ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

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

Cllrs Steven Hardstaff (Chairman) Luigi Gregori (Vice Chairman), Katherine Bird, Len Gates, Robin Hughes, Michael Mumford, and Veronika Pond.
(copies to all other Members of the council)

You are hereby summoned to attend a meeting of the **POLICY and RESOURCES Committee** to be held at Town Council Offices, 66c, High Street, Andover on **Thursday 25 August 2016 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
12 August 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.

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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 14 July 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 **VIREMENT OF BUDGETS**
To consider Virement of Monies from 2015/2016 to 2016/2017 for specific projects – report and Virements attached at **Appendix B.**

6 **REVIEW OF COUNCILS RESOURCES**
To consider a review of Council Resources – report attached at **Appendix C.**

7 **REVIEW OF FINANCIAL PLAN FOR 2017/2018**
To review the Town Council's Financial Plan for 2017/2018 to feed into the Business Plan – report attached at **Appendix D**.

8 **REVIEW OF MEETING DATES FOR 2017**
To consider a first draft of Meeting Dates for 2017 – meeting dates attached at **Appendix E**.

9 **OFFICE RULES**

To consider a recommendation from Staffing Sub-Committee for Rules for the Town Council Office – rules attached at **Appendix F**.

10 **MEETING PROTOCOLS**

To consider a recommendation from the Staffing Sub-Committee for 2 Protocols, one for Working Group Meetings and one for reporting from Outside Bodies – Protocols attached at **Appendix G**.

11 **WORKING GROUP REVIEW**

To consider a recommendation from the Staffing Sub-Committee to review the Working Groups for all Committees, to recommend actions to Committees – report attached at **Appendix H**.

12 **CONTRACTING OUT FINANCIAL FUNCTIONS OF THE TOWN COUNCIL**

To consider a recommendation from the Staffing Sub-Committee to consider contracting out the provision of Financial Functions of the Town Council – report and costs attached at **Appendix I.**

13 **INTERIM INTERNAL AUDIT**

To consider whether the Town Council should implement an Interim Internal Audit Pilot Scheme – report attached at **Appendix J.**

14 **IMPLEMENTATION OF FINANCIAL REGULATIONS**

To approve the Action Plan for the Implementation of Financial Regulations and recommend approval to full Council – Action Plan attached at **Appendix K.**

15 **KEY HOLDER POLICY**

To consider a recommendation from the Staffing Sub-Committee to consider a Key Holder Policy – draft policy attached at **Appendix L.**

16 **DEVOLUTION CONSULTATION**

To consider a response by the Town Council to the Hampshire Devolution Consultation for approval and endorsement by full Council on 8 September 2016 – report attached at **Appendix M.**

17 **FINANCE**

Payments

To approve payments up to 23 August 2016 – to follow.

Quarterly Budgets

To receive a copy of the Quarterly Budget for the Financial Year 2016/2017 (April 2016 to June 2016) – attached at **Appendix N.**

18 **COMMITTEE WORK PROGRAMME**

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

19 **EXCLUSION OF THE PRESS AND PUBLIC**

TO PASS A RESOLUTION to exclude the Press and Public at Items 20, 21 and 22 on the Agenda due to consideration of confidential minutes, corporate identity and fair taxes for Andover.

PART 2 – CONFIDENTIAL ITEMS

20 **CONFIDENTIAL MINUTES**

To approve the Confidential Minutes of the Policy and Resources Committee held on 14 July 2016 – Confidential Minutes attached under separate cover for Town Councillors only.

21 **CORPORATE IDENTITY**

To consider implications for the Town Council's Corporate Identity – Confidential Report to follow under separate cover for Town Councillors only.

22 **FAIR TAXES FOR ANDOVER**

To receive an update on the Fair Taxes for Andover project – Confidential Report to be submitted at the meeting.

The Chairman will close the meeting.

ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

A

Minutes of Policy and Resources Committee

Time and date
Thursday 14 July 2016, 7.00pm

Place
Andover Town Council Office, 66C High Street, Andover.

Details of Attendance:
Cllr S Hardstaff (Chairman) (A)
Cllr L Gregori (Vice-Chairman) (P)

Cllr A Fitchet (A)	Cllr K Bird (P)	Cllr L Gates (P)	Cllr L Gregori (P)
Cllr R Hughes (P)	Cllr M Mumford (A)	Cllr V Pond (P)	

Other Councillors Present:
County and Borough Councillor Z Brooks

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

Members of the Public: 1

As the Chairman of the Policy and Resources Committee, Cllr S Hardstaff, had given his apologies for the meeting, Cllr Gregori assumed the role of Chairman.

PR18/16 APOLOGIES FOR ABSENCE
Apologies for absence were received and accepted from Cllrs A Fitchet, S Hardstaff and M Mumford.

PR19/16 DECLARATIONS OF INTEREST
There were no declarations of interests.

PR20/16 MINUTES
The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 9 June 2016.
RESOLVED: That the Minutes of the Policy & Resources Meeting held on 9 June 2016 were agreed and signed by the Chairman as a correct record.

PR21/16 PUBLIC PARTICIPATION
There were no Members of the Public who wished to make a statement at the meeting.

PR22/16 INTERNAL AUDIT REPORT

Members noted the Action Plan arising from the Internal Auditors Report and agreed to recommend to Full Council that the Actions be approved.
Proposed by Cllr R Hughes and seconded by Cllr K Bird
RESOLVED: That the Action Plan arising from the Internal Auditors Report for the Year Ending 31 March 2016 be noted and the Actions be recommended to Full Council for approval.

PR23/16 REVIEW OF INTERNAL AUDIT FOR 2017

Members considered reviewing the provision of the Internal Audit Services from 2017 onwards.
There were concerns over the level of Audit that had been carried out during 2016 and whether the Town Council's processes had been sufficiently considered.
It was agreed to authorise the Town Clerk to take action to source another Internal Auditor from 2017 onwards.
The Town Clerk would bring back quotes and costs to a future Policy and Resources Committee Meeting.
It was further agreed that the Risk of the Internal Audit should be included in the Corporate Risk Assessment.

PR24/16 REVIEW OF FINANCIAL REGULATIONS

Members received a report from Councillor L Gregori with amendments to the Town Council's Financial Regulations based on the NALC Model 2016.
Members noted that the Town Clerk had worked through the changes with Cllr Gregori to ensure that all items essential for the Town Council were included.
It was agreed that the Town Clerk would put together a programme to Operationalise the Financial Regulations.
It was proposed by Cllr R Hughes and seconded by Cllr L Gates. A vote was taken with Cllr K Bird abstaining as she had not read through the Financial Regulations in detail.
RESOLVED: That the Revised Financial Regulations based on the NALC Model 2016 be recommended to Full Council for approval.
That the Town Clerk report to Policy and Resources a Programme for Operationalising the Financial Regulations.

PR25/16 EXIT VALUATION FOR ANDOVER TOWN COUNCIL FROM THE LOCAL GOVERNMENT PENSION SCHEME

Members considered the cost of Andover Town Council exiting from the Local Government Pension Scheme. Members noted from the submitted report that the Town Council had agreed that no further employees would be entitled to the Local Government Scheme and that the last member had left the organisation.
It was noted that once the final employee leaves, the local government body is automatically required to leave the scheme and pay any deficit incurred.
Members considered the costs and noted that there had been no way to predict the costs that would be incurred. It was noted that there were savings in the previous year's budget with regard to salaries which would help to cover the costs.
The Town Clerk was asked to enquire as to whether the Town Council could pay off the exit costs over a period of time. If there were additional costs, the Town Council would pay the costs in one payment.
RESOLVED: That the Exit costs from the Local Government Pension Scheme be paid to the sum of £8,820. The Town Clerk to enquire whether the sum can be paid over a period of time if no additional costs are incurred.

PR26/16 OFFICE RULES

Members considered whether rules should be applied for visiting the Town Council Offices.
It was agreed that the proposed rules should be considered by the Staffing Sub-Committee before proposal to full Council.
RESOLVED: That Office Rules would be considered by the Staffing Sub-Committee before recommendation to full Council.

PR27/16 MEETING RULES

Members consider whether general rules should be applied for meetings. Members agreed that any meeting rules should follow the Town Council's Standing Orders. It was agreed that meeting rules would be useful for Working Groups, for example to appoint a secretary and a Chairman for the meeting.
Members agreed that meeting Rules should be considered by the Staffing Sub-Committee before recommendation to full Council.

RESOLVED: That the Staffing Sub-Committee would consider Meeting Rules following Standing Orders before recommendation to full Council.

PR28/16 STAFFING

Members considered engaging temporary staff to assist with general administration and holiday cover.
Members agreed that a Temporary Worker would be engaged to cover staff annual leave for 2.5 weeks from 26 July to 11 August, during office opening times up to a cost of £700.
Proposed by Cllr K Bird and seconded by Cllr V Pond. Unanimous agreement.

RESOLVED: To authorise the Town Clerk to engage Temporary Staff to cover staff annual leave up to a value of £700.

Members further considered whether the Town Council should engage agency staff to assist to clear the backlog of administration work.
It was agreed that an agency worker was needed to a maximum value of £6,000 which would provide up to 3 months assistance. It was however agreed that a Programme of Work should be drawn up for the agency worker and it should be considered by the Staffing Sub-Committee prior to final authorisation to the Town Clerk.

RESOLVED: That the Town Clerk be authorised to spend up to £6,000 on agency staff to clear the backlog of administration work following approval by the Staffing Committee of a specific Work Programme.

Members further considered the problems of recruiting for the post of Committee Officer, noting that 2 candidates had accepted the position and then withdrawn.
It was suggested that the Town Clerk offer the position on a Temp to Perm basis, to allow both parties to ensure that the role is suitable.

