 09.11.2017	Projected Balance @ 31.03.2018
INCOME								
Events & Projects								
3025 Town Development								
3025/1	Income from Events	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/2	Grants	£200.00	£0.00	£3,912.00	£3,912.00	£0.00	£3,912.00	£3,912.00
3025/3	Sponsorship	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/4	Proms in the park	£0.00	£0.00	£469.38	£469.38	£0.00	£0.00	£469.38
3025/5	A-Fest	£0.00	£0.00	£2,320.00	£2,320.00	£0.00	£2,320.00	£2,320.00
3025 TOTAL		£250.00	£0.00	£6,701.38	£6,701.38	£0.00	£6,232.00	£6,701.38
TOTAL EVENTS & PROJECTS		£250.00	£0.00	£6,701.38	£6,701.38	£0.00	£6,232.00	£6,701.38
Policy & Resources								
36 Business Rates Refund								
3000 Precept		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3001 TVBC Tax Band Grant		£261,651.89	£268,001.40	£268,001.40	£268,001.40	£0.00	£268,001.40	£0.00
3010 Bank Interest		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3020 Grants Received		£362.11	£150.00	£0.00	-£150.00	£0.00	£0.00	£0.00
3021 Section 106 Monies		£0.00	£0.00	£4,782.75	£4,782.75	£0.00	£4,782.75	£4,782.75
3100 VAT Refund		£0.00	£0.00	£3,525.76	£0.00	£0.00	£3,525.76	£0.00
3110 VAT Overclaim		£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
3999 Funds Held for Neighbourhood Plan		£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
TOTAL POLICY & RESOURCES		£262,014.00	£268,151.40	£276,309.91	£272,634.15	£0.00	£276,309.91	£4,782.75

					PROPOSED BUDGET	Known Income/ Expenditure to 09.11.2017	Projected Balance @ 31.03.2018
	Previous Year's Net	2017/2018	Actual Net	Balance	2018/2019		
Allotments							
3050 Allotment Rents							
3050/1 Admirals Way	£844.70	£800.00	£423.84	-£376.16	£800.00	£423.84	£0.00
3050/2 Barlows Lane	£5,587.52	£5,500.00	£2,483.86	-£3,016.14	£5,500.00	£2,483.86	£0.00
3050/3 Churchill Way	£2,286.87	£2,000.00	£976.71	-£1,023.29	£2,000.00	£976.71	£0.00
3050/4 Mylen Road	£1,388.46	£1,400.00	£1,047.96	-£352.04	£1,300.00	£1,047.96	£0.00
3050/5 Old Winton Road	£3,685.24	£3,800.00	£2,292.94	-£1,507.06	£3,600.00	£2,292.94	£0.00
3050/6 The Drove	£7,097.69	£7,200.00	£4,795.41	-£2,404.59	£7,000.00	£4,795.41	£0.00
3050/7 Vigo Road	£4,589.93	£4,900.00	£2,001.62	-£2,898.38	£4,500.00	£2,001.62	£0.00
3050/8 Picket Piece/Twenty	£0.00	£0.00	£0.00	£0.00	£960.00	£0.00	£0.00
3050 TOTAL	£25,480.41	£25,600.00	£14,022.34	-£11,577.66	£25,660.00	£14,022.34	£0.00
3051 Deposits							
3052 Deposit Credit Interest	£2.15	£0.00	£1.25	£1.25	£0.00	£1.25	£0.00
3053 Deposit Direct Payment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<hr/>							
TOTAL ALLOTMENTS							
TOTAL INCOME	£25,482.56	£293,751.40	£297,034.88	£267,759.12	£25,660.00	£29,734.88	£0.00

