

ANDOVER TOWN COUNCIL

Wednesday 20 October 2021



To the Members of Andover Town Council:

You are hereby summoned to attend a meeting of full **COUNCIL** to be held in **The Upper Guildhall, High Street, Andover on Wednesday 20 October 2021 at 6.30 pm** when it is proposed to transact the following business:-

Wendy R Coulter

Town Clerk - 14 October 2021

Please find below the joining details for the Full Council Meeting on 20 October 2021 to enable members of the public to listen in to the meeting:

Join Zoom Meeting

<https://us06web.zoom.us/j/86533657218?pwd=OFpuNTBsNHBEbDdDdnp0SzVyZmp3dz09>

Meeting ID: 865 3365 7218

Passcode: 350824

One tap mobile

+443300885830,,86533657218#,,,,*350824# United Kingdom

+441314601196,,86533657218#,,,,*350824# United Kingdom

ANDOVER TOWN COUNCIL

Wednesday 20 October 2021



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.

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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
	The Town Mayor to sign as a correct record the minutes of the Town Council meetings held on 15 September 2021, attached at Appendix A .
4	TOWN MAYOR'S ANNOUNCEMENTS
	To receive the Town Mayors Announcements.
5	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 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.
6	REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS
	To receive any reports from Borough and County Councillors from the Andover Wards. For clarification: Reports are; <ul style="list-style-type: none"> • Information and updates regarding Andover with which the Councillor has been involved • News from Test Valley Borough Council and Hampshire County Council committees which directly affect any of the Andover Wards. Reports are not; <ul style="list-style-type: none"> • Comments on the evening's meeting • Comments on Andover Town Council policies or procedures • Press releases. Items which are not reports can be forwarded to the Town Clerk for circulation.
7	QUESTIONS FROM ANDOVER TOWN COUNCILLORS TO BOROUGH AND COUNTY COUNCILLORS
	To receive any Questions from Town Councillors to Borough and County Councillors for the Wards of Andover.
8	ANNUAL GOVERNANCE STATEMENT 2020/2021
	To note the Annual Governance Statement 2020/2021 and the External Audit for the Year Ending 31 March 2021.

	To note the Action Plan to address the points raised by the External Audit – Annual Return and External Audit attached at Appendix B.
9	<p>MOTIONS FROM COUNCILLORS</p> <p>To consider the following Motions from Town Councillors:</p> <p>Andover Town Council: Reducing Paper & Printing</p> <p>Preamble:</p> <p>In 2019-2020 Andover Town Council spent over £4k on printing highlighting that there are savings to be made.</p> <p>In an effort to reduce our paper consumption, carbon footprint, costs & the officers' workload, we propose that we SIGNIFICANTLY REDUCE our consumption for our meetings going forward.</p> <p>We are responsible for efficient spending of taxpayer monies, & with the pandemic tightening most people's purse strings coupled with increased focus on the climate emergency, going paperless will represent a significant step towards living up to the responsibilities delegated to us by the residents that put us in our positions.</p> <p>If any member wishes to have hard copies of any documents, agendas or minutes, they still have the option to print them out independently, but it is unfair to expect Andover's taxpayers to foot the bill for what is merely our choice.</p> <p>Members all have IT equipment that is capable of viewing this electronic full copy of the agenda, and appendices, at office 365 is useable via an app, on a Android, Windows, Apple, and Linux, also through web browsers by visiting office.com. This makes the full agenda viewable on phones, laptops, pads, and any other relevant device.</p> <p>The Motion: (Recorded vote asked for by Cllr Rowles)</p> <p>Proposed by: Cllr Waue Seconded by: Cllr Rowles</p> <p>That these items be voted on a one vote and that from this day Andover Town Council's policy for officers to follow is...</p> <p>Only the summons and the index will be printed(1) and posted by signed for delivery to their notified home address, unless otherwise specified.</p> <p>At this meeting members are asked to opt out or reaffirm their opt-out of paper copies for completeness, and to opt-in to electronic copies.</p> <p>Cllrs that opt-out of printed copies, and opt-in to electronic copies also confirm that they do not expect physical copies to be printed for them for meetings.</p> <p>In all cases the full agenda will be sent to members town council email address so that delivery can be confirmed, it is council policy to provide an email address in our IT system, if a member chooses not to access it, they do so at their own recognisance and risk.</p>

	<p>If Cllrs ask emails to be sent to email addresses outside our office365 system, they do so at their own risk as delivery cannot be guaranteed. This will be in addition to the email sent to the town council email address and not forwarded from that town council email address.</p> <p>Legal Notes:</p> <p>Local Government Act 1972, Sch. 12 para 10 (2)(b)</p> <p>(b)[F36a summons to attend the meeting, specifying the business proposed to be transacted at the meeting and signed by the proper officer of the council, shall be left at or sent by post to the usual place of residence of every member of the council.]</p> <p>[F36a summons to attend the meeting, (1)specifying the business proposed to be transacted at the meeting and certified by the proper officer of the council, shall be sent to every member of the council by an appropriate method.]</p> <p>[F37(2A)In sub-paragraph (2)—</p> <p>(a)“authenticated” means signed or otherwise authenticated in such manner as the proper officer thinks fit; and</p> <p>(b)the reference to sending the summons to a member by an appropriate method is to—</p> <p>(i)leaving it at, or sending it by post to, the member’s usual place of residence, or</p> <p>(ii)where the member has given consent for the summons to be transmitted in electronic form to a particular electronic address (and consent has not been withdrawn), sending it in electronic form to that address.]</p>
10	COMMITTEE MEMBERSHIP
	<p>To note that there are currently vacancies on all Standing Committees.</p> <p>Allotment Committee – 5 Members (up to 7 Members permitted)</p> <p>Planning Committee – 6 Members (up to 7 Members permitted)</p> <p>Policy & Resources Committee – 6 Members (up to 7 Members permitted)</p> <p>Members are requested to consider whether the vacancies can be filled.</p> <p>Councillors D Coole, R Meyer and N Long have already indicated their interest in joining the Policy & Resources Committee.</p>
11	UPDATE FROM EVENTS PANEL
	To receive and note an update report from the Events Panel – attached at Appendix C.
12	UPDATE ON CHRISTMAS PROVISION FOR 2021
	To receive and note an update report on Andover Town Councils Christmas Lights and Tree provision 2021 – attached at Appendix D.

13	GRANT AID PANEL RECOMMENDATIONS
	To consider the Grant Panel Recommendations contained within the attached report – attached at Appendix E.
14	FINANCE
	To receive the list of payments up to 1 st October 2021 – attached at Appendix F.
15	OPENING OFFICE
	To consider a report on the opening of the Town Council Offices – report attached at Appendix G.
16	SPEED INDICATOR SIGNS
	To consider a report on Speed Indicator Signs – attached at Appendix H.
17	DATE OF NEXT MEETING
	To note the date of the next meeting: Wednesday 24 November 2021 to be held in the Guildhall, High Street, Andover.
18	EXCLUSION OF THE PRESS AND PUBLIC
	To PASS a Resolution to exclude the Members of the Press and Public from the Meeting at Agenda Items 19 & 20 due to consideration of Confidential Staffing Matters. s. 11 of LG & HA 1989 prevents personal information about individual members of staff being discussed in public.
	CONFIDENTIAL ITEMS
19	STAFFING REVIEW
	To receive and consider a Staffing Review Report. Report to follow and sent under separate cover for members of the Town Council only.
20	CONFIDENTIAL MINUTES
	The Town Mayor to sign as a correct record the Confidential minutes of the Town Council meetings held on 23 June 2021 and 15 September 2021 - sent under separate cover to Town Council Members.

