

ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

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

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

(copies to all other Members of the Council)

You are hereby summoned to attend a meeting of the **POLICY and RESOURCES Committee** to be held at the **TOWN COUNCIL OFFICES, 68B, HIGH STREET, ANDOVER** on **THURSDAY 21 FEBRUARY 2019 at 7.00 pm** when it is proposed to transact the following business: -

Wendy Coulter - Town Clerk
15 February 2019

In line with Andover Town Council's "Recording at Meetings" Policy, Members and the public are requested to note that this meeting will be recorded by the Council, and may also be subject to recording by members of the public.

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 10 January 2019 – 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 BUDGET 2019/2020 – FOLLOW UP REPORT

To receive a follow-up report on the Budget 2019/2020 – report attached at **Appendix B.**

6 REVIEW OF STANDING ORDERS

To review Standing Orders and make recommendations to full Council – Standing Orders attached at **Appendix C.**

7 REVIEW OF FINANCIAL REGULATIONS

To review Financial Regulations and make recommendations to full Council – Financial Regulations attached at **Appendix D.**

8 REVIEW OF TERMS OF REFERENCE

To review the Terms of Reference for all Standing Committees.

Where possible individual committees will consider amendments prior to full Council on 14 March 2019.

Consideration to be given to including specific training for specific committees – Terms of Reference attached at **Appendix E.**

9 REVIEW OF POLICIES

To review the Town Councils' current policies – report attached at **Appendix F**. Amended Policies to follow.

10 INSURANCE REVIEW – CONSIDERATION OF INCLUSION OF CRIME & CYBER COVER

To note that the Insurance Review is being undertaken by the Town Clerk.

To consider the inclusion of Crime & Cyber Cover – report on Insurance attached at **Appendix G**.

11 INVESTMENTS UPDATE

To receive an update report on the Town Council's Banking and Investments – report attached at **Appendix H**.

12 ANNUAL REPORT

To review the Annual Report prior to the Electors Meeting to be held on 7 March 2019. Draft Annual Report attached at **Appendix I**.

13 CORPORATE RISK ASSESSMENT

To consider the review and implementation of the Corporate Risk Assessment for 2018/2019. Report attached at **Appendix J**.

14 VIREMENT OF BUDGETS

To consider the Virement of Budgets to recommend to full Council for approval – report attached at **Appendix K**.

15 FINANCE

a. To receive and approve the list of payments up to 14 February 2019 – attached at **Appendix L**.

b. To receive and approve Reconciled Bank Statements from 1st December 2018 to 31 January 2019 and Cashbook up to 31 January 2019.

The Chairman of Committee to sign as approved – attached at **Appendix L**.

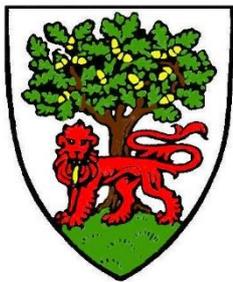
16 COMMITTEE WORK PROGRAMME

To consider the committee work programme and add additional items if necessary – Work Programme attached at **Appendix M**.

17 DATE OF NEXT MEETING

To note the next Policy & Resources Committee meeting will be held in the Town Council Offices on **Thursday 13 June 2019 at 7pm**.

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 10 January 2019

Place

Town Council Offices, 68B, High Street, Andover

Details of Attendance:

Cllr S Hardstaff (Chairman) (P) (Arrived at 7.18pm)

Cllr K Bird (Vice Chairman) (A)

Cllr P Crossman (P)

Cllr L Gates (P)

Cllr L Gregori (P)

Cllr R Hughes (P)

Cllr M Mumford (P)

Cllr V Pond (A)

Cllr R Rowles (A)

Officers Present:

Wendy Coulter (Town Clerk) (Taking the minutes)

Tor Warburton (Deputy Clerk) (Operational & Training)

Michelle Young (Committee & GDPR Officer) (training)

Press: 1

Also Present:

Town Councillor R Kidd

In the absence of Chairman Cllr S Hardstaff and Vice Chairman Cllr K Bird, it was proposed by Cllr L Gregori and seconded by Cllr R Hughes that Cllr M Mumford chair the meeting.

A vote was taken which was unanimous.

RESOLVED: That Cllr M Mumford chair the meeting.

PR 062/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs K Bird and V Pond.

PR 063/18 DECLARATIONS OF INTEREST

Cllr L Gates declared an interest in item 5, as an allotment holder.

Cllr R Kidd declared an interest in joining the Policy and Resources Committee.

PR 064/18 MINUTES

It was proposed by Cllr L Gregori and seconded by Cllr L Gates

that the Chairman sign as a correct record, the minutes of the Policy and Resources Committee meeting held on 13 December 2018.

A vote was taken which was unanimous.

RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 13 December 2018 be signed, by the Chairman, as a correct record.

PR 065/18 PUBLIC PARTICIPATION

No members of the public were present.

PR 066/18 DRAFT BUDGET 2019/2020

Members considered the draft budget for 2019/2020 for recommendation to Full Council.

It was proposed by Cllr L Gates and seconded by Cllr P Crossman that the Draft Budget 2019/2020 of £319,870 be recommended to full Council for approval.

A vote was taken which was unanimous.

RESOLVED: That the Draft Budget 2019/2020 of £319,870 be recommended to full Council for approval.

PR 067/18 PROPOSED PRECEPT FOR 2019/2020

Members considered the Proposed Precept for 2019/2020 for recommendation to Full Council.

A member of the Committee was impressed that Andover Town Council had managed to keep the Precept level under control despite inflation and expressed Thanks to the Town Clerk and Officers.

It was proposed by Cllr L Gates and seconded by Cllr L Gregori that the Proposed Precept level for 2019/2020 be £319,378.35, based on a tax base of 15.945 @ £20.03 per Band D Equivalent Dwellings, be recommended to Full Council for approval.

A vote was taken which was unanimous.

RESOLVED: That the Proposed Precept level for 2019/2020 be £319,378.35, based on a tax base of 15.945 @ £20.03 per Band D Equivalent Dwellings, be recommended to Full Council for approval.

(Cllr S Hardstaff arrived at 7.18pm)

At 7.21pm, Cllr M Mumford commented that, "For the purpose of the Committee Minutes, I will now hand over to Cllr S Hardstaff."

PR 068/18 INTERNAL AUDIT AND ACTION PLAN – PART 1

The Internal Audit and Action Plan - Part 1 was noted.

A member requested that a further report be added to the Policy and resources Committee, regarding banking issues.

It was proposed by Cllr R Hughes and seconded by Cllr P Crossman that the Internal Auditors Report for 2019 be recommended to Full Council for approval and that the Council's Action Plan be implemented.

A vote was taken which was unanimous.

RESOLVED: That the Internal Auditors Report for 2019 be recommended to Full Council for approval and that the Council's Action Plan be implemented.

PR 069/18 INTERNAL AUDIT ARRANGEMENTS FOR YE 31 MARCH 2019

Members noted the Internal Audit Arrangements for Year Ended 31 March 2019 and noted that the final Internal Audit date will be 28 March 2019.

PR 070/18 FINANCE

Members received the payments up to 19 December 2018 and 8 January 2019.

Members received Reconciled Bank statements from 1 April 2018 to 30 November 2018 and Cashbook up to 30 November 2018 for the Chairman of the Committee to sign and approve.

A member expressed their concerns that staffing salaries are clear to see on the reconciled statements. It was suggested that staff member names are to be redacted on all future statements.

It was proposed by Cllr L Gates and seconded by Cllr M Mumford that the list of payments up to 19 December 2018 and 8 January 2019, the Reconciled Bank statements from 1 April 2018 to 30 November 2018 and Cashbook up to 30 November 2018 and the suggestion of redacting staff members names on all future statements, be approved.

A vote was taken which was unanimous.

RESOLVED: That the list of payments up to 19 December 2018 and 8 January 2019, the Reconciled Bank statements from 1 April 2018 to 30 November 2018 and Cashbook up to 30 November 2018 and the suggestion of redacting staff members names on all future statements, be approved.

PR 071/18 COMMITTEE WORK PROGRAMME

Members noted the work programme for the Committee.

It was requested that Statutory Investments be reviewed and added to the Policy and Resources Work Programme.

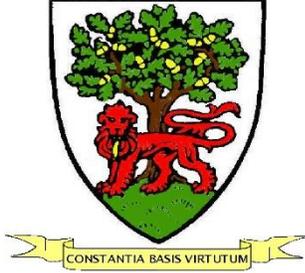
PR 072/18 DATE OF NEXT MEETING

It was noted that the next Policy and Resources meeting would take place on Thursday 21 February 2019, in the Town Council offices, 68B High Street, Andover starting at 7pm.

The Chairman closed the meeting at 7.33pm.