RESOLVED: That the Committee Officer Role be offered on a Temp to Perm basis.

PR29/16 FINANCE

Approval of Payments

Members received and approved the following payments up to 12 July:

Cheque No/ BACS Ref	Supplier	Service/Product Supplied	Total (£)
31196572	IAC – Internal Auditors	Internal Audit for YE 31.03.2016	414.00
13219800	Alto Digital	Photocopier charges 08.03.2016-27.06.2016	822.42
300311	Blachere Illuminations	Removal of QEII plaque from Guildhall	1392.00
117034458	Convenient Hire	Toilet provision for Allotments June 2016	587.65
12190517	Custom Studio	Website Hosting & Provision of Emails	35.94
955214078	Essential Fire and Electrical Services	Supply and installation of 2 fire extinguishers	115.20
975056613	Grass and Grounds	Removal of rubbish & cover plots 84,78,80BL, grass cutting for 5 sites	811.20
153599223	Kevin Justice	Job no 1275 – replacement tap BL plot 50	30.00
153599223	Kevin Justice	Job no 1287 – replacement Tap BL plot 17	30.00
330046750	HALC	Cllr Training – Intro to Appraisals	42.00
300312	Mrs B Long	Travel expenses for training & printing costs for R Presley event	43.68
DDMAINJUne16	Mainstream Digital	Phone call charges 01.06.2016 – 29.06.2016	14.34
988744907	Moores Cleaning Services Ltd	Cleaning services for June 2016	135.19
542830076	Pitney Bowes	Postage costs, meter rental + 2 ink cartridges	543.76
52951433	Ab Computers & Planet PC	Email issues + computer reconfiguration	90.00
DDSAGEMAY16	Sage UK Ltd	Payroll software provision	3.30
DDSAGEJULY16	Sage UK Ltd	Payroll software provision	3.00
152551593	Test Valley BC	Hire of Rendezvous 23.06.2016	60.00
161860449	Viking Supplies	Filing cabinets x 3 of allotments & committee work	261.60
1469	Miss C Eggleton	One off payment for work carried out in office	88.35
TOTAL FOR PAYMENTS UP TO 12 JULY 16			**5523.63**

PR30/16 COMMITTEE WORK PROGRAMME

A report on Operationalising the Financial Regulations.
It was noted however that the Business Plan needed to be included on the next Community Engagement Committee Agenda.

PR31/16 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That the Press and Public be excluded from the meeting at Item 15 on the Agenda due to consideration of confidential contractual information with regard to the Andover Levy.

PR32/16 ANDOVER LEVY

Members received an update on the current progress with the Andover Levy. It was noted that the Town Council was working toward constructing a fair tax system for Andover.

The Chairman closed the meeting at 8.50pm.

Chairman

ANDOVER TOWN COUNCIL

B

Report

Virement of Monies from 2015/2016 Budget to 2016/2017 Budget	
Produced for: Policy and Resources Committee	Date of Report: Tuesday 9 August 2016
Summary of Key Issues To approve Virements from 2015/2016 Budget to 2016/2017 Budget for specific projects to be allocated to Earmarked Reserves.	
Current Situation The Town Clerk has completed the Year End Accounts for 2015/2016 and savings can be confirmed. Attached at Annex A is a list of proposed Virements from Budget savings 2015/2016 to Earmarked Reserves for 2016/2017 for specific projects.	
Financial Implications If Members approve and recommend all the proposed Virements a total of £15,950.00 would be transferred to Earmarked Reserves in the 2016/2017 Budget for specific projects as listed on Annex A. A total of £4,933.24 would be transferred to General Reserves 2016/2017 from the 2015/2016 Budget as detailed on Annex A.	
Legal and Policy Implications To comply with Town Council Financial Regulations all Virements must be approved by full Council.	
Recommendations To consider, approve and recommend to Full Council the Virements from 2015/2016 Budget to 2016/2017 Earmarked Reserves.	

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.
Tel: 01264 335592 Email: townclerk@andover-tc.gov.uk Website: www.andover-tc.gov.uk
Distribution: To all Councillors

PROPOSED VIREMENTS FROM 2015/2016 BUDGET TO 2016/2017 EARMARKED RESERVES **ANNEX 1**

VIREMENTS FOR 2016/2017

Expenditure	Cttee	Budget Head	Budget No	2015/2016 Budget	2015/2016 Spend	2015/2016 Saving	2015/2016 Virement	Purpose of Virement	Balance - General Reserves
	A&TD	Christmas Lights	4700/2	£22,000.00	£11,071.83	£10,928.17	**£7,000.00**	Extending lighting scheme	£3,928.17
		Events	4700/3	£150.00	£39.98	£110.02	**£100.00**	To mark long reign of QEII	£10.02
	P&R	Audit Fees	4000/4	£1,150.00	£935.00	£215.00	**£200.00**	Audit Fees for 2016.2017	£15.00
		Website Hosting	4000/6/2	£500.00	£329.45	£170.55	**£150.00**	Website Development	£20.55
		Members Training & Courses	4100/2	£1,000.00	£620.00	£380.00	**£300.00**	Additional Members Training	£80.00
		Election costs	4180/1	£8,000.00	£120.50	£7,879.50	**£7,000.00**	Election costs for 2019	£879.50
		Grants	3025/2	£0.00	£0.00	£200.00	**£200.00**	Monies for WW1 Xmas trees	£0.00
		Grants	4190/1	£1,000.00	£0.00	£1,000.00	**£1,000.00**	Grants for 2016/2017	£0.00
	TOTAL INTO GENERAL RESERVES								**£4,933.24**

ANDOVER TOWN COUNCIL

C

Review and Discussion Report

Review of Town Councils Resources for Projects in 2016/2017	
Produced for: Policy and Resources Committee	**Date of Report:** Thursday 11 August 2016

Summary of Key Issues

To consider whether the Town Council has adequate resources to carry out its Business Plan for 2016/2017 by 31 March 2017.

To consider whether projects should be reallocated

Current Situation

In November 2015 Members of the Town Council considered the Town Councils Business Plan and made the decision to out monies aside in the Budget for 2016/2017 for specific projects and events.

The following Projects/Events were requested with the corresponding monies included in the 2016/2017 Budget:

Holocaust Memorial Day – lay flowers - £30
Small plaque to celebrate QEII - £500
Visit Andover Guide - £300
Fracking Forum - £100
Andover Health & Wellbeing Group - £300
Andover Challenges Programme - £3,000
Bus Shelters - £10,000
Part Time Staff - £15,000
Preparations for Armistice Day - £300
Quarterly Newsletter - £500
Trim Trail - £500
Chairman Badge of Office - £1,650
EIIR Plaque on Guildhall - £4,500
Leaflets for Christmas etc - £500
'Tourism bags' - £200

Projects Completed

The following projects have been completed – costs so far this financial year noted alongside with any saving if applicable:
Andover Challenges Programme – started – no costs as yet
Part Time Staff – staff engaged mid July - £220.00
EIIR Plaque – Completed - £3,060 (saving £1440)
Purchase and Installation of Defibrillators (x 2) - £4,156.20 (Not in original business plan)
Installation and unveiling of Reg Presley Plaque - £600 (£300 received in grant funding) (Not in original business plan)
A-Fest 2016 (Not in original business plan)

Projects to be Completed in 2016/2017
This leaves the following projects/events to be completed by 31 March 2017:

Holocaust Memorial day – flowers
Visit Andover Guide
Fracking Forum
Andover Health & Wellbeing Group
Completion of Andover Challenges Programme
Preparations for Armistice Day
Quarterly Newsletter
Trim Trail
Chairman Badge of Office
Leaflets for Christmas
Tourism Bags
Attached at Annex A is a Financial Budget Comparison with spend up to 9 August 2016 and predicted Spend and Balance by 31.03.2017 the end of the next Financial Year.

Budget Heads to Note
Members attention is drawn to the following Budget Heads:

4700/2 – Christmas Lights – it is predicted, if there are no additional costs such as expanding the lighting scheme, column testing, there will be £7,000 left in the 2016/2017 Budget.
4700/3 – Events – If no further events are actioned during this financial year there will be £5,538.19 left in the 2016/2017 Budget.
4700/6 – Development of Town Centre - If no further events or projects are actioned during this financial year there will be £400.00 left in the 2016/2017 Budget.
4700/8 – Projects – Members will note that this Budget is already overspent. This is due to the Council's decision to purchase 2 Defibrillators which were not included in the original Business Plan and Budget making process.
4700/9 – Andover Health and Wellbeing – If the Andover Health and Wellbeing Groups does not meet and action any events or projects, there will be £300 left in the 2016/2017 Budget.
4000/6/3 – Newsletter – If the newsletter is not actioned this year there will be £500 left in the 2016/2017 Budget.

Implications for Resources
Members are asked to note that the Council has the financial means to complete all the above Projects and Events, however, there are only 2.5 members of staff who are already at maximum capacity.
The new Committee Officer will be able to action the Christmas Lights Project and administration and will have some capacity to assist with small events such as Holocaust Day, the newsletter and the fracking forum.
Members are requested to consider the Working Groups (to be considered later on this Committee Agenda) and consider whether there is physical capacity and resources to complete all these Projects and Events by 31.03.2017 with the Council's limited resources.

