



ANDOVER TOWN COUNCIL

Policy & Resources Committee Meeting Agenda

Tuesday 22 November 2022

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

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

(Copies to all other Members of the Council)

You are hereby summoned to attend a Policy & Resources Committee meeting to be held **at The Lights, Andover on Tuesday 22 November 2022 at 6.30 pm** when it is proposed to transact the following business: -

Victoria Warburton

Interim Town Clerk

16 November 2022



ANDOVER TOWN COUNCIL

Policy & Resources Committee Meeting Agenda

Tuesday 22 November 2022

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS; In line with Andover Town Council's "Recording at Meetings" Policy, Members and the public are requested to note that this meeting will be recorded by the Council, and may also be subject to the recording by members of the public.

Item 1: Apologies for Absence

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

Item 2: Declarations of Interest

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

Item 3: Minutes of the last meeting

To **agree** the Minutes of the Policy and Resources Committee meeting held on 2 August 2022 - attached at **Appendix A (Page 4)**.

Item 4: Public Participation

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

Item 5: Draft Council Budget and Financial Plan 2023/2024

To **consider** a Draft Council Budget and Financial Plan for 2023/2024 –attached at **Appendix B (Pages 9 & 19)**

Item 6: Virements

To **consider** and approve a virement from Operational Reserves to cover the maintenance costs of the SIDs from October 2022 – March 2023. The monthly cost per SID is £137.45 (two SIDs will be up at any one time – total per month £274.90)

Item 7: Local Government Services Pay Agreement 2022-23

To **note** that from 1 November 2022 the Pay Agreement was reached on rates of pay applicable from 1 April 2022. The new rates for allowances were uprated by 4.04 per cent.

This pay uprate will be back dated to April 2022, as per recommendation and will be paid to existing staff and any staff members in the employ of Andover Town Council as of the date April 2022 up until their final day in the Council's employ.

Members are reminded that this will need to be accommodated in the Staffing Budget considerations.

Item 8: Committee Work Programme

To **review** and **update** the current Committee Work Programme attached at **Appendix C (Page 23)**.

Item 9: Date of the Next Meeting

Members are requested to note the date of the next meeting: **Tuesday 10 January 2023, to be held at The Lights, starting at 6.30pm.**

The Chairman will close the meeting.

Appendix A: Minutes of the last meeting

A

Minutes of Policy & Resources Committee

Time and date

6.30pm, Tuesday, 2 August 2022

Place

The Lights, Andover

Details of Attendance:

Members of the Committee:

Cllr R Hughes (Chairman) (P)

Cllr S Waue (Vice Chairman) (P)

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

Officers Present:

Wendy Coulter (Town Clerk)

Michelle Young (Committee Officer) (Taking the notes)

Other Councillors Present:

Councillor R Rowles

Members of the Public: 1

Members of the Press: 0

PR 080/08/22

APOLOGIES FOR ABSENCE

Apologies were received from Councillor R Meyer.

PR 081/08/22

DECLARATIONS OF INTEREST

There were no Declarations of Interest in relation to any items on the agenda.

PR 082/08/22

MINUTES

Amendments were requested to be made to the Minutes.

It was proposed by Councillor N Long and seconded by Councillor D Coole that the Minutes of the Policy and Resources Committee meeting held on 14 June 2022 be signed by the Chairman as a correct record.

A vote was taken which was unanimous.

RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 14 June 2022, with the amendments, be signed by the Chairman as a correct record.

PR 083/08/22 PUBLIC PARTICIPATION

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

PR 084/08/22 FINANCIAL REGULATIONS – FINANCIAL RESERVES

Members were asked to consider a Financial Reserves Section for the Financial Regulations. Under section 19, Types of Reserves, it was requested that the phrase 'General' Reserves be changed to 'Operational' Reserves, as the definitions were the same.

Section 20, b, it was requested that the term 'Emergency' be removed.

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the Financial Reserves section for the Financial Regulations, subject to the amendments discussed, be accepted.

A vote was taken which was unanimous.

RESOLVED: That the Financial Reserves section for the Financial Regulations, subject to the amendments discussed, be accepted.

PR 085/08/22 REVIEW OF BUSINESS PLAN

Members noted the Town Council's Business Plan which was originally written in 2012 and considered any updates and amendments that may be needed.

It was commented that the Business Plan would need to go out to the Public and gather feedback on what the people of Andover would want the Town Council to do.

It was further commented that the Business Plan would need to be re-written in line with Back to Basics, which would take time due to the current staff resources and be put on the back burner for now.

It was felt that a basic Business Plan of sorts, valid for two years was required in order to give the next administration some direction going forward.

Councillor L Gregori suggested that he would prepare a draft Business Plan and invited Members to make additions to it.

It was proposed by Councillor R Hughes and seconded by Councillor N Long that it be delegated to Councillor L Gregori to draft an outline Business Plan for consideration at the latest at the next Policy and Resources meeting.

A vote was taken which was:

FOR – 5, AGAINST – 0, ABSTENTIONS – 1

RESOLVED: That it be delegated to Councillor L Gregori to draft an outline Business Plan for consideration at the latest at the next Policy and Resources meeting.

PR 086/08/22 APPRAISAL POLICY

Members considered an Appraisal Policy.

The following points were made:

The Appraisal Policy did not address how the Deputy Clerk's appraisal was done.

A six-monthly formal appraisal with an informal appraisal every three months, should be adopted.

The policy did not reflect that the Deputy Clerk and Town Clerk did the appraisals. There was no indication of a second reporting Officer for the staff in the policy.