Chairman

Date



Budget 2019/2020 – Follow-up Report

<p>Produced for: Policy & Resources Committee</p>	<p>Date of Report: Thursday 14 February 2019</p>
<p>Summary of Key Issues To note the discrepancy discovered in the Budget. To note how it was discovered. To note the solution. To note procedures are now in place to prevent future discrepancies.</p>	
<p>Current Situation Each year the Town Council is required to set its Budget for the following year. The Budget is in Draft form until it is finally approved by full Council. The Budget then enables the Town Council to set its Precept for the following year. The Budget process is completed over several months and each Committee has an input to setting its own Budget prior to recommendation to the Policy and Resources Committee which reviews the Budget as a whole and calculates whether the Budget requires adjustment and referral back to the relevant Committees for amendment.</p>	
<p>How the Budget is calculated The Town Clerk as Responsible Financial Officer (RFO) for the Town Council in the first instance reviews the whole Budget with reference to the current year and previous year. Current inflation trends are also taken into account and the Town Clerk then formulates an initial Draft Budget which is submitted to each Committee. The Town Clerk uses a bespoke software system to record the Town Councils accounts and Budget. The system works by allocating Budget Heads under each Committee. Each Budget Head has a number which relates to each section of the budget under the Committees. Each Budget has to be entered individually and is calculated from the top figure down so the Town Clerk uses Excel Spreadsheets to work out the first version of the Draft Budget as it is easier to move figures around and from Budget to Budget.</p>	
<p>Discrepancy The Draft Budget 2019/2020 was reviewed by each Committee during 2018 and submitted to the Policy and Resources Committee. This was done using the Excel spreadsheets as explained above. However as the Budget is in separate Committees and sections the Excel spreadsheet does not calculate a running total. Officers were checking the totals after each committee meeting and manually entering them onto the spreadsheet. Unfortunately one of the parts of the Budget was missed out from the calculations and was not noted during the Budget review process.</p>	

Discrepancy Discovery

After the Draft Budget was agreed by the Policy and Resources Committee for recommendation to full Council on 10 January 2019, the Town Clerk entered the whole Budget onto the Software system to ensure all the figures were entered in preparation for the new financial year from 1 April 2019. The Software system requires that the totals are entered first and then the Budget Head figures that make up the whole Budget are entered, step by step. By doing this, the software system calculates the figures entered equal the top total for each Budget. During this process it was discovered that the Budget for Elections had been missed out of the Draft calculations.

Solution

As soon as the Town Clerk discovered the discrepancy, the Chairman and Vice Chairman of the Policy and Resources Committee were informed as well as the Chairman and Vice Chairman of the Staffing Sub-Committee. The Town Clerk suggested a solution to ensure that the Budget remained the same and the Precept would not need to be increased. As figures for the Elections had been received the Town Clerk was able to work out the rough costs and note that the Town Council had set aside sufficient reserves to cover the costs of the election in 2019. Monies could be moved from the New Building Fund to prevent any increase in the Budget.

Procedures to Prevent future discrepancies

The Town Clerk will continue to use Excel Spreadsheets to work out the initial Draft Budget but prior to submitting to each Committee the figures will be entered onto the software system to double check the calculations. 2 Officers will also check the figures and cross check as they are entered. From May 2019, Councillors will be offered in-house training as to how the Budget is calculated and how Local Government Budgets are required to be presented. It is also recommended that the Chairman and Vice Chairman of the Policy and Resources Committee are present when the Budget calculations are made and entered onto the software system.

Financial Implications

The discrepancy that was discovered was £22,500 which had been the figure intended for the Election Budget 2019/2020. The solution required bringing the Election Budget back down to £20,000 and removing £20,000 from the New Building Budget. The Town Council will have sufficient Earmarked Reserves to cover the costs of Elections 2019. The Election Budget for 2019/2020 is set at £20,000. The New Building Budget for 2019/2020 is set at £20,000.

Legal and Policy Implications

The Town Council must ensure that its Budget Process is conducted in order to set the Precept for the coming year. Any decisions made by Committees and Council must stand for 6 months unless the requirements within Standing Order 15a are carried out.

Recommendations

To note the report.

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

Tel: 01264 335592, Email: townclerk@andovertc.co.uk , Website: www.andover-tc.gov.uk

Distribution: To all Councillors

ANDOVER TOWN COUNCIL

ALLOTMENTS COMMITTEE

TERMS OF REFERENCE

This committee will comprise of up to 6 Members of the Council.

The quorum of the committee will be 1/3 its Membership + 1.

The committee shall appoint an Elected Member as its Chairman

The committee shall appoint an Elected Member as its Vice Chairman

The committee will meet 4 times per year or as required.

Terms of Reference

To address and formulate policy, other than that determined by Council, for consideration by Council for Allotment provision in Andover, agree maintenance works, develop partner relationship with other local organisations for the provision of leisure gardens in Andover and monitor and maintain the Budget for allotment provision.

To develop, monitor and or review the following and make recommendations to full Council as per Standing Orders:

To have delegated authority to carry out the following:

1. To approve maintenance works for the provision of the Allotment Service, within the Allotments Budget
2. To monitor day to day maintenance within the Budget and to agree Capital Expenditure
3. To investigate further areas for allotment provision in Andover

Finance

1. To be responsible for the following Budget Heads and approve expenditure accordingly:

4500 – Allotment Service

3050 – Allotment Rents

3051 – Allotment Deposits

Urgent Matters

To provide any two elected members, normally the Chairman and the Vice Chairman of the Assets and Amenities Committee to be consulted by the Town Clerk to deal with urgent matters in relation to the Terms of Reference of the Assets and Amenities Committee which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting.

**ANDOVER TOWN COUNCIL
ASSETS & COMMUNITIES COMMITTEE
DRAFT TERMS OF REFERENCE**

This committee will comprise of up to 8 Members of the Council.

The quorum of the committee will be 1/3 its Membership + 1.

The committee shall appoint an Elected Member as its Chairman

The committee shall appoint an Elected Member as its Vice Chairman

Terms of Reference

To address and where appropriate, formulate policy regarding Assets provided by the Council and develop schemes and projects for Town Development. To address and where appropriate, formulate policy regarding public relations and public engagement by the Council and develop schemes and projects for ongoing publicity of council activities;

To develop, monitor and or review the following and make recommendations to Full Council if projects fall outside delegated Budget as per Standing Orders:

Assets & Amenities

1. To investigate the possible management/ownership of assets in Andover
2. To investigate and exercise the Town Council's Community Right to Bid
3. To support Andover and promote local facilities, including conferences and local shopping
4. To ensure the proper management of the property and amenities owned, controlled or provided by the Town Council
5. To maintain an overview of the Council's assets and potential assets (including services) and report to Council on their impact and effectiveness
6. To negotiate the transfer or management of assets to Andover Town Council from Principal Authorities and other local councils under the guidance of the Responsible Officer.
7. To develop and manage the Christmas Lights

Communications

1. To develop strategy on media relations, and to formulate policy on public participation.
2. To act as a channel for communication with external partners
3. To oversee the maintenance and development of the Council's Website
4. To monitor the Resilience Plan for Andover (managed by other authorities) and ensure Andover Town Council is kept up to date with any actions required.

Business Plan

1. To organise and oversee the Business Plan process throughout the year.
2. To encourage the citizens of Andover to play a major role in shaping the future Business Plan
3. To review progress of current elements of the Business Plan and suggest modifications to Full Council

Events

1. To Co-ordinate and monitor any events the Council conducts or takes part in and to ensure that such activity is publicised

2. To ensure the Working Group, organising the event, provides regular update reports and project plan to ensure funding is correctly spent.

Grants

1. To oversee and publicise the Smaller Grant Funding the Council releases each year.
2. To oversee and publicise the Community Grant Funding the Council releases each year.
3. To appoint a Working Group to assess applications for funding.
4. To make decisions for awarding both Smaller Grants and Community Grants on behalf of the Council, within the Grant budget.

Office

1. To monitor management of the Town Council Offices
2. To ensure that the Offices are kept in a manner to provide a community assets to Andover
3. To monitor expenditure for the running of the Town Council Offices.

Finance

To be responsible for the following Budget Heads and approve expenditure accordingly:

INCOME

- 3025/1 – Mayors Charities
- 3025/2 – Grants – A-Fest
- 3025/3 – Grants – Shilling Fair
- 3025/4 – Sponsorship
- 3025/5 – A-Fest Event
- 3025/6 – Shilling Fair Event
- 3025/7 – Mayors Events
- 3025/8 – Youth Council
- 3025/9 – Defibrillator

EXPENDITURE

- 4700 – Town Centre Development*
 - 4700/1 – Notice Boards
 - 4700/2 – Christmas Lights
 - 4700/3 – A-Fest
 - 4700/4 – Shilling Fair
 - 4700/5 – Youth Council
 - 4700/6 – Town Centre Management
 - 4700/7 – Projects
- 4701 – Website*
 - 4701/1 – Website Hosting
 - 4701/2 – Email Provision
 - 4701/3 – Newsletter
- 4702 – Town Mayor*
 - 4702/1 – Town Mayor Badge & Regalia
 - 4702/2 – Town Mayors Allowance
- 4703 – Grants*
 - 4703/1 – Small Grants

- 4703/2 – Community/Larger Grants
- 4703/3 – Grants Section 137
- 4704 – Assets
- 4704/1 – New Building Fund
- 4704/2 – Bus Shelters
- 4705 – Offices
- 4705/1 – Office Sundries
- 4705/2 – Rent-Office
- 4705/3 – Rates-Office
- 4705/4 – Water Rates-Office
- 4705/5 – Gas & Electricity-Office
- 4705/6 – Telephone & Broadband
- 4705/7 – Photocopying
- 4705/8 – Stationery
- 4705/9 – Postage
- 4705/10 – Office & Equipment Maintenance
- 4705/11 – New Equipment & Furniture
- 4705/12 – Waste Removal

Urgent Matters

To provide any two elected members, normally the Chairman and the Vice Chairman of the Assets & Communities Committee to be consulted by the Town Clerk to deal with urgent matters in relation to the Terms of Reference of the Assets & Communities Committee which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting.