Financial Implications Members should note that the Projects Budget has overspent as Defibrillators have been purchased and allocated to this Budget Head. Consideration should be given as to whether the Defibrillators be moved to an alternative Budget Head.
Legal and Policy Implications There are no legal implications associated with this report, however, Members should note that in March each year the Town Council is required to report at The Town Electors Meeting on the work it has completed in the previous year. Consideration should be given now as to whether all the projects can be completed in 2016/2017 and if not, how the Town Council will implement them and report back at the Town Electors Meeting.
Recommendations **To note the report.** **To discuss the Projects that are outstanding in 2016/2017.** **To consider whether the Town Council has the resources to complete the Projects by 31 March 2017.** **To consider the implementation of the Projects, possibly using Working Groups to complete them.**

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.
Tel: 01264 335592 Email: townclerk@andover-tc.gov.uk Website: www.andover-tc.gov.uk
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Financial Budget Comparison

Comparison between 01/04/16 and 09/08/16 inclusive.
Excludes transactions with an invoice date prior to 01/04/16

		2016/2017 Budget	Actual Net	Balance	Predicted Spend by 31.03.2017	Predicted Balance by 31.03.2017
INCOME						
Amenities & Town Development						
3025	Town Development					
3025/1	Income from Events	£0.00	£0.00	£0.00	£0.00	£0.00
3025/2	Grants	£0.00	£0.00	£0.00	£0.00	£0.00
3025/3	Sponsorship	£0.00	£0.00	£0.00	£0.00	£0.00
3025	Total	£0.00	£0.00	£0.00	£0.00	£0.00
Total Amenities & Town Development		£0.00	£0.00	£0.00	£0.00	£0.00
Policy & Resources						
3000	Precept	£261,651.89	£130,825.89	-£130,826.00	£261,651.89	£0.00
3001	TVBC Tax Band Grant	£0.00	£0.00	£0.00	£0.00	£0.00
3010	Bank Interest	£150.00	£116.01	-£33.99	£150.00	£150.00
3020	Grants Received	£0.00	£0.00	£0.00	£0.00	£0.00
3100	VAT Refund	£0.00	£0.00	£0.00	£0.00	£0.00
3110	VAT Over claim	£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
3999	Funds held for Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00
4210	Waste Removal	£0.00	£0.00	£0.00	£0.00	£0.00
Total Policy & Resources		£261,801.89	£131,041.90	-£130,759.99	£261,801.89	£0.00
Allotments						
3050	Allotment Rents					
3050/1	Admirals Way	£700.00	£0.00	-£700.00	£700.00	£700.00
3050/2	Barlows Lane	£4,200.00	£0.00	-£4,200.00	£4,200.00	£4,200.00
3050/3	Churchill Way	£1,600.00	£57.88	-£1,542.12	£1,600.00	£1,600.00

3050/4	Mylen Road	£1,400.00	£78.73	-£1,321.27	£1,400.00	£1,400.00
3050/5	Old Winton Road	£2,900.00	£18.34	-£2,881.66	£2,900.00	£2,900.00
3050/6	The Drove	£6,300.00	£159.49	-£6,140.51	£6,300.00	£6,300.00
3050/7	Vigo Road	£5,100.00	£35.66	-£5,064.34	£5,100.00	£5,100.00
3050	Total	£22,200.00	£350.10	-£21,849.90	£22,200.00	£22,200.00
3051	Allotment Rents	£0.00	£0.00	£0.00	£0.00	£0.00
3051/1	Admirals Way Dpst	£0.00	£0.00	£0.00	£0.00	£0.00
3051/2	Barlows Lane Dpst	£0.00	£0.00	£0.00	£0.00	£0.00
3051/3	Churchill Way Dpst	£0.00	£0.00	£0.00	£0.00	£0.00
3051/4	Mylen Road Dpst	£0.00	£0.00	£0.00	£0.00	£0.00
3051/5	Old Winton Road Dpst	£0.00	£0.00	£0.00	£0.00	£0.00
3051/6	The Drove Dpst	£0.00	£50.00	£50.00	£50.00	£50.00
3051/7	Vigo Road Dpst	£0.00	£50.00	£50.00	£50.00	£50.00
3051	Total	£0.00	£100.00	£100.00	£100.00	£100.00
3052	Deposit Credit Interest	£0.00	£1.26	£1.26	£1.26	£1.26
3053	Deposit Direct Payment	£0.00	£0.00	£0.00	£0.00	£0.00
Total Allotments		£22,200.00	£451.36	-£21,748.64	£22,200.00	£22,200.00
Total Income		£284,001.89	£131,493.26	-£152,508.63	**£284,001.89**	£22,200.00

		2016/2017 Budget	**Actual Net**	**Balance**	**Predicted Spend by 31.03.2017**	**Predicted Balance by 31.03.2017**
EXPENDITURE						
Amenities & Town Development						
4700	Town Centre Development					

4700/1	Notice Boards	£0.00	£0.00	£0.00	£0.00	£0.00
4700/2	Christmas Lights	£22,000.00	£2,284.80	£19,715.20	£15,000.00	£7,000.00
4700/3	Events	£5,830.00	£291.81	£5,538.19	£291.81	£5,538.19
4700/5	Youth Council	£2,000.00	£3,820.99	-£1,820.99	£0.00	£0.00
4700/6	Development of Town Centre	£400.00	£0.00	£400.00	£0.00	£400.00
4700/7	Town Centre Management	£9,330.00	£475.20	£8,854.80	£9,330.00	£0.00
4700/8	Projects	£4,000.00	£4,853.50	-£853.50	£4,853.50	-£853.50
4700/9	Andover Health & Wellbeing	£300.00	£0.00	£300.00	£0.00	£300.00
4700	Total	£43,860.00	£11,726.30	£32,133.70	£29,475.31	£12,384.69
Total Amenities & Town Development		£43,860.00	£11,726.30	£32,133.70	£29,475.31	£12,384.69
Policy & Resources						
4000	Corporate Management					
4000/1	Accounts Support	£720.00	£766.00	-£46.00	£766.00	-£46.00
4000/2	Bank Charges	£0.00	£0.00	£0.00	£0.00	£0.00
4000/3	Legal & Professional Fees	£2,000.00	£168.00	£1,832.00	£2,000.00	£0.00
4000/4	Audit Fees	£1,150.00	£0.00	£1,150.00	£1,150.00	£0.00
4000/5	IT Support & Community Development	£1,000.00	£657.72	£342.28	£1,000.00	£0.00
4000/6	Web Site & Community Development					
4000/6/1	Web Site	£500.00	£0.00	£500.00	£500.00	£0.00
4000/6/2	Website Hosting	£500.00	£89.85	£410.15	£500.00	£0.00
4000/6/3	Newsletter	£500.00	£0.00	£500.00	£0.00	£500.00
4000/6	Total	£1,500.00	£89.85	£1,410.15	£1,000.00	£454.00
4000	Total	£6,370.00	£1,681.57	£4,688.43	£5,916.00	£454.00
4100	Democratic Representation					
4100/1	Chairman's Allowance	£50.00	£0.00	£50.00	£0.00	£50.00
4100/1/1	Chairman's Badge & Regalia	£1,650.00	£0.00	£1,650.00	£1,650.00	£0.00
4100	Total	£1,700.00	£0.00	£1,700.00	£1,650.00	£50.00
4100/2	Members Training & Courses	£1,000.00	£1,035.00	-£35.00	£2,000.00	-£1,000.00

4100/3	Members Travel	£100.00	£0.00	£100.00	£100.00	£0.00
4100/4	Public Building Hire	£720.00	£168.00	£552.00	£550.00	£170.00
4100/5	Funds Held for Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00
4100	Total	£3,520.00	£1,203.00	£2,317.00	£2,650.00	-£830.00
4180	Other Services to the Public					
4180/1	Election Costs	£16,000.00	£0.00	£16,000.00	£0.00	£16,000.00
4180	Total	£16,000.00	£0.00	£16,000.00	£0.00	£16,000.00
4190	Grants					
4190/1	Grants	£1,000.00	£140.00	£860.00	£500.00	£500.00
4190/2	Grants Section 137	£0.00	£0.00	£0.00	£0.00	£0.00
4190/3	Grants Christmas Switch On	£0.00	£0.00	£0.00	£0.00	£0.00
4190	Total	£1,000.00	£140.00	£860.00	£500.00	£500.00
4200	Administration & Rechargeable Staffing					
4200/1	Salaries Corporate	£65,000.00	£14,615.34	£50,384.66	£65,000.00	£0.00
4200/2	Salaries - Allotments	£15,000.00	£3,510.29	£11,489.71	£15,000.00	£0.00
4200/3	Staff Training	£250.00	£70.00	£180.00	£250.00	£0.00
4200/4	Staff Travel	£100.00	£35.93	£64.07	£100.00	£0.00
4200	Total	£80,350.00	£18,231.56	£62,118.44	£80,350.00	£0.00
4204	New Building Fund	£56,000.00	£0.00	£56,000.00	£0.00	£56,000.00
4205	Bus Shelters	£10,000.00	£0.00	£10,000.00	£0.00	£10,000.00
4210	Administration Rechargeable					
4210/1	Petty Cash	£250.00	£0.00	£250.00	£0.00	£250.00
4210/2	Office Sundries	£250.00	£11.81	£238.19	£250.00	£0.00
4210/3	Rent - Office	£14,000.00	£1,500.00	£12,500.00	£6,000.00	£8,000.00
4210/4	Rates - Office	£3,000.00	£0.00	£3,000.00	£0.00	£3,000.00
4210/5	Water Rates - Office	£150.00	£0.00	£150.00	£150.00	£0.00
4210/6	Heating & Lighting - Office	£1,000.00	£249.59	£750.41	£750.00	£250.00
4210/7	Telephone	£750.00	£262.24	£487.76	£790.00	-£40.00