The Town Mayor will close the meeting.

APPENDIX A – MINUTES OF PREVIOUS MEETING

A

Time and date

6.30 pm on Wednesday 15 September 2021

Place

Upper Guildhall, High Street, Andover

Cllr B Long - Town Mayor (P)		
Cllr R Hughes - Deputy Town Mayor (P)		
Cllr N Asamoah (A)	Cllr L Banville (A)	Cllr D Coole (P)
Cllr J Coole (P)	Cllr C Ecclestone (A)	Cllr L Gregori (P)
Cllr K Hughes (P)	Cllr N Long (P)	Cllr R Meyer (P)
Cllr M Mumford (A)	Cllr R Rowles (P)	Cllr J Sangster (A)
Cllr D Treadwell (P)	Cllr S Waue (P)	

Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Town Clerk) (Taking the minutes & managing online streaming)

County/Borough Councillors:

Cllr I Anderson

Cllr N Matthews

Members of the Public: 2

Members of the Press: Unknown

Due to the Covid-19 Pandemic and Government legislation regarding Social Distancing, this meeting was held in the Guildhall following Coronavirus preventative measures. The Town Council made arrangements to stream the meeting virtually to allow as much public access as possible.

C068/09/21	APOLOGIES FOR ABSENCE
	Apologies were received and accepted from Councillors N Asamoah, M Mumford and J Sangster.
C069/09/21	DECLARATIONS OF INTEREST
	There were no Declarations of Interest in relation to any item on the agenda.
C070/09/21	MINUTES
	The Minutes of the Annual Council Meeting held on 4 August 2021 were proposed by Cllr R Rowles and seconded by Cllr N Long as a correct record. A vote was taken: FOR – 8, AGAINST - 0, ABSTENTIONS – 5 RESOLVED: That that the Minutes of the Annual Council meeting held on 4 August 2021 be signed by the Chairman as a correct record.
C071/09/21	TOWN MAYOR'S ANNOUNCEMENTS
	Since the Council meeting on 4 August 2021, the Town Mayor was invited to open the One Stop shop on Weyhill Road on 10 September 2021, which she was very pleased to go along to. It is run by a family who are very community minded. It was a big launch, changed to One Stop from the Mace. The Town Mayor also asked Members to please note that on 23 October 2021, I will be planting an oak tree, donated by the Test Valley Mayor, to mark the victims of Covid. It will be planted in the Vigo Recreation Grounds. The time will be confirmed in the October Council meeting.
C072/09/21	PUBLIC PARTICIPATION
	There were no comments received from Members of the Public present at the meeting.
C073/09/21	REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS
	A report was received from Councillor Nick Matthews, Councillor Iris Anderson and Councillor D Drew.
C074/09/21	QUESTIONS FROM ANDOVER TOWN COUNCILLORS TO BOROUGH AND COUNTY COUNCILLORS
	Councillor N Long asked the Borough Councillors about the increasing traffic flow that involved parked cars and large lorries in both directions, on Ox Drove and what safety measures could be put in place? Councillor Drew replied that it was an issue for Hampshire Highways and that he would investigate further. He also added that any concerns should be reported via the Hampshire County Council (HCC) website, whereby a report number would be allocated. This report number could be used to chase up a response or update if required. Councillor R Hughes asked Councillor N Matthews about funding for the new Mental Health initiatives and to confirm how much funding was available and how long it would last. Councillor Matthews replied funding would be received from the university as well as some services and venues that would be offered for free.
C075/09/21	MOTIONS FROM COUNCILLORS
	Motion <i>Proposed by Cllr R Rowles and seconded by Cllr S Waue.</i>

“The Council votes to establish a panel to investigate how the Town Council can help improve youth services in Andover, with the founding members being Cllrs Rowles, Sangster, Mumford, Waue, Banville with the following terms of reference”

Below are the terms of reference for the Panel:

ANDOVER TOWN COUNCIL YOUTH SERVICES PANEL

The membership shall consist of the 6 members of the Council. The quorum shall be 3 members of the panel.

Remit

- 1) To engage with local organisations relating to the further provision of youth services in Andover.
- 2) To identify gaps in provision and development of Youth Services in Andover, specifically via help that the Andover Town Council can provide to these organisations and the community at large.
- 3) Develop recommendations for Full Town Council to approve for any provision for the current financial year.
- 4) Develop recommendations for P&R for the budget process to approve for any provision for the forthcoming financial year.
- 5) All meetings shall be conducted via zoom and anything discussed in the panel meetings shall remain confidential with the panel members until a report is generated and published in an agenda for a public meeting of P&R or the Full Council.

The Motion was debated and a recorded vote was requested by Councillor R Rowles. It was proposed by Councillor L Gregori and seconded by Councillor D Treadwell that the word “Panel” be replaced with “Working Group”, to read:

“The Council votes to establish a Working Group to investigate how the Town Council can help improve youth services in Andover, with the founding members being Cllrs Rowles, Sangster, Mumford, Waue, Banville with the following terms of reference.”

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
J Coole	X		
L Gregori	X		
K Hughes	X		
R Hughes	X		
B Long	X		
N Long			X
R Meyer			X
R Rowles	X		
D Treadwell	X		
S Waue	X		
TOTAL	9	0	2

RESOLVED: That that the word “Panel” be replaced with “Working Group”, to

	<p>read: “The Council votes to establish a Working Group to investigate how the Town Council can help improve youth services in Andover, with the founding members being Cllrs Rowles, Sangster, Mumford, Waue, Banville with the following terms of reference.”</p> <p>The Town Mayor invited other Members of the Council to indicate their interest in joining the Andover Town Council Youth Services Working Group. Councillor R Meyer indicated her interest to join the working group. The Town Mayor requested an email be sent to all the Members of the Council, in particular the Members who were absent from the meeting and invite them to indicate their interest in joining the working group.</p> <p>The amended motion became the substantive motion with the additional founding Member of Councillor R Meyer. It was proposed by Councillor R Rowles and seconded by Councillor S Waue that the substantive motion be accepted as follows: “The Council votes to establish a Working Group to investigate how the Town Council can help improve youth services in Andover, with the founding members being Cllrs Rowles, Sangster, Mumford, Waue, Banville and Meyer with the following terms of reference.”</p> <p>A vote was taken: FOR – 9, AGAINST – 1, ABSTENTIONS – 1 RESOLVED: That the substantive motion be accepted as follows: “The Council votes to establish a Working Group to investigate how the Town Council can help improve youth services in Andover, with the founding members being Cllrs Rowles, Sangster, Mumford, Waue, Banville and Meyer with the following terms of reference.”</p>
C076/09/21	COMMEMORATIVE OAK TREE
	<p>Members noted that the Oak Tree to commemorate all affected by the Covid Pandemic would be planted by the Town Mayor on the 23 October 2021 in the Vigo Recreation Ground. Confirmation of the time would be publicised in due course.</p>
C077/09/21	FINANCE
	<p>Members received and noted the list of payments up to 11 August 2021. The Chairman clarified that Toilet Hire for Mylan Road should read Toilet Hire for Vigo Road and the amendment would be made.</p> <p>Members received and noted the list of payments up to 26 August 2021.</p> <p>It was proposed by Councillor R Rowles and seconded by Councillor K Hughes that the list of payments up to 8 September 2021 be received and approved. A vote was taken: FOR - 8, AGAINST - 3, ABSTENTIONS – 0 RESOLVED: That the list of payments up to 8 September 2021 be received and approved.</p>