**ANDOVER TOWN COUNCIL
PLANNING COMMITTEE
TERMS OF REFERENCE**

The Committee will comprise of up to 10 Elected Members.
The quorum of the Committee shall be 3 Elected Members.

The committee shall appoint an Elected Member as Chairman.
The committee shall appoint an Elected Member as Vice-Chairman.

Terms of Reference

To make observations on all planning applications and planning issues, including Development Briefs, Local Plans, Structure Plans and Development Control and to make site visits where necessary.

To have delegated authority to carry out the following:

- a) To consider all planning applications submitted to Andover Town Council by Test Valley Borough Council and Hampshire County Council and comment thereon within the prescribed time limits and make observations in consultation with the adopted Local Plans.
- b) To monitor the future social, community and cultural implications of residential development.
- c) To consider the implications of local and strategic plans and comment thereon within the prescribed time limits.
- d) To represent the views of the Town Council at planning appeals and representation to Test Valley Borough Council regarding planning and development matters and encourage consultation with the Planning Authority and developers where appropriate.
- e) To inform the community of Andover on major planning issues and to encourage participation in decision making.
- f) To have delegated authority to exercise the Town Council's statutory right to be notified of planning applications.
- g) To make observations on all planning applications notified by the Planning Authorities.
- h) To make observations on all telecommunication proposals received by Andover Town Council.
- i) To submit the Council's observations to the relevant planning authorities.
- j) To hear preliminary proposals for development within Andover
- k) To represent the Council at Development Forums and Planning Authority Site Visits and Planning Committee Meetings.
- l) To consider the environmental impact of planning proposals in Andover and adjacent parishes.
- m) To respond to any consultations or matters on traffic and transport affecting the Town Council area.
- n) To respond to any consultations or matters on Minerals affecting the Town Council area.
- o) To refer any of the above matters to Full Council for debate and decision.

The Planning Committee may only express the approved views and observations of the Planning Committee or Council.

Representation at Outside Bodies may be undertaken by delegated Elected Members or Officers of Andover Town Council.

ANDOVER TOWN COUNCIL
POLICY & RESOURCES COMMITTEE
TERMS OF REFERENCE

This committee will comprise of up to 12 Members of the Council.
The quorum of the committee will be 1/3 its Membership + 1.

The committee shall appoint an Elected Member as its Chairman
The committee shall appoint an Elected Member as its Vice Chairman

Terms of Reference

To address, formulate policy for consideration by Council; to be responsible for the Council's financial budget and other assets as delegated by Council; to secure the good governance of the Council's affairs, including the management of staffing and appointments, committee arrangements and day to day business.

To develop, monitor and or review the following and make recommendations to full Council as per Standing Orders:

Policy & Procedures

1. To identify key policy issues facing the Council and to formulate, for the Council's consideration, its strategies and timetables for dealing with them
2. To make recommendations to Council on changes and to review Standing Orders and Financial Regulations
3. To ensure the Council is adequately resources to achieve its aims and objectives, powers and duties of the Council and Standing Committees if relevant
4. In consultation with the Responsible Officer, to agree the principles of the Management of Committee business
5. To review the Council's Risk Management Strategy and recommend to Council accordingly
6. To maintain and review the Council's strategic objectives and performance

Finance

7. To be responsible for the following Budget Heads and approve expenditure accordingly:

4000 – Corporate Management (up to and inclusive of Budget 4000/5)

4100 – Democratic Representation

4180 – Other Services to the Public

4200 – Administration Rechargeable (Staffing)

4210 – Administration Rechargeable

4211 – Administration Rechargeable (Petty Cash)

8. To review the Council's Financial Plan and Strategy
9. To prepare annual budgets reflecting the Council's agreed strategy and priorities for approval by Council and recommendation of the Precept to Council
10. To secure effective control of expenditure authorising items of expenditure on behalf of the Council and scrutiny of expenditure against budgets throughout the year
11. To authorise the use of financial reserves
12. To make recommendation to Council on charges and fees of Council services

13. Treasury Management
14. Leasing, loans and finance
15. To appoint an Independent Internal Auditor for the accounts and procedures of the Council
16. To consider the audited accounts and report back to Council
17. To oversee the Council's banking and investment arrangements and keep investment policy under review

Asset Management

18. To ensure that the Council is fully covered by Insurance to carry out all its functions as a Local Authority

Human Resources

19. To review and maintain Staffing Levels at appropriate levels to deliver services
20. To approve the Grading of Staff and level of remuneration using as a guide the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions in line with the Society of Local Council Clerks (SLCC)
21. To appoint a small Panel to undertake the Annual Appraisal of the Town Clerk
22. To undertake recruitment procedures, equal opportunity statements and guidelines on employment practice
23. To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees

Member Services

24. To oversee and approve a programme for Members Training
25. To oversee provision for Members Services

Urgent Matters

To provide any two elected members, normally the Chairman and the Vice Chairman of the Assets and Amenities Committee to be consulted by the Town Clerk to deal with urgent matters in relation to the Terms of Reference of the Assets and Amenities Committee which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting.

APPENDIX E (5)

ANDOVER TOWN COUNCIL

BUSINESS OF THE COUNCIL AS A CORPORATE BODY

TERMS OF REFERENCE

These Terms of Reference apply to a Council which operates solely as a Council and or with Committees/Sub Committees.

Therefore the Term 'Committee or Sub Committee' only applies where a Council chooses to appoint any of these.

Purpose:

To ensure that Andover Town Council, its Elected Members, Officers, volunteers and representatives comply with all legislation relevant to the Town Council.

The Council may (under section 101, Local Government Act 1972) with certain exceptions delegate any of its functions to:

- a) A committee
- b) A Sub-Committee
- c) An officer of the Council

The exceptions are:

- a) Issuing a Precept
- b) Approving the End of Year Accounts and Annual Return
- c) Borrowing money
- d) Lending money
- e) Amending Standing Orders and Financial Regulations
- f) Incurring capital expenditure which is over and above the Council's approved budget
- g) Fixing the number of committees, and the names and number of Members appointed to each committee
- h) Determine the functions and constitution of Committees and Sub-Committees
- i) Fix dates of routine meetings of the Council and its Committees
- j) Fill Member vacancies which occur on any Committee or Council (if required to do so by law)
- k) Appoint or nominate persons to fill vacancies on outside bodies
- l) Confirm the appointment of and dismiss the Town Clerk

Delegated Authority to Town Clerk:

The Council may, from time to time and by mutual consent, delegate authority to the Town Clerk or other appropriate officer.

- a) The Town Clerk may send to the Full Council any matter which in his/her opinion it would be advisable to so refer. And further, that each of the Standing Committees shall formulate a resolution to the effect that:
The Town Clerk shall take such action as is deemed necessary, in the interests of expediency, on any matter for which the committee has delegated authority.

APPENDIX E (5)

- b) The Town Clerk has the authority to cancel or postpone a meeting owing to lack of business or in an emergency.
- c) Any Standing Committee may on the requisition of 51% of the members present, should it consider that a wider view on any particular issue be necessary, refer the matter to the Full Council for determination.

Standing Orders

Full Council will make decisions on the following matters:

Policy and Procedures

1. To review policy and policy objectives
2. Amend as required, Standing Orders and Financial Regulations
3. To authorise matters of major policy resource use under the Council's own terms of reference and in the form of recommendations from other committees; or where the recommendations of one committee on a particular matter differ from the recommendations of another committee on the same matter.
4. To carry out as necessary, a performance review on aims, objectives, powers and duties of the Council and standing committees.
5. To develop and monitor the Council's Risk Management Strategy.
6. To develop the Council's Strategic Objectives and monitor the Council's performance against these.

Finance

7. Develop the Council's Financial Plan.
8. To prepare annual estimates and precept
9. The use of financial reserves
10. To regulate and control the finances of the Council with powers to revise, in each financial year the estimates of the spending committees.
11. To authorise additional expenditure at the request of a spending committee for items not included in the estimates, provided that savings cannot be found within the committee's estimates and that funding is available.
12. Expenditure from the Contingency Fund.
13. To consider and authorise capital expenditure on schemes approved by Council.
14. To receive statements of income and expenditure
15. To receive details of urgent expenditure incurred by the Town Clerk under Financial Regulations.