The following amendments were suggested:

Under 'Who appraises who' – The 'Deputy Clerk' should be replaced with 'Line Manager.'

Under 'Training' – Members of the Staffing Sub-Committee should be included in that.

Under 'The Appraisal Interview' – 'employer' should be amended to 'employee.'

Change 'Human Resources Panel' to 'Staffing Sub-Committee'.

Add Smart Objectives to the policy. The Town Clerk clarified that these had already been added to the Appraisal forms.

It was felt that the Appraisal Policy and Appraisal forms should be updated and brought back to the Policy and Resources Committee meeting in October 2022, for further review, prior to being recommended to Full Council for approval.

It was proposed by Councillor L Gregori and seconded by Councillor N Long that the Appraisal Policy as is, be accepted with the term 'Deputy Clerk' unchanged.

A vote was taken:

FOR – 3, AGAINST – 1, ABSTENTIONS – 1

RESOLVED: That the Appraisal Policy as is, be accepted with the term 'Deputy Clerk' unchanged.

PR 087/08/22

VIREMENTS

Members considered recommendations regarding whether any virements were required.

It was pointed out to Members that the first recommendation regarding the virement of the balance of the Council Budget, Year End 2022 of £79,084.80, to Operational Reserves had already been approved at the Extraordinary Council Meeting on 25 July 2022.

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that a virement be made from 4210/6 Heating and Lighting – Office of £413.00 to 4210/11 Subscriptions/Memberships, be recommended to Full Council for approval.

A vote was taken which was unanimous.

RESOLVED: That a virement be made from 4210/6 Heating and Lighting – Office of £413.00 to 4210/11 Subscriptions/Memberships, be recommended to Full Council for approval.

PR 088/08/22

EARMARKED RESERVES

Members noted the Earmarked Reserves and report and discussed options.

A suggestion was made to transfer the Defibrillator Earmarked reserve of £1,072.01 to Operational Reserves and refer back to the Committees to review their requirements for Earmarked Reserves.

It was also suggested that a virement of funds in the Allotments – Installation of Toilets on all 7 sites Budget line and Allotments – Installation of Security systems Budget line, could be made to the Christmas Lights Budget.

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that it be recommended to Full Council, that the Earmarked Reserves remain as they are, subject to the transfer of the Defibrillator Earmarked Reserve (Defibrillators £1,072.01) to Operational Reserves and consultations with the Committees, for approval.

A vote was taken:

FOR - 5, AGAINST – 1, ABSTENTIONS – 0

RESOLVED: That it be recommended to Full Council, that the Earmarked Reserves remain as they are, subject to the transfer of the Defibrillator Earmarked Reserve

(Defibrillators £1,072.01) to Operational Reserves and consultations with the Committees, for approval.

PR 089/08/22 REVIEW OF COUNCIL'S RESOURCES

Members noted the report on the Town Council's Resources.

It was reiterated that the report had been written prior to the resignation of the Committee Officer being received.

In view of the resignations of the Town Clerk and Committee Officer, it was commented that the Town Council needed to be realistic in terms of what it could achieve, until the replacement Officers had been recruited and fully trained, which would take some time. Members were also reminded of the possibility of the overloading of work to the remaining part-time Deputy Clerk and two part-time Allotment Officers.

It was suggested that some of the Committee may need to be discontinued and working groups be put aside.

The Town Clerk confirmed that the Society of Local Councils (SLCC) and Hampshire Association of Local Councils (HALC) had been approached with regards to a temporary Locum Clerk. SLCC were confident they could provide someone to do the clerking, however, it was not clear whether they could provide someone to cover the Responsible Finance Officer's role, attend the Council and Committee meetings and support the Deputy Clerk. HALC had confirmed that they would ask their Human Resources department to support the Town Council through the recruitment of a Town Clerk and Responsible Finance Officer. Officers are currently awaiting a response.

A discussion was had with regards to a person(s) of responsibility, to whom the Deputy Clerk could liaise with for support once the Town Clerk had left. It was suggested that there be two people, namely the Chairman of Staffing Sub-Committee and Chairman of Policy and Resources Committee.

Until a new Town Clerk had been recruited, a suggestion was made that all Committee meetings were temporarily ceased and all business to go through Council meetings.

It was agreed that the discussion of working groups/projects, outstanding or new, would be left to Full Council to consider and Members only noted the report at this stage.

PR 090/08/22 INVESTMENT STRATEGY

Members noted a draft investment strategy for the Town Council in line with Financial Regulations.

Members debated the draft. It was considered to be bland in its objectives, unclear as to which committee would be making the recommendations for investments and what the mechanisms for implementation were.

It was agreed the Officers would review the draft investment strategy and bring back to the next Policy and Resources meeting.

PR 091/08/22 FINANCE – PAYMENTS

It was proposed by Councillor D Coole and seconded by Councillor N Long that the List of Payments up to 20 July 2022 be approved.

A vote was taken which was unanimous.

RESOLVED: That the List of Payments up to 20 July 2022 be approved.

PR 092/08/22 TIMETABLE OF REVIEW OF POLICIES

Members noted the timetable for the Review of Town Council Polices.

PR 093/08/22

COMMITTEE WORK PROGRAMME

Members noted the Committee Work Programme.

The following items were requested to be added:

- To receive and review the draft Business Plan (October 2022 meeting)

PR 094/08/22

DATE OF THE NEXT MEETING

Members noted that the date of the next meeting would be **Tuesday 11 October 2022**, at **The Lights, starting at 6.30pm.**

The Chairman closed the meeting at 7.55pm.

