



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

Cllrs Steven Hardstaff (Chairman) Katherine Bird (Vice Chairman), Andy Fitchet, Luigi Gregori, Len Gates, Robin Hughes, Dean Marriner, Michael Mumford, Geoff McBride, Veronika Pond and Richard Rowles.
(copies to all other Members of the council)

You are hereby summoned to attend a meeting of the **POLICY and RESOURCES Committee** to be held at Town Council Offices, 66c, High Street, Andover on **Thursday 21 April 2016 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
15 April 2016

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

1 **APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence.

2 **DECLARATIONS OF INTEREST**

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

3 **MINUTES**

To agree the minutes of the Policy and Resources Committee meeting held on 3 March 2016 – attached at **Appendix A.**

4 **PUBLIC PARTICIPATION**

There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer will be given, or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

5 **REFUGEES**

To consider a proposal from Cllr L Gates regarding the Refugee Crisis:

“Last year the council passed a resolution asking Test Valley Borough Council and Hampshire County Council to support refugees. Subsequent to that Cllr Jan Lovell and Cllr L Gates have been discussing further moves to promote understanding of the refugee crisis and support those refugees.

Discussions have taken place with Rev Andrew Ashdown (once rector of Knight's Enham and now special envoy for the bishop of Winchester) who has extensive experience of working with refugees across the Middle East. Andrew has agreed to come and give a talk to the people of Andover on his experiences.

Would Andover Town Council formally support this perhaps by helping organising the meeting which would most

likely be held late April or May in either the Guild Hall or Rendezvous and jointly chaired Cllr L Gates and Cllr J Lovell or providing financial support”.

6 **RESIGNATION OF MEMBER**

To note that Cllr C Bartholomew has resigned from the Committee.

7 **EXTERNAL AUDIT ARRANGEMENTS**

To note any updates on the current situation regarding External Audit arrangements for Local Councils.

8 **ANDOVER CHALLENGES PROGRAMME**

To consider and discuss a proposal on the Andover Challenges Programme – Draft Terms of Reference attached at **Appendix B.**

A Report will be presented by Cllr G McBride.

9 **FIRE SAFETY IN TOWN COUNCIL OFFICE**

To consider a plan of Fire of Safety Maintenance for the Town Council Offices. Report attached at **Appendix C.**

10 **SOUND SYSTEM FOR OFFICE AND COUNCIL MEETINGS**

To note that a Hearing Loop has been ordered for the Town Council Office.

To consider a Sound System for Town Council Meetings in the office and Council meetings. Report attached at **Appendix D.**

11 **CORPORATE RISK ASSESSMENT**

To approve the Corporate Risk Assessment for the Town Council – attached under separate cover (large document).

12 **YOUTH COUNCIL CHAMPION AND SECRETARY**

To consider appointing a Youth Council Champion from Members of Andover Town Council and a Secretary to assist with basic administration. Report attached at **Appendix E.**

13 **STORAGE AND ARCHIVING**

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

14 **FINANCE**

Payments

To approve monthly payments up to 19 April 2016 – to follow.

Bank Reconciliations

To approve the Bank Reconciliation up to 31 March 2016 – attached at **Appendix G.**

15 **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

A

Minutes of Policy & Resources Committee

Time and date

7.00pm on Thursday 10 March 2016

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P)

Cllr C Bartholomew (P) (Arrived at 7.10pm)

Cllr R Hughes (P)

Cllr R Rowles (P)

Cllr A Fitchet (A)

Cllr D Marriner (P)

Cllr B Long (P) (Ex Officio)

Cllr L Gates (A)

Cllr G McBride (A)

Cllr L Gregori (P)

Cllr V Pond (P)

Also in attendance: Cllr M Mumford (Observing)

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

Members of the Public: 0

PR114/15 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs A Fitchet, L Gates and G McBride.

PR115/15 DECLARATIONS OF INTEREST

There were no declarations of interests.

PR116/15 MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 11 February 2016.

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 11 February 2016 were agreed and signed by the Chairman as a correct record.

PR117/15 PUBLIC PARTICIPATION

There were no members of the public present.

PR118/15 EMERGENCY PLAN – EMERGENCY LIAISON OFFICER

Cllr Pond reported that a meeting had taken place with Romsey's Emergency Plan Co-ordinator. She explained that a great deal of work would need to be carried out by the Town Council before an Emergency Liaison Officer could be appointed.

It was agreed that the item would be deferred until the Working Group had further information on the Emergency Plan.

PR119/15 EXTERNAL AUDIT ARRANGEMENTS

Members received a report on the current External Audit arrangements for the Town Council to cover the year ending 31 March 2016.