EXPENDITURE

					PROPOSED BUDGET	Known Income/ Expenditure to 2018/2019	Projected Balance @ 31.03.2018
	Previous Year's Net	2017/2018	Actual Net	Balance		2018/2019	09.11.2017
Events & Projects							
4700 Town Centre Development							
4700/1 Notice Boards	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/2 Christmas Lights	£0.00	£22,000.00	£8,822.47	£13,177.53	£22,000.00	£8,822.47	£5,000.00
4700/3 A-Fest	£0.00	£1,000.00	£4,125.18	-£3,125.18	£3,000.00	£4,125.18	-£3,125.18
4700/4 Shilling Fair	£0.00	£1,000.00	£2,836.88	-£1,836.88	£2,000.00	£2,836.88	-£1,836.88
4700/5 Youth Council	£0.00	£2,000.00	£16.50	£1,983.50	£2,000.00	£16.50	£1,983.50
4700/6 Town Centre Management	£0.00	£4,000.00	£475.20	£3,524.80	£4,000.00	£475.20	£0.00
4700/7 Projects	£0.00	£6,565.00	£3,893.94	£2,671.06	£4,000.00	£3,893.94	£2,671.06
4700/8 Andover Health & Wellbeing	£300.00	£300.00	£0.00	£300.00	£0.00	£0.00	£300.00
4700/9 Andover Challenges	£0.00	£0.00	£0.00	£0.00	£4,000.00	£0.00	£0.00
4700/10 WW1 Event (215)	£0.00	£0.00	£0.00	£0.00	£10,000.00	£0.00	£0.00
4700/11 Festival of Motoring	£0.00	£0.00	£0.00	£0.00	£400.00	£0.00	£0.00
4700/12 Proms in the Park	£0.00	£0.00	£2,813.75	-£2,813.75	£0.00	£2,813.75	-£2,813.75
4700 TOTAL	£300.00	£36,865.00	£22,983.92	£13,881.08	£51,400.00	£22,983.92	£2,178.75
TOTAL Events & Projects	£300.00	£36,865.00	£22,983.92	£13,881.08	£51,400.00	£22,983.92	£2,178.75

					PROPOSED BUDGET	Known Income/ Expenditure to 2018/2019	Projected Balance @ 31.03.2018
	Previous Year's Net	2017/2018	Actual Net	Balance		2018/2019	09.11.2017
Policy & Resources							
4000 Corporate Management							
4000/1 Accounts Support	£0.00	£900.00	£44.00	£856.00	£900.00	£44.00	£0.00
4000/2 Bank Charges	£0.00	£0.00	£39.30	-£39.30	£80.00	£39.30	-£80.00
4000/3 Legal & Professional Fees	£0.00	£2,600.00	£3,553.00	-£953.00	£4,000.00	£3,553.00	-£953.00
4000/4 Audit Fees	£0.00	£1,500.00	£150.00	£1,350.00	£1,500.00	£150.00	£0.00
4000/5 IT Support & Equipment	£0.00	£1,000.00	£108.33	£891.67	£2,000.00	£108.33	£0.00

4000/6	Website & Community Development						
4000/6/1	Website	£0.00	£2,000.00	£525.00	£1,475.00	£2,000.00	£525.00
4000/6/2	Website Hosting	£0.00	£500.00	£239.60	£260.40	£500.00	£239.60
4000/6/3	Newsletter	£0.00	£250.00	£0.00	£250.00	£250.00	£0.00
4000/6	TOTAL	£0.00	£2,750.00	£764.60	£1,102.85	£2,750.00	£764.60
	4000 TOTAL	£0.00	£8,750.00	£4,659.23	£4,090.77	£11,230.00	£4,659.23
							-£1,033.00
	4100 Democratic Representation						
4100/1	Chairmans Allowance	£0.00	£50.00	£20.00	£30.00	£50.00	£20.00
4100/1/1	Chairmans Badge & Regalia	£0.00	£1,650.00	£0.00	£1,650.00	£1,650.00	£0.00
4100/1	Total	£0.00	£1,700.00	£0.00	£1,700.00	£1,700.00	£0.00
4100/2	Members Training & Courses	£0.00	£1,500.00	£355.00	£1,145.00	£1,500.00	£355.00
4100/3	Members Travel	£0.00	£100.00	£16.20	£83.80	£100.00	£16.20
4100/4	Public Building Hire	£0.00	£720.00	£1,260.90	-£540.90	£1,000.00	£1,260.90
4100/5	Funds Held for Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	4100 TOTAL	£0.00	£4,020.00	£1,652.10	£2,387.90	£5,300.00	£1,652.10
							-£1,470.00
	4180 Other Services to the Public						
4180/1	Election Costs	£0.00	£20,000.00	£0.00	£20,000.00	£20,000.00	£0.00
	4180 TOTAL	£0.00	£20,000.00	£0.00	£20,000.00	£20,000.00	£0.00
	4190 Grants						
4190/1	Grants	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00	£0.00
4190/1/1	1 off grant for LGTB	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00
4190/2	Larger Grants	£0.00	£0.00	£0.00	£0.00	£10,000.00	£0.00
4190/3	Grants Section 137	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	4190 TOTAL	£0.00	£1,000.00	£0.00	£1,000.00	£12,000.00	£0.00