Chairman

Date

Appendix B: Draft Council Budget and Financial Plan 2023/2024

DRAFT FINANCIAL BUDGET 2023/2024 (August 2022)

INCOME

	2021/2022 Net	Budget 2022/2023	Actual Net @ 22.08.2022	Balance 2022/2023	Projected balance by 31.03.2023	BUDGET 10% INFLATION	2024/2025 Forecast (4% Increase)	2025/2026 Forecast (5% Increase)
Assets & Communities								
3025 Town Development								
3025/1	Income from Events	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/2	Grants	£7,124.22	£0.00	£7,124.22	£0.00	£0.00	£0.00	£0.00
3025/3	Sponsorship	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/4	Proms in the park	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/5	A-Fest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/6	Shilling Fair	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025	TOTAL	£7,124.22	£0.00	£7,124.22	£0.00	£0.00	£0.00	£0.00
TOTAL EVENTS & PROJECTS								
		£7,124.22	£0.00	£7,124.22	£0.00	£0.00	£0.00	£0.00

	2021/2022 Net	Budget 2022/2023	Actual Net @ 22.08.2022	Balance 2022/2023	Projected balance by 31.03.2023	BUDGET 10% INFLATION	2024/2025 Forecast (4% Increase)	2025/2026 Forecast (5% Increase)
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Policy & Resources

99 Heating & Lighting								
3000	Precept	£349,584.80	£0.00	£180,901.00	£180,901.00	£361,802.00	£0.00	£0.00
3001	TVBC Tax Band Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3002	Election Expenses Refund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3010	Bank Interest	£5.25	£0.00	£119.82	£119.82	£119.82	£0.00	£0.00
3011	Insurance Premium Refund	£79.15	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3020	Grants Received	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3021	Cll Monies	£14,050.94	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3115	VAT Write Off	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3116	IT Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3339	Mayors Events	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

3998 Funds Held for Youth Council	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3999 Funds Held for N P	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000 Derbillator	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4210 Waste Removal	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4211 Photocopying	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4212 Payroll	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL Policy & Resources	£363,720.14	£0.00	£181,020.82	£181,020.82	£181,020.82	£361,921.82	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Allotments	2021/2022 Net	Budget 2022/2023	Actual Net @ 22.08.2022	Balance 2022/2023	Projected balance by 31.03.2023	BUDGET 10% INFLATION	2024/2025	2025/2026
							Forecast 10% Increase)	Forecast (10% Increase)

Minute C165/02/22 Allotment Committee to increase the allotment rental increase of 10% per year over the next 4 years.

3050/1 Admirals Way	£1,340.25	£800.00	£0.00	£800.00	£800.00	£880.00	£968.00	£1,064.80
3050/2 Barlows Lane	£4,970.64	£5,000.00	£97.22	£4,902.78	£5,000.00	£5,500.00	£6,050.00	£6,655.00
3050/3 Churchhill Way	£2,221.85	£2,200.00	£45.41	£2,154.59	£2,200.00	£2,420.00	£2,662.00	£2,928.20
3050/4 Mylen Road	£1,302.68	£1,200.00	£163.80	£1,036.20	£1,200.00	£1,320.00	£1,452.00	£1,597.20
3050/5 Old Winton Road	£3,971.59	£3,700.00	£0.00	£3,700.00	£3,700.00	£4,070.00	£4,477.00	£4,924.70
3050/6 The Drove	£6,387.52	£5,000.00	£57.09	£4,942.91	£5,000.00	£5,500.00	£6,050.00	£6,655.00
3050/7 Vigo Road	£4,893.78	£5,000.00	£112.10	£4,887.90	£5,000.00	£5,500.00	£6,050.00	£6,655.00
3050/8 Ox Drove	£243.06	£550.00	£0.00	£550.00	£550.00	£605.00	£665.50	£732.05
3050/9 Picket Twenty	n/a	£1,300.00	£0.00	£1,300.00	£1,300.00	£1,430.00	£1,573.00	£1,730.30
3050/10 Saxon Heights	n/a	£504.00	£0.00	£504.00	£504.00	£554.40	£609.84	£670.82
3050 TOTAL	£25,331.37	£25,254.00	£475.62	£24,778.38	£25,254.00	£27,779.40	£30,557.34	£33,613.07
3051 Deposits								
3052 Deposit Credit Interest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3053 Deposit Direct Payment	£50.00	£0.00	£0.00	£50.00	£50.00	£0.00	£0.00	£0.00
Received Deposits	£0.00	£0.00	£50.00	£50.00	£50.00	£0.00	£0.00	£0.00
TOTAL ALLOTMENTS	£25,381.37	£25,254.00	£475.62	£24,778.38	£25,254.00	£27,779.40	£30,557.34	£33,613.07
TOTAL INCOME	£396,225.73	£25,254.00	£181,496.44	£163,366.66	£387,175.82	£27,779.40	£30,557.34	£33,613.07