Members noted that the ongoing discussions with the National Association of Local Councils were still taking place and confirmation of the new External Audit Organisation had not been confirmed.

Members noted that the advice from HALC was to remain 'Opted In' to the scheme, it would then be up to NALC to sort out the situation. HALC also advised that Council's should continue to review the situation until 2017.

Members agreed that updates, as received would be reported to the Policy and Resources Committee.

PR120/15

INTERNAL AUDIT ARRANGEMENTS FOR YEAR END 2015/2016

Members noted that IAC Limited would carry out the Town Council's Internal Audit for the Year Ending 31 March 2016 on Monday 23 May 2016.

PR121/15

SOFTWARE PROVISION – LENGTH OF CONTRACT

Members received a report on the current provision of software for the Town Council's Accounts and Allotments Services. Both are covered by one software provider.

Members noted that the two software packages were able to link together so that financial information from the Allotments package would automatically update into the Accounts package.

Members asked the Town Clerk if the software provision was adequate for the work to be completed.

The Town Clerk confirmed that it was however asked Members to consider that due to the increase in the Precept the software provision for the Accounts would need to increase to cover an annual turnover of up to £500,000 per year, not the current level of £250,000.

Members noted that there were three options for the renewal of the software provision, one for a three year contract and two for a five year contract.

Members agreed that a consistency of provision would be preferable and agreed that five year provision with an increased turnover of up to £500,000 would be the most cost effective option.

RESOLVED: That the following be approved for renewal:

AdvantEDGE Finance, Band 5, up to £500,000 pa, 5 Year Contract, annual fee - £505.00

AdvantEDGE Allotments, Band 5, unlimited plots pa, 5 Year Contract, annual fee - £290.00

10% discount for additional module

TOTAL - £766.00

PR122/15

OPERATIONS WORKING GROUP – RECOMMENDATIONS

The Operations Working Group reported back on the suggested changes to the Council and Committee Structure.

It was suggested that Policy and Resources Committee and Planning Committee remain, and two additional Committees be formed, Assets and Amenities Committee and Community Engagement Committee.

The Town Clerk suggested to Members that the Allotments Sub-Committee become a full Committee as it had a developed Budget and made its own decisions on the operations of the Allotments Service.

Members agreed that the Allotments Sub-Committee become a full Committee.

Members considered the Terms of Reference for each Committee. They noted that no change had been made to the Planning Committee as it would continue to function as it had previously.

It was noted that the Terms of Reference for the Policy and Resources Committee had been reduced and some of its duties had been moved to the other two new committees.

Members discussed whether the Committees should appoint their own Chairmen. A vote was taken to allow Committees to appoint their own Chairmen, 7 for 1 abstention

RESOLVED: That it be recommended to full Council that Committees appoint their own Chairmen.

Each of the Terms of Reference were considered carefully, Members discussing the services and duties that each committee would be responsible for.

It was proposed by Cllr Richard Rowles and seconded by Cllr Katherine Bird to extend the meeting beyond 2 hours.

RESOLVED: To extend the meeting beyond 2 hours.

The Terms of Reference for the Committees were agreed, including the Budget Heads that the Committees would be responsible for and Members agreed to refer them to full Council for approval.

RESOLVED: That the Terms of Reference for the Committees of the Town Council would be referred to full Council for approval.

PR123/15

STANDING ORDERS

Members considered the revised Standing Orders. It was noted that the observations and comments on the SO's which had been brought up at the previous meeting had been incorporated into the revision.

Cllr Hardstaff explained that he had gone through them in detail with the Town Clerk to ensure that the SO's were legally compliant and a few minor changes had been made.

The Committee considered each of the changes in detail.

It was requested that the Media Protocol which had been adopted by the Town Council early in 2015 be considered again as it may not be currently compliant. It was agreed that it would be considered at a future meeting of the Policy and Resources Committee.

Cllr R Rowles left the meeting at 9.50pm.

Some Members raised their concerns over the removal of the Standing Order which allowed for Ex-Officio Members on Committees. IT was argued that at least the Chairman of the Council should be allowed to be Ex-Officio. Other Members responded that all Members were entitled to attend any meetings and therefore would make little difference to the position of Ex-Officio.

Members continued to debate as to whether Ex-Officio should remain in the Standing Orders.

A vote was taken, to leave the Ex-Officio in the Standing Orders, 3 for, 4 against.

RESOLVED: To Remove Ex-Officio from the Standing Orders.

Members continued to debate some of the changes proposed particularly with regard to allowing the Responsible Officer to decide whether to refer a Motion, if it falls within a Committees remit, straight to that Committee.