4210/8	Photocopying	£1,700.00	£176.70	£1,523.30	£1,500.00	£200.00
4210/9	Stationary	£600.00	£554.03	£45.97	£800.00	-£200.00
4210/10	Postage	£1,200.00	£217.85	£982.15	£1,000.00	£200.00
4210/11	Subscriptive Memberships	£2,723.00	£2,947.00	-£224.00	£2,947.00	-£224.00
4210/12	Insurance	£2,300.00	£3,047.38	-£747.38	£3,047.38	-£747.38
4210/14	Other Advertising	£50.00	£0.00	£50.00	£0.00	£50.00
4210/15	Office & Equipment Maintenance	£1,000.00	£241.99	£758.01	£1,000.00	£0.00
4210/16	New Equipment & Furniture	£600.00	£1,778.97	-£1,178.97	£1,778.97	-£1,178.97
4210/17	Waste Removal	£500.00	£274.00	£226.00	£500.00	£0.00
4210	Total	£30,073.00	£11,261.56	£18,811.44	£20,513.35	£9,559.65
4211	Administration Rechargeable					
4211/2	Postage	£0.00	£0.00	£0.00	£0.00	£0.00
4211/10	Sundries	£0.00	£0.00	£0.00	£0.00	£0.00
4211	Total	£0.00	£0.00	£0.00	£0.00	£0.00
Total Policy & Resources		£203,313.00	£32,517.69	£170,795.31	£111,579.35	£91,733.65
Allotments						
4500	Allotment Service					
4500/1	Allotment Maintenance					
4500/1/1	Admirals Way					
4500/1/1/1	Services	£1,000.00	£209.88	£790.12	£630.00	£370.00
4500/1/1/2	Grounds Maintenance	£715.00	£1,360.28	-£645.28	£2,500.00	-£1,785.00
4500/1/1/3	Water Charges	£210.00	£76.31	£133.69	£230.00	-£20.00
4500/1/1/4	Repairs & Renewals	£805.00	£65.00	£740.00	£195.00	£610.00
4500/1/1/5	Equipment	£450.00	£0.00	£450.00	£200.00	£250.00
4500/1/1/6	Sundries	£70.00	£0.00	£70.00	£0.00	£70.00
4500/1/1/7	Returned Deposits	£0.00	£0.00	£0.00		
4500/1/1	Total	£3,250.00	£1,711.47	£1,538.47	£3,755.00	-£505.00
4500/1/2	Barlows Lane					
4500/1/2/1	Services	£1,000.00	£209.88	£790.12	£630.00	£370.00

4500/1/2/2	Grounds Maintenance	£2,500.00	£1,391.78	£1,108.22	£2,500.00	£0.00
4500/1/2/3	Water Charges	£810.00	£445.44	£364.56	£1,300.00	-£490.00
4500/1/2/4	Repairs & Renewals	£805.00	£10.00	£795.00	£500.00	£305.00
4500/1/2/5	Equipment	£300.00	£0.00	£300.00	£0.00	£300.00
4500/1/2/6	Sundries	£70.00	£0.00	£70.00	£0.00	£70.00
4500/1/2/7	Returned Deposit	£0.00	£0.00	£0.00		
4500/1/2	Total	£5,485.00	£2,057.10	£3,427.90	£4,930.00	£555.00
4500/1/3	Churchill Way					
4500/1/3/1	Services	£1,000.00	£209.88	£790.12	£630.00	£370.00
4500/1/3/2	Grounds Maintenance	£1,500.00	£1,594.28	-£94.28	£2,500.00	-£1,000.00
4500/1/3/3	Water Charges	£410.00	£105.97	£304.03	£320.00	£90.00
4500/1/3/4	Repairs & Renewals	£805.00	£0.00	£805.00	£0.00	£805.00
4500/1/3/5	Equipment	£400.00	£6.00	£394.00	£0.00	£400.00
4500/1/3/6	Sundries	£70.00	£0.00	£70.00	£0.00	£70.00
4500/1/3/7	Returned Deposit	£0.00	£0.00	£0.00		
4500/1/3	Total	£4,185.00	£1,916.13	£2,268.87	£3,450.00	£735.00
4500/1/4	Mylen Road					
4500/1/4/1	Services	£1,000.00	£209.88	£790.12	£630.00	£370.00
4500/1/4/2	Grounds Maintenance	£2,000.00	£1,454.28	£545.72	£3,000.00	-£1,000.00
4500/1/4/3	Water Charges	£310.00	£40.00	£270.00	£200.00	£110.00
4500/1/4/4	Repairs and Renewals	£805.00	£0.00	£805.00	£0.00	£805.00
4500/1/4/5	Equipment	£300.00	£0.00	£300.00	£0.00	£300.00
4500/1/4/6	Sundries	£70.00	£24.00	£46.00	£0.00	£70.00
4500/1/4/7	Returned Deposit	£0.00	£50.00	-£50.00		
4500/1/4	Total	£4,485.00	£1,778.16	£2,706.84	£3,830.00	£655.00
4500/1/5	Old Winton Road					
4500/1/5/1	Services	£1,000.00	£209.88	£790.12	£630.00	£370.00
4500/1/5/2	Grounds Maintenance	£2,000.00	£1,594.20	£405.72	£2,500.00	-£500.00
4500/1/5/3	Water Charges	£360.00	£82.90	£277.10	£250.00	£110.00
4500/1/5/4	Repairs and Renewals	£805.00	£0.00	£805.00	£0.00	£805.00

4500/1/5/5	Equipment	£300.00	£0.00	£300.00	£0.00	£300.00
4500/1/5/6	Sundries	£70.00	£6.00	£64.00	£0.00	£70.00
4500/1/5/7	Returned Deposit	£0.00	£0.00	£0.00	£0.00	
4500/1/5	Total	£4,535.00	£1,893.06	£2,641.94	£3,380.00	£1,155.00
4500/1/6	The Drove					
4500/1/6/1	Services	£1,000.00	£209.88	£790.12	£630.00	£370.00
4500/1/6/2	Grounds Maintenance	£2,500.00	£1,494.28	£1,005.72	£3,000.00	-£500.00
4500/1/6/3	Water Charges	£2,160.00	£459.93	£1,700.07	£1,400.00	£760.00
4500/1/6/4	Repairs & Renewals	£805.00	£0.00	£805.00	£0.00	£805.00
4500/1/6/5	Equipment	£300.00	£146.30	£153.70	£146.30	£153.70
4500/1/6/6	Sundries	£70.00	£39.22	£30.78	£0.00	£30.78
4500/1/6/7	Returned Deposit	£0.00	£50.00	-£50.00	£0.00	
4500/1/6	Total	£6,835.00	£2,399.61	£4,435.39	£5,176.30	£1,619.48
4500/1/7	Vigo Road					
45001/7/1	Services	£1,000.00	£209.88	£790.12	£630.00	£370.00
4500/1/7/2	Grounds Maintenance	£3,000.00	£1,404.32	£1,595.68	£3,000.00	£0.00
4500/1/7/3	Water Charge	£2,910.00	£288.02	£2,621.98	£1,400.00	£1,510.00
4500/1/7/4	Repairs & Renewals	£805.00	£0.00	£805.00	£0.00	£805.00
4500/1/7/5	Equipment	£300.00	£0.00	£300.00	£0.00	£300.00
4500/1/7/6	Sundries	£70.00	£0.00	£70.00	£0.00	£70.00
4500/1/7/7	Returned Deposit	£0.00	£0.00	£0.00	£0.00	
4500/1/7	Total	£8,085.00	£1,902.22	£6,182.78	£5,030.00	£3,055.00
4500/1	Total	£36,860.00	£13,657.75	£23,202.25	£28,875.00	£7,269.48
4500/2	Allotment Utilities	£0.00	£0.00	£0.00		
4500	Total	£36,860.00	£13,657.75	£23,202.25	£28,875.00	£7,269.48
Total Allotments		£36,860.00	£13,657.75	£23,202.25	£28,875.00	£7,269.48
Total Expenditure		£284,033.00	£57,901.74	£226,131.26		

Total Income	£284,001.89	£131,493.26	-£152,508.63
Total Net Balance	**-£31.11**	**£73,591.52**	

Defibrillators

APPENDIX D

ANDOVER TOWN COUNCIL – DRAFT FINANCE PLAN AUGUST 2016

Requirements for 2017/2018

Members are asked to consider that the following items need to be taken into consideration when preparing the Town Council's Budget for 2017/2018.

1. Allotment Maintenance
   Tree cutting
   Hedge cutting
   Repair of driveways
   Repair of fencing – Old Winton Road, Vigo Road and Admirals Way.
2. Training for all Councillors
   For operational reasons, it is vital that all Councillors should have basic training on the operation of Town and Parish Councils.
3. Training for Staff
   It is suggested that the Town Clerk and the Committee Officer be sent on PR training to offset the demand for PR and social media coverage.
4. Equipment for new office
   It has been recognised that there is a need for the Town Council to move to more appropriate office accommodation, there may be costs for new equipment.
5. Increase of Business Rates
   If the Town Council moves to alternative office premises there will be an increase in Business Rates. Currently the Town Council does not pay business rates as it is classed as too small. This would change if the Council moved to larger premises.

Attached at Appendix C Annex A is the Budget for 2016/2017, the Town Council's current spend for 4 months up to August 2016 and the projected spend by 31 March 2017.

Using this data, Members are asked to consider whether there is sufficient monies in the Budget for the proper functioning of the Town Council in 2017/2018.

Further Items to Note

In 2016 the monies set aside for the Bus Shelters are not likely to be used. Members should consider whether these monies be used in 2016/2017 or used (as reserves) in 2017/2018 for another project within the Business Plan.

The monies set aside for the Purchase of a new office building are unlikely to be used in 2016/2017. Should these monies be set aside in Earmarked Reserves for 2017/2018 to demonstrate that the Town Council is budgeting for a new building?