		Previous Year's Net	2017/2018	Actual Net	Balance	PROPOSED BUDGET	Known Income/ Expenditure to 09.11.2017	Projected Balance @ 31.03.2018
						2018/2019		
4200 Administration Rechargeable Staffing								
4200/1	Salaries Corporate	£0.00	£80,000.00	£43,153.31	£36,846.69	£100,000.00	£43,153.31	£0.00
4200/2	Salaries Allotments	£0.00	£16,700.00	£10,260.26	£6,439.74	£20,000.00	£10,260.26	£0.00
4200/3	Staff Training	£0.00	£500.00	£327.00	£173.00	£1,000.00	£327.00	£0.00
4200/4	Staff Travel	£81.92	£100.00	£67.50	£32.50	£200.00	£67.50	£0.00
4200 TOTAL		£81.92	£97,300.00	£53,808.07	£43,491.93	£121,200.00	£53,808.07	£0.00
4204 New Building Fund								
4205 Bus Shelters		£0.00	£0.00	£0.00	£0.00	£12,500.00	£0.00	£0.00
4210 Administration Rechargeable								
4210/1	Petty Cash	£0.00	£250.00	£0.00	£250.00	£250.00	£0.00	£0.00
4210/2	Office Sundries	£0.00	£250.00	£26.71	£223.29	£250.00	£26.71	£0.00
4210/3	Rent - Office	£0.00	£14,000.00	£2,856.47	£11,143.53	£14,000.00	£2,856.47	£2,000.00
4210/4	Rates - Office	£0.00	£3,000.00	£0.00	£3,000.00	£4,000.00	£0.00	£0.00
4210/5	Water Rates - Office	£0.00	£150.00	£0.00	£150.00	£300.00	£0.00	£0.00
4210/6	Heating & Lighting - Office	£0.00	£800.00	£303.01	£496.99	£1,500.00	£303.01	£0.00
4210/7	Telephone & Broadband	£0.00	£800.00	£419.28	£380.72	£1,520.00	£419.28	£0.00
4210/8	Photocopying	£0.00	£2,200.00	£3,131.16	-£931.16	£4,000.00	£3,131.16	-£2,733.68
4210/9	Stationery	£0.00	£1,000.00	£589.46	£410.54	£1,300.00	£589.46	£0.00
4210/10	Postage	£0.00	£1,200.00	£1,261.84	-£61.84	£2,000.00	£1,261.84	-£942.84
4210/11	Subscriptions/Memberships	£0.00	£3,000.00	£2,949.00	£51.00	£3,000.00	£2,949.00	£51.00
4210/12	Insurance	£0.00	£3,100.00	£0.00	£3,100.00	£5,000.00	£0.00	£0.00
4210/14	Other Advertising	£0.00	£50.00	£0.00	£50.00	£50.00	£0.00	£50.00
4210/15	Office & Equipment Maintenance	£0.00	£1,000.00	£1,185.18	-£185.18	£2,500.00	£1,185.18	-£899.44
4210/16	New Equipment & Furniture	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00	£0.00	£0.00
4210/17	Waste Removal	£0.00	£550.00	£65.00	£485.00	£1,000.00	£65.00	-£20.00
4210 TOTAL		£0.00	£32,350.00	£12,787.11	£19,562.89	£41,670.00	£18,135.55	-£2,494.96
TOTAL POLICY & RESOURCES								
		£0.00	£0.00	£72,906.51	£146,533.49	£279,900.00	£72,906.51	£71,002.04

	Previous Year's Net	2017/2018	Actual Net	Balance	PROPOSED BUDGET 2018/2019	Known Income/ Expenditure to 20.10.2017	Projected Balance @ 31.03.2018
Allotments							
4500 Allotment Service							
4500/1 Allotment Maintenance							
4500/1/1 Admirals Way							
4500/1/1/1 Services	£836.34	£1,000.00	£550.14	£449.86	£1,000.00	£550.14	£0.00
4500/1/1/2 Grounds Maintenance	£2,081.09	£1,000.00	£752.00	£248.00	£1,500.00	£752.00	-£492.00
4500/1/1/3 Water Charges	£290.11	£300.00	£170.05	£129.95	£300.00	£170.05	£0.00
4500/1/1/4 Repairs & Renewals	£65.00	£600.00	£20.00	£580.00	£300.00	£20.00	£0.00
4500/1/1/5 Equipment	£609.70	£450.00	£0.00	£450.00	£450.00	£0.00	£450.00
4500/1/1/6 Sundries	£50.00	£70.00	£0.00	£70.00	£70.00	£0.00	£70.00
4500/1/1/7 Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/1/8 Pest Control	£0.00	£686.00	£399.98	£286.02	£700.00	£399.98	£0.00
4500/1/1 TOTAL	£3,932.24	£4,106.00	£1,892.17	£2,213.83	£4,320.00	£1,892.17	£28.00
4500/1/2 Barlows Lane							
4500/1/2/1 Services	£836.34	£1,000.00	£550.14	£449.86	£1,000.00	£550.14	£0.00
4500/1/2/2 Grounds Maintenance	£2,754.01	£1,000.00	£1,850.00	-£850.00	£2,500.00	£1,850.00	-£1,960.00
4500/1/2/3 Water Charges	£445.44	£890.00	£335.62	£554.38	£700.00	£335.62	£0.00
4500/1/2/4 Repairs & Renewals	£70.00	£670.00	£458.89	£211.11	£500.00	£458.89	£0.00
4500/1/2/5 Equipment	£609.70	£400.00	£0.00	£400.00	£300.00	£0.00	£400.00
4500/1/2/6 Sundries	£41.67	£70.00	£0.00	£70.00	£70.00	£0.00	£70.00
4500/1/2/7 Returned Deposits	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/2/8 Pest Control	£0.00	£686.00	£399.98	£286.02	£700.00	£399.98	£0.00
4500/1/2 TOTAL	£4,807.16	£4,716.00	£3,594.63	£1,121.37	£5,770.00	£3,594.63	-£1,490.00
4500/1/3 Churchill Way							
4500/1/3/1 Services	£836.34	£1,000.00	£550.14	£449.86	£1,000.00	£550.14	£0.00
4500/1/3/2 Grounds Maintenance	£2,500.51	£1,000.00	£835.00	£165.00	£2,500.00	£835.00	-£270.00
4500/1/3/3 Water Charges	£453.95	£480.00	£224.04	£225.96	£500.00	£224.04	£0.00
4500/1/3/4 Repairs & Renewals	£0.00	£600.00	£50.00	£550.00	£300.00	£50.00	£300.00
4500/1/3/5 Equipment	£615.70	£400.00	£0.00	£400.00	£300.00	£0.00	£200.00
4500/1/3/6 Sundries	£41.67	£70.00	£0.00	£70.00	£70.00	£0.00	£70.00