EXPENDITURE		2024/2022 Net	Budget 2022/2023	Actual Net @ 22.08.2022	Balance 2022/2023	Projected balance by 31.03.2023	BUDGET 10% INFLATION	2024/2025 Forecast (4% Increase)	2025/2026 Forecast (5% Increase)
Community & Events									
4700 Events & Projects									
4700/2	Christmas Lights	£22,828.36	£23,625.00	£7,895.16	£15,729.54	£0.00	£35,987.50	£37,427.00	£39,298.36
4700/3	A-Fest	£700.00	£735.00	£735.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/4	Shilling Fair	£0.00	£735.00	£0.00	£735.00	£735.00	£0.00	£0.00	£0.00
4700/5	Youth Support	£0.00	£10,500.00	£0.00	£10,500.00	£0.00	£11,550.00	£12,012.00	£12,612.60
4700/6	Miscellaneous Events	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/7	Armed Forces Day (was Events)	£0.00	£735.00	£0.00	£735.00	£735.00	£0.00	£0.00	£0.00
4700/8	Andover Cycling Festival	£0.00	£735.00	£0.00	£735.00	£735.00	£0.00	£0.00	£0.00
4700/9	Andover Challenges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/11	Festival of Motoring	£0.00	£735.00	£0.00	£735.00	£0.00	£0.00	£0.00	£0.00
4700/12	Defibrillator Provision	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/13	Community Engagement	£0.00	£630.00	£0.00	£630.00	£630.00	£0.00	£0.00	£0.00
4700/14	Andover Carnival	£0.00	£735.00	£0.00	£735.00	£735.00	£0.00	£0.00	£0.00
4700/15	Andover Gardening Competition	£0.00	£420.00	£0.00	£420.00	£420.00	£0.00	£0.00	£0.00
4700/16	Pancake Day	£0.00	£500.00	£0.00	£500.00	£500.00	£0.00	£0.00	£0.00
4700/17	Tourism	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/20	Food Fair	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/21	Gardening Fair/A/B	£0.00	£500.00	£0.00	£500.00	£500.00	£0.00	£0.00	£0.00
4700/22	Queens Jubilee 2022	£0.00	£7,320.00	£5,231.99	£2,088.01	£2,088.01	£0.00	£0.00	£0.00
4700/23	Kings Coronation 2023	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700 TOTAL		£23,528.36	£47,905.00	£27,518.36	£23,581.64	£7,078.01	£47,537.50	£49,439.00	£51,910.95
4190 Grants		2024/2022 Net	Budget 2022/2023	Actual Net @ 22.08.2022	Balance 2022/2023	Projected balance by 31.03.2023	BUDGET 10% INFLATION	2024/2025 Forecast (4% Increase)	2025/2026 Forecast (5% Increase)
4190/1	Grants	£5,245.00	£10,500.00	£650.00	£9,850.00	£0.00	£11,550.00	£12,012.00	£12,612.60
4190/1/1	Emergency Funding	£0.00	£3,150.00	£0.00	£3,150.00	£0.00	£3,465.00	£3,603.60	£3,783.78
4190/3	Grants Section 137	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4190 TOTAL		£5,245.00	£13,650.00	£650.00	£13,000.00	£0.00	£15,015.00	£15,615.60	£16,396.38

Website & Community Development												
4000/6												
4000/6/1	Website	£983.97	£3,150.00	£308.75	£2,841.25	£0.00	£3,465.00	£3,603.60	£3,783.78			
4000/6/2	Website Hosting	£449.45	£578.00	£149.75	£428.25	£0.00	£635.80	£661.23	£622.00			
4000/6/3	Newsletter	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			
4000 TOTAL		£1,433.42	£3,728.00	£458.50	£3,269.50	£0.00	£4,100.80	£4,264.83	£4,405.78			
Town Mayor												
4100/1	Town Mayor Badge & Regalia	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			
4100/1/1	Remembrance Day Wreath	£37.00	£52.50	£0.00	£52.50	£0.00	£57.75	£60.06	£63.06			
4100/1/3	Town Mayor Charities	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			
4100/1	Total	£37.00	£52.50	£0.00	£52.50	£0.00	£57.75	£60.06	£63.06			
Venue Hire/Facilities												
4100/7	Room Hire Fund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			
4204 New Building Fund												
Assets												
4210/3	Rent - Office	£16,528.14	£12,600.00	£6,051.00	£6,549.00	£0.00	£11,000.00	£9,360.00	£9,828.00			
4210/4	Rates - Office	£4,940.10	£6,000.00	£0.00	£6,000.00	£0.00	£6,000.00	£2,000.00	£2,100.00			
4210/5	Water Rates - Office	£0.00	£300.00	£0.00	£300.00	£0.00	£300.00	£0.00	£0.00			
4210/6	Heating & Lighting - Office	£1,784.88	£3,150.00	£917.58	£2,232.42	£0.00	£0.00	£0.00	£0.00			
4210/7	Telephone & Broadband	£1,703.28	£2,625.00	£576.88	£2,048.12	£0.00	£2,887.50	£3,003.00	£3,153.15			
4210/8	Photocopying	£3,912.10	£4,200.00	£2,232.85	£1,967.15	£0.00	£4,620.00	£4,804.80	£5,045.04			
4210/9	Stationery	£402.41	£800.00	£467.78	£332.22	£0.00	£880.00	£915.20	£960.96			
4210/10	Postage	£1,758.33	£1,500.00	£242.22	£1,257.78	£0.00	£1,650.00	£1,716.00	£1,801.80			
4210/15	Office & Equipment Maintenance	£3,431.38	£1,750.00	£1,378.95	£371.05	£0.00	£1,000.00	£1,040.00	£1,092.00			