APPENDIX E

ANDOVER TOWN COUNCIL

DRAFT LIST OF MEETING DATES FOR 2017

Day	Date	Time	Meeting	Venue
			JANUARY	
Thursday	5 January 2017	7.00pm	Community Engagement Committee	
Monday	9 January 2017	6.00pm	Planning Committee	
Thursday	12 January 2017	7.00pm	Policy and Resources Committee	
Thursday	19 January 2017	7.00pm	Allotment Committee	
Thursday	26 January 2017	7.00pm	Council (Precept)	
Monday	30 January 2017	6.00pm	Planning Committee	
			FEBRUARY	
Thursday	2 February 2017	7.00pm	Assets & Amenities Committee	
Thursday	9 February 2017	6.30pm	Staffing Sub-Committee	
Monday	13 February 2017	6.00pm	Planning Committee	
Thursday	16 February 2017	7.00pm	Community Engagement Committee	
			MARCH	
Thursday	2 March 2017	7.00pm	Policy & Resources Committee	
Monday	6 March 2017	6.00pm	Planning Committee	
Thursday	16 March 2017	7.00pm	Town Electors Meeting	
Thursday	23 March 2017	7.00pm	Council	
Monday	27 March 2017	6.00pm	Planning Committee	
Thursday	30 March 2017	7.00pm	Assets & Amenities Committee	
			APRIL	
Thursday	6 April 2017	7.00pm	Allotments Committee	
Thursday	13 April 2017	7.00pm	Community Engagement Committee	
Friday	14 April 2017		BANK HOLIDAY (Good Friday)	
Monday	17 April 2017		BANK HOLIDAY (Easter Monday)	
Tuesday	18 April 2017	6.00pm	Planning Committee	
Thursday	27 April 2017	7.00pm	Policy & Resources Committee	
			MAY	
Monday	1 May 2017		BANK HOLIDAY	
Thursday	4 May 2017	7.00pm	Assets & Amenities Committee	
Monday	8 May 2017	6.00pm	Planning Committee	
Thursday	11 May 2017	7.00	Annual Council (Chairman Making)	
Thursday	25 May 2017	7.00pm	Community Engagement Committee	
Monday	29 May 2017		BANK HOLIDAY	
Tuesday	30 May 2017	6.00pm	Planning Committee	
			JUNE	
Thursday	8 June 2017	7.00pm	Policy & Resources Committee	
Monday	19 June 2017	7.00pm	Planning Committee	
Thursday	22 June 2017	7.00pm	Council (Annual Return)	
			JULY	
Thursday	6 July 2017	7.00pm	Allotments Committee	
Monday	10 July 2017	6.00pm	Planning Committee	
Thursday	13 July 2017	7.00pm	Assets & Amenities Committee	
Thursday	20 July 2017	7.00pm	Community Engagement Committee	
Thursday	27 July 2017	7.00pm	Policy & Resources Committee	
Monday	31 July 2017	6.00pm	Planning Committee	
			AUGUST	
Monday	21 August 2017	6.00pm	Planning Committee	
Monday	28 August 2017		BANK HOLIDAY	

APPENDIX E

SEPTEMBER				
Thursday	7 September 2017	7.00pm	Council	
Monday	11 September 2017	6.00pm	Planning Committee	
Thursday	21 September 2017	6.30pm	Staffing Sub-Committee	
OCTOBER				
Monday	2 October 2017	6.00pm	Planning Committee	
Thursday	5 October 2017	7.00pm	Allotment Committee	
Thursday	19 October 2017	7.00pm	Assets & Amenities Committee	
Monday	23 October 2017	6.00pm	Planning Committee	
NOVEMBER				
Thursday	2 November 2017	7.00pm	Community Engagement Committee	
Monday	13 November 2017	6.00pm	Planning Committee	
Thursday	16 November 2017	7.00pm	Policy & Resources Committee (Budget)	
Thursday	30 November 2017	7.00pm	Council	
DECEMBER				
Monday	4 December 2017	6.00pm	Planning Committee	
Thursday	7 December 2017	7.00pm	Assets & Amenities Committee	
Thursday	14 December 2017	7.00pm	Community Engagement Committee	
Thursday	21 December 2017	7.00pm	Policy & Resources Committee (Precept)	
Monday	25 December 2017		CHRISTMAS DAY (BANK HOLIDAY)	
Thursday	26 December 2017		BOXING DAY (BANK HOLIDAY)	

ANDOVER TOWN COUNCIL

F

Report

Office Rules	
Produced for: Policy and Resources Committee	**Date of Report:** Wednesday 10 August 2016
Summary of Key Issues To consider Office Rules, for recommendation to full Council for adoption.	
Current Situation At the previous meeting of the Policy and Resources Committee it was agreed to request the Staffing Sub-Committee to consider further, rules for using the Town Council offices. It was requested that they should be in line with the Town Council's Standing Orders. The Staffing Sub-Committee considered the rules and they are listed below.	
Office Rules • Outside of Committee and Working Group Meetings, Councillors must not use the Town Council Offices for meetings • Make an appointment to see staff • If a staff member acts as gate-keeper – respect that • Keep meetings short and to the point • Individual councillors cannot task staff.	
Financial Implications There are no financial implications associated with this report.	
Legal and Policy Implications These office rules comply with the Town Council's Standing Orders.	
Recommendations **To recommend these Office Rules to Full Council for acceptance and adoption.**	

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.
Tel: 01264 335592 Email: townclerk@andover-tc.gov.uk Website: www.andover-tc.gov.uk
Distribution: To all Councillors

APPENDIX G

Protocol for Working Groups

All working groups are to have a clear mandate from their parent committee or full Council covering their aims, composition and deliverables.

Working groups, as formal council bodies, are to use Standing Orders as their standing operating procedures. This will also assist in the training of future Council and committee chairs.

As their first order of business, working groups are to elect a chairman and secretary. The Chairman is responsible for providing a written report on the working group's activities to its parent body.

At their first meeting, the working group is to construct a working group mandate as per Appendix 1 which has to be subsequently approved by its parent body.

Working groups have no delegated or executive powers, and cannot engage in any contractual or financial commitments. Their role is to provide a report to their parent body which can then use it to make an appropriate decision.

Working group activities are to be regularly reviewed, at least every six months, by their parent body and terminated if they are no longer active.

Appendix:

1. Working Group Mandate.

Report by Cllr L Gregori

Working Group Mandate

Name of working group: ……. Working Group

Responsible authority: full council/ full council through XXXXX committee/ XXXX committee.

Background. General introduction to the area or issue that the working group is looking at. To include scope, constraints and interfaces as applicable.

Composition of working group: council members, officers and co-opted. To include nominated chair and secretary.

Aim. The working group is to provide a report on…… with recommendations in order to facilitate a decision by full Council through/or XXXXX committee.

Deliverables. The output of the working group is generally a report or set of reports with recommendations that can be voted on by council or committee with implementation by officers. A work plan should be constructed at the first meeting allocating tasks, setting deadlines, and setting dates for delivery of reports. The work plan will be modified over time but will form a key element of interim reporting back to Council or XXXXX committee. The report (which may amount to a business case) is to contain:

a. Clear set of recommendations covering any proposed action;

b. A summary of the working group activities that led to the recommendations:

c. Costs;

d. Benefits;

e. Identified risks; and

f. Stakeholder considerations (including communications plan if required).

Constraints. Members should be mindful that they have no executive power. Members cannot enter into any relationship which could be regarded as contractual or involves negotiations.

Confidentiality. Working groups should be aware of sensitivities over sensitive material whether personal or commercial, and should adopt best practice.

Report by Cllr L Gregori

APPENDIX G (2)

Protocol for External Meetings

All working groups are to have a clear mandate from their parent committee or full Council covering their aims, composition and deliverables.

Working groups, as formal council bodies, are to use Standing Orders as their standing operating procedures. This will also assist in the training of future Council and committee chairs.

As their first order of business, working groups are to elect a chairman and secretary. The Chairman is responsible for providing a written report on the working group's activities to its parent body.

At their first meeting, the working group is to construct a working group mandate as per Appendix 1 which has to be subsequently approved by its parent body.

Working groups have no delegated or executive powers, and cannot engage in any contractual or financial commitments. Their role is to provide a report to their parent body which can then use it to make an appropriate decision.

Working group activities are to be regularly reviewed, at least every six months, by their parent body and terminated if they are no longer active.

Appendix:
1. Working Group Mandate.

ANDOVER TOWN COUNCIL

H

Report

Working Group Review	
Produced for: Policy and Resources Committee	**Date of Report:** Wednesday 10 August 2016
Summary of Key Issues To review the Working Groups of all Committees and Council and to recommend actions to each Committee and Council.	
Current Situation In 2015 a number of Working Groups were set up to action and investigate various projects and events. The Working Groups have since been assigned to various Committees with one remaining reporting directly to full Council. It has been noticed by Members that some working groups are not meeting regularly or have not met at all.	
Working Groups – reporting to the following Committee/Council Listed below are all the Working Groups and which Committee they report to: *POLICY & RESOURCES COMMITTEE* Council Operations Quality Council Boundary Review *ASSETS & AMENITIES COMMITTEE* Assets & Acquisitions Community Right to Bid Hospitality Bus Shelters Market Management Defibrillator Speedwatch Christmas Lights (acquisition of new lights) *COMMUNITY ENGAGEMENT COMMITTEE* Tourism	

Arts & Leisure
Business Development
Grants
Website
EIIR Plaque
WW1 Events
Floral Clock
Emergency Plan
Heritage Railway

ALLOTMENTS COMMITTEE
Rules & Regulations

FULL COUNCIL
Office Accommodation

TOTAL: 23 Working Groups

Frequency of Meeting

The following Working Groups have now completed their tasks:
EIIR Plaque, Rules & Regulations (Allotments)

The following Working Groups are required to meet on a regular basis and are not task/time limited due to the nature of the Project that they cover:
Christmas Lights and Grants

The following Working Groups have met on a regular basis:
Boundary Review, Community Right to Bid, Bus Shelters, Rules & Regulations (allotments).
It should be noted that the Bus Shelters project is suspended until an update is received from Test Valley Borough Council.