4500/1/3/7	Returned Deposits	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/3/8	Pest Control	£0.00	£686.00	£399.98	£286.02	£700.00	£399.98	£0.00
03/01/4500	TOTAL	£4,548.17	£4,236.00	£2,059.16	£2,146.84	£5,370.00	£2,059.16	£300.00
04/01/4500	Mylen Road							
4500/1/4/1	Services	£836.34	£1,000.00	£550.14	£449.86	£1,000.00	£550.14	£0.00
4500/1/4/2	Grounds Maintenance	£3,987.17	£1,000.00	£1,650.00	-£650.00	£2,650.00	£1,650.00	-£1,650.00
4500/1/4/3	Water Charges	£734.30	£800.00	£316.30	£483.70	£800.00	£316.30	£0.00
4500/1/4/4	Repairs & Renewals	£0.00	£600.00	£60.00	£540.00	£300.00	£60.00	£200.00
4500/1/4/5	Equipment	£1,134.70	£500.00	£0.00	£500.00	£300.00	£0.00	£200.00
4500/1/4/6	Sundries	£74.00	£70.00	£0.00	£70.00	£70.00	£0.00	£70.00
4500/1/4/7	Returned Deposits	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/4/8	Pest Conrol	£0.00	£686.00	£399.98	£286.02	£700.00	£399.98	£0.00
4500/1/4	TOTAL	£6,866.51	£4,656.00	£2,976.42	£1,679.58	£5,820.00	£2,976.42	-£1,180.00
4500/1/5	Old Winton Road							
4500/1/5/1	Services	£836.34	£1,000.00	£550.14	£449.86	£1,000.00	£550.14	£0.00
4500/1/5/2	Grounds Maintenance	£3,895.51	£1,000.00	£1,815.00	-£815.00	£3,300.00	£1,815.00	-£1,600.00
4500/1/5/3	Water Charges	£354.48	£600.00	£421.88	£178.12	£1,000.00	£421.88	-£400.00
4500/1/5/4	Repairs & Renewals	£0.00	£600.00	£30.00	£570.00	£300.00	£30.00	£300.00
4500/1/5/5	Equipment	£609.70	£350.00	£0.00	£350.00	£300.00	£0.00	£300.00
4500/1/5/6	Sundries	£56.00	£70.00	£0.00	£70.00	£70.00	£0.00	£70.00
4500/1/5/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/5/8	Pest Control	£0.00	£686.00	£399.98	£343.16	£700.00	£399.98	£0.00
4500/1/5	TOTAL	£5,752.03	£4,306.00	£3,217.00	£1,146.14	£6,670.00	£3,217.00	-£1,330.00
4500/1/6	The Drove							
4500/1/6/1	Services	£836.34	£1,000.00	£550.14	£449.86	£1,000.00	£550.14	£0.00
4500/1/6/2	Grounds Maintenance	£2,626.08	£1,000.00	£1,755.00	-£755.00	£2,700.00	£1,755.00	-£1,700.00
4500/1/6/3	Water Charges	£2,076.04	£3,500.00	£1,599.48	£1,900.52	£2,500.00	£1,599.48	£0.00
4500/1/6/4	Repairs & Renewals	£0.00	£600.00	£50.00	£550.00	£300.00	£50.00	£200.00
4500/1/6/5	Equipment	£532.10	£300.00	£0.00	£300.00	£300.00	£0.00	£300.00
4500/1/6/6	Sundries	£89.22	£70.00	£0.00	£70.00	£70.00	£0.00	£70.00
4500/1/6/7	Returned Deposits	£100.00	£0.00	£50.00	£0.00	£0.00	£50.00	£0.00
4500/1/6/8	Pest Control	£0.00	£686.00	£399.98	£343.16	£700.00	£399.98	£0.00
4500/1/6	TOTAL	£6,259.78	£7,156.00	£4,404.60	£2,858.54	£7,570.00	£4,404.60	-£1,130.00