4210/16	New Equipment & Furniture	£884.24	£2,500.00	£110.00	£2,390.00	£0.00	£2,750.00	£2,860.00	£3,003.00	
4210/17	Waste Removal	£189.95	£300.00	£96.86	£203.14	£0.00	£330.00	£343.20	£360.36	
		£35,534.81	£35,725.00	£12,074.12	£23,650.88	£0.00	£31,417.50	£26,042.20	£27,344.31	
	TOTAL Community & Events	£65,778.39	£101,060.50	£40,700.98	£74,015.43	£7,078.00	£98,128.55	£95,421.69	£100,120.48	
Policy & Resources										
4000 Corporate Management										
4000/1	IT Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4000/1	Accounts Support	£2,307.26	£2,813.00	£999.50	£1,813.50	£0.00	£3,094.30	£3,218.07	£3,378.98	
4000/2	Bank Charges	£935.50	£907.00	£240.71	£666.29	£0.00	£997.70	£1,037.61	£1,089.49	
4000/3	Legal & Professional Fees	£36,730.51	£7,350.00	£3,085.55	£4,264.45	£0.00	£8,065.00	£8,408.40	£8,828.82	
4000/4	Legal Costs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4000/5	Audit Fees	£1,752.40	£2,988.00	£204.30	£2,783.70	£0.00	£3,286.80	£3,418.27	£3,589.19	
4000/6	IT Support & Equipment	£3,182.89	£3,400.00	£1,108.36	£2,291.64	£0.00	£3,740.00	£3,889.60	£4,084.08	
	TOTAL	£44,908.56	£17,458.00	£5,638.42	£11,819.58	£0.00	£19,203.80	£19,971.95	£20,970.55	
4100 Democratic Representation										
4100/1	Members Training & Courses	£855.12	£1,575.00	£0.00	£1,575.00	£0.00	£1,732.50	£1,801.80	£1,891.89	
4100/2	Members Travel	£0.00	£105.00	£0.00	£105.00	£0.00	£115.50	£120.12	£126.13	
4100/3	Members Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4100/4	Public Building Hire	£3,249.32	£2,000.00	£1,208.56	£791.00	£0.00	£2,200.00	£2,288.00	£2,402.40	
	4100 TOTAL	£4,104.44	£3,680.00	£1,208.56	£2,471.00	£0.00	£4,048.00	£4,209.92	£4,420.42	
4180 Other Services to the Public										
4180/1	Election Costs	£14,328.11	£10,000.00	£0.00	£10,000.00	£0.00	£11,000.00	£11,440.00	£12,012.00	
	4180 TOTAL	£14,328.11	£10,000.00	£0.00	£10,000.00	£0.00	£11,000.00	£11,440.00	£12,012.00	

		Budget	Actual Net @	Balance	Projected	BUDGET 10%	2024/2025	2025/2026
		2021/2022 Net	2022/2023	2022/2023	balance by	INFLATION	Forecast (4% Increase)	Forecast (5% Increase)
4200 Administration Rechargeable Payroll					31.03.2023			
4200/1 Payroll	£145,989.37	£215,000.00	£69,163.77	£145,836.23	£32,462.74	£236,500.00	£245,960.00	£258,258.00
4200/3 Staff Training	£677.00	£2,500.00	£0.00	£2,500.00	£0.00	£2,750.00	£2,860.00	£3,003.00
4200/4 Staff Travel	£0.00	£500.00	£180.05	£319.95	£300.00	£550.00	£572.00	£600.60
4200 TOTAL	£146,666.37	£218,000.00	£69,343.82	£148,656.18	£32,762.74	£239,800.00	£249,392.00	£261,861.60
4210 Administration Rechargeable								
4210/2 Office Sundries	£107.00	£250.00	£2.49	£247.51	£0.00	£275.00	£286.00	£300.30
4210/11 Subscriptions/Memberships	£3,231.00	£3,255.00	£3,668.00	-£413.00	-£413.00	£3,580.50	£3,723.72	£3,909.91
4210/12 Insurance	£6,375.29	£4,200.00	£0.00	£4,000.00	£0.00	£4,620.00	£4,804.80	£5,045.04
4210/14 Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4210/18 Publications	£123.80	£210.00	£0.00	£210.00	£0.00	£231.00	£240.24	£252.25
4210 TOTAL	£9,837.09	£7,915.00	£3,670.49	£4,044.51	-£413.00	£8,706.50	£9,054.76	£9,507.50
TOTAL POLICY & RESOURCES	£219,844.37	£257,053.00	£79,861.29	£176,991.27	-£413.00	£282,758.30	£294,068.63	£308,772.06
Allocments								
4500 Allotment Service								
4500/1 Allotment Maintenance								
4500/1/1 Admirals Way								
4500/1/1/1 Services	£963.50	£1,155.00	£301.00	£854.00	£100.00	£1,270.50	£1,321.32	£1,387.39
4500/1/1/2 Grounds Maintenance	£419.20	£800.00	£99.88	£700.12	£800.00	£880.00	£915.20	£960.96
4500/1/1/3 Water Charges	£236.61	£420.00	£65.20	£354.80	£0.00	£462.00	£480.48	£504.50
4500/1/1/4 Repair & Renewals	£255.00	£158.00	£0.00	£158.00	-£105.00	£173.80	£180.75	£189.79
4500/1/1/5 Equipment	£58.12	£158.00	£0.00	£158.00	£80.00	£173.80	£180.75	£189.79