APPENDIX E (5)

16. To direct the raising of loans, leasing finance and investment funds held by the Council and the appointment of Bankers, Building Societies and other financial establishments where funds are to be placed.
17. To give guidance and instructions to spending committees and officers for the formulation of forward programmes and financial guidelines.
18. To authorise the acceptance of a tender, other than the lowest if the payment is to be made by the Council, or the highest tender, if payment is to be made by the Council, or the highest tender, if payment is to be received by the Council.
19. To waiver Financial Regulations
20. The making of grants to local organisations in accordance with the Local Government Act 1972, s 137, 144, 145. Local Government (Miscellaneous Provisions) Act 1976 s 19, Local Government and Rating Act 1997, Part III S26 – 30.
21. The use of powers to participate in schemes of collective investment in accordance with the provisions of the Trustee Investments Act 1961, s. 11.
22. To appoint an independent Internal Auditor.

Staffing

23. Agree, with a recommendation from the Town Clerk on
 - a) Staffing levels
 - b) The Grading of Staff and level of remuneration using as a guide the National Joint Council salary scale and conditions of service.
24. To undertake the appointment of Town Clerk in line with the Terms and Conditions approved by the National Association of Local Council and the Society of Local Council Clerks.
25. To consider the terms and conditions of service and pension provisions of the Town Council's staff referring to the Scheme of Conditions of Service of the National Joint Council's, and the National Association of Local Councils.
26. To oversee that Staff are appointed in accordance with the Council's Recruitment Procedure and Equal opportunities Statement and Guidelines on Employment Practice.
27. To determine the final internal appeal stage within the grievance and disciplinary procedures for all employees.

Civic

28. The use by any other organisation of the Armorial Bearings as exemplified according to the laws of arms and recorded in the College of Arms.
29. Future provision of civic regalia.

APPENDIX E (5)

30. To promote the highest standards in all aspects of public life.

Assets

31. To manage the Council's freehold and leasehold property and make recommendations on all land use issues.

32. To oversee the management and administration of all the Town Council's Assets.

33. Provision for offices and for public meetings and assemblies in accordance with the provisions of the Local Government Act 1972, s. 133.

34. To deal with all leases and licences.

35. The use of powers to acquire by agreement, to appropriate, to dispose of land in accordance with the provisions of Local Government Act 1972, ss 124, 126, 127.

36. Approve requests for reproduction rights.

Services

37. To ensure the Council's existing services are effectively and efficiently undertaken.

38. To identify any new service(s) or facilities required which can be delivered by the Town Council.

39. To make representations to the appropriate local authority to identify services which could be delivered by the Town Council.

40. To make representations to the appropriate authority in respect of all health care, social care, community care, housing matters and public transport services.

Insurance

41. To ensure that the Council is fully covered by insurance to carry out all the functions of a local authority.

42. To ensure that the Council has managed all risks relevant to or associated with its services.

Legal Matters

43. The prosecution or defence of any legal proceedings.

44. To deal with all matters affecting the Local Government boundaries of the town of Farnham.

45. To deal with all matters regarding leases and licences.

APPENDIX E (5)

46. To deal with all legal matters pertaining to Farnham Town Council e.g. Freedom of Information Act, Data Protection.

Administration

47. Oversee the production of the Annual Report and other publications.

48. To oversee the administration of all Council services.

49. To appoint representatives from the Council to Outside Bodies

General

50. To accept gifts, including land.

51. To consider, where appropriate, the environmental impact on decisions being made by the Council.

52. To consider under Section 17 of the Crime and Disorder Act, any implications the decisions of the Council may have on Community Safety.

53. To deal with all matters not specifically delegated to any other Standing Committee.

NOTE:

The Town Council is a Corporate Body (Local Government Act 1972 sections 14 and 33). As a Corporate Body the Council is a person (Interpretation Act 1889, section 19) and is distinct from its members (either as individuals or collectively). The Council remains in uninterrupted existence until its lawful dissolution, even if its members vacate office, or its membership falls so low that it is unable to act because it is not quorate.

**ANDOVER TOWN COUNCIL
STAFFING SUB-COMMITTEE
TERMS OF REFERENCE**

This committee will comprise of 5 Members of the Council.

The quorum of the committee will be 1/3 its Membership + 1.

The committee shall appoint an Elected Member as its Chairman

The committee shall appoint an Elected Member as its Vice Chairman

Its Officer will be the Town Clerk

Regularity of Meetings: To meet as required by arrangement with the Town Clerk

Terms of Reference

Compliance with Legislation

1. To ensure that the Council through its Officers complies with current employment legislation
2. To ensure that the Council fulfils its corporate statutory responsibilities with regards to the employment of all staff
3. To review all Human Resources Policies and make recommendations to full Council

Staffing Levels, Recruitment and Retention

4. To make recommendations to the Policy and Resources Committee on staffing levels for the Council
5. To make recommendations to the Policy and Resources Committee on levels of salaries and wages, pay increases, bonuses and other staffing benefits
6. To form a recruitment and selection panel for all staffing posts
7. To appoint one member to sit with the Town Clerk during all staffing appointments

Training and Development

8. To review staff training and development needs as identifies by the Town Clerk and the Council

Performance Management

9. To appoint a small panel of no more than three members as an appraisal panel for the Town Clerk
10. To negotiate and agree performance targets with the Town Clerk

Employee Relations

11. To mediate when required between officers and members the balance of an achievable work load
12. To appoint a panel of three members to consider any grievances by staff in line with the Council's Human Resources Policies
13. To appoint a panel to hear appeals on personnel issues.



Review of Policies Report

<p>Produced for: Policy & Resources Committee</p>	<p>Date of Report: Friday 15 February 2019</p>
<p>Summary of Key Issues To recommend to full Council the reviewed and amended policies as listed within the report. To recommend to full Council the re-written policies listed within the report and submitted at the Committee meeting.</p>	
<p>Current Situation During 2018 it was agreed that the Town Council would produce a ‘Councillor Pack’ for all Councillors from May 2019. The Councillor Pack will contain all the documentation of the Council from Standing Orders to Committee Structure. All the policies that the Council currently has in place will also be included in the pack. However, some of the policies have not been reviewed for some time. Recently legislation has changed for Employment Law and other legislation has recently come into force which affects many of the existing policies.</p>	
<p>Review of Policies Officers have reviewed the Town Councils existing policies. They have been split into 2 categories; 1. policies which required ‘tweaks’ to bring them up to date with current legislation, i.e. simply referring to the most recent Act or Law, 2. Policies which required bringing up to date and a complete re-write as legislation has changed dramatically.</p>	
<p>Policies Brought up to date The following polices have been brought up to date with current legislation: Allotments Privacy Policy Anti Fraud & Corruption Capability Complaints Councillor Privacy Disciplinary Expenses Financial Reserves Grievance Lawful Basis x 6 (GDPR) Maternity & Shared Parental Leave Maternity & Shared Parental Pay</p>	

Office
Pay
Pensions
Planning Committee
Town Council Privacy
Recording Meetings
Sickness & Absence
Staff Privacy
Staff Privacy (Procedures)
TVBC Protocol

Policies re-written & brought up to date

The following policies have been re-written and brought up to date and will be available at the meeting for inspection, prior to recommendation to fill Council:

Equality & Diversity
Flexible Working
Information
Publication
Safeguarding
Whistleblowing

Financial Implications

There are no financial implications related to this report.

Legal and Policy Implications

The Town Council must have in place up to date policies which must be published on its website and available to Members, Staff and the public.

Recommendations

To recommend to full Council the approval of the amended and updated policies.

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

Tel: 01264 335592, Email: townclerk@andovertc.co.uk , Website: www.andover-tc.gov.uk

Distribution: To all Councillors



Insurance Review – Crime & Cyber Cover Report

<p>Produced for: Policy & Resources Committee</p>	<p>Date of Report: Wednesday 13 February 2019</p>
<p>Summary of Key Issues To consider the inclusion of Crime & Cyber Cover on the Town Council’s Insurance.</p>	
<p>Current Situation Each year, prior to the start of the new financial year, the Town Clerk reviews the Town Council’s Insurance Cover to ensure that it is sufficiently covered. The Insurance includes Public Liability up to £10,000,000, Fidelity up to £400,000 and Employers Liability up to £10,000,000. The Town Clerk has met with the Town Councils Insurance Company (Account Executive) and reviewed the Town Councils current policy. Currently the Town Council’s Insurance does not include protection for crime and cyber security.</p>	
<p>Is the Insurance required? The Town Council employs staff who use computers, laptops and smartphones for work purposes. Communications and transactions are carried out via email. Customer details are held on databases on the in-house computer system. The Town Council holds 3rd party details on databases. Cash is sometimes held on the premises and the Town Council purchases work with suppliers and contractors. This means that the Town Council is open to 1st and 3rd party attacks that would jeopardise the Town Councils business not just financially but reputational damage as well. If the Town Council were ‘attacked’ it needs to be able to respond and fast. If the Town Council is unable to do so, it may suffer reputational damage, legal costs and privacy breaches. The Town Council has a robust risk management in place which should include comprehensive insurance cover.</p>	
<p>Provision under the Insurance The Town Council’s Insurance provider provides a Crime & Cyber cover which is unique for Town and Parish Councils. The following is provided under the Insurance offered:</p> <p><u>Commercial Crime Protection</u> Commercial disruption Contractual penalties Court compensation costs Money & Securities cover Identity Fraud Malicious Data Damage Mitigation costs Public Relations Consultancy Fees</p>	

Public Utilities Fraud
Telecommunication Fraud
Cyber Risk Insurance
Network Security
Credit Monitoring costs
Cyber Extortion costs
Data Restoration costs
Forensic costs
Defence costs
Notification costs
Public Relations costs
Cyber, Business Interruption, gross profit or gross revenue

Financial Implications

The estimated cost of the Town Councils Insurance Premium for 2019/2020 is £2,930 + IPT.
The Premium for the Crime and Cyber Cover is based on the level of Precept received by the Council.
The Town Council's Precept for 2019/2020 is £319,378.00. Therefore the Premium for the Crime and Cyber cover would be £535 + IPT.
The Town Councils Insurance Budget for 2019/2020 is £4,000.
The total premium to include the Crime and Cyber cover would be £3,465 + IPT.