C078/09/21	REPORTS FROM PANELS																																																																																		
	Members received and noted a report from the Events Panel.																																																																																		
C079/09/21	ZOOM ACCESS TO COMMITTEE MEETINGS																																																																																		
	<p>Members received a report for Full Council on Hybrid Meetings. It was debated whether to cease the hybrid meetings as the Covid restrictions had now been lifted. Consideration was given to the difference in spacing that would be afforded for Members of the Public to attend Committee meetings in comparison to Full Council meetings.</p> <p>It was proposed by Councillor D Coole and seconded by Councillor R Meyer that hybrid meetings for Council and Committees, be ceased with immediate effect.</p> <p>An amendment to the proposal was suggested. It was proposed by Councillor S Waue and seconded by Councillor R Rowles that the hybrid meetings be continued for Full Council and removed for Committees, with the view to reevaluate the situation in six months' time. Councillor Rowles requested a recorded vote. A vote was taken as follows:</p> <table border="1" data-bbox="309 801 1501 1339"> <thead> <tr> <th>COUNCILLOR</th> <th>FOR</th> <th>AGAINST</th> <th>ABSTENTION</th> </tr> </thead> <tbody> <tr><td>D Coole</td><td></td><td>X</td><td></td></tr> <tr><td>J Coole</td><td></td><td>X</td><td></td></tr> <tr><td>L Gregori</td><td>X</td><td></td><td></td></tr> <tr><td>K Hughes</td><td>X</td><td></td><td></td></tr> <tr><td>R Hughes</td><td>X</td><td></td><td></td></tr> <tr><td>B Long</td><td></td><td>X</td><td></td></tr> <tr><td>N Long</td><td>X</td><td></td><td></td></tr> <tr><td>R Meyer</td><td></td><td>X</td><td></td></tr> <tr><td>R Rowles</td><td>X</td><td></td><td></td></tr> <tr><td>D Treadwell</td><td>X</td><td></td><td></td></tr> <tr><td>S Waue</td><td>X</td><td></td><td></td></tr> <tr><td>TOTAL</td><td>7</td><td>4</td><td></td></tr> </tbody> </table> <p>RESOLVED: That the hybrid meetings be continued for Full Council and removed for Committees, with the view to re-evaluate the situation in six months' time.</p> <p>The Members moved to vote on the Substantive Motion. A recorded vote was requested by Councillor R Rowles. It was proposed by Councillor S Waue and seconded by Councillor R Rowles that the Town Council keeps the hybrid meetings for Full Council and not the Committees, to be reviewed in six months' time. A recorded vote was as follows:</p> <table border="1" data-bbox="309 1738 1501 2022"> <thead> <tr> <th>COUNCILLOR</th> <th>FOR</th> <th>AGAINST</th> <th>ABSTENTION</th> </tr> </thead> <tbody> <tr><td>D Coole</td><td></td><td>X</td><td></td></tr> <tr><td>J Coole</td><td></td><td>X</td><td></td></tr> <tr><td>L Gregori</td><td>X</td><td></td><td></td></tr> <tr><td>K Hughes</td><td>X</td><td></td><td></td></tr> <tr><td>R Hughes</td><td>X</td><td></td><td></td></tr> <tr><td>B Long</td><td></td><td></td><td>X</td></tr> </tbody> </table>			COUNCILLOR	FOR	AGAINST	ABSTENTION	D Coole		X		J Coole		X		L Gregori	X			K Hughes	X			R Hughes	X			B Long		X		N Long	X			R Meyer		X		R Rowles	X			D Treadwell	X			S Waue	X			TOTAL	7	4		COUNCILLOR	FOR	AGAINST	ABSTENTION	D Coole		X		J Coole		X		L Gregori	X			K Hughes	X			R Hughes	X			B Long			X
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	N Long	X		
	R Meyer		X	
	R Rowles	X		
	D Treadwell	X		
	S Waue	X		
	TOTAL	7	3	1
	RESOLVED: That the Town Council keeps the hybrid meetings for Full Council and not the Committees, to be reviewed in six months' time.			
C080/09/21	OPENING OFFICE			
	Members noted that Officers were still gathering information regarding available options for alternative offices and that a report would be presented at the next Council meeting. Members also noted that the rental contract on the current offices was due to expire In March 2022.			
C081/09/21	DATE OF NEXT MEETING			
	Members noted the date of the next meeting as Wednesday 20 October 2021 to be held in the Guildhall, High Street, Andover, at 6.30pm.			
C082/09/21	EXCLUSION OF THE PRESS AND PUBLIC			
	It was proposed by Councillor R Hughes and seconded by Councillor R Rowles that the Members of the Press and Public be excluded from the Meeting at Agenda Items 16, 17 & 18 due to consideration of Confidential Staffing Matters and a Judicial Review Update. A vote was taken which was unanimous. RESOLVED: That the Members of the Press and Public be excluded from the Meeting at Agenda Items 16, 17 & 18 due to consideration of Confidential Staffing Matters and a Judicial Review Update.			
	CONFIDENTIAL ITEMS			
	<i>The following items were deferred to the next meeting of the Council as the 2 hour time limit was reached and Members voted not to extend the meeting.</i>			
	STAFFING REVIEW			
	CONFIDENTIAL MINUTES			
	REPORTS FROM LOCUM CLERK			
The Town Mayor closed the meeting at 8.28pm.				
Town Mayor			Date	

APPENDIX B – Conclusion of Audit 31 March 2021

B

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ANDOVER TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		✓	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

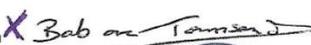
This Annual Governance Statement was approved at a meeting of the authority on:

23/06/2021

and recorded as minute reference:

C033/06/21

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman 

Clerk 

www.andover-ec.gov.uk

Section 2 – Accounting Statements 2020/21 for

ANDOVER TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	316,973	432,516	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	319,378	344,204	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	102,261	41,429	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	145,912	171,202	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	160,184	197,086	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	432,516	449,861	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	324,764	452,506	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5,176	5,176	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date 11 JUNE 2021

I confirm that these Accounting Statements were approved by this authority on this date:

23/06/2021

as recorded in minute reference:

CO34/06/21

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2020/21

In respect of

ANDOVER TOWN COUNCIL– HA0006

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- The figure in Section 2, Box 8 of the prior year comparative column does not agree to the prior year final signed AGAR. This is due to a transcription error. Section 2 Box 8 for 2019/20 should read £454,507.
- The authority has confirmed the Locum Clerk's salary has been included in Box 4 rather than Box 6 for the current year. Please note that Box 4 should comprise payments made in relation to the employment of staff including only gross salary, employers' national insurance contributions, employers' pension contributions, gratuities for employees or former employees and severance or terminations payments to employees. Employment expenses which are benefits (mileage, travel, etc.) and items of reimbursement of expenses for postage, stationery or other outlays made on behalf of the smaller authority are not staff costs for the purpose of completion of the AGAR in accordance with proper practice. The Joint Panel on Accountability and Governance Practitioners' Guide issued March 2020 requires staff costs to be classified in this way and for the prior year comparative figures to be restated on a consistent basis.