4500/1/1/6	Sundries	£12.85	£52.00	£2.99	£49.01	£30.00	£57.20	£59.49	£62.46
4500/1/1/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/1/8	Pest Control	£685.68	£735.00	£214.28	£520.72	£72.00	£808.50	£840.84	£882.88
4500/1/1	TOTAL	£2,630.96	£3,478.00	£683.35	£2,794.65	£977.00	£3,825.80	£3,978.83	£4,177.77
4500/1/2	Barrows Lane								
4500/1/2/1	Services	£963.50	£1,155.00	£301.00	£854.00	£100.00	£1,270.50	£1,321.32	£1,387.39
4500/1/2/2	Grounds Maintenance	£1,138.90	£1,250.00	£202.73	£1,047.27	£1,000.00	£1,375.00	£1,430.00	£1,501.50
4500/1/2/3	Water Charges	£396.82	£1,573.00	£213.69	£1,361.31	£500.00	£1,732.50	£1,801.80	£1,891.89
4500/1/2/4	Repairs & Renewals	£698.75	£400.00	£304.44	£95.66	£548.75	£440.00	£457.60	£480.48
4500/1/2/5	Equipment	£58.12	£158.00	£0.00	£158.00	£91.88	£173.80	£180.75	£189.79
4500/1/2/6	Sundries	£12.85	£52.00	£2.99	£49.01	£37.15	£57.20	£59.49	£62.46
4500/1/2/7	Returned Deposits	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/2/8	Pest Control	£685.72	£735.00	£214.28	£520.72	£72.00	£808.50	£840.84	£882.88
4500/1/2	TOTAL	£4,204.66	£5,325.00	£1,239.13	£4,085.97	£1,252.28	£5,857.50	£6,091.80	£6,396.39
4500/1/3	Churchill Way								
4500/1/3/1	Services	£963.50	£1,155.00	£301.00	£854.00	£100.00	£1,270.50	£1,321.32	£1,387.39
4500/1/3/2	Grounds Maintenance	£813.90	£1,400.00	£157.73	£1,242.27	£1,000.00	£1,540.00	£1,601.60	£1,681.68
4500/1/3/3	Water Charges	£192.06	£525.00	£73.73	£451.27	£400.00	£577.50	£600.60	£630.63
4500/1/3/4	Repairs & Renewals	£146.67	£158.00	£150.20	£7.80	£3.33	£173.80	£180.75	£189.79
4500/1/3/5	Equipment	£58.12	£158.00	£0.00	£158.00	£91.88	£173.80	£180.75	£189.79
4500/1/3/6	Sundries	£12.85	£52.00	£2.99	£49.01	£37.15	£57.20	£59.49	£62.46
4500/1/3/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/3/8	Pest Control	£685.68	£735.00	£214.28	£520.72	£72.00	£808.50	£840.84	£882.88
03/01/4500	TOTAL	£2,872.78	£4,183.00	£899.93	£3,283.07	£1,704.36	£4,601.30	£4,785.35	£5,024.62
04/01/4500	Mythen Road								
4500/1/4/1	Services	£1,040.50	£1,155.00	£301.00	£854.00	£100.00	£1,270.50	£1,321.32	£1,387.39
4500/1/4/2	Grounds Maintenance	£1,748.90	£1,300.00	£157.73	£1,142.27	£700.00	£1,430.00	£1,487.20	£1,561.56
4500/1/4/3	Water Charges	£264.11	£630.00	£60.56	£569.44	£200.00	£693.00	£720.72	£756.76
4500/1/4/4	Repairs & Renewals	£180.00	£158.00	£0.00	£158.00	£30.00	£173.80	£180.75	£189.79
4500/1/4/5	Equipment	£58.12	£158.00	£0.00	£158.00	£91.88	£173.80	£180.75	£189.79
4500/1/4/6	Sundries	£12.85	£52.00	£2.99	£49.01	£37.15	£57.20	£59.49	£62.46
4500/1/4/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/4/8	Pest Control	£685.68	£735.00	£214.28	£520.72	£72.00	£808.50	£840.84	£882.88