		Previous Year's Net	2017/2018	Actual Net	Balance	PROPOSED BUDGET	Known Income/ Expenditure to 20.10.2017	Projected Balance @ 31.03.2018
						2018/2019		
4500/1/7	Vigo Road							
4500/1/7/1	Services	£836.34	£1,000.00	£550.14	£449.86	£1,000.00	£550.14	£0.00
4500/1/7/2	Grounds Maintenance	£3,613.63	£1,000.00	£1,555.00	-£555.00	£3,000.00	£1,555.00	-£1,300.00
4500/1/7/3	Water Charges	£1,074.81	£1,500.00	£432.31	£1,067.69	£1,200.00	£432.31	£0.00
4500/1/7/4	Repairs & Renewals	£257.00	£600.00	£0.00	£600.00	£300.00	£0.00	£300.00
4500/1/7/5	Equipment	£809.70	£380.00	£0.00	£380.00	£300.00	£0.00	£300.00
4500/1/7/6	Sundries	£50.00	£70.00	£0.00	£70.00	£70.00	£0.00	£70.00
4500/1/7/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/7/8	Pest Control	£0.00	£686.00	£400.12	£285.88	£700.00	£400.12	£0.00
4500/1/7	TOTAL	£6,641.48	£5,236.00	£2,937.57	£2,298.43	£6,570.00	£2,937.57	-£630.00
Picket Twenty/Piece								
	Services	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	£0.00
	Grounds Maintenance	£0.00	£0.00	£0.00	£0.00	£1,500.00	£0.00	£0.00
	Repairs & Renewals	£0.00	£0.00	£0.00	£0.00	£100.00	£0.00	£0.00
	Equipment	£0.00	£0.00	£0.00	£0.00	£200.00	£0.00	£0.00
	Sundries	£0.00	£0.00	£0.00	£0.00	£50.00	£0.00	£0.00
	Pest Control	£0.00	£0.00	£0.00	£0.00	£700.00	£0.00	£0.00
	TOTAL					£3,550.00		
4500/1	TOTAL	£38,807.37	£34,412.00	£20,541.55	£13,464.73	£45,640.00	£20,541.55	-£5,432.00
TOTAL ALLOTMENTS EXPENDITURE		£38,807.37	£34,412.00	£20,541.55	£13,464.73	£45,640.00	£20,541.55	-£5,432.00
TOTAL EXPENDITURE		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Income		£0.00	£0.00	£297,034.88	£267,759.12	£25,660.00	£0.00	£0.00
Total Expenditure		£0.00	£0.00	£116,431.98	£173,879.30	£376,940.00	£0.00	£0.00
TOTAL NET BALANCE		£0.00	£0.00	£180,602.90	£93,879.82	-£351,280.00		