Other matters not affecting our opinion which we draw to the attention of the authority:

Section 1, Assertion 5 has been marked as 'No'. The smaller authority has provided us with an explanation for this. This is consistent with the internal auditor's response to internal control objective C. As such, the small authority should take action to address this weakness in timely manner.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

23/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Produced for: Full Council	Date of Report: 14/10/2021	Author of Report: Town Clerk
Background: The AGAR is submitted each year to demonstrate that the Council is following good practice with regard to its accounts and processes.		
Findings: For the Year Ending 31 March 2021 the External Auditors have highlighted 2 areas. The first was a typographical error which was corrected but require re-stating when the Town Council submits its AGAR for the Year Ending 31 March 2022. The second was in an incorrect allocation of funds which again will require re-stating when the Town Council submits its AGAR for the Year Ending 31 March 2021. Other Matters: Refers to the late agreement of the List of Assets and the Corporate Risk Assessment. The Town Council will need to ensure that it approves these in good time during 2021/2022 in order to comply with the requirements of the AGAR.		
Legal and Policy Implications The Town Council must comply with the findings and requirements of the External Auditors.		
Recommendations: To note the report and the actions that will be taken to address the areas highlighted in the AGAR Year Ending 31 March 2021,		

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

Tel: 01264 335592

Email: townclerk@andovertc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

APPENDIX C – UPDATE FROM EVENTS PANEL

C

Produced for:

Full Council

Date of Report:

14/10/2021

Author of Report:

Tor Warburton

Background:

- The Events Panel and the sub-panel for the Queen’s Jubilee met several times to discuss Event provision for Andover on behalf of Andover Town Council

Pancake Race:

- Members considered helping to run the pancake race in Andover Town centre at Easter in 2022. Members have liaised with Cllr I Anderson to deliver this and a virement was recommended to the P & R Committee to financially accommodate the event.

Queen’s Jubilee – June 2022

- Members have confirmed with multiple agencies the best format for this.
- The panel are suggesting a picnic in Vigo Park with music on Sunday 5 June 2022, once fully investigated recommendations will be brought to Full Council for approval.
- ERII Lighting sign – investigations underway to establish the requirements to hang the sign on the front of the Guildhall for the duration of the celebrations. A recommendation will be brought to Full Council once all information is gathered.
- Beacon – the panel are investigating whether the beacon used in previous celebrations can be lit in line with the Country’s beacon lighting. A recommendation will be brought to Full Council once all information is gathered.
- The panel are investigating the possibility of holding a tea dance to celebrate the event. Once fully investigated recommendations will be brought to Full Council for approval.
- The panel are discussing a window display competition in conjunction with the BID. More information will be brought to Full Council for consideration at a later Council Meeting

Andover in Bloom – 2022/2023

- The panel discussed delivering an Andover in Bloom event in 2022/2023, investigation is ongoing, It was agreed that Cllr Rowles would contact the previous organiser, and talk to local related businesses about sponsorship possibilities.
- A website or page for Andover in Bloom, was discussed.

Legal and Policy Implications

Andover Town Council must comply with the following legislation for the ERII lighting display;

- Highways Act 1980 Section 178 (with specific attention to subsection (1))
- BS EN 40-3-1:2013 Lighting Columns. Design and verification. Specification for characteristic loads.
- BS EN 40-3-2:2013 Lighting Columns. Design and verification. Verification by testing.
- BS EN 40-3-3:2013 Lighting Columns. Design and verification. Verification by calculation.
- PD 6547:2004+A1: 2009. Guidance on the use of BS EN 40-3-1 and BS EN 40-3-3.
- TR22 Managing a vital asset: Lighting Supports. ILP
- GP03: Code of Practice for Electrical Safety in Highway Electrical Operations. ILP
- BS7671: Requirements for Electrical Installations.

- Traffic Management Act 2004.
 - The Construction (Design and Management) Act 2007
- Health and Safety and Work etc Act 1974

Recommendations:

To note the report.

APPENDIX D – CHRISTMAS PROVISION UPDATE

D

Report on the installation of the Christmas Tree and Christmas Light provision for 2021

Produced for:

Full Council

Date of Report:

14 October 2021

Summary of Key Issues

To receive an update on the installation of the Christmas Tree and Christmas Light provision for 2021.

Update:

Christmas Tree: A 30ft Christmas Tree has been ordered at a cost of £4315.00 for delivery, installation, securing and removal. Delivery date is currently scheduled for the week of the 8th November 2021 and will be confirmed imminently. Flexibility is required because of lack of haulage. Officers will be in attendance, as required by insurance policy.

Christmas Light Installation: Has been confirmed for 15/16th November 2021. Officers will be in attendance, as required by insurance policy. Member volunteers would be welcomed.

Eyebolts on Guildhall: Resin sheaths are in place and the installers have spoken to TVBC to establish the exact equipment needed to install the light provision on the Guildhall.

New columns along the Town Mills development: All new columns now have commando sockets.

Christmas tree fencing: the same fencing has been requested as last year and will be delivered the morning after the tree arrives.

License application: License approval has been received for all lights, except the new columns in the Town Mills development. This is due to be resolved imminently.

Christmas delivery: Officers are liaising with TVBC, The Bid and the Chantry Centre for delivery of this year's Christmas celebration in Andover.

To note:

Lighting sheets: Blachere have been notified that the colour was not uniform last year and have been asked to rectify it this year.

Lighting colour: New lights have been ordered in 'bright white' to so that the lighting scheme is uniform.

Christmas tree lights: Will be hung around the tree, as last year.

Legal and Policy Implications

Andover Town Council must comply with the following legislation for Christmas Lights;

- Highways Act 1980 Section 178 (with specific attention to subsection (1))
- BS EN 40-3-1:2013 Lighting Columns. Design and verification. Specification for characteristic loads.
- BS EN 40-3-2:2013 Lighting Columns. Design and verification. Verification by testing.
- BS EN 40-3-3:2013 Lighting Columns. Design and verification. Verification by calculation.
- PD 6547:2004+A1: 2009. Guidance on the use of BS EN 40-3-1 and BS EN 40-3-3.
- TR22 Managing a vital asset: Lighting Supports. ILP
- GP03: Code of Practice for Electrical Safety in Highway Electrical Operations. ILP
- BS7671: Requirements for Electrical Installations.
- Traffic Management Act 2004.
- The Construction (Design and Management) Act 2007

- Health and Safety and Work etc Act 1974

Recommendations

- **To note the report.**

Note: The person to contact about this report is Tor Warburton (Deputy Town Clerk), Andover Town Council, 66B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: deputytownclerk@andovertc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

APPENDIX E – REPORT FROM GRANT AID PANEL

E

Produced for:

Full Council

Date of Report:

14/10/2021

Author of Report:

Tor Warburton

Background:

The Grants Panel have met since inception to review 5 grant applications:

- CIC – Andover Rocks with AFest – grant requested: £300
- Youth Options/Scott Centre – grant requested: £990
- Rooting for Andover – grant requested: £1156
- Picket Piece Netball Club – grant requested: £750
- Picket Piece Baby and Toddler Group – grant requested: £340

CIC – Andover Rocks with Afest.