4500/1/4	TOTAL	£3,990.16	£4,188.00	£736.56	£3,451.44	£1,171.03	£4,606.80	£4,791.07	£5,030.63
4500/1/5	Old Winton Road								
4500/1/5/1	Services	£963.50	£1,155.00	£301.00	£854.00	£100.00	£1,270.50	£1,321.32	£1,387.39
4500/1/5/2	Grounds Maintenance	£1,143.90	£1,300.00	£157.73	£1,142.27	£1,000.00	£1,430.00	£1,487.20	£1,561.56
4500/1/5/3	Water Charges	£286.86	£840.00	£108.24	£731.76	£300.00	£924.00	£960.96	£1,009.01
4500/1/5/4	Repairs & Renewals	£85.00	£158.00	£0.00	£158.00	£65.00	£173.80	£180.75	£189.79
4500/1/5/5	Equipment	£58.12	£158.00	£0.00	£158.00	£91.88	£173.80	£180.75	£189.79
4500/1/5/6	Sundries	£12.90	£52.00	£2.99	£49.01	£37.10	£57.20	£59.49	£62.46
4500/1/5/7	Returned Deposits	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/5/8	Pest Control	£685.68	£735.00	£214.28	£520.72	£72.00	£808.50	£840.84	£882.88
4500/1/5	TOTAL	£3,285.96	£4,398.00	£784.24	£3,613.76	£1,665.98	£4,837.80	£5,031.31	£5,282.88
4500/1/6	The Drove								
4500/1/6/1	Services	£963.50	£1,155.00	£301.00	£854.00	£100.00	£1,270.50	£1,321.32	£1,387.39
4500/1/6/2	Grounds Maintenance	£1,762.86	£1,600.00	£60.00	£1,540.00	£0.00	£1,760.00	£1,830.40	£1,921.92
4500/1/6/3	Water Charges	£3,505.64	£2,500.00	£1,129.27	£1,370.73	£1,655.79	£2,750.00	£2,860.00	£3,003.00
4500/1/6/4	Repairs & Renewals	£170.00	£158.00	£0.00	£158.00	£20.00	£173.80	£180.75	£189.79
4500/1/6/5	Equipment	£58.13	£158.00	£0.00	£158.00	£91.87	£173.80	£180.75	£189.79
4500/1/6/6	Sundries	£12.85	£52.00	£3.04	£48.96	£37.15	£57.20	£59.49	£62.46
4500/1/6/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/6/8	Pest Control	£685.78	£735.00	£214.28	£520.72	£72.00	£808.50	£840.84	£882.88
4500/1/6	TOTAL	£7,158.76	£6,358.00	£1,707.59	£4,650.41	£1,374.77	£6,993.80	£7,273.55	£7,637.23
4500/1/7	Vigo Road								
4500/1/7/1	Services	£886.50	£1,155.00	£301.00	£854.00	£100.00	£1,270.50	£1,321.32	£1,387.39
4500/1/7/2	Grounds Maintenance	£968.90	£2,000.00	£267.73	£1,732.27	£800.00	£2,200.00	£2,288.00	£2,402.40
4500/1/7/3	Water Charges	£4,236.95	£2,000.00	£0.00	£2,000.00	£3,236.95	£2,200.00	£2,288.00	£2,402.40
4500/1/7/4	Repairs & Renewals	£523.38	£158.00	£89.00	£69.00	£373.38	£173.80	£180.75	£189.79
4500/1/7/5	Equipment	£58.13	£158.00	£0.00	£158.00	£91.87	£173.80	£180.75	£189.79
4500/1/7/6	Sundries	£12.85	£52.00	£3.00	£49.00	£37.15	£57.20	£59.49	£62.46
4500/1/7/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/7/8	Pest Control	£685.78	£735.00	£214.32	£520.68	£72.00	£808.50	£840.84	£882.88
4500/1/7	TOTAL	£7,374.49	£6,258.00	£875.05	£5,382.95	£2,511.31	£6,883.80	£7,150.15	£7,517.11
		2021/2022 Net	Budget 2022/2023	Actual Net @ 22.08.2022	Balance 2022/2023	Projected balance by 31.03.2023	BUDGET 10% INFLATION	2024/2025 Forecast (4% Increase)	2025/2026 Forecast (5% Increase)

4300	Planning/Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4300/1	Provision of Speed Signs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4300/2	Design Statement/NP	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4300/4	Street Trees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4300/5	Traffic Calming	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4300/6	SUD's Admin & Management	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,000.00	£4,160.00	£4,368.00	£0.00	£0.00	£0.00
4300	Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Income		£396,225.73	£25,254.00	£181,496.44	£395,926.53	£396,003.33	£27,779.40	£30,557.34	£33,613.07				
Total Expenditure		£317,140.93	£395,331.50	£127,687.84	£78,909.34	£64,396.71	£421,826.55	£432,067.72	£453,598.81				
TOTAL NET BALANCE		£79,084.80	-£370,077.50	£53,808.60			£394,047.25	£401,510.38	£419,985.73				

<p>Produced for: Policy & Resources Committee</p>	<p>Date of Report: Wednesday 16 November 2022</p>
<p>Summary of Key Issues To consider a financial plan for 2023/2024 to ensure that services provided by the Town Council are considered within the Budget Process for 2023/2024 for final recommendation to full Council.</p>	
<p>Purpose To provide information to the Policy & Resources Committee to assist Members in considering a financial plan for the 2023/2024 financial year. The full Council will be required to set a legal budget and precept at its meeting on Wednesday 25 January 2023. The financial plan should ensure that all services provided and legal requirements the Town Council must follow are covered within the Budget for 2023/2024.</p>	
<p>What is the Town Council Budget & Precept?</p> <p><i>The Town Council Budget</i> The annual Revenue and Capital Budget sets out the Town Council's spending plans for the financial year and shows how these are to be funded including the contribution required from the Council Tax Payers of the Parish, via the Council Precept. The Budget is an estimate of the resources that the Council will require to meet the running costs of all the services that it provides, to deliver on its strategic aims and target and to meet the needs and priorities of the local community. The Town Council needs to set a Revenue Budget and a Capital Budget each year.</p> <p><i>The Town Council Precept</i> The Town Council Precept is the amount that the Town Council has estimated that it will require to be raised from Council Tax to fund the services that it provides to the local community and is the amount on which the Town Council portion of the Council Tax bill is calculated. The Town Council must set a Budget every year and the Budget is set in advance of the following year. The Town Council's financial year runs from 1st April to 31st March.</p>	
<p>Revenue Budget and Capital Budget</p> <p><i>Revenue Budget</i> The Revenue Budget funds the day to day running costs of the Council's services such as salaries and payroll, allotment provision, electricity, stationery, general supplies and services. The net cost after deducting any income receivable to each service from fees and charges and grants is met from the Town Council portion of the Council Tax payable by all households on the Parish.</p> <p><i>Capital Budget</i> The Capital Budget funds one-off investment in Council and community assets such any buildings or</p>	

vehicles and is usually funded from the Council's Balances and Reserves and any external funding that may be available.

Financial Plan for 2023/2024

Each Committee, with a delegated Budget responsibility is required to consider its Budget for the following year to be submitted to the Policy & Resources Committee for consideration and inclusion in the Town Council's overall Budget.

The current Council has requested that the Budget Process must include the following, this is in effect a Financial Plan:

- *Timetable for the Budget Process*
- *The inflationary predictions to be used*
- *Salary Review results, to include:*
 - Suggested Pay Rises*
 - Inflationary rise for the past year*
 - Additional responsibilities pay increase*
 - Pay structure [National Joint Council Grading]*

- *Maintenance of new and existing Earmarked Reserves [Statutory Earmarked Reserves highlighted]*
- *Expected expenditure for current activities i.e., Christmas lights, allotments, grants, SIDs Maintenance*

Committee budgets for next year.