APPENDIX E

ANDOVER TOWN COUNCIL

LIST OF MEETING DATES FOR 2018

Day	Date	Time	Meeting	Venue
JANUARY				
Thursday	11 January 2018	7.00pm	Policy & Resources Committee	Upper Guildhall
Thursday	18 January 2018	7.00pm	Allotment Committee	Upper Guildhall
Monday	22 January 2018	6.00pm	Planning Committee	Upper Guildhall
Thursday	25 January 2018	7.00pm	Council (Precept)	Upper Guildhall
FEBRUARY				
Thursday	1 February 2018	7.00pm	Assets & Amenities Committee	Upper Guildhall
Thursday	8 February 2018	6.30pm	Staffing Sub-Committee	Council Office
Monday	12 February 2018	6.00pm	Planning Committee	Upper Guildhall
Thursday	15 February 2018	7.00pm	Community Engagement Committee	Upper Guildhall
MARCH				
Thursday	1 March 2018	7.00pm	Policy & Resources Committee	Upper Guildhall
Monday	5 March 2018	6.00pm	Planning Committee	Upper Guildhall
Thursday	5 March 2018	7.00pm	Town Electors Meeting	Upper Guildhall
Monday	26 March 2018	6.00pm	Planning Committee	Upper Guildhall
Thursday	29 March 2018	7.00pm	Council	Upper Guildhall
Friday	30 March 2018		BANK HOLIDAY (Good Friday)	
APRIL				
Monday	2 April 2018		BANK HOLIDAY (Easter Monday)	
Thursday	5 April 2018	7.00pm	Allotments Committee	Upper Guildhall
Thursday	12 April 2018	7.00pm	Assets & Amenities Committee	Upper Guildhall
Monday	16 April 2018	6.00pm	Planning Committee	Upper Guildhall
Thursday	26 April 2018	7.00pm	Community Engagement	Upper Guildhall
MAY				
Thursday	3 May 2018	7.00pm	Policy and Resources Committee	Upper Guildhall
Monday	7 May 2018		BANK HOLIDAY	
Thursday	10 May 2018	7.00pm	Annual Council (Chairman Making)	Upper Guildhall
Thursday	24 May 2018	7.00pm	Assets & Amenities Committee	Upper Guildhall
Monday	28 May 2018		BANK HOLIDAY	
JUNE				
Thursday	7 June 2018	7.00pm	Community Engagement Committee	Upper Guildhall
Thursday	14 June 2018	7.00pm	Policy & Resources Committee	Upper Guildhall
Monday	18 June 2018	6.00pm	Planning Committee	Upper Guildhall
Thursday	21 June 2018	7.00pm	Council (Annual Return)	Upper Guildhall
Thursday	28 June 2018	6.30pm	Staffing Sub-Committee	Council Office
JULY				
Thursday	5 July 2018	7.00pm	Allotments Committee	Upper Guildhall
Monday	9 July 2018	6.00pm	Planning Committee	Upper Guildhall
Thursday	12 July 2018	7.00pm	Assets & Amenities Committee	Upper Guildhall
Thursday	26 July 2018	7.00pm	Community Engagement Committee	Upper Guildhall
Monday	30 July 2018	6.00pm	Planning Committee	Upper Guildhall
AUGUST				
Thursday	2 August 2018	7.00pm	Policy & Resources Committee	Upper Guildhall
Monday	20 August 2018	6.00pm	Planning Committee	Upper Guildhall
Monday	27 August 2018		BANK HOLIDAY	

APPENDIX E

SEPTEMBER				
Thursday	6 September 2018	7.00pm	Council	Upper Guildhall
Monday	10 September 2018	6.00pm	Planning Committee	Upper Guildhall
Thursday	3 September 2018	6.30pm	Staffing Sub-Committee	Council Office
OCTOBER				
Monday	1 October 2018	6.00pm	Planning Committee	Upper Guildhall
Thursday	4 October 2018	7.00pm	Allotment Committee	Upper Guildhall
Thursday	11 October 2018	7.00pm	Assets & Amenities Committee	Upper Guildhall
Monday	22 October 2018	6.00pm	Planning Committee	Upper Guildhall
Thursday	25 October 2018	7.00pm	Community Engagement Committee	Upper Guildhall
NOVEMBER				
Thursday	1 November 2018	7.00pm	Policy & Resources Committee	Upper Guildhall
Monday	12 November 2018	6.00pm	Planning Committee	Upper Guildhall
Thursday	22 November 2018	7.00pm	Assets & Amenities Committee	Upper Guildhall
Thursday	29 November 2018	7.00pm	Council	Upper Guildhall
DECEMBER				
Monday	3 December 2018	6.00pm	Planning Committee	Upper Guildhall
Thursday	6 December 2018	7.00pm	Community Engagement Committee	Upper Guildhall
Thursday	13 December 2018	7.00pm	Policy & Resources Committee	Upper Guildhall
Monday	17 December 2018	6.00pm	Planning Committee	Upper Guildhall
Tuesday	25 December 2018		CHRISTMAS DAY (BANK HOLIDAY)	
Wednesday	26 December 2018		BOXING DAY (BANK HOLIDAY)	