Members agreed that it would be preferable to allow Council to make the decision about whether to remove SO's 6i and 7b.

Members agreed to recommend the amended Standing Orders to full Council for approval.

The Chairman of the Committee agreed to make the amendments to the Standing Orders and distribute them to all Members as soon as possible prior to the full Council meeting.

RESOLVED: That the amended Standing Orders be recommended to full Council for approval.

Two members stated that they did not agree with the Committees decision with regard to the Ex-Officio and would propose an amendment to full Council.

PR124/15

COMMITTEE STRUCTURE

Members considered the proposed Committee Structure including the 2 new Committees. It was noted that all Committees would report back to full Council. The Staffing Sub-Committee would report back to the Policy and Resources Committee as the Policy and Resources Committee had retained the responsibility for HR and Staff provision. The Allotments would become a full Committee and report directly to full Council.

Members asked how frequently the Committees would meet. It was agreed that they would meet on a cycle basis to fit in with the existing cycle, based around the frequency of the Policy and Resources Committee.

The Planning, Allotments Committees and Staffing Sub-Committee would continue to meet on the existing basis.

Members agreed the Committee Structure and that the committees would meet on a cycle that the Town Clerk would incorporate into the meeting diary.

A vote was taken 7 for and 1 abstention

RESOLVED: That the Committee Structure, to include the Policy & Resources Committee, Assets & amenities Committee, Community Engagement Committee, Allotments Committee and Planning Committee, with Staffing Sub-Committee reporting to the Policy and Resources Committee be recommended to full Council for approval.

PR125/15

TIMETABLE OF MEETINGS

Members considered a Timetable of meetings up to the end of December 2016. It was agreed that the Town Clerk would update it to include the new Committees to take effect after the Chairman Making Meeting in May 2016 and to recommend it to full Council for approval.

RESOLVED: That a revised Timetable of meetings to include the new Committees would be recommended to full Council for approval.

PR126/15

VIREMENT OF MONIES FROM 2015/2016 BUDGET TO 2016/2017 BUDGET

This item was deferred to the next meeting of the Committee.

PR127/15

TOWN COUNCIL INSURANCE

Members considered the Town Council's Insurance provision for 2016 and whether the Town Council should enter into a 3 year agreement for Insurance cover.

Members asked whether the Insurance was reviewed each year and whether the best cover and costs were considered.

The Town Clerk explained that the Town Council received their Insurance Cover via an Insurance Broker (WPS Insurance) and each year they reviewed the Councils Insurance, consulting the Town Clerk and provided the best Insurance Cover and costs.

Members agreed that a 3 year agreement would save the Council money and

RESOLVED: To enter into a 3 Year Insurance Cover Agreement with Insurance Broker WPS Insurance.

PR128/15

STORAGE AND ARCHIVING

This item was deferred to the next meeting of the Committee.

PR129/15

STAFFING SUB-COMMITTEE UPDATE

Cllr Hardstaff as Chairman of the Staffing Sub-Committee reported that the recruitment of the new member of staff was being carried out by Personnel Selection. 2 candidates had already been found. Dates for interviews would be agreed within the next few weeks and a further report would be brought to committee.

PR130/15 REVIEW OF POLICES

Members noted the Polices which were being reviewed. It was noted that the Staffing Sub-Committee would be reviewing the Policies, 10 at a time and report back to the Policy and Resources Committee with any amendments for recommendations to full Council.

PR131/15 ANNUAL REPORT

Members noted that the Chairman of the Committee was writing the report for the Committee to be submitted with the Annual Report at the Town Electors Meeting.

PR132/15 FINANCE

Approval of Payments

Members received an approved the Bank Reconciliation up to 29 February 2016.

Members received and approved the following payments up to 8th March 2016.

February/March 2016			
Cheque No/ BACS Ref	Supplier	Service/Product Supplied	Total (£)
124100785	Convenient Hire	Toilet provision for all Allotment Sites (February 2016)	560.98
444373142	Town Clerk	Reimbursements (February 2016) incl: office sundries, vermin control	17.78
844832137	Custom Studio	Website Hosting March 2016	35.94
712634413	Hedleys Solicitors	Documentation for the Transfer of Allotments (The Drove)	460.80
DDMain16	Mainstream Digital	Broadband 28.02.16-27.05.16	61.19
DDMain16	Mainstream Digital	Call Charges 02.02.2016-09.02.2016	13.26
305556968	Moores Cleaning	Cleaning Services 1-28 Feb 2016	130.00
623197299	Pitney Bowes	Franking Machine rental & Postage	181.94
300283	Southern Water	Mylen Road Water Supply Aug-Dec 2015	53.29
624043405	TVBC	Hire of Guildhall 25.02.2016	124.00
TOTAL PAYMENTS			5,382.64

PR133/15 COMMITTEE WORK PROGRAMME

Members noted the items on the current Work Programme

The Chairman closed the meeting at 10.15pm.