The following Working Groups have never met:
Quality Council, Assets & Acquisitions, Hospitality, Speedwatch, Tourism, Arts & Leisure, Floral Clock.

Resources
As mentioned in an earlier report on this agenda, the Town Council is very limited with regard to its staffing resources. Members are asked to consider this when reviewing the Working Groups and whether Working Groups should be disbanded that have not met until the Council has the resources to take on the projects.
If the Working Groups were disbanded this would assist with streamlining and concentrating the Councils resources.

Financial Implications
There are no financial implications associated with this review report.

Legal and Policy Implications
Each Committee should consider its own review of its Working Groups, as set out in Standing Orders.

Recommendations
That a short report be sent to each Standing Committee detailing the findings in this review report and recommending that those Working Groups that have not met or are not required, be disbanded with immediate effect.
Each Committee should note that Working Groups can be reinstated if the need arises.

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.
Tel: 01264 335592 Email: townclerk@andover-tc.gov.uk Website: www.andover-tc.gov.uk
Distribution: To all Councillors

ANDOVER TOWN COUNCIL

Discussion Report

Contracting Out Financial Functions	
Produced for: Policy and Resources Committee	**Date of Report:** Thursday 11 August 2016

Summary of Key Issues

To discuss whether the Town Council should outsource the provision of its Financial Services.

Current Situation

At the recent Staffing Sub-committee, the potential advantages of outsourcing financial services were discussed in terms of staff time and risk mitigation.

It was noted that the Town Clerk spends a lot of her time working on inputting information onto the accounts system and producing reports which could be outsourced.

Potential Work Areas that could be Outsourced

Categories.

The two main categories of financial services that the Town Council is required to provide are:

a. Operational services which deal with day-to-day activities such as accounts, payroll and monthly reports to Committees and Council.

b. Consultancy services which cover one-off activities such as loan board applications or other specific projects.

Considerations

There are a number of considerations for looking at outsourcing financial services:

a. Outsourcing can provide services at better value for money and less time thus benefiting the Town Council and the taxpayer.

b. It allows market testing of particular services. For example, payroll appears better done in-house as it is better value for money and more efficient based on initial cost comparisons.

c. With a small council, it frees up the Town Clerk, a relatively expensive asset, from operational financial services and allows her to spend more time as the RFO and RO, to carry out other duties more in line with her remuneration.

d. A reputable outsource provider would provide an additional level of scrutiny and security.

e. One-off specialised activities with which the Town Council does not generally deal with can be mitigated by an outsourcer who would have experience and competence in that activity.

Investigating Outsourcing Financial Functions

The current approach to investigating outsourcing of financial services is to understand the nature and breakdown of our current workload in terms of operational and consultancy services. To do this it is easier to separate the work in terms of modules of packages of work.

There is also a need to factor in the requirements thrown up by the new Financial Regulations which will presented for approval at the next full Council.

At this stage, although some preliminary work has been carried some initial costings have been gathered, a full proposal for approval is not ready to be submitted.

Once the scoping for the services required has been completed, a firm list of options on how the Town Council could proceed, including the potential for pilot scheme to test the stability of any outsourcer will be presented.

Best practice would suggest a contract for those operational services to be outsourced and an enabling contract for consultancy services on an, as required basis.

Financial Implications

If the Town Council is minded to approve the Outsourcing of Financial Functions, funding will be required. It is suggested that there would be enough funding within the current Staffing Budgets to cover the costs, but it would require review at an early stage for next year's Budget.

It is estimated that Outsourcing the Functions would cost between £1,500 and £3,000 dependent upon the services required.

Legal and Policy Implications

As per the Town Councils Financial Regulations the Town Council is required to maintain good governance of its Financial Services and Procedures. Outsourcing the Financial Functions will enable better management of the Town Councils financial functions and add to the security and insurance for those functions.

Recommendations

To note the report.

To address any concerns raised by the report.

To note that a full scoping and costing report will be presented at the next meeting of the Policy and Resources Committee.

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.
Tel: 01264 335592 Email: townclerk@andover-tc.gov.uk Website: www.andover-tc.gov.uk
Distribution: To all Councillors

ANDOVER TOWN COUNCIL

J

Discussion Report

Interim Internal Audit	
Produced for: Policy and Resources Committee	**Date of Report:** Thursday 11 August 2016
Summary of Key Issues To discuss the merits of engaging an Internal Auditor to carry out an interim Internal Audit on the Town Councils protocols, policies and procedures.	
Current Situation At the previous Policy and Resources meeting the Town Clerk expressed concern over the level of internal audit that had been carried out by the Internal Auditor in June 2016. It was agreed that the Town Clerk would source other Internal Auditors and bring back to the committee quotes for consideration. This will be considered at the Policy and Resources meeting in October. The main concerns were regarding the Town Councils protocols, policies and procedures. The Town Clerk was concerned that they had not been fully audited and checked.	
Interim Audit It is suggested that as part of the action to engage an alternative Internal Auditor the Town Council should also consider implementing an Interim Internal Audit, focussed on the Town Councils protocols, procedures and policies to ensure that all are being carried out correctly and within the legal guidelines.	
Financial Implications It is estimated that it would cost in the region of £300 for an Interim Audit to be carried out. There are sufficient monies in the Audit Fees Budget – 4000/4 to cover the cost of an Interim Audit.	
Legal and Policy Implications The Town Council must ensure that it is compliant not only with its own Standing Orders and Financial Regulations but also the Governance and Accountability for Local Councils (April 2016) as well as the Local Government Act 1972, Localism Act 2011 and The Local Government (Transparency Requirement) (England) Regulations 2015.	
Recommendations **To recommend to Full Council that the Town Clerk be authorised, once a new Internal Auditor has been engaged, to action an Intermediate Audit.**	

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

Project Overview Document

Project Title: Implementation of Financial Regulations 2016

Project Sponsor (Committee and Officer): Town Clerk

Project Manager: Town Clerk

Link Worker (if appropriate): Committee Officer and Allotments Officer (as appropriate)

Why are you doing this project: To ensure the Town Council complies with FR 2016

What are you trying to achieve: To implement the FR 2016 as efficiently and effectively as possible.

Who else will be involved: Town Councillors

Assumptions and Constraints: The requirements for the FR need to be actioned immediately. Resource implications, currently only Town Clerk to implement.

Start date and estimated finish date: Start Date: September 2016. Finish date: October 2016

Resources Required: Time

Licences needed: None

Permissions required: Full Council Approval

Estimated Overall Project Cost: No direct cost, resource time cost.

Andover Town Council budget available and what cost centre: Salaries Corporate – 4200/1

Outside Funding needed: N/A

Reports to Committee: Policy and Resources and Full Council

Signed: _____ Project Manager _____ Date

Signed: _____ Town Clerk _____ Date

PROJECT MANAGEMENT

PROJECT MANAGEMENT

Key Milestone Dates (Summary)

This form is for the key milestone dates of the project (detail is inputted in Form C)

Task number relates to the task number in Form C

Task No:	Activities required to complete task.	Key completion Date
1	Assess work required from new FR 2016	Completed
2	Write Project Plan for Implementation	Completed
3	Audit Plan – presented to P&R – recommended to Council	October/November
4	Continuation of input of Invoices and Income on Accts System	Ongoing
5	Accounting Control Systems – write up Procedure	September
6	Accounting procedures approved by Council (page 4) – include in Work Programme for P&R	September
7	Write accounting procedures – for rolling implementation	October
8	Bank Mandate – review once per year (Annual Council)	May
9	Budget Planning – Each Committee	By November
10	Budget Planning – to P&R	By end November
11	Budget and Precept – to Council	End January
12	Budgetary Control & Authority to spend (procedure)	October (ongoing)
13	Virement of Budgets – report and approval	August/September
14	Salary Budget Review	October
15	Reporting emergency expenditure (only if necessary)	Ongoing
16	Statement of Receipts and Payments (at least monthly) – to P&R and/or Council	Ongoing
17	Changes in Earmarked Reserves – report (quarterly if necessary)	Ongoing
18	Changes to Banking Arrangements – report to Council (review)	May
19	Schedule of Payments (Monthly) to P&R and/or Council	Monthly ongoing
20	Procedure for checking Invoices by RFO (to be written)	October
21	Procedure for checking Invoices by RFO	Ongoing
22	Regular due Payment List – salaries, PAYE, NI, regular maintenance contracts	Annually October/November

23	Regular Payments – to be signed by 2 Members	Ongoing
24	Write up procedure for Making Payments (already actioning but needs to be written down)	October
25	Draw up list of Direct Debits and Standing Orders (review annually) – Council	November
26	Approval of use of BACS – Council (to be approved annually)	May
27	Banking Passwords – note of all Passwords to be given to Chairman in sealed envelope	October
28	Password Envelope (if opened) change all password (ongoing review)	Ongoing
29	Back-up copies of Accounts and Records	Ongoing
30	Internet Bank Arrangements – write procedure (already done but write up) (Page 10)	October
31	Petty Cash – Procedure	January
32	Petty Cash – set up system	February
33	Salaries, Payroll, PAYE, NI (write procedure) (already actioning)	November
34	Loans and Investments (write procedure)	November
35	Income – (write procedure) (already actioning)	November
36	VAT – (write procedure) (already actioning)	November
37	Purchase Orders – (write procedure) (already actioning)	November
38	Contracts – action as and when necessary	Ongoing as necessary
39	Stores & Equipment – write procedure (action if necessary)	February
40	Title Deeds, Land Registry Certificates – review records	February (Annually)
41	Register of Assets – reviewed	February (Annually)
42	Corporate Risk Assessment – reviewed Annually – report to P&R recommendation to Council	February/March Annually
43	Risk Management Policy Statements – reviewed Annually	February/March Annually
44	New Activity Risk Assessment – proposals to Council	Ongoing
45	Review of Financial Regulations (as necessary i.e. legislation)	Ongoing (at least every 2 years)