ANDOVER TOWN COUNCIL

F

Review of Committee Structure for May 2018 - Report

Review of Committee Structure	
Produced for: Policy and Resources Committee	Date of Report: Friday 10 November 2017
Summary of Key Issues To begin a review of the Committee Structure for May 2018.	
Current Situation In 2015/2016 it was decided to create 2 additional Committees and promote the Allotment Sub-Committee to a full Committee. The additional Committees were Assets & Amenities Committee and Community Engagement Committee. In 2015 the Town Council had 33 Council and Committee meetings. With the addition of the 2 new committees the number of meetings increased to 50 in 2016. The 2 Committees have been running for 2 years and Members have requested that a review of the structure be undertaken to ascertain whether the Committees are the best use of the Town Council's resources.	
Recommendations from the Committees Both the Assets & Amenities Committee and the Community Engagement Committee have considered the question of resources and effectiveness. It has been noted that the increase in meetings has increased the need for officer time and it has increased administrative costs. Both Committees have agreed that the work they cover could be incorporated into one Committee, thereby improving the effectiveness of the Council's resources. Therefore the following recommendation was agreed by the Community Engagement Committee: <i>That the members of the Community Engagement Committee recommend to the Policy and Resources Committee that the function and budget responsibilities of The Community Engagement Committee and the Assets and Amenities Committee be amalgamated into one Committee thereby reducing administration costs and time and providing a more productive structure for the Town Council operations.</i>	
Financial Implications By reducing the number of Committees the administration costs will decrease. Exact figures are not yet known but could be estimated as part of the review.	
Legal and Policy Implications Full Council must approve any changes to the structure of its Committees. Any changes can be brought into effect from May 2018.	

Recommendations

To consider the recommendation included in the report.

To make any recommendations for changes to the Committee Structure to full Council.

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

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Distribution: To all Councillors

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1810	BACS:2524 12368	£960.00	4000/4	31/03/17	BDO LLP - audit fees 2016/2017	£960.00
2007	DDBESOct 17	£34.27	4210/6	15/10/17	BES Commercial Electricity Ltd - Electricity supply 15 Sept-15 Oct 2017	£34.27
2008	300370	£6.00	4500/1/1/2	28/09/17	Mr D Bolland - Grass Cutting - Admirals Way Allotment Sept 2017	£6.00
2009	BACS:7511 27643	£42.24	4500/1/1/3	11/10/17	Business Stream - Water supply for AW Allots Aug-Oct2017	£42.24
2010	BACS:8794 55550	£6,976.00	4500/1/3/3	11/10/17	Business Stream - Water charges Churchill Way Allts Aug-Oct2017	£6,976.00
2011	BACS:8556 77649	£266.80	4500/1/7/3	11/10/17	Business Stream - Water supply to Vigo Rd Allts July-Oct 2017	£266.80
2013	BACS:5236 05419	£53.99		25/10/17	W R Coulter - Reimbursements October 2017	£53.99
1		£0.89	4210/2		Milk	
2		£40.50	4210/9		Stationery inc diaries x 3, ruler & file tabs	
2014	BACS:9032 02212	£560.98		01/10/17	Convenient Hire Limited - Provision of Toilets on all Allotment Sites	£560.98
1		£80.14	4500/1/1/1		Inv: 122096 - AW	
2		£80.14	4500/1/2/1		Inv: 122097 - BL	
3		£80.14	4500/1/3/1		Inv: 122098 - CW	
4		£80.14	4500/1/4/1		Inv: 122099 - MR	
5		£80.14	4500/1/5/1		Inv: 122100 - OWR	
6		£80.14	4500/1/7/1		Inv: 122101 - VR	
7		£80.14	4500/1/6/1		Inv: 122102 - TD	
2015	BACS:8481 13073	£90.00		02/10/17	CPRE - Neighbourhood Plan Conference x 2 Members + 1 Officer	£90.00
1		£60.00	4100/2		Neighbourhood Plan Conference x 2 Members	
2016	BACS:3025 00683	£35.94	4000/6/2	01/10/17	Custom Studio Ltd - Website hosting and email provision October 2017	£35.94
2017	BACS:7068 90608	£630.00	4000/6/1	25/10/17	Custom Studio Ltd - Essential Website updates inc conversion to https	£630.00
2020	5062712	£20.20		26/10/17	Mrs B Long - Reimbursements for WW1 window display + milage	£20.20
1		£4.00	4700/8		Reimbursements for WW1 Window display	
2		£16.20	4100/3		Reimbursements milage to NP Conference	