A-Fest is Andover’s free Youth Festival and highlights the fantastic range of youth provision in Andover, and showcases the activities and opportunities for young people between 5 and 18. In September, A-Fest will run alongside Andover Rocks and be based in the Riverside Park as a test run for holding events in that location. We will be updating the website to promote local organisations offering opportunities for young people in Andover, alongside local young performers, and appropriate business sponsors. We are planning to have hands on arts and crafts, and storytelling as part of the day.

- The delivery date for this had passed, therefore did not comply with Grant Policy.

Youth Options/Scott Centre.

The Scott Centre Holiday Club runs from our Centre in Mead Hedges every school holiday.

The Ofsted registered club mixes fun and learning to ensure that participants enjoy their time at the Centre whilst taking part in constructive activities that encourages them to stay engaged with learning and develop their social and emotional capabilities.

Sessions start at 8.30am and run Monday to Friday. Our highly trained and dedicated play workers run a variety of arts and crafts, sporting, and outdoor activities to keep children engaged. All activities are run in line with current Government Guidelines.

At present parents are able to purchase places; £22 for a half day and £30 for a full day. We would like to offer vulnerable pupils and families who may not be able to usually access this service the opportunity to utilise the holiday club. We are therefore seeking funding to cover 60 holiday club places.

We currently work with Pilgrims Cross School to deliver breakfast and afterschool clubs. Through this work we have been made aware that there are many pupils who come from vulnerable or disadvantaged families. Over the holiday period these children are disengaged from learning and the support network that they receive from professionals at the school.

Together, Youth Options and Pilgrims Cross School are seeking funding to support these families during the school holidays. We are asking for £990 to part-fund 60 holiday places that will be used each holiday starting from February Half Term. The rest of the cost will be split equally between our own reserves and funding from Pilgrims Cross School.

We will be liaising with the school who will refer pupils on a place-by-place basis to ensure that we are supporting those who are most vulnerable and in need of support. The individual needs of the those referred will depend on how quickly the places are filled and how many different pupils attend.

The Scott Centre has been delivering Childcare Provision for 26years and has a great understanding of how best to run engaging and fun activities for young people.

We continued to offer childcare provision throughout lockdown in line with government guidelines. Initially this was just to children of Key Workers.

Our Playworkers are trained to Level 3 in Playwork/Early Years or have evidence of an appropriate level of previous employment and experience in the Childcare sector. Staff are also trained in paediatric first aid, safeguarding/child protection, Prevent and other various job-related qualifications.

Parents who have used our club before have given the following feedback:

'I cannot thank you enough for continuing to run the holiday club.'

'I'd like to thank to all staff for the hard effort at this strange time. My daughter love spending time in the club and always has fun! Thank you.'

'The staff are so friendly and listen if you have an issue or concern. My child loves going.'

'My child loved attending holiday club. So many activities going on and the staff are always friendly. I do hope you run it again.'

'The Scott Centre team is amazing, kind, hardworking and caring. They are professional and have good communication skills. My daughter really enjoys it at the Scott Centre; they do exciting, fun activities and I can't thank them enough for their hard work ensuring the children's health and safety, especially during the challenging times of the pandemic.'

- The panel reviewed the application. All questions were answered, and the application complies with the Grant Policy.
- **The Grants Panel recommend to Full Council that this application is awarded.**

Rooting for Andover

Details of Actions

We aim to run a series of campaigns and events in Andover to promote food growing, community gardening and to improve the use of green spaces in the urban environment.

We will:

- 1) Run competitions and provide awards for:
 - a) Environmentally friendly gardening in all Andover Wards including the north Andover estates
 - b) Gardening and food growing that promotes biodiversity
 - c) Food growing in different environments; small spaces, allotments, hanging baskets
 - 2) Attend events with our exhibition stand which will be engaging and encourage people to develop their interest in gardening, community gardening, biodiversity and food growing.
 - 3) Run free training events – open to all – and tutored by senior Trustees
 - 4) Negotiate the rights to use and develop land or urban spaces for community growing.
- Besides the environmental benefits of gardening and growing, the green environment has substantial benefits for mental health. Supporting community gardening activities is known to have very wide social as well as environmental benefits.

We will particularly focus on engaging a wide demographic in our activities

Why the grant is needed.

Rooting for Andover is a newly formed organisation. It is currently a not-for-profit company limited by guarantee but we are currently applying to the Charity Commission to become a charitable incorporated organisation. We are working with voluntary sector advisory bodies such as Action Hampshire and have initial policies in place to comply with our necessary charitable and legal requirements.

We are working on many strategies to develop funding; indeed, our chair of trustees is undertaking a sponsored virtual walk from Lands' End to John O'Groats. However, the setup, regulatory and insurance costs of new charities are very high and we will not be able to make as much progress as quickly as we might if we have to depend entirely on our own fundraising. We have already financed our own website www.rootingforandover.co.uk and some of our initial regulatory set up costs.

We need funding for:

- 1) Equipping the stand
- 2) Insurance (Public and Event liability)
- 3) Cups/rosettes etc. for awards
- 4) Printed material describing the project
- 5) Hand tools and gardening, first aid

- The panel reviewed the application. All questions were answered, and the application complies with the Grant Policy.
- **The Grants Panel would recommend to Full Council that £1000 is awarded to Rooting for Andover, which is the maximum Andover Town Council's Grant Policy allows.**

Picket Piece Netball Club

We intend to create Picket Piece Netball Club.

Recently, we asked Test Valley Borough Council if they could paint Netball court lines on the tennis court in Picket Piece. TVBC have agreed to do this, so we are looking to set up a Netball club to enable women to meet like minded people, make friends, socialise, exercise in a safe and friendly environment. There is a big demand for this in Picket Piece, and we will gladly advertise this elsewhere to get more women involved. We believe this will be great for improving people's mental health and for building a better

community. In future, and if the desire is there, it may even be possible to enter a team into a competitive league.

As this is a completely new club and we have no equipment, we need funds upfront to purchase equipment up front.

- **The panel reviewed the application. Questions remain outstanding. It is hopeful a verbal update can be given by the panel so that this application can be considered at Full Council.**

Picket Piece Baby and Toddler Group

We want to re-launch the Picket Piece Baby & Toddler group, however there are upfront costs that we need to cover in order for us to start. We are asking for help covering our insurance, one month of hall hire (which will allow us to build up a cash reserve from the entry fee). We will also need to purchase lots of hand gel and anti-bacterial wipes, to ensure that all toys and equipment are thoroughly clean, so that we are covid secure and able to operate.