ANDOVER TOWN COUNCIL

L

Policy Report

Key Holder Policy	
Produced for: Policy and Resources Committee	**Date of Report:** Thursday 11 August 2016
Summary of Key Issues To consider recommending to full Council the adoption of a Key Holder Policy for the Town Council Offices.	
Current Situation At the recent Staffing Sub-committee meeting concern was raised about key-holders for the office and the difficulty staff were having keeping track of keys. It was agreed that a short Policy would be drawn up for who should hold keys to the office.	
Key Holder Policy • All Members of staff will be issued with keys to the Town Council Offices • Only the Chairman and Chairman of the Staffing Sub-Committee will hold keys to the Town Council Offices for emergency use only • If keys are required for access to the Town Council Offices out of hours for Working Group or Committee meetings, arrangements must be made with staff to collect a set of key prior to the meeting and return them once the meeting is completed.	
Financial Implications There are no financial implications associated with this report.	
Legal and Policy Implications It is necessary for security and insurance reasons to have a policy on Key Holders for the Town Council Offices.	
Recommendations **To recommend the Key Holder Policy to full Council for adoption.**	

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

M

Consultation Report

Devolution Consultation	
Produced for: Policy and Resources Committee	**Date of Report:** Thursday 11 August 2016

Summary of Key Issues

To consider recommending to the full Council a response to the Hampshire Devolution Consultation, for approval at the Council Meeting on 8 September 2016.

Current Situation

Hampshire County Council have issued a consultation to gain views about the proposed changes to the way local government is structured across Hampshire.

There are a number of different options being suggested and it is important for the Town Council to have its say. Individual Councillors are also entitled to have their individual input as residents of Hampshire.

The Main Areas for Consultation

Listed below are the main options listed within the consultation that the Town Council is required to comment on:

Option One: create one, or possible two, combined authorities.
Option 1a: create a single combined authority call the Hampshire and Isle of Wight Combined Authority
Option 1b: create two separate combined authorities, Heart of Hampshire and Solent
Option 2: reorganise to a unitary council model
Option 2a: create a single unitary authority for the existing Hampshire County Council area
Option 2b: create three new unitary councils for the existing Hampshire County Council and neighbouring areas of Portsmouth and Southampton.

More Information

Members are asked to go to the following website to learn more about the options proposed and to consider how the Town Council, as a whole, should respond: www.hants.gov.uk/servinghampshire

Financial Implications

There are no financial implications associated with this report.

Legal and Policy Implications Any devolution of the Hampshire Area will have a significant impact on the Town Council now and in the future. It is important that the Town Council has its say in the future governance of Hampshire and Andover.
Recommendations **To recommend a Town Council response to the Devolution Consultation to full Council for approval.**

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.
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APPENDIX M (2)

ATC RESPONSE TO DEVOLUTION AND UNITARY AUTHORITY PROPOSALS

Councillors have already seen documentation and a presentation on possible devolution of central government powers to local authorities and re-organisation of local authorities in Hampshire. Seven members of ATC are booked to attend a workshop on 27th September on "The Future of Local Government in Hampshire" and HCC is currently running a public consultation (http://www3.hants.gov.uk/serving-hampshire-consultation-information-pack.pdf) which ends on 20th September.

Councillors are now asked to consider the following

1a: Should ATC have a collective view on this and submit a response to the consultation/HCC.
1b: Should such a view be binding on all council members.
1c: Should ATC promote its view to the wider public.

2a: Does ATC support the principle of devolution of central government powers to local combined authorities (CAs).
2b: Should there be one or more CAs for Hampshire.
2c: Does ATC have a view on the size/extent of these CAs.
2d: Does ATC support the principle of an elected mayor for any such combined authority.

3a: Does ATC support the principle of unitary authorities (UAs) in Hampshire.
3b: Should there be one or more UAs for Hampshire.
3c: Does ATC have a view on the size/extent of these CAs.

4a: Should the ATC response if given be via direct correspondence to HCC and TVBC or via the HCC consultation or both.

Report by Cllr L Gates

Financial Budget Comparison

Comparison between 01/04/16 and 30/06/16 inclusive.
Excludes transactions with an invoice date prior to 01/04/16

		2016/2017	Actual Net	Balance
INCOME				
Amenities & Town Development				
3025	Town Development			
3025/1	Income from Events	£0.00	£0.00	£0.00
3025/2	Grants	£0.00	£0.00	£0.00
3025/3	Sponsorship	£0.00	£0.00	£0.00
3025	Total	£0.00	£0.00	£0.00
Total Amenities & Town Development		£0.00	£0.00	£0.00
Policy & Resources				
36	Business Rates Refund	£0.00	£0.00	£0.00
3000	Precept	£261,651.89	£130,825.89	-£130,826.00
3001	TVBC Tax band Grant	£0.00	£0.00	£0.00
3010	Bank Interest	£150.00	£116.01	-£33.99
3020	Grants Received	£0.00	£0.00	£0.00
3100	VAT Refund	£0.00	£0.00	£0.00
3110	VAT Overclaim	£0.00	£0.00	£0.00
3998	Funds held for Youth Council	£0.00	£100.00	£100.00
3999	Funds held for Neighbourhood Plan	£0.00	£0.00	£0.00
4210	Waste Removal	£0.00	£0.00	£0.00
Total Policy & Resources		£261,801.89	£131,041.90	-£130,759.99
Allotments				
3050	Allotment Rents			
3050/1	Admirals Way	£700.00	£0.00	-£700.00
3050/2	Barlows Lane	£4,200.00	£0.00	-£4,200.00
3050/3	Churchill Way	£1,600.00	£57.88	-£1,542.12
3050/4	Mylen Road	£1,400.00	£78.73	-£1,321.27
3050/5	Old Winton Road	£2,900.00	£18.34	-£2,881.66
3050/6	The Drove	£6,300.00	£159.49	-£6,140.51
3050/7	Vigo Road	£5,100.00	£35.66	-£5,064.34
3050	Total	£22,200.00	£350.10	-£21,849.90
3051	Allotment Rents	£0.00	£0.00	£0.00
3051/1	Admirals Way Dpst	£0.00	£0.00	£0.00
3051/2	Barlows Lane Dpst	£0.00	£0.00	£0.00
3051/3	Churchill Way Dpst	£0.00	£0.00	£0.00
3051/4	Mylen Road Dpst	£0.00	£0.00	£0.00
3051/5	Old Winton Road Dpst	£0.00	£0.00	£0.00
3051/6	The Drove Dpst	£0.00	£50.00	£50.00
3051/7	Vigo Road Dpst	£0.00	£50.00	£50.00
3051	Total	£0.00	£100.00	£100.00
3052	Deposit Credit Interest	£0.00	£1.26	£1.26
3053	Deposit direct payment	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/16 and 30/06/16 inclusive.

Excludes transactions with an invoice date prior to 01/04/16

	2016/2017	Actual Net	Balance
Total Allotments	£22,200.00	£451.36	-£21,748.64
Total Income	£284,001.89	£131,493.26	-£152,508.63

Financial Budget Comparison

Comparison between 01/04/16 and 30/06/16 inclusive.
Excludes transactions with an invoice date prior to 01/04/16

		2016/2017	Actual Net	Balance
EXPENDITURE				
Amenities & Town Development				
4700	Town Centre Development			
4700/1	Notice Boards	£0.00	£0.00	£0.00
4700/2	Christmas Lights	£22,000.00	£2,284.80	£19,715.20
4700/3	Events	£5,830.00	£291.81	£5,538.19
4700/5	Youth Council	£2,000.00	£3,820.99	-£1,820.99
4700/6	Development of Town Centre	£400.00	£0.00	£400.00
4700/7	Town Centre Management	£9,330.00	£475.20	£8,854.80
4700/8	Projects	£4,000.00	£4,853.50	-£853.50
4700/9	Andover Health & Wellbeing	£300.00	£0.00	£300.00
4700	Total	£43,860.00	£11,726.30	£32,133.70
Total Amenities & Town Development		£43,860.00	£11,726.30	£32,133.70
Policy & Resources				
4000	Corporate Management			
4000/1	Accounts Support	£720.00	£766.00	-£46.00
4000/2	Bank Charges	£0.00	£0.00	£0.00
4000/3	Legal & Proffesional Fees	£2,000.00	£168.00	£1,832.00
4000/4	Audit Fees	£1,150.00	£0.00	£1,150.00
4000/5	IT Support & Equipment	£1,000.00	£657.72	£342.28
4000/6	Web Site & Community Development			
4000/6/1	Web Site	£500.00	£0.00	£500.00
4000/6/2	Website Hosting	£500.00	£89.85	£410.15
4000/6/3	Newsletter	£500.00	£0.00	£500.00
4000/6	Total	£1,500.00	£89.85	£1,410.15
4000	Total	£6,370.00	£1,681.57	£4,688.43
4100	Democratic Representation			
4100/1	Chairmans Allowance			
4100/1/1	Chairmans Badge & Regalia	£1,650.00	£0.00	£1,650.00
4100/1	Total	£1,700.00	£0.00	£1,700.00
4100/2	Members Training & Courses	£1,000.00	£1,035.00	-£35.00
4100/3	Members Travel	£100.00	£0.00	£100.00
4100/4	Public Building Hire	£720.00	£168.00	£552.00
4100/5	Funds Held for Neighbourhood Plan	£0.00	£0.00	£0.00
4100	Total	£3,520.00	£1,203.00	£2,317.00
4180	Other Services to the Public			
4180/1	Election Costs	£16,000.00	£0.00	£16,000.00
4180	Total	£16,000.00	£0.00	£16,000.00
4190	Grants			
4190/1	Grants	£1,000.00	£140.00	£860.00
4190/2	Grants Section 137	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/16 and 30/06/16 inclusive.