Chairman

Date

DRAFT

Andover Challenges Programme (ACP)

Panel Member Terms of Reference and Guidance

Andover Town Council Objectives

The Andover Town Council (ATC) runs an Andover Challenges Programme (ACP) to support the addressing and impacting by local community groups in Andover in the key Andover Challenge areas identified by the ACP Panel. These areas are to be identified and defined by the ACP Panel in a workshop. Dates TBD.

Constitution of the ACP panel

The core panel is comprised of representatives from the ATC with two to four specialists with expertise relevant to the specific challenge area. This may necessitate the co-option of external specialists. The Chair is appointed for a period of two years. The Chair is selected from the existing panel members by the ATC FC.

The membership of the panel initially will be for the duration of 3 years. If panel membership is extended at the request of the ATC, this will be reviewed annually for a maximum of three years.

Remit of the ACP panel

The ACP Panel is an advisory panel on Challenge Areas and a peer review body, set up to make recommendations on grant applications received against the ACP calls. Panel members are required to mentor applicants through the full proposal preparation and to assess progress of the project by review of reports. It will undertake this task having regard to the overall strategy and policy of ATC.

Equality of Opportunity

ATC policy ref

Panel responsibilities

- Identify and define key challenge areas in Andover
- Recommend and prioritise key challenge areas for the ACP call schemes
- With reference to the assessment criteria, review and make recommendations to the ATC FC on all grant applications to the above schemes
- Attend panel meetings or provide written comments on all proposals
- Provide mentorship to at least one application per call for the development of the full proposal
- To comment on and/or make recommendations regarding any other business or partnership applications as required
- Review the progress of projects from reports and comment at panel meetings
- To liaise with other bodies as necessary
- To report to the ATC P&R and any other overseeing body as required

Guidelines for managing conflicts of interest in the peer review process

ATC Policy ref

Guidance

The assessment is a five stage process:

1. The panel will meet to Identify and define key challenge areas in Andover Recommend and prioritise key challenge areas for the ACP call schemes.
2. The Andover Challenges Grant Scheme will be announced via the media.
3. The panel will initially meet to review and shortlist expression of interest submissions, each of a maximum of two pages, this meeting will be held over one day.
4. Proposals that pass to the second stage will be assigned at least one mentor from the panel, they will be expected to contact the applicants and provide guidance on the development of a full proposal. The panel will be notified when these are submitted.
5. Finally the applicants will present their proposals directly to the panel. NB Mentors are free to contribute to the panel discussion and their association with the proposal will be recorded. Panel members should note that there is no limit to the number of proposals reviewed per panel. The meeting is generally held over one day but duration is dependent on the number of proposals submitted for review. The panel will choose one winner from the applicants.

The winning applicant will provide a one page update quarterly to the ATC FC and an annual report [five pages] for the first year of the project or the end of the project whichever is sooner.



ANDOVER TOWN COUNCIL

C

Report

Fire Safety in the Town Council Office

Purpose of Report

To consider measures for the Town Council to comply with Fire Regulations in the work place.
To consider a programme of maintenance and servicing for Fire Extinguishers and Smoke Detectors.
To consider the servicing of the Fire Alarm System.

Current Situation

The Town Council is required to ensure that the Offices it operates from are compliant with Fire Regulations. The Building that the Town Council occupies has recently been sold and a new Landlord has taken over. The new Landlord has requested the Town Council to provide an up to date Fire Risk Assessment and to ensure that the Offices are compliant with Fire Regulations.

Actions Taken

The Fire Brigade no longer provides a service to check premises for Fire Regulation Compliance. Therefore, officers contacted a local Fire Service provider to inspect the premises, provide a quote for the maintenance of the smoke detectors and advice on any equipment required.

Conclusion of Inspection

Following the inspection by the Fire Safety Officer the following points were noted:
The Building has a communal Fire Alarm System that provides warning to both the downstairs and upstairs areas. Currently they cannot be separated. The Fire Alarm System requires servicing every six months.
The Smoke detectors that are provided in the upstairs area of the building, rented by the Town Council are part of the communal fire system.
Emergency lighting is provided in the upstairs accommodation and this is separate from the Fire Alarm System as it activates if there is a power failure. This needs to be serviced once a year and weekly checks need to be carried out and documented.
A fire Alarm System Check also needs to be carried out once a month.
The Town Council offices also require 2 fire extinguishers. They require servicing once a year.