In February 2020, the Baby & Toddler group spent most of their cash reserves on public liability insurance for the year, sadly covid-19 meant that the group wasn't able to operate at all, so they didn't receive the benefit of this, nor were they able to build up their cash reserves from entrance fees collected throughout the year. Financial support is required to cover the upfront costs associated with relaunching the group.

- **The panel reviewed the application. Questions remain outstanding. It is hopeful a verbal update can be given by the panel so that this application can be considered at Full Council.**

Legal and Policy Implications

Andover Town Council must comply with its own Grants Policy.

Recommendations:

To consider and approve the recommendations from the Grants Panel.

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

Tel: 01264 335592

Email: deputyclerk@andovertc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

APPENDIX F – PAYMENTS UP TO 1 OCTOBER 2021

F

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1474	DDBGAUG 20211	£11.40	4210/6	02/09/21	British Gas - Electricity useage Offices 68B High Street August 2021	£11.40
1475	DDCOBWE BSEPT20 1	£207.12	4000/5	26/09/21	Cobweb Solutions Ltd - IT services for Office 365 September 2021	£207.12
1476	BACS:4697 37731	£16.49	4210/8	30/09/21	W R Coulter - Reimbursement for Printing Costs September 2021	£16.49
1477	BACS:5151 61362	£67.20	4000/1	31/08/21	Dataplan Payroll - Payroll Services August 2021	£67.20
1478	BACS:4583 86965	£35.94	4000/6/2	01/10/21	Custom Studio Ltd - Website Hosting October 2021	£35.94
1479	BACS:9102 69193	£816.00		09/09/21	Grass and Grounds - Grass Cutting Allotment Sites August/September 2021	£816.00
1480	DDMAINSE PT20211	£4.78	4210/7	31/08/21	Mainstream Digital - Fraud Protection (Phone lines) September 2021	£4.78
1481	DDMAINJU NJUL20211	£4.37	4210/7	31/08/21	Mainstream Digital - Call Charges 30.06.2021 - 29.07.2021	£4.37
1482	BACS:6905 27011	£400.00		31/08/21	M B Pest Services - Pest Control for 7 allotment sites August 2021	£400.00
1483	BACS:6533 4961	£282.47	4210/15	28/09/21	Moores Cleaning Services Ltd - Office Cleaning Services September 2021	£282.47
1484	BACS:6632 61660	£960.00	4000/4	24/09/21	PKF Littlejohn LLP - External Audit Fees 2021	£960.00
1485	BACS:3738 10429	£486.67	4210/10	02/09/21	Pitney Bowes - Franking Machine Rental & Postage August 2021	£486.67
1486	BACS:7669 68354	£12.00	4210/17	20/08/21	Restore Datashred - Covid-19 Rental Charge for Waste Box August 2021	£12.00
1488	BACS:5717 36559	£280.00	4000/3	17/09/21	Surrey Hills Solicitors - Acquisition of Allotments from David Wilson Homes (Ox Drove Site)	£280.00
1489	BACS:8391 38308	£300.00	4000/3	30/09/21	Surrey Hills Solicitors - Retainer for Legal Advice September 2021	£300.00
1490	BACS:5554 19309	£139.11	4100/4	10/09/21	Test Valley Borough Council - Hire of Guildhall 13 September 2021	£139.11
		£864.00			Confidential	
Total						£4,887.55

Signature

Date


1/10/2021

Signature

01/10/21 12:18 PM Vs: 8.61.01

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<p>Produced for: Full Council Meeting</p>	<p>Date of Report: Wednesday 13 October 2021</p>
<p>Summary of Key Issues</p> <p>To accept the Risk Assessment carried out for the return of Staff to the Town Council Offices. To note that it will be published on the Town Council website. To note the actions to be taken to ensure that the Offices are Covid Safe To approve the costs of the equipment required to ensure that the Offices are Covid Safe To approve the Town Council Offices being registered for NHS Track and Trace. To approve the shift patterns for staff to ensure they are Covid Safe. To approve the opening of the offices ‘by appointment only’ to ensure that they are Covid Safe To note that contact details of all persons entering the offices will be required to enable NHS Track and Trace. To note that the Health and Safety Executive (HSE) will be carrying out a spot check on Tuesday 19 October 2021 to ensure that the Town Council Offices are Covid safe – a verbal update will be given by officers at the Council meeting on Wednesday 20 October 2021.</p>	
<p>Current Situation</p> <p>From Monday 19 July 2021, social distancing guidance no longer applies in England. This means that employers do not need to implement social distancing in their businesses, workplace or venue and customers, service users and employees do not need to keep apart from people they do not live with. However, Covid-19 infection cases continue to rise so, employers should carefully consider retaining appropriate social distancing measures where risk assessments identify that this could help reduce the spread of infection.</p> <p>Employers should discuss the timing and phasing of a return with their employees and trade union representatives. These discussions should also include arrangements for the continuation of home working.</p> <p>Employers must continue to follow statutory health and safety requirements and take reasonable steps to manage risks in their workplace (National Joint Council for Local Government Services (NJC))</p> <p>Officers of the Town Council have been successfully working from home, since March 2020, continuing to provide the services of the Town Council.</p> <p>Under current Government Legislation, meetings that are held in public, to make decisions are no longer allowed to be online. Therefore Face to face meetings have now resumed and these are being carried out in The Guildhall under careful guidance from Test Valley Borough Council to ensure safety for all participants.</p> <p>The vaccination roll-out has been very successful and 63% of the population have now had at least one inoculation.</p> <p>With the lifting of restrictions on the 19th July 2021, Officers have carried out Risk Assessments and assessments for the cost of equipment to allow Officers to return to the Town Council Offices.</p>	

Risk Assessments must be carried out on a regular basis as and when government guidelines and laws change. The Virus is constantly mutating and changing and this either increases or reduces the relevant risk. The Risk Assessments have to be published on the Town Council's website. If any of the Officers have concerns over their safety they must have access to the Risk Assessment to ensure the Town Council is following any recommendations. The Health and Safety Executive (HSE) are carrying out a 'spot check' on the Town Council Offices on Tuesday 19 October 2021 to ensure that they are Covid Safe. The results of the spot check will be reported back to full Council, as soon as possible.

Purpose of Report

The purpose of this report is to inform Members of the Risk Assessments carried out on the Town Council Offices. The report is to inform Members of the implications of Risk and the consequences. The report will inform Members of the cost of equipment to ensure that the Town Council Offices are Covid safe. The report will ask Members to implement any recommendations on safety and risk and to approve the release of funds to allow for the purchase of equipment. The report will ask Members to approve the shift patterns for staff to ensure they are Covid Safe. Members will also be asked to allow for the installation of equipment prior to Officers returning the Offices.

Shift Patterns

Officers have been working from home successfully since March 2020. It should be noted that 1 Officer cannot work in the Offices alone as the risk for lone working would be too high. There are currently 5 Members of staff. 2 shifts could be organised to ensure 'bubbles' and continuation of cover should any of the Officers contract Covid and have to self-isolate. It should be noted that even if Officers/Members/Public have received 2 doses of the vaccine, it does not prevent the contraction of the virus and or the spread of it.