Legal and Policy Implications

The Town Council must ensure its Insurance Cover is adequate to cover all risks.

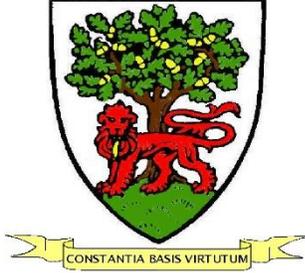
Recommendations

To approve the addition of Crime and Cyber Cover to the Town Councils Insurance for 2019/2020.

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

Tel: 01264 335592, Email: townclerk@andovertc.co.uk , Website: www.andover-tc.gov.uk

Distribution: To all Councillors



Investments Update Report

<p>Produced for: Policy & Resources Committee</p>	<p>Date of Report: Friday 15 February 2019</p>
<p>Summary of Key Issues To note steps are being taken to investigate alternative banking arrangements and ensure the Town Council's funds are held/invested appropriately.</p>	
<p>Current Situation The Town Council is required to ensure that its funds are appropriately banked and invested. This was noted by the Town Council's Internal Auditor. Due to other work commitments and time restraints Officers have made appointments to visit local banks during the week commencing 18 February 2019. Once it has been established that the Banks can provide the services that the Town Council requires to hold/invest its funds a further report will be brought to committee for consideration.</p>	
<p>Financial Implications The Town Council currently incurs costs for banking administration dependent upon funds held in each account and the service requested. These costs will be reviewed and compared when considering alternative banking arrangements.</p>	
<p>Legal and Policy Implications The Town Council must ensure that its funds are appropriately banked and invested.</p>	
<p>Recommendations To note the report.</p>	

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.
Tel: 01264 335592, Email: townclerk@andovertc.co.uk , Website: www.andover-tc.gov.uk
Distribution: To all Councillors



Corporate Risk Assessment Report

<p>Produced for: Policy & Resources Committee</p>	<p>Date of Report: Friday 15 February 2019</p>
<p>Summary of Key Issues To note the review of the Corporate Risk Assessment for 2019.</p>	
<p>Current Situation Each year the Town Council must carry out a Corporate Risk Assessment for all its functions and administration. The Corporate Risk Assessment was carried out in September 2018. Officers have been reviewing the Risk and attached at Annex 1 are the reviews that have been carried out.</p>	
<p>Financial Implications There are no financial implications with this report.</p>	
<p>Legal and Policy Implications The Town Council must ensure that it carries out a Corporate Risk Assessment and that it is reviewed during the year.</p>	
<p>Recommendations To note the report.</p>	

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

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Distribution: To all Councillors

Corporate Risk Assessment – Review 13/2/2019

Allotments

ID number	Heading	Change/observation	Reason/Addition	Action required
49	Environmental	Risk amended to High/High (9)	Water leak at Mylen Road. Has been repaired.	Review of all water supplies needs to be undertaken and repairs made where necessary. (add to RA)
303	Environmental/Vandalism	No change	Yearly Risk Assessment to be carried out by Allotment Committee members	Add to Allotment Committee Agenda. Get a regular yearly date in the diary.
301/304	Environment/Vermis	No change		Make sure that Pest Controller supplies lists of works, substances used, risk assessment and method statement. Filed appropriately.
47	Physical/Unoccupied Plots	No change	Allotment Officers to regularly (twice yearly) advertise allotment plots in newsletter and local media. Notice displayed permanently in Town Council Notice board	Please confirm dates and when done.
51	Physical/Public injury as a result of contractor	No change	Add 'Unoccupied plots are covered to reduce weed growth'.	TC to amend.
300	Physical/Personal Injury	No change	All Contractors must provide evidence of their public liability. This will be kept on record. All contractors to provide risk assessment before attending site.	Retain and file copy.
			Risk assessments to be carried out for each site. Mobile phones are provided and carried with officers on site.	Bi annual risk assessments for each site to be carried out by Allotment Officers and kept on file. Phones to be investigated.
				TC/DC – risk assessment training for Allotment Officers.

310	Administration/Legal	To have a completed agreement on file for every allotment holder.	Add 'That complies with GDPR'.	TC to amend.
309	Administration/Legal	To maintain an up to date register of allotment holders	Add 'That complies with GDPR'. Allotment Association is kept up to date with changes.	TC to amend. Please confirm this happens in line with GDPR.
308	Financial	To ensure that all income due to the council is properly collected and banked.	Add 'New card machine in place to facilitate rent collection. Payments fed into Edge monitoring system'.	TC to amend.

General amendments: Allotment Officer – change to Allotment Officers

Italics – Town Clerk/Deputy Clerk action required

Bold – Allotment Officer's action required

Corporate Risk Assessment – Review 13/2/3019

Christmas Lights

ID number	Heading	Change/observation	Reason/Addition	Action required
822	Administration/Legal	More detail	<p>Add:</p> <ul style="list-style-type: none"> • Relevant Licences to be obtained and filed accordingly. • Relevant, detailed risk assessments and method statements to be filed from contractors for installation and removal of Christmas Lights. • Relevant, detailed risk assessments to be filed from contractors for installation and removal of Christmas Tree. • Relevant, detailed risk assessments to be produced by Andover Town Council for installation and removal of lights and installation and removal of Christmas Tree. 	TC/DC to make amendments.

Italics – Town Clerk/Deputy Clerk action required

Corporate Risk Assessment – Review 14/2/2019

Computers

ID number	Heading	Change/observation	Reason/Addition	Action required
325	Physical	Additions needed	Changes to hard drive management	<p>Add to Requirement/Control 'Committee/GDPR backs up the external drives daily and takes them off site each evening'</p> <p>Change 'building is alarmed' to building has fire alarm'</p> <p>Remove 'Action to be taken'.</p>

Bold – Town Clerk/Deputy Clerk action required

Corporate Risk Assessment – Review 14/2/2019

Council Meetings

ID number	Heading	Change/observation	Reason/Addition	Action required
217	Administration/Legal	Additions needed	Changes to meeting statutory duty	Change to 'All meetings comply with LGA 1972. Town Clerk and Deputy Clerk are working towards being CILCA qualified' 'Town Clerk/Deputy Clerk and Committee Officer ensure all meetings are quorate and attendance records are kept.'
218	Administration/Legal (Access)	Remove	Changes to be made to Access	Add to: 'There is a stair lift to the first floor, which is regularly maintained and checked, as well as a wide staircase' Remove: 'In the event that the stair lift is not working there is a chair that can be used to carry persons with mobility issues to and from the first floor.'
219	Physical Security	Move	Move from Action to be taken to Requirement/Control	Move: 'Town Council Officers to be vigilant at each public meeting'. Action: Arrange training as stated for Officers Change: 'Current terror threat is SEVERE. Review in 6 months'.

Bold – Town Clerk/Deputy Clerk action required

Corporate Risk Assessment – Review 14/2/2019

Council Property and Documents

ID number	Heading	Change/observation	Reason/Addition	Action required
46	Professional	Action still required	Action required and remove wording	Action: 'purchase fireproof box for essential documents' (note we have the safe but not <u>all</u> important docs are in there) Remove: 'This to be carried out when Town Council has moved to new offices'.

Bold – Town Clerk/Deputy Clerk action required

Corporate Risk Assessment – Review 14/2/2019

Employment of Staff

ID number	Heading	Change/observation	Reason/Addition	Action required
23	Administration/Legal	Changes to working	Changes required	Add: Town Clerk/Deputy Clerk has responsibility for maintaining up to date knowledge of new legislation and bringing this to the attention of the Staffing Sub-Committee. Action: 'to consider enrolling in CIPD foundation course – Town Clerk or Deputy Clerk. Change Responsibility and Action by to : Town Clerk/Deputy Clerk.
18	Professional	Move wording	From Action taken to Requirement/Control	Move all wording from Action to be taken to Requirement/Control – these are on-going requirement/controls that have already been and continue to be undertaken. Change Responsibility and Action by to Town Clerk/Deputy Clerk. Likelihood and Impact should read Medium/High.
19	Professional (Loss of Key Staff)	Changes due to changes in staff levels	Add and move wording	Move to Requirements and Controls/Add: Town Clerk/Deputy Clerk to liaise on a regular basis with the Staffing Sub-Committee and make the Committee aware of any issues arising. 'Deputy Clerk to carry out yearly one 2 ones and yearly appraisals with all staff to monitor moral and welfare. Change wording: ' 6 members of staff, Town Clerk, Deputy Clerk, Committee/GDPR Officer, 2 Allotment Officers and Receptionist, provide flexibility and cover.