Financial Implications:

Service of Fire Alarm System – 2 x per year - £120
Supply and installation of 2 x Fire extinguishers - £90
Annual Service of Fire Extinguishers - £28
Annual service of emergency lighting - £60
Total Annual Cost - £208

Legal and Policy Implications

The Town Council is required to comply with Fire Regulations within the Town Council Offices.
It is noted that the Fire Alarm System is in a communal area of the building and provides a warning system for the whole building. Within the terms of the tenancy agreement this should come under the responsibility of the Landlord. The Town Council may be required to pay a Service Charge.
To comply with Fire Regulations the Town Council will need to ensure that Fire Extinguishers are purchased, the emergency lighting is serviced and that Officers are trained to carry out regular tests on the emergency lighting.

15 April 2016

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

Tel: 01264 335592

Distribution: To Members of the Policy and Resources Committee



ANDOVER TOWN COUNCIL

D

Report

Sound System for Office and Council Meetings

Purpose of Report

To note that the AP71 LA90 Portable Loop has been ordered for the Town Council Office reception area.
To consider a Portable Loop for use in the Town Council Office and at external meetings.

Current Situation

Contact has been made with Action for Hearing Loss, an organisation dedicated to assisting those with Hearing Loss and assisting organisations and businesses that cater for Hearing loss needs.
The Town Clerk, following instruction from a previous meeting, has ordered the Portable Induction Loop for the Town Council reception area. This Loop is specifically designed for Office Areas and receptions. It is not intended for use at meetings and will permanently remain in the Town Council Office.

Portable Loop for use in Larger Spaces

It has been recommended by Action for Hearing Loss that the Town Council purchase a Portable Hearing Loop which is specifically designed for use in larger spaces. That way, any meeting that the Town Council holds will be compliant with legislation.

The recommended Loop provides hearing support for rooms up to 70m², it comes with a boundary mic, a hand held microphone and a cordless tie clip mic.

The Town Council will be able to use this system in any situation and any meeting it might hold.

Financial Implications:

The cost of a Portable Loop for use in larger spaces is £1,374.16 ex VAT.

If Members are minded to approve the purchase of a portable hearing loop it can be taken from the Budget Heads:

4210/15 Office & Equipment Maintenance

4210/16 New Equipment & Furniture

Legal and Policy Implications

The Town Council is required by law to be Equality Compliant and comply with DDA requirements.

15 April 2016

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

Tel: 01264 335592

Distribution: To Members of the Policy and Resources Committee



ANDOVER TOWN COUNCIL

E

Report

Youth Council Champion and Secretary

Purpose of Report

To consider the appointment of a Member of Andover Town Council to become a 'Champion' of the Youth Council.
To consider allocating time from the Committee Officers time to provide secretarial cover for the Youth Council.

Current Situation

Currently there are 4 Members of the Town Council that are involved with the Youth Council. They sit on the Advisory Panel and support the Youth Council activities.

One of these Members is currently providing secretarial support to the Youth Council. However, they have a full time job and providing the cover can become difficult.

Youth Council Champion

It is proposed that a Member of the Town Council be appointed the Youth Council Champion to liaise with the Youth Council, provide reports to Full Council, along with the Youth Councillors and to promote the Youth Council.

Secretary

During 2014 and 2015 the Town Clerk provided the secretarial support to the Youth Council. However, due to resource restrictions the Town Clerk was unable to continue providing the support.

A recruitment campaign was carried out to recruit a volunteer to cover the secretarial support, but without any success.

Following the elections in May 2015, a new Town Councillor offered to assist with the secretarial cover. However, the Councillor has a full time job and it is not always possible to complete all the tasks required.

It is suggested that as the Town Council is taking on a part-time Committee Officer, some of their time could be provided to provide secretarial assistance to the Youth Council.

Work Required:

- Preparing Agendas and sending out Agendas
- Writing short reports to support Agendas
- Attending evening meetings – once a month
- Writing up minutes and distributing minutes

Hours required:

2.5hrs once a month to cover meetings.

1hr per week to prepare agendas, reports and write up minutes

Administration to be set up to assist with the running of the Youth Council:

1. Create a list of meeting dates for the year and distribute to Youth Councillors and Youth Advisory Group.
2. Have the meetings once a month on the same day i.e. second Wednesday
3. Have the Youth Council meetings and the Advisory Panel meeting back to back, i.e. Youth Council at 6pm and Youth Advisory Panel at 7.30pm.
4. Communication – use the google mail set up to communicate with Youth Council and Advisory Group – use work mobile to text all Youth Councillors on a group text to remind them of upcoming meetings
5. Facebook – consideration of a Facebook closed group with meeting dates.