New items for consideration.

Budget recommendation from Budgets and Staffing Committee.

Timetable for the Budget Process

10 January 2022 – Policy & Resources Committee – 2nd Consideration of the Draft Council Budget & proposal for Precept 2023/2024

26 January 2022 – Council – Final approval of Town Council Budget & setting Precept for 2023/2024.

Inflationary Predictions to be used

When this report was first written the rate of inflation in the UK had just been announced at 11.1%. However, the proposed budget is based on a 10% increase followed by a 4% yearly increase. The inflation rate is calculated by the change in the consumer price index (CPI). (Information from the UK Office of National Statistics).

Salary Review Results

As noted in the agenda, the NJC has just agreed a 4.04% increase to all pay scales from 1 April 2022. Members may be minded to consider this when setting the 2023/2024 payroll budget.

The Payroll Budget for 2022/2023 was set at £218,000 which included budgeting for pensions, tax, staff training and staff travel.

The Town Council agreed some years ago to base the staff salary scale on the National Joint Council (NJC) Salary Scale. This is a nationally recognised salary scale for local government workers and is based on

the type of job and skills to carry out the job. NJC pay scales are used widely in the voluntary and community sector, although they are local government scales negotiated by the employer and trade union sides of the National Joint Council for Local Government Services.

The Town Councils employee contracts state that, unless there is good reason not to, provided all requirements set have been achieved by the employee, they will receive a salary increment each year until they reach the top of their scale.

Now that some vacant posts have been filled the current level of staff will be maintained.

This has been considered regarding the proposed Staffing Budget for 2023/2024.

Earmarked Reserves

Andover Town Council's 'Financial Reserves' Policy explains what General Reserves are and what Earmarked Reserves are:

"3.1. Reserves can be categorised as 'general' (held to cushion the impact of uneven cash flows or unexpected events) or 'earmarked' (held for a specific purpose).

3.2. Earmarked or 'specific' Reserves can be held for several reasons. As the name suggests these represent amounts which are 'earmarked' for specific items of expenditure to meet known or predicted liabilities or projects. Specific Reserves can be used to "smooth" the effects of certain expenditure commitments over a period of time thereby reducing the impact of significant expenditure in any one year. 'Earmarked' Reserves are typically held for four main reasons:

4. Renewals

Used to plan and finance an effective programme of equipment replacement, planned property repair and maintenance or grounds maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.

5. Carry Forward of Under-spend

Some expenditure budgeted for projects in a given financial year cannot be spent in that year. Reserves are used as a mechanism to carry forward these resources.

6. Insurance Reserve

To enable the Council to meet the excesses not covered by insurance.

Other Earmarked Reserves

6.1. May be set up from time to time to meet known or predicted liabilities.

6.2. General Reserves are often referred to as the 'working balance' and is money which is not earmarked for specific purposes but rather a sum of money held in anticipation of uneven cash flow or set aside to deal with unexpected events or emergencies. This is usually created through surpluses as a result of activities being postponed, cancelled or coming in under budget. Reserves of this nature can be spent or earmarked at the discretion of Members, subject to approval by Council. The 'General' or 'Emergency' Reserve needs to be regularly reviewed using a risk based assessment".

Statutory Earmarked Reserves

Statutorily the Town Council must have sufficient Earmarked Reserves set aside to cover the cost of Elections and By-elections.

The Town Council must ensure that it has sufficient funds to cover the next Elections in 2023 plus any further By-elections.

Earmarked Reserves

Currently the total amount required for the Earmarked Reserves previously agreed is £292,922.

Operating Costs

The Town Council's Financial Reserves Policy states that it must ensure it has 6 months operating costs in its General Reserves, amount of Operational Reserves required would be £182,215.

Draft Budgets by Committee for 2023/2024

The Town Council's committees are going through the process of considering their Budgets for 2023/2024.

The Allotment Committee has considered its budget, and this has been included in the Draft Budget 2023/2024. The Policy and Resources Committee will consider its budget at the meeting scheduled for 22 November 2022.

The Planning Committee has considered its budget, and this has been included in the Draft Budget attached.

The Community and Events Panel has made recommendations included in the attached Draft Budget.

New Items for Consideration

At the point that this report was written the only item that requested to be considered for inclusion within the budget of 2023/2024 is a budget for the celebration of the Kings Coronation in June 2023, however further investigation is required as to how much the budget should be.

Recommendations:

It is recommended that the Draft Budget 2023/2024 be brought back to Policy and Resources on 10 January 2023 for further consideration.

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

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Appendix C: Committee Work Programme

C

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
November 2022	Investment Strategy	P&R	To consider an Investment Strategy in line with the Financial Regulations	
January 2022	Timetable of Meetings for 2023		To consider a timetable of meetings for 2023	Recommend to full Council
January 2023	Annual Budget 2023/2024 (2)	STAT	To recommend to Council the Annual Budget for 2023/2024	
January 2023	Virements	P&R	To consider virements for 2022/2023	Recommend to full Council
Jan/Feb 2023	Review of Business Plan		To ensure the Town Council is up to date with the Business Plan	
Jan/Feb 2023	Internal Audit Arrangements	STAT	To note Internal Audit arrangements for YE 31 March 2023	
Jan/Feb 2023	Annual Report	STAT	To approve the contents of the Annual Report for 2022/2023	