				Town Clerk is training Deputy Clerk in all key duties/functions.
20	Professional (Lack of Training)	Changes/Moves	Wording to be moved	Move from Action to be taken to Requirement/Control: 'Training records to be kept up to date on a central database. 'New recruits to be given basic training on Town Council and Local Government structure and legislation.' Change: 'Staff encouraged to network with other OFFICERS in the area.'
21	Professional (Lack of Employee motivation)	Changes/Moves	Wording to be moved to requirement/control	Move/change: 'If required, out of office days to be given.' 'Regular reports back to Staffing Sub Committee. Remove: 'Regular one 2 ones to be carried out. Trialed on 13 September 2017 very successful. Responsibility and Action by – Town Clerk/Deputy Clerk. Add: 'If made aware an Officer with disabilities make any reasonable adjustments to accommodate the working environment for that Officer. Continually monitor and support'.
22	Professional (Attacks on Personnel)	Remove	Wording to be removed	Remove: 'Town Council officers will be equipped with personal attack alarms. All Council staff will be behind security screens'. Add to Requirement and Control: Staff will be aware of Officers movements outside of the Office and maintain contact at all times.

Bold – Town Clerk/Deputy Clerk action required

Corporate Risk Assessment – Review 14/2/2019

Entertainment and the Arts

ID number	Heading	Change/observation	Reason/Addition	Action required
192	Noise Pollution	Move	Move wording from Action to be taken to Requirement and Control	Move: 'Ensure adequate public consultation has taken place. Ensure that event runs during acceptable time limit'.
193	Licences	Add new section	No provision made for Licence	Add: 'Liaise with local authorities to make sure appropriate licenses are sought and received. Make sure that all requirements within the license are met, and liaise with issuing authority to make sure this is done. This would include ensuring stall holders have appropriate insurances and documentation, which needs to be filed for the event'.
194	Risk Assessments	Add new section	No provision made for Risk Assessments	Add: 'Make sure that each event has a separate Risk Assessment that has been approved, checked and signed before and during the event. File for record.'

Bold – Town Clerk/Deputy Clerk action required

Corporate Risk Assessment – Review 14/2/2019

Entertainment and the Arts

ID number	Heading	Change/observation	Reason/Addition	Action required
192	Noise Pollution	Move	Move wording from Action to be taken to Requirement and Control	Move: 'Ensure adequate public consultation has taken place. Ensure that event runs during acceptable time limit'.
193	Licenses	Add new section	No provision made for License	Add: 'Liaise with local authorities to make sure appropriate licenses are sought and received. Make sure that all requirements within the license are met, and liaise with issuing authority to make sure this is done. This would include ensuring stall holders have appropriate insurances and documentation, which needs to be filed for the event'
186	Security of buildings	Move	Move wording from Action to be taken to Requirement and Control.	Move/Amend: Ensure Deputy Clerk/Communities Officer are up to date with all current legislation. Ensure awareness of national security threats and take appropriate precautions. Liaise with local police.
189	Security of exhibits	Move	Move wording from Action to be taken to Requirement and Control.	Move: Internal CCTV to be operating. Regular checks of exhibits to take place. Record of checks to be kept up to date.

NOTE: where it reads Responsibility and Action by it should read Deputy Clerk/Communities Officer.

Bold – Town Clerk/Deputy Clerk action required

Corporate Risk Assessment – Review 14/2/2019

Financial Management

ID number	Heading	Change/observation	Reason/Addition	Action required
327	Failure to maintain record of Council assets	Move	Move wording from Action to be taken to Requirement and Control	Move: 'As part of budget review process, review Assets Register and ensure up to date. As new assets are acquired, update Asset Register.'
35	Failure to keep proper financial records	Move and raise impact.	Move wording from Action to be taken to Requirement and Control Raise Medium Impact to High	Move: 'Allocate 1 day per week to allow Town Clerk to update financial records to keep up to date. Continue reviewing resources available to ensure time is available to complete necessary tasks. Report back to Staffing Sub Committee on progress. Internal Auditor to review on a 6 monthly basis to ensure that any issues are detected at an early stage.'
36	Poor Financial Management	Move and raise impact	Add Add to actions to be taken	Add: 'ensure that Councillors are appropriately trained to follow Local Government Finances, in order to sufficiently provide overview'. (responsible officer – Deputy Clerk) Add: 'ensure that Councillors are appropriately trained to follow Local Government Finances, in order to
			Move wording from Action to be taken to Requirement and Control Raise Medium Impact to High.	Move: 'Ensure that Financial Regulations are complied with. Continue reviewing resources available to provide this function. Internal Auditor will review every 6 months. Staffing Sub-Committee must monitor staff pressures to ensure resources are available. Add: 'ensure that Councillors are appropriately trained to follow Local Government Finances, in order to

				sufficiently provide overview' (responsible officer – Deputy Clerk)
37	Failure to set a precept within sound budgeting arrangements	Add	Add to actions to be taken	Add: 'ensure that Councillors are appropriately trained to follow Local Government Finances, in order to sufficiently provide overview' (responsible officer – Deputy Clerk)
38	Loss of money through theft/misappropriation	Add	Add to actions to be taken	Add: 'ensure that Councillors are appropriately trained to follow Local Government Finances, in order to sufficiently provide overview' (responsible officer – Deputy Clerk)
326	Failure to maintain an effective payments system.	Move and raise impact	Move wording from Action to be taken to Requirement and Control Raise Medium Impact to High.	Move: 'ensure that sufficient resources are provided by continuous monitoring. Allow 1 day a week to ensure all records are kept up to date. Issues to be reported to Staffing Sub-Committee on a regular basis.

Bold – Town Clerk/Deputy Clerk action required

Corporate Risk Assessment – Review 15/2/2019

GDPR

ID number	Heading	Change/observation	Reason/Addition	Action required
29	Breach of confidentiality	Move	Move Action to be taken to requirement/control	Move: 'GDPR Officer to work with all other officers of the Town Council to ensure that the Town Council is GDPR compliant and follows all agreed policies and procedures.'

Move – Town Clerk/Deputy Clerk action required

Corporate Risk Assessment – Review 15/2/2019

Gifts

ID number	Heading	Change/observation	Reason/Addition	Action required
314	Failure to notify/record gifts	Move/remove	Move Action to be taken to requirement/control	Move and remove so that requirement/control reads: 'Ensure that all staff and members are aware that any gifts over a value of £25 are declared to the RFO and recorded in the 'gifts' book.'

Bold – Town Clerk/Deputy Clerk action required

Corporate Risk Assessment – Review 15/2/2019

Meeting of the Council

ID number	Heading	Change/observation	Reason/Addition	Action required
360	Disability and Discrimination act	Remove/Add and Move	Move Action to be taken to requirement/control	<p>Move: Carry out regular checks to ensure that the Town Council is compliant with current legislation.</p> <p>Remove: In the event the stair lift is not working or cannot be used there is a chair that can be used to carry persons with mobility issues to and from the first floor. Ensure that stair lift is installed in new offices. Provide equipment as necessary.</p> <p>Add: Town Clerk/Deputy Clerk responsible for ensuring that standard/ongoing requirements are met.</p> <p>There is a stair lift to the first floor which is to be checked regularly and well maintained. There is also a wide staircase with banisters.</p> <p>When notified of a disability all reasonable allowance/amendments to be made to accommodate.</p>

Bold – Town Clerk/Deputy Clerk action required



ANDOVER TOWN COUNCIL

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Report

Virement of Monies from Budgets up to Year End 31 March 2019 into Earmarked Reserves

Summary of Key Issues

To consider Virements for specific Earmarked Reserves at Year End 31 March 2019.

Current Situation

The Town Council is set to make savings overall from its Budget 2018/2019. Consideration can be given to transferring monies into specific Earmarked Reserves.

Attached at **Annex A** is a list of proposed transfers to Earmarked Reserves for specific projects projected for Year End 31 March 2019.

The Budget figures are correct as at 31 January 2019. It is anticipated that there will be no further expenditure from the Budgets listed.

Financial Implications

If Members recommend all the proposed Virements to full Council a total of £75,800 would be transferred to Earmarked Reserves in the 2018/2019 Budget for specific projects as listed on **Annex 1**.

Legal and Policy Implications

To comply with Town Council Financial Regulations all Virements must be approved by full Council.