Financial Implications:

There are no Financial Implications for the appointment of a Youth Council Champion.

The Financial Implications for the appointment of a Youth Council Secretary are as follows:

On average 1.5hrs per week will be required, over the year, based on a salary of £9.30 per hour this would be £2,460 per annum.

Legal and Policy Implications

There is no Legal Requirement for the Town Council to provide a Youth Council for Andover.

However, the Youth Council has been set up and is recognised as a Local Government Body in its own right, therefore, it comes under the same Legislation as a Local Council for its Administration.

The Youth Council is required to give regular reports to the Town Council as it is funded by Public Funds, given by the Town Council.

As the Youth Council is bound by the same Administration Duties as a Local Government Body, it is required to produce formal Agendas, Reports and Minutes. Agendas must confirm to the statutory requirements and be sent out 3 days in advance of meetings, not including the day they are sent out or the day of the meeting. Meetings must be conducted in an orderly manner and minutes should be provided.

15 April 2016

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

Tel: 01264 335592

Distribution: To Members of the Policy and Resources Committee



ANDOVER TOWN COUNCIL

F

Report

Storage and Archiving

Purpose of Report

To consider the purchase of storage space for archiving administration documents and papers.
To explain why the Town Council must keep its documents and the period of time those documents must be kept.

Current Situation

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

Attached at **Annex 1** is a list of documents that the Town Council must keep and the period of time they must be kept for.

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

Solutions

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

3 storage companies have been approached.

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

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

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

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

Financial Implications:

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

Legal and Policy Implications

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

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

Updated 4 March 2016

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

Tel: 01264 335592

Distribution: To Members of the Policy and Resources Committee

ANNEX 1

DOCUMENTATION AND LENGTH OF TIME RECORDS MUST BE KEPT BY THE TOWN COUNCIL

(Sourced from Hedley's Solicitors – experts in Law for Local Government)

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Contract	6 years (12 years if under seal)	Legal (Limitation Act 1980)
Leases	Throughout the term +12 yrs	Legal (Limitation Act 1980)
To Recover Land	12 years	Legal (Limitation Act 1980)
Rent	6 years	Legal (Limitation Act 1980)
Minute books	Indefinite	Archive
Scales of fees and charges	5 years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank Statements	Last completed audit year (2 years)	Audit
Bank paying-in books	Last completed audit year (2 years)	Audit
Cheque book stubs	Last completed audit year (2 years)	Audit
Quotations and tenders	12 years/indefinite	Legal (Limitation Act 1980)
Paid invoices	6 years	VAT
Paid cheques	6 years	Legal (Limitation Act 1980)
VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT
Timesheets	Last completed audit year (2 years)	Audit
Wages books	12 years	Pensions
Insurance Policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI.2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax
For Halls, Centre, Recreation Grounds - application to hire - Lettings diaries - Copies of bills to hires - Record of tickets issued	6 years	VAT
For Allotments - Register and plans	Indefinite	Audit, Management