Excludes transactions with an invoice date prior to 01/04/16

		2016/2017	Actual Net	Balance
4190/3	Grants Christmas Switch on	£0.00	£0.00	£0.00
4190	Total	£1,000.00	£140.00	£860.00
4200	Administration Rechargeable Staffing			
4200/1	Salaries Corporate	£65,000.00	£14,615.34	£50,384.66
4200/2	Salaries - Allotments	£15,000.00	£3,510.29	£11,489.71
4200/3	Staff Training	£250.00	£70.00	£180.00
4200/4	Staff Travel	£100.00	£35.93	£64.07
4200	Total	£80,350.00	£18,231.56	£62,118.44
4204	New Building Fund	£56,000.00	£0.00	£56,000.00
4205	Bus Shelters	£10,000.00	£0.00	£10,000.00
4210	Administration Rechargeable			
4210/1	Petty Cash	£250.00	£0.00	£250.00
4210/2	Office Sundries	£250.00	£11.81	£238.19
4210/3	Rent - Office	£14,000.00	£1,500.00	£12,500.00
4210/4	Rates - Office	£3,000.00	£0.00	£3,000.00
4210/5	Water Rates - Office	£150.00	£0.00	£150.00
4210/6	Heating & Lighting - Office	£1,000.00	£249.59	£750.41
4210/7	Telephone	£750.00	£262.24	£487.76
4210/8	Photocopying	£1,700.00	£176.70	£1,523.30
4210/9	Stationery	£600.00	£554.03	£45.97
4210/10	Postage	£1,200.00	£217.85	£982.15
4210/11	Subscriptions/Memberships	£2,723.00	£2,947.00	-£224.00
4210/12	Insurance	£2,300.00	£3,047.38	-£747.38
4210/14	Other Advertising	£50.00	£0.00	£50.00
4210/15	Office & Equipment maintenance	£1,000.00	£241.99	£758.01
4210/16	New Equipment & furniture	£600.00	£1,778.97	-£1,178.97
4210/17	Waste Removal	£500.00	£274.00	£226.00
4210	Total	£30,073.00	£11,261.56	£18,811.44
4211	Administration Rechargable			
4211/2	Postage	£0.00	£0.00	£0.00
4211/10	Sundries	£0.00	£0.00	£0.00
4211	Total	£0.00	£0.00	£0.00
Total Policy & Resources		£203,313.00	£32,517.69	£170,795.31
Allotments				
4500	Allotment Service			
4500/1	Allotment Maintenance			
4500/1/1	Admirals Way			
4500/1/1/1	Services	£1,000.00	£209.88	£790.12
4500/1/1/2	Grounds Maintenance	£715.00	£1,360.28	-£645.28
4500/1/1/3	Water Charges	£210.00	£76.31	£133.69
4500/1/1/4	Repairs & Renewals	£805.00	£65.00	£740.00
4500/1/1/5	Equipment	£450.00	£0.00	£450.00

Financial Budget Comparison

Comparison between 01/04/16 and 30/06/16 inclusive.
Excludes transactions with an invoice date prior to 01/04/16

		2016/2017	Actual Net	Balance
4500/1/1/6	Sundries	£70.00	£0.00	£70.00
4500/1/1/7	Retuned Deposits	£0.00	£0.00	£0.00
4500/1/1	Total	£3,250.00	£1,711.47	£1,538.53
4500/1/2	Barlows Lane			
4500/1/2/1	Services	£1,000.00	£209.88	£790.12
4500/1/2/2	Grounds maintenance	£2,500.00	£1,391.78	£1,108.22
4500/1/2/3	Water Charges	£810.00	£445.44	£364.56
4500/1/2/4	Repairs and Renewals	£805.00	£10.00	£795.00
4500/1/2/5	Equipment	£300.00	£0.00	£300.00
4500/1/2/6	Sundries	£70.00	£0.00	£70.00
4500/1/2/7	Returned Deposit	£0.00	£0.00	£0.00
4500/1/2	Total	£5,485.00	£2,057.10	£3,427.90
4500/1/3	Churchill Way			
4500/1/3/1	Services	£1,000.00	£209.88	£790.12
4500/1/3/2	Grounds Maintenance	£1,500.00	£1,594.28	-£94.28
4500/1/3/3	Water Charges	£410.00	£105.97	£304.03
4500/1/3/4	Repairs and Renewals	£805.00	£0.00	£805.00
4500/1/3/5	Equipment	£400.00	£6.00	£394.00
4500/1/3/6	Sundries	£70.00	£0.00	£70.00
4500/1/3/7	Returned Deposit	£0.00	£0.00	£0.00
4500/1/3	Total	£4,185.00	£1,916.13	£2,268.87
4500/1/4	Mylen Road			
4500/1/4/1	Services	£1,000.00	£209.88	£790.12
4500/1/4/2	Grounds Maintenance	£2,000.00	£1,454.28	£545.72
4500/1/4/3	Water Charges	£310.00	£40.00	£270.00
4500/1/4/4	Repairs and Renewals	£805.00	£0.00	£805.00
4500/1/4/5	Equipment	£300.00	£0.00	£300.00
4500/1/4/6	Sundries	£70.00	£24.00	£46.00
4500/1/4/7	Returned Deposit	£0.00	£50.00	-£50.00
4500/1/4	Total	£4,485.00	£1,778.16	£2,706.84
4500/1/5	Old Winton Road			
4500/1/5/1	Services	£1,000.00	£209.88	£790.12
4500/1/5/2	Grounds Maintenance	£2,000.00	£1,594.28	£405.72
4500/1/5/3	Water Charges	£360.00	£82.90	£277.10
4500/1/5/4	Repairs & Renewals	£805.00	£0.00	£805.00
4500/1/5/5	Equipment	£300.00	£0.00	£300.00
4500/1/5/6	Sundries	£70.00	£6.00	£64.00
4500/1/5/7	Returned Deposit	£0.00	£0.00	£0.00
4500/1/5	Total	£4,535.00	£1,893.06	£2,641.94
4500/1/6	The Drove			
4500/1/6/1	Services	£1,000.00	£209.88	£790.12
4500/1/6/2	Grounds Maintenance	£2,500.00	£1,494.28	£1,005.72
4500/1/6/3	Water Charges	£2,160.00	£459.93	£1,700.07

Financial Budget Comparison

Comparison between 01/04/16 and 30/06/16 inclusive.
Excludes transactions with an invoice date prior to 01/04/16

		2016/2017	Actual Net	Balance
4500/1/6/4	Repairs & Renewals	£805.00	£0.00	£805.00
4500/1/6/5	Equipment	£300.00	£146.30	£153.70
4500/1/6/6	Sundries	£70.00	£39.22	£30.78
4500/1/6/7	Returned Deposit	£0.00	£50.00	-£50.00
4500/1/6	Total	£6,835.00	£2,399.61	£4,435.39
4500/1/7	Vigo Road			
4500/1/7/1	Services	£1,000.00	£209.88	£790.12
4500/1/7/2	Grounds Maintenance	£3,000.00	£1,404.32	£1,595.68
4500/1/7/3	Water Charges	£2,910.00	£288.02	£2,621.98
4500/1/7/4	Repairs & Renewals	£805.00	£0.00	£805.00
4500/1/7/5	Equipment	£300.00	£0.00	£300.00
4500/1/7/6	Sundries	£70.00	£0.00	£70.00
4500/1/7/7	Returned Deposit	£0.00	£0.00	£0.00
4500/1/7	Total	£8,085.00	£1,902.22	£6,182.78
4500/1	Total	£36,860.00	£13,657.75	£23,202.25
4500/2	Allotment Utilities	£0.00	£0.00	£0.00
4500	Total	£36,860.00	£13,657.75	£23,202.25
4501	allotment costs			
4501/1	Allotment Maintenance	£0.00	£0.00	£0.00
4501	Total	£0.00	£0.00	£0.00
Total Allotments		£36,860.00	£13,657.75	£23,202.25
Total Expenditure		£284,033.00	£57,901.74	£226,131.26
Total Income		£284,001.89	£131,493.26	-£152,508.63
Total Expenditure		£284,033.00	£57,901.74	£226,131.26
Total Net Balance		**-£31.11**	**£73,591.52**	

APPENDIX O

POLICY & RESOURCES WORK PROGRAMME: 25 AUGUST 2016

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
25 August 2016	Virement of Budgets		To consider any Virements of Budgets prior to 31 March 2017, following closure of Accounts from 2015/2016.	
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	
25 August 2016	1st review of meeting dates for 2017	Councillors	To begin reviewing dates of meetings for 2017 to allow as many councillors as possible to attend meetings	To make appropriate changes.
6 October 2016	Review of Internal Auditor	P&R	To review the service provision for Internal Audit in 2017	To make a recommendation to full Council
6 October 2016	Review any Leases or Loans (if required)			
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	STAT	To consider a timetable of meetings for 2017	To recommend meeting dates to Full Council for approval.
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	

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
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.	