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

Tel: 01264 335592

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

Distribution: To all Councillors

VIREMENTS FOR 2018/2019

Expenditure	Cttee	Budget Head	Budget No	2018/2019	2018/2019	2018/2019	Purpose of Virement	Balance to Earmarked Reserves	
				Budget	Spend to 31.01.2019	Saving			Virement
	A&C	Grants	4190/1	£1,000.00	£300.00	£700.00	£700.00	For future funding Grants	£700.00
		1 off Grant LGTB	4190/3	£1,000.00	£0.00	£1,000.00	£1,000.00	For LGTB funding when requested	£1,000.00
		Christmas Lights	4700/2	£20,000.00	£15,724.05	£4,275.95	£3,000.00	Extending lighting scheme	£3,000.00
		A-Fest	4700/3	£3,000.00	£991.95	£2,008.95	£2,000.00	A-Fest 2019	£2,000.00
		Youth Council	4700/5	£2,000.00	£122.28	£1,877.72	£1,800.00	Future Youth Events	£1,800.00
		Town Centre Management	4700/6	£4,000.00	£0.00	£4,000.00	£4,000.00	Funds for ATC contribution	£4,000.00
		Defibrillator Provision	4700/12	£5,000.00	£0.00	£5,000.00	£5,000.00	Future Defibrillator Provision	£5,000.00
	P&R	Election costs	4180/1	£20,000.00	£0.00	£20,000.00	£20,000.00	Election costs for 2019	£20,000.00
		New Building Fund	4204	£40,000.00	£0.00	£40,000.00	£40,000.00	Funds for new TC building	£40,000.00
TOTAL INTO EARMARKED RESERVES									£75,800.00

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2728	BACS:367 046636	£1,314.35	400	31/01/19	AB Computers and Planet PC - Laptop, screen, keyboard, mouse, networking and set-up	£1,314.35
2729	BACS:499 950396	£2,458.80	4700/2	18/01/19	Blachere Illuminations - Storage of Christmas Lights 2018	£2,458.80
2730	BACS:244 47800	£2,094.66	4700/2	15/01/19	Blachere Illuminations - Removal of Christmas Lights 2019	£2,094.66
2731	BACS:293 791690	£94.99	4500/1/3/3	30/01/19	Business Stream - Water Supply Churchill Way Allots Oct18-Jan19	£94.99
2732	BACS:612 499831	£614.39		31/01/19	Convenient Hire Limited - Toilet Hire Allotments January 2019	£614.39
1		£87.77	4500/1/1/1		AW Inv: 129676	
2		£87.77	4500/1/2/1		BL Inv: 129677	
3		£87.77	4500/1/3/1		CW Inv: 129678	
4		£87.77	4500/1/4/1		MR Inv: 129679	
5		£87.77	4500/1/5/1		OWR Inv: 129680	
6		£87.77	4500/1/7/1		VR Inv: 129681	
7		£87.77	4500/1/6/1		TD Inv: 129682	
2733	BACS:653 489936	£35.94	4000/6/2	01/02/19	Custom Studio Ltd - Provision of website & emails February 2019	£35.94
2736	DDMAINJa n12019	£117.59	400	31/01/19	Mainstream Digital - Telephone handset x 1 + postage & packing	£117.59
2737	DDMAINJa n22019	£4.78	4210/7	31/01/19	Mainstream Digital - Fraud protection for mainline	£4.78
2738	BACS:890 481437	£228.00		31/01/19	Grass and Grounds - Allotment Maintenance	£228.00
1		£102.00	4500/1/7/2		Job No 1618 - VR 33a strim & cover	
2		£102.00	4500/1/7/2		Job No 1619 - VR 45 strim & cover	
3		£24.00	4500/1/5/2		Job No 1689 - removal of glass	
2739	DDMAINJA N32019	£36.73	4210/7	31/01/19	Mainstream Digital - Fraud protection & call charges 02.01.2019-30.01.2019	£36.73
2740	BACS:320 268508	£1,110.00		27/11/18	Grass and Grounds - Grounds maintenance - grass cutting + hedge trim	£1,110.00
1		£48.00	4500/1/2/2		Job No 1279 - Grass Cutting BL	
2		£48.00	4500/1/3/2		Job No 1280 - Grass Cutting CW	
3		£78.00	4500/1/4/2		Job No 1281 - Grass Cutting MR	
4		£48.00	4500/1/5/2		Job No 1282 - Grass Cutting OWR	
5		£48.00	4500/1/7/2		Job No 1283 - Grass Cutting VR	
6		£840.00	4500/1/4/2		Job No 1281 - Hedge Trim MR	

Signature _____

Signature _____

Date _____

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2741	BACS:489 49404	£400.00		31/01/19	M B Pest Services - Pest control across 7 allotment sites January 2019	£400.00
1		£57.14	4500/1/1/8		Pest Control Jan AW	
2		£57.14	4500/1/2/8		Pest Control Jan BL	
3		£57.14	4500/1/3/8		Pest Control Jan CW	
4		£57.14	4500/1/4/8		Pest Control Jan MR	
5		£57.14	4500/1/5/8		Pest Control Jan OWR	
6		£57.14	4500/1/6/8		Pest Control Jan TD	
7		£57.16	4500/1/7/8		Pest Control Jan VR	
2742	BACS:947 451425	£282.47	4210/15	30/01/19	Moores Cleaning Services Ltd - Office Cleaning services Jan '19	£282.47
2743	BACS:616 217713	£19.15	4210/10	02/02/19	Pitney Bowes - Franking machine rental January 2019	£19.15
2744	BACS:568 248792	£51.84	4210/17	14/01/19	Restore Datashred - Confidential waste removal January 2019	£51.84
2745	DDSAGEF EB19	£13.20	4000/1	01/02/19	Sage UK Limited - Rental of Payroll software February 2019	£13.20
		£16,696.81			Confidential	
Total		£9,309.39				

Signature _____

Signature _____

Date _____

Statement of your account



01033611 | 00019
Miss Wendy Coulter
Andover Town Council
66C High Street
Andover
Hants
SP10 1NG

RECEIVED 05 FEB 2019

RECEIVED 01 JAN 2019

Customer Services Centre, Nine Brindleyplace
Birmingham B1 2HB

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Contact us -

Tel. 0345 140 1000

Email: utb@unity.co.uk

Web: www.unity.co.uk

Your deposits with Unity Trust Bank are eligible for protection up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about compensation provided by the FSCS, please visit www.FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at www.unity.co.uk/fscs

Name of account: Andover Town Council

Date: 30 January 2019

Statement 066 (page 1 of 2)

Account number: 20334109

Bank sort code: 608301

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
30 DEC 18	Balance brought forward			392,749.02 *
31 DEC 18	Manual Credit Handling Charge	76.80		
31 DEC 18	Service Charge	62.25		392,609.97 *
2 JAN 19	S/O to: ANSIRE	500.00		
2 JAN 19	B/P to: [REDACTED]	1,549.09		
2 JAN 19	B/P to: [REDACTED]	1,629.25		
2 JAN 19	B/P to: [REDACTED]	975.92		
2 JAN 19	B/P to: [REDACTED]	989.31		
2 JAN 19	B/P to: [REDACTED]	2,513.84		
2 JAN 19	B/P to: [REDACTED]	1,283.39		383,169.17 *
3 JAN 19	Direct Debit (VODAFONE LTD)	26.10		383,143.07 *
4 JAN 19	Direct Debit (MARKETPLACE MERCH)	24.50		
4 JAN 19	B/P to: HMRC Cumbernauld	2,848.76		380,269.81 *
8 JAN 19	FDMS 509663001		114.20	380,384.01 *
9 JAN 19	FDMS 509663001		55.95	380,439.96 *
11 JAN 19	FDMS 509663001		33.59	380,473.55 *
14 JAN 19	Direct Debit (MAINSTREAM DIGITA)	451.64		
14 JAN 19	FDMS 509663001		60.18	380,082.09 *
15 JAN 19	Direct Debit (FDMS)	19.94		380,062.15 *
16 JAN 19	Direct Debit (SAGE SOFTWARE LTD)	13.20		380,048.95 *
17 JAN 19	B/P to: Purchase Power	132.15		
17 JAN 19	B/P to: A B Computers	90.00		
17 JAN 19	B/P to: Business Stream	123.81		
17 JAN 19	B/P to: Custom Studio	35.94		
17 JAN 19	B/P to: ConvenientHireLtd	560.98		
17 JAN 19	Balance carried forward, cont. overleaf			379,106.07 * S

You can ask us to send you details of our rates and how we work them out.
Abbreviations: * credit balance DR overdrawn S Sub total (intermediate balance)

Name of account: Andover Town Council

Date: 30 January 2019

Statement 066 (page 2 of 2)

Account number: 20334109

Bank sort code: 608301

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
	Balance brought forward			379,106.07 *
17 JAN 19	B/P to: Mrs B Townsend	30.00		
17 JAN 19	B/P to: RestoreDatashred	25.92		
17 JAN 19	B/P to: MB Pest Services	400.00		378,650.15 *
21 JAN 19	Direct Debit (BRIT GAS BUSINESS	29.90		
21 JAN 19	FDMS 509663001		59.54	378,679.79 *
23 JAN 19	FDMS 509663001		47.58	378,727.37 *
24 JAN 19	Direct Debit (BES ELECTRICITY)	10.44		378,716.93 *
28 JAN 19	M White		28.03	378,744.96 *
29 JAN 19	Direct Debit (BRIT GAS BUSINESS	20.45		378,724.51 *
30 JAN 19	Direct Debit (BRIT GAS BUSINESS	1,179.68		377,544.83 *
	Balance carried forward			377,544.83 *

**You can ask us to send you details of our rates and how we work them out.
Abbreviations: * credit balance DR overdrawn S sub total (intermediate balance)**