Bank Account Reconciled Statement

Co-Operative Bank/ Unity Trust Ban 4087/ 203341 08-60-01

Statement Number 50

Statement Opening Balance £199,497.13 Opening Date 26/02/16

Statement Closing Balance £183,003.90 Closing Date 31/03/16

True Closing Balance £182,828.24

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/03/16	BACS:337333857	W R Coulter	2,315.59	0.00	197,181.54
01/03/16	BACS:618854191	Mrs L Laing	1,225.38	0.00	195,956.16
02/03/16	DDGHOFFMar	Gary Hatto	500.00	0.00	195,456.16
02/03/16	DDICO	Information Commisioner	35.00	0.00	195,421.16
03/03/16	DDVFMAR16	Vodafone Ltd	26.49	0.00	195,394.67
04/03/16	300280	Southern Water	132.85	0.00	195,261.82
04/03/16	300281	Southern Water	166.86	0.00	195,094.96
07/03/16	300277	H M Revenue & Customs	1,281.02	0.00	193,813.94
07/03/16	300278	Mr A Ash	50.00	0.00	193,763.94
10/03/16	BACS:124100785	Convenient Hire Limited	560.98	0.00	193,202.96
10/03/16	BACS:305556968	Moore's Cleaning Services Ltd	130.00	0.00	193,072.96
10/03/16	BACS:444373142	W R Coulter	17.78	0.00	193,055.18
10/03/16	BACS:623197299	Pitney Bowes	181.94	0.00	192,873.24
10/03/16	BACS:624043405	Test Valley Borough Council	124.00	0.00	192,749.24
10/03/16	BACS:712634413	Hedleys Solicitors	460.80	0.00	192,288.44
10/03/16	BACS:844832137	Custom Studio Ltd	35.94	0.00	192,252.50
14/03/16	DDMainBroad16	Mainstream Digital	61.19	0.00	192,191.31
14/03/16	DDMainCall16	Mainstream Digital	13.26	0.00	192,178.05
16/03/16	DDTSMAR16	Tony Scrace	500.00	0.00	191,678.05
21/03/16	300293	Southern Water	53.29	0.00	191,624.76
22/03/16	300292	Blachere Illuminations	3,743.46	0.00	187,881.30
22/03/16	BESDDMAR16	BES Commercial Electricity Ltd	129.67	0.00	187,751.63
23/03/16	300285	Findlay Anderson-Clark	20.00	0.00	187,731.63
30/03/16	BACS:126308554	Alto Digital Networks Ltd	341.88	0.00	187,389.95
30/03/16	BACS:313080751	Tony Rice Services	140.00	0.00	187,249.95
30/03/16	BACS:538256658	Hampshire Association of Local Councils	42.00	0.00	187,207.95
30/03/16	BACS:570100521	Viking Supplies	214.80	0.00	186,993.15
30/03/16	BACS:605457267	W R Coulter	39.48	0.00	186,953.67
30/03/16	BACS:67501768	AB Computers and Planet PC	1,511.98	0.00	185,441.69
30/03/16	BACS:690004713	Hampshire Association of Local Councils	360.00	0.00	185,081.69

Bank Account Reconciled Statement

30/03/16	BACS:710196596	Hampshire Association of Local Councils	108.00	0.00	184,973.69
30/03/16	BACS:71735293	Mrs L Laing	35.00	0.00	184,938.69
30/03/16	BACS:756599140	Test Valley Borough Council	124.00	0.00	184,814.69
30/03/16	BACS:771486018	South East Employers	120.00	0.00	184,694.69
30/03/16	BACS:788702427	Viking Supplies	198.99	0.00	184,495.70
30/03/16	BACS:832100261	Viking Supplies	1,036.80	0.00	183,458.90
30/03/16	BACS:868438930	Hedleys Solicitors	331.00	0.00	183,127.90
30/03/16	BACS:988159576	Test Valley Borough Council	124.00	0.00	183,003.90

Uncleared and unrepresented effects

10/06/15	300130		175.66		182,828.24
		Total	175.66		

Statement of your account



03037791 | 00050
Miss Wendy Coulter
Andover Town Council
66C High Street
Andover
Hants
SP10 1NG

Customer Services Centre, Nine Brindleyplace
Birmingham B1 2HB

To learn more about our convenient and easy to use internet Banking service, call us today on 0345 140 1000.

If your name and address are incorrect or have changed, please send us a letter, signed in accordance with your mandate, advising the correct details.

For foreign payments -

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Your deposits with Unity Trust Bank are eligible to be protected up to a total of £75,000 by the Financial Services Compensation Scheme (FSCS). For more information visit www.unity.co.uk/fscs and refer to our FSCS Information Sheet, which includes the exclusion list of deposits not protected. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

Contact us -

Tel. 0345 140 1000

Email: utb@unity.co.uk

Web: www.unity.co.uk

Name of account: Andover Town Council

Date: 30 March 2016

Statement 021 (page 1 of 2)