Signature

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Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2021	BACS:4754 0466	£400.00		30/09/17	M B Pest Services - Pest Control across 7 allotment sites September 2017	£400.00
1		£57.14	4500/1/1/8		Pest control Sept 2017 - AW	
2		£57.14	4500/1/2/8		Pest control Sept 2017 - BL	
3		£57.14	4500/1/3/8		Pest control Sept 2017 - CW	
4		£57.14	4500/1/4/8		Pest control Sept 2017 - MR	
5		£57.14	4500/1/5/8		Pest control Sept 2017 - OWR	
6		£57.14	4500/1/6/8		Pest control Sept 2017 - TD	
7		£57.16	4500/1/7/8		Pest control Sept 2017 - VR	
2022	DDMAINSe pt17	£10.25	4210/7	30/09/17	Mainstream Digital - telephone call charges September 2017	£10.25
2023	BACS:2857 19816	£141.28	4210/15	28/09/17	Moores Cleaning Services Ltd - Office cleaning services for September 2017	£141.28
2024	DDPEACO ct2017	£797.18	4210/8	17/10/17	Pan European Asset Company - 3 monthly rental for photocopier	£797.18
2025	BACS:8350 5846	£19.15	4210/10	02/10/17	Pitney Bowes - Monthly rental of franking machine October 2017	£19.15
2026	DDSAGEO ct17	£7.20	4000/1	16/10/17	Sage UK Limited - Monthly rental of Payroll Software October 2017	£7.20
2027	BACS:1303 2661	£191.49	4210/3	09/10/17	Tony Scrase - Service charge for 66C High Street	£191.49
2028	BACS:9391 12421	£1,053.24	4700/2	09/10/17	SSE Lighting - Supply & Install 5 Festive Isolators	£1,053.24
2029	BACS:7893 78664	£1,279.86	4700/2	09/10/17	SSE Lighting - Supply & Install 4 Commando Sockets	£1,279.86
2030	BACS:3982 34622	£644.60	4700/2	09/10/17	SSE Lighting - Check supply to commando sockets and repairs	£644.60
2031	BACS:3251 6380	£552.00	4000/3	09/10/17	Surrey Hills Solicitors - Final fees for Lease of 68b High Street	£552.00
2032	BACS:7891 00575	£75.00	4700/3	18/10/17	Test Valley Borough Council - shilling Fair Waste Collection	£75.00
2033	BACS:4133 6188	£360.00	4700/10	20/10/17	Test Valley Borough Council - Proms in the Park Waste collection + additional litter bins	£360.00
2034	BACS:6501 90701	£164.70	4100/4	27/09/17	Test Valley Borough Council - Hire of Guildhall 5,19, 23 October 2017	£164.70
2035	BACS:5856 77163	£54.90	4100/4	27/09/17	Test Valley Borough Council - Hire of Guildhall 02.10.2017	£54.90
2036	BACS:6703 62975	£10.00	4700/8	03/10/17	Test Valley Community Services - Goods/services 21.12.2016	£10.00
		£6,496.52			Confidential	
Total		£21,891.19				

Signature

Signature

Date

APPENDIX H

POLICY & RESOURCES WORK PROGRAMME: 16.11.2017

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
16 November 2017	Timetable of Meetings for 2018		To consider a timetable of meetings for 20178	
16 November 2017	Annual Budget 2018/2019	STAT	To prepare and recommend to Council the Annual Budget for 2018/2019	
21 December 2017	Investment Strategy	P&R	To consider an Investment Strategy in line with the Financial Regulations	
21 December 2017	Review Council's resources	P&R	To review the Council's resources to ensure services are maintained	
21 December 2017	Review of Business Plan		To ensure the Town Council is up to date with the Business Plan	
21 December 2017	Corporate Risk Assessment	STAT	To review the Corporate Risk Assessment and make necessary recommendations to full Council	
Jan/Feb 2018	Internal Audit Arrangements	STAT	To note Internal Audit arrangements for YE 31 March 2018	
Jan/Feb 2018	Annual Report	STAT	To approve the contents of the Annual Report for 2017/2018	
Jan/Feb 2018	Provision of Financial Services	P&R	To consider a service provider for financial services – to recommend to full Council	
March 2018	Review Town Council Policies			
March 2018	Timetable for Internal Audit 2 YE 31 March 2018			

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
March 2018	Review of Financial Regulations	STAT	To review Financial Regulations to ensure compliance with latest Governance	
May 2018	Virement of Budgets		To consider any Virements of Budgets prior to 31 March 2018	
June 2018	Accounts for the Year Ended 31 March 2018	STAT	To approve the Accounts for the Year Ended 31 March 2018	
June 2018	To receive the Internal Auditors Report	STAT	To approve the Action Plan arising from the Internal Auditors Report	Recommend to full Council
June 2018	Annual Return Preparation	P&R	To review the Internal Audit Report and consider Accounts for the Annual Return	Recommend to full Council
July 2018	Review Council's resources	P&R	To review the Council's resources to ensure services are maintained	
July 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	
November 2018	Review any Leases or Loans (if required)			
November 2018	Review of Members Services Provision		To consider whether provision has been provided within the budget for Members' Services	
November 2018	Timetable of Meetings for 2018		To consider a timetable of meetings for 2018	
November 2018	Annual Budget 2019/2020	STAT	To prepare and recommend to Council the Annual Budget for 2019/2020	
December 2018	Annual Budget 2019/2020 (2)	STAT	To recommend to Council the Annual Budget for 2019/2020	

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