Risk Assessment for Officers to return to Council Offices

Attached at **Annex 1** is the General Risk Assessment for the return of Officers to the Town Council offices. There are a number of actions that must be taken to minimise the risk of spreading the disease, they are as follows:

- Staff should have their temperature taken upon entrance to the office every day.
- If a member of staff, contracts COVID they will be required to self-isolate. If any member of staff is not double jabbed and come into contact with an infected individual, they will be required to self-isolate regardless of a negative COVID test.
- Staff will be reminded on a regular basis to wash their hands for at least 20 seconds with water and soap
- Hand sanitiser must be provided and used regularly
- To reduce the spread, all staff will be reminded of the public health advice <https://www.publichealth.hscni.net/news/covid-19-coronavirus>
- Posters, leaflets and other materials must be available and on display <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>
- Toilets and washroom facilities must be cleaned after each use

- Regular cleaning of work areas, areas where staff have made contact with other staff or public must take place
- Screens must be cleaned after each use
- Staff, must work in shift patterns with the same colleagues 'buddy system' to minimise transmission and to ensure that, if they develop symptoms, as few people as possible will be affected and staff can continue to come into the offices.
- Staff must stay in their own offices, ideally with closed doors which will pose ventilation issues.
- Ventilation is essential and fresh clean air should be circulated (this is a problem in most of the offices as they do not have windows or doors that can be left open (Fire Doors))
- Each office must be deep cleaned at the end of every day – including: phones, desks, door handles, hoovering, banisters, light switches, toilets, kitchen area, taps etc.

Recommendations for the return to offices

There are a number of recommendations included in the Risk Assessment to ensure that the Offices are Covid Secure:

- Screens must be installed for frontline staff (receptionist and allotment officers)
- Hand sanitiser areas will be strategically placed on every floor, one per office/room and two in the main office and one in the entrance doorway area.
- Tissues will be provided at each sanitizer area along with a sealed waste bin
- Councillors and public must make appointments to visit the offices, only on the days that the officers are due to be in to ensure that Health and Safety precautions are in place
- Meetings with ANYONE outside the officers 'buddy system' will ONLY take place by appointment.
- If meetings take place, suitable PPE will be recommended to be worn
- On making an appointment, all attendees must declare and sign paperwork confirming that to the best of their knowledge, they are Covid free and if they develop any symptoms the meeting will be rescheduled
- Anyone entering the offices will have their temperature taken
- All surfaces must be deep cleaned after a meeting, including door handles, desks, toilets etc.
- NO kitchen facilities/refreshments will be available for meetings of any kind
- Each staff member to be provided with own cup, cutlery
- One staff member in the kitchen/toilet at any one time
- Each area to be cleaned thoroughly on departure
- Staff must be provided with own stationery – no central supply
- Use of photocopier and printer to be limited with each piece of equipment cleaned thoroughly after each use OR
- Provide each member of staff with own scanner/photocopier/printer
- Social distancing – although the restrictions have been lifted it is recommended that, as far as possible a 2 metre (6.5 foot) distance be maintained for safety.
- If a member of staff or public has developed Covid-19 and were recently in the Andover Town Council Offices, the Deputy Clerk/Town Clerk must contact the Public Health Authority to discuss the case, identify people who have been in contact with them and take advice
- All staff must return home until the offices have been deep cleaned and it is safe for them to return
- Staff must be provided with regular communication of mental health information and an open door policy for those who require additional support
- The office will be registered with the NHS Test and Trace
- Staff will be encouraged to use the NHS Test and Trace App.

- Staff will be encouraged to carry out lateral flow tests at least twice a week (these are available free of charge from the NHS)

Social Distancing

Although Social Distancing is no longer mandatory, it appears to be an effective way to reduce the risk of transmission of Covid. Therefore to maintain high safety standards for all using the Town Council Offices and to reduce face to face contact the following will be implemented:

Conference calls to be used instead of face to face meetings, wherever possible.

A distance of 2 metres (6.5 foot) will be maintained, wherever possible.

Mental Health Management – health and wellbeing awareness will be promoted and support will be provided <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>
www.hseni.gov.uk/stress

Committee Meetings

All Council and Committee meetings will be held in the Guildhall or alternative larger space (the office space is too small to accommodate larger gatherings safely and has extremely poor ventilation in the main office where meetings would usually be held).

Members of the Public will be able to attend in person.

A zoom video link has been set up to allow Members of the Public view Council meetings. However, Committee meetings will no longer be live streamed.

Due to the lack of air circulation in the Council Office and Government Guidelines recommending that people minimise their contact time, it is not safe to conduct meetings in the Council Offices.

Actions required to implement the recommendations

Additional time (Overtime or TOIL) will need to be allocated to Officers to allow for the additional cleaning required to take place in the offices. Alternatively, the working day will be reduced to allow for the additional time for the cleaning to take place. We are awaiting advice from HSE regarding deep cleaning at the end of each day.

For deep cleaning, either cleaning contractors will be required every day or staff must be paid overtime/TOIL to clean or time allowed within working hours to clean. It is estimated that it will require at least an hour to deep clean each office and larger areas.

ACTION PLAN TO RETURN TO OFFICES

- 1. Equipment will be sourced and installed prior to the return of Officers**
- 2. PPE will be provided to all Officers**
- 3. Once staff are back to full strength (sickness has ended) a staff rota (Buddy/Bubble) system will be implemented to ensure that the offices are manned as far as possible.**
- 4. To open the offices to Councillors and the Public by appointment only.**
- 5. The Coronavirus situation will be closely monitored. If the situation changes again, a further report will be brought to full Council.**

Financial Implications

The Town Council are advised to provide the following to ensure the Town Council Offices are Covid Secure:

Safety Screens x 2 - £300

Safety signs - £60

Caution tape and barriers/signs - £200

Visors for staff - £70 (to be replaced as necessary)

Masks for staff - £35 (to be replaced as necessary)

Gloves for staff - £14 (to be replaced as necessary)

Hand Sanitizer - £75 (to be replaced as necessary)

Tissues - £10 (to be replaced as necessary)

It is not known how often the Visors, masks, gloves and hand sanitizer will require replacement/replenishment but it will be an on-going cost.

Total initial cost: £764

Cleaning equipment and supplies will also be required if the advice is to be followed

This will be approximately: £144 per month

The potential cost per month for the replacement/renewal of the equipment and cleaning products could be in the region of £350 per month.

If Members are minded to contract a cleaner to clean the offices every day the cost will be in the region of £1,200 per month.

If Members require the staff to carry out the cleaning and either allow reduced working hours or paid overtime the equivalent cost will be in the region of £700 per month. However, production of work for the Town Council will be reduced and or interrupted.

The Town Council does not have a budget for the equipment listed above.

The costs would be taken from the New Equipment Budget Line with a recommendation that for the duration of the financial year 2021/2022 any overspend be taken from Operational Reserves.