Account number: 4109

Bank sort code: 608301

Type of account: Tailored

Date	Details	Payments	Receipts	Balance
29 FEB 16	Balance brought forward			199,497.13 *
1 MAR 16	B/P to: Mrs L Laing	1,225.38 ✓		
1 MAR 16	B/P to: Wendy R Coulter	2,315.59 ✓		195,956.16 *
2 MAR 16	Direct Debit (ICO)	35.00 ✓		
2 MAR 16	S/O to: GARY HATTO FLAT LE	500.00 ✓		195,421.16 *
3 MAR 16	Direct Debit (VODAFONE LIMITED)	26.49 ✓		195,394.67 *
4 MAR 16	Cheque 300280	132.85 ✓		
4 MAR 16	Cheque 300281	166.86 ✓		195,094.96 *
7 MAR 16	Cheque 300277	1,281.02 ✓		
7 MAR 16	Cheque 300278	50.00 ✓		193,763.94 *
10 MAR 16	B/P to: Wendy R Coulter	17.78 ✓		
10 MAR 16	B/P to: Custom Studio	35.94 ✓		
10 MAR 16	B/P to: Test Valley BC	124.00 ✓		
10 MAR 16	B/P to: Moores Cleaning	130.00 ✓		
10 MAR 16	B/P to: Purchase Power	181.94 ✓		
10 MAR 16	B/P to: Wellers Law Group	460.80 ✓		
10 MAR 16	B/P to: ConvenientHireLtd	560.98 ✓		192,252.50 *
14 MAR 16	Direct Debit (MAINSTREAM DIGITA	74.45 ✓		192,178.05 *
16 MAR 16	S/O to: GARY HATTO FLAT LE	500.00 ✓		191,678.05 *
21 MAR 16	Cheque 300283	53.29 ✓		191,624.76 *
22 MAR 16	Cheque 300282	3,743.46 ✓		
22 MAR 16	Direct Debit (BES ELECTRICITY)	129.67 ✓		187,751.63 *
23 MAR 16	Cheque 300285	20.00 ✓		187,731.63 *
30 MAR 16	B/P to: Mrs L Laing	35.00 ✓		
30 MAR 16	B/P to: Wendy R Coulter	39.48 ✓		
	Balance carried forward, cont. overleaf			187,657.15 * 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)

APPENDIX G

Name of account: Andover Town Council

Date: 30 March 2016

Statement 021 (page 2 of 2)

Account number: 20334109

Bank sort code: 608301

Type of account: Tailored

Date	Details	Payments	Receipts	Balance
	Balance brought forward			187,657.15 *
30 MAR 16	B/P to: HALC	42.00 ✓		
30 MAR 16	B/P to: HALC	108.00 ✓		
30 MAR 16	B/P to: SouthEastEmployers	120.00 ✓		
30 MAR 16	B/P to: Test Valley BC	124.00 ✓		
30 MAR 16	B/P to: Test Valley BC	124.00 ✓		
30 MAR 16	B/P to: Tony Rice Services	140.00 ✓		
30 MAR 16	B/P to: Viking Payments	198.99 ✓		
30 MAR 16	B/P to: Viking Payments	214.80 ✓		
30 MAR 16	B/P to: Wellers Law Group	337.00 ✓		
30 MAR 16	B/P to: Aito Digital	341.68 ✓		
30 MAR 16	B/P to: HALC	360.00 ✓		
30 MAR 16	B/P to: Viking Payments	1,036.80 ✓		
30 MAR 16	B/P to: Planet PC	1,511.98 ✓		
	Balance carried forward			183,003.90 *
				183,003.90 *

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)

POLICY & RESOURCES WORK PROGRAMME: 21 APRIL 2016

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
21 April 2016	Sound systems for office and meetings		To consider the Town Council's options with regard to a sound system for the office and meetings	To recommend to full Council
21 April 2016	Corporate Risk Assessment	STAT	To review the Town Council's Corporate Risk Assessment	Recommend to Full Council
9 June 2016	Virement of Budgets		To consider any Virements of Budgets prior to 31 March 2016	
9 June 2016	Accounts for the Year Ended 31 March 2016	STAT	To approve the Accounts for the Year Ended 31 March 2016	
9 June 2016	To receive the Internal Auditors Report	STAT	To approve the Action Plan arising from the Internal Auditors Report	Recommend to full Council
9 June 2016	Annual Return Preparation	P&R	To review the Internal Audit Report and consider Accounts for the Annual Return	Recommend to full Council
9 June 2016	Evaluation of Asset Transfer (if required)			
25 August 2016	Review Council's resources	P&R	To review the Council's resources to ensure services are maintained	
25 August 2016	Review financial plan for 2017/2018		To consider the Financial Plan for 2017/2018 to ensure Budgets cover services required – in preparation for Annual Budget 2017/2018	
6 October 2016	Review any Leases or Loans (if required)			

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
6 October 2016	Review of Members Services Provision		To consider whether provision has been provided within the budget for Members' Services	
6 October 2016	Timetable of Meetings for 2017		To consider a timetable of meetings for 2017	
6 October 2016	Annual Budget	STAT	To prepare and recommend to Council the Annual Budget for 2017/2018	
15 December 2016	Review of Business Plan		To ensure the Town Council is up to date with the Business Plan	
Jan/Feb 2017	Internal Audit Arrangements	STAT	To note Internal Audit arrangements for YE 31 March 2017	
Jan/Feb 2017	Annual Report	STAT	To approve the contents of the Annual Report for 2016/2017.	