Bank Account Reconciled Statement

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

Statement Number 84

Statement Opening Balance £392,609.97 Opening Date 01/01/19

Statement Closing Balance £372,091.78 Closing Date 31/01/19

True/ Cashbook Closing Balance £372,091.78

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/01/19	BACS137890099	Mrs L Laing	1,283.39	0.00	391,326.58
02/01/19	BACS162692227	W R Coulter	2,513.84	0.00	388,812.74
02/01/19	BACS206584211	Mrs Fern Long	989.31	0.00	387,823.43
02/01/19	BACS246533617	Michelle Young	1,549.09	0.00	386,274.34
02/01/19	BACS481664644	Mrs V Warburton	1,629.25	0.00	384,645.09
02/01/19	BACS54744741	Kelly Matthews	975.92	0.00	383,669.17
02/01/19	SOTSJAN2019	Tony Scrace	500.00	0.00	383,169.17
03/01/19	DDVODAFJAN2019	Vodafone Ltd	26.10	0.00	383,143.07
04/01/19	BACS978549342	H M Revenue & Customs	2,848.76	0.00	380,294.31
04/01/19	MMCC1JAN2019	Marketplace Merchant	24.50	0.00	380,269.81
08/01/19	ARCCCW3&35	Allotment Rental	0.00	114.20	380,384.01
09/01/19	ARCCOWR52	Allotment Rental	0.00	55.95	380,439.96
11/01/19	ARCCVR33A	Allotment Rental	0.00	33.59	380,473.55
14/01/19	ARCCAW22	Allotment Rental	0.00	60.18	380,533.73
14/01/19	DDMD901340	Mainstream Digital	75.59	0.00	380,458.14
14/01/19	DDMD901341	Mainstream Digital	44.33	0.00	380,413.81
14/01/19	DDMD901342	Mainstream Digital	209.33	0.00	380,204.48
14/01/19	DDMD901343	Mainstream Digital	122.39	0.00	380,082.09
15/01/19	MMCC2JAN2019	Marketplace Merchant	19.94	0.00	380,062.15
16/01/19	DDSAGEJAn19	Sage UK Limited	13.20	0.00	380,048.95
17/01/19	BACS:114627520	Mrs B Long	30.00	0.00	380,018.95
17/01/19	BACS:182236855	AB Computers and Planet PC	90.00	0.00	379,928.95
17/01/19	BACS:240104168	M B Pest Services	400.00	0.00	379,528.95
17/01/19	BACS:325645576	Convenient Hire Limited	560.98	0.00	378,967.97
17/01/19	BACS:688140914	Restore Datashred	25.92	0.00	378,942.05
17/01/19	BACS:76300118	Business Stream	123.81	0.00	378,818.24
17/01/19	BACS:918269607	Custom Studio Ltd	35.94	0.00	378,782.30
17/01/19	BACS:62839226	Pitney Bowes	132.15	0.00	378,650.15
21/01/19	ARCCBL4	Allotment Rental	0.00	59.54	378,709.69
21/01/19	DDBGNovDec18	British Gas	29.90	0.00	378,679.79

Bank Account Reconciled Statement

23/01/19	ARCCMR31B	Allotment Rental	0.00	47.58	378,727.37
24/01/19	DDBESJAN2019	BES Commercial Electricity Ltd	10.44	0.00	378,716.93
28/01/19	ARCCVR3A	Allotment Rental	0.00	28.03	378,744.96
29/01/19	DDBGJAN20192	British Gas	20.45	0.00	378,724.51
30/01/19	DDBGJAN2019	British Gas	1,179.68	0.00	377,544.83
31/01/19	BACS:129000872	Moore's Cleaning Services Ltd	282.47	0.00	377,262.36
31/01/19	BACS:27627380	Field & Lawn Ltd	300.00	0.00	376,962.36
31/01/19	BACS:285162465	Direct365 Online Ltd	120.00	0.00	376,842.36
31/01/19	BACS:32179143	AB Computers and Planet PC	90.00	0.00	376,752.36
31/01/19	BACS:365726036	South East Employers	240.00	0.00	376,512.36
31/01/19	BACS:427004279	W R Coulter	16.96	0.00	376,495.40
31/01/19	BACS:506870397	Southern Electric	48.86	0.00	376,446.54
31/01/19	BACS:533391256	Test Valley Borough Council	62.00	0.00	376,384.54
31/01/19	BACS:594828752	Restore Datashred	25.92	0.00	376,358.62
31/01/19	BACS:596079331	Surrey Hills Solicitors	2,100.00	0.00	374,258.62
31/01/19	BACS:704390576	Dale Valley Training	372.00	0.00	373,886.62
31/01/19	BACS:766667864	Southern Electric	48.86	0.00	373,837.76
31/01/19	BACS:919977174	Blachere Illuminations	1,131.60	0.00	372,706.16
31/01/19	BACS:959720004	Viking Supplies	173.28	0.00	372,532.88
31/01/19	DDNESTFEB2019	NEST Pensions	441.10	0.00	372,091.78

Uncleared and unrepresented effects

Total

Financial Statement - Cashbook

Statement between 01/04/18 and 31/01/19 inclusive.

Balances at the start of the year

Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£369,193.28
Deposits Unity Trust	£5,069.19
Petty Cash Account	£0.00
Petty Cash Card Unity	£40.22
Total	£374,302.69

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Amenities & Town Development			
3025 Town Development	4,150.00	0.00	4,150.00
Amenities & Town Development Total	4,150.00	0.00	4,150.00
Policy & Resources			
36 Business Rates Refund	0.00	0.00	0.00
3000 Precept	273,169.14	0.00	273,169.14
3001 TVBC Tax band Grant	0.00	0.00	0.00
3010 Bank Interest	5.21	0.00	5.21
3020 Grants Received	2,800.00	0.00	2,800.00
3021 Section 106 Monies	11,100.60	0.00	11,100.60
3100 VAT Refund	12,773.05	0.00	12,773.05
3110 VAT Overclaim	0.00	0.00	0.00
3115 VAT Write Off	0.00	0.00	0.00
3116 IT Equipment	82.52	0.00	82.52
3339 Mayors Events	1,065.00	0.00	1,065.00
3998 Funds held for Youth Council	0.00	0.00	0.00
3999 Funds held for Neighbourhood Plan	184.13	0.00	184.13
4000 Defibrillator	0.00	0.00	0.00
4210 Waste Removal	0.00	0.00	0.00
4211 Photocopying	575.28	0.00	575.28
Policy & Resources Total	301,754.93	0.00	301,754.93
Allotments			
3050 Allotment Rents	23,888.74	0.00	23,888.74
3051 Allotment Rents	100.00	0.00	100.00
3052 Deposit Credit Interest	122.71	0.00	122.71
3053 Deposit direct payment	0.00	0.00	0.00
Allotments Total	24,111.45	0.00	24,111.45
Total Receipts	330,016.38	0.00	330,016.38
PAYMENTS	Net (£)	Vat (£)	Gross (£)
Amenities & Town Development			
4190 Grants	300.00	0.00	300.00
4700 Town Centre Development	32,537.06	4,547.41	37,084.47
Amenities & Town Development Total	32,837.06	4,547.41	37,384.47
Policy & Resources			
400 IT Equipment	0.00	0.00	0.00
4000 Corporate Management	11,061.74	1,954.71	13,016.45

Financial Statement - Cashbook

Statement between 01/04/18 and 31/01/19 inclusive.

4100 Democratic Representation	1,741.06	59.64	1,800.70
4180 Other Services to the Public	0.00	0.00	0.00
4200 Administration Rechargeable Staffing	124,720.92	1,364.95	126,085.87
4204 New Building Fund	0.00	0.00	0.00
4205 Bus Shelters	0.00	0.00	0.00
4210 Administration Rechargeable	112,070.97	4,630.01	116,700.98
Policy & Resources Total	249,594.69	8,009.31	257,604.00

Allotments

3052 Deposits Expenditure	0.30	0.00	0.30
4500 Allotment Service	29,073.61	2,933.09	32,006.70
Allotments Total	29,073.91	2,933.09	32,007.00

Total Payments	311,505.66	15,489.81	326,995.47
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Closing Balances

Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£372,091.78
Deposits Unity Trust	£5,191.60
Petty Cash Account	£0.00
Petty Cash Card Unity	£40.22
Total	£377,323.60

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£372,091.78
Deposits Unity Trust	£5,191.60
Petty Cash Account	£0.00
Petty Cash Card Unity	£40.22
Total	£377,323.60

APPENDIX N

POLICY & RESOURCES WORK PROGRAMME: 21.02.2019

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
21 February 2019	Investments Report	STAT	To report on the Town Council's Investments	
21 February 2019	Annual Report	STAT	To approve the contents of the Annual Report for 2018/2019	
21 February 2019	Corporate Risk Assessment	STAT	To review the Corporate Risk Assessment and make necessary recommendations to full Council	
21 February 2019	Virement of Budgets		To consider any Virements of Budgets prior to 31 March 2019	
13 June 2019	Investments Report & Banking Arrangements	STAT		
13 June 2019	Review Town Council Policies			
13 June 2019	Timetable for Internal Audit 2 YE 31 March 2019			
13 June 2019	Review of Financial Regulations	STAT	To review Financial Regulations to ensure compliance with latest Governance	