A 'Hybrid' Solution

Once staff return to the offices, 2 bubbles will be formed. Staff bubbles will be alternated to ensure that cover remains for the offices during the week and minimise contact.

It is suggested that the Town Council could consider allowing Officers to work a Hybrid Solution for the foreseeable future. If it works, consideration could be given to reducing the overhead costs to the Town Council by reducing office size and moving location. A smaller number of Officers in the office at any one time reduces the size of office required.

Officers have sourced 'serviced offices' in Andover but are yet to conduct site visits.

Consideration needs to be given as to whether the Town Council continues renting the current accommodation. A report on this will be presented to the next Policy and Resources for consideration within the Budget Process to be recommended to full Council.

Legal and Policy Implications

The Town Council has a duty of care to provide the Town Council staff with the equipment to enable them to carry out their jobs efficiently and safely.

The Guidelines and the Law on the Coronavirus is changing on a daily basis. The Infection rate, at the time of writing this report is starting to increase again approximately 30,000 cases per day. Whilst at the time of writing, the advice from central government is to encourage staff to return to offices to work, this is only if the offices are Covid Secure and every reasonable effort has been made to ensure the safety of staff. It should be noted that winter is rapidly approaching and Influenza cases are starting to rise as well, the government have indicated that they may introduce a 'soft lockdown' and ask people to work from home again if the NHS Hospital admissions continue to rise.

Recommendations

- To accept the Risk Assessment carried out for the return of Staff to the Town Council Offices.**
- To note that the general risk assessment will be published on the Town Council website.**
- To note the actions to be taken to ensure that the Offices are Covid Safe.**
- To approve the costs of the equipment required to ensure that the Offices are Covid Safe.**
- To approve shift patterns for staff to ensure they are Covid Safe, to be organised by the staff.**
- To approve the opening of the offices 'by appointment only' to ensure that they are Covid Safe.**
- To note that contact details of all persons entering the offices will be required to enable NHS Track and Trace.**
- To note any verbal updates from Offices following the 'spot check' by HSE.**

Additional note:

Officers have worked from home since the country went into lockdown and have continued to provide an exemplary service.

If meetings are required and absolutely cannot be conducted other than face to face, I would recommend that an appointment be made and officers only return to the offices for a short period.

To keep everyone safe, social distancing and reduced contact should continue to be observed.

The Members should consider the High Risk to staff and the implications if an Officer were to contract Covid-19 on Andover Town Council premises and become seriously ill.

Please remember, although most people have now been vaccinated, it does not stop the contraction of the virus or the spread. It only (hopefully) prevents a severe infection.

Note: The people to contact about this report are Wendy Coulter (Town Clerk) and Tor Warburton (Deputy Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: townclerk@andover-tc.co.uk deputyclerk@andover-tc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

COVID-19 Risk Assessment – Andover Town Council

As an employer, you have a duty of care to protect your staff and the public from harm. This means taking reasonable steps to protect employees, members and others from transmitting and developing Coronavirus.

In order to ensure that Andover Town Council is COVID secure compliant, it must undertake the following:-

- Identify what work activity(s) or situations could result in the transmission of the virus;
- Think about who could be at risk and how;
- Determine and implement control measures to mitigate the risks from the spread and/or transmission of the virus; or seek to remove this work activity(s)/circumstance where possible to do so.
- Decide whom in the organisation/business will undertake this action, and by when.

Important to note that from 19 July some coronavirus restrictions have been removed in England and UK government social distancing guidance no longer applies, however, as an employer you must still control the risks and review and update your risk assessment.

The following workplace controls remain unchanged:

- adequate ventilation
- sufficient cleaning
- good hand hygiene
- You must continue to consult your workforce on health and safety matters, talking to workers and their representatives helps to reduce risk.

Note: Employers with five or more employees must record electronically or in a manual document, the significant findings of their Risk Assessment. Andover Town Council has fewer than five full time employees, and therefore does not need to document this in writing or electronically, however it is recommended that it is done to facilitate ease of reference for management and staff.

Reference:

Working Safely during the Coronavirus Outbreak: www.hse.gov.uk/coronavirus/working-safely/resources.htm and Guidance [HSE Working Safely During the Coronavirus Outbreak – A Short Guide](https://www.hse.gov.uk/working-safely/during-the-coronavirus-outbreak-a-short-guide/).

COVID-19 RISK ASSESSMENT

COVID-19 Risk Assessment – Andover Town Council

Company/Business Name: ANDOVER TOWN COUNCIL
Address: 68B High Street, Andover. SP10 1NG

Assessment Carried Out By: Mrs V Warburton & Miss W Coulter

Date of Assessment: 5 October 2021

Date of Review: As required

To note that HSE will be conducting a spot check on the procedures in place to protect the staff, the members and the public and to make sure that Andover Town Council's Offices are fit for purpose under the current risk level from Covid 19. This is due to take place on the 19 October and it is hoped that a verbal update can be provided to Full Council.

What are the hazards?	Who might be harmed and how?	What will be done to control the risks from Coronavirus?	What further action do you need to take to control the risks from Coronavirus?	Action by whom?	Action by when?	Done
Transmission/ Spread of Coronavirus (COVID-19)	<p>WHO:</p> <ul style="list-style-type: none"> Staff Visitors Suppliers Cleaners Contractors Vulnerable groups such as pregnant workers and those with existing underlying health conditions. <p>HOW</p> <ul style="list-style-type: none"> Any person who physically encounters an infected individual who is asymptomatic/symptomatic, in relation to the business. Touching Contaminated 	<ul style="list-style-type: none"> Personal Hygiene – Hand washing facilities with antibacterial soap, hot & cold running water, and disposable hand towels. Staff to be advised to wash their hands thoroughly for at least 20 seconds. Staff Welfare, i.e. Health Checks/Questionnaires Procedure for Vulnerable/High-Risk Employees/Staff Shielding - Encourage those shielding or in higher- risk groups to continue working from home. Staff displaying COVID symptoms whilst at work will be sent home to test and isolate. Office will be closed for a deep clean and if the member of staff is confirmed as positive, everyone in 	<ul style="list-style-type: none"> PPE i.e. face coverings/gloves when walking around the office. Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Lateral flow tests to be obtained and staff encouraged to take one on arrival at office. Conduct an airflow survey to confirm that passive ventilation is sufficient to keep office compliant and safe, (https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm) Create two working bubbles: 1) Town Clerk, Deputy Town Clerk 			

COVID-19 Risk Assessment – Andover Town Council

What are the hazards?	Who might be harmed and how?	What will be done to control the risks from Coronavirus?	What further action do you need to take to control the risks from Coronavirus?	Action by whom?	Action by when?	Done
	<p>articles/objects/work equipment/machinery.</p>	<p>their bubble will need to isolate for 10 days as per government guidelines.</p> <ul style="list-style-type: none"> ▪ Social Distancing at Work - Employees ▪ Social Distancing at Work – Contractors/Visitors ▪ COVID Signage in the Workplace ▪ Controlling access and egress to the premises. Access will have to be appointment only to control the entrance. Members and public to make appointments and office surfaces cleaned after each meeting. ▪ Cleaning and disinfection of premises, equipment at the end of each day where possible and after any meeting with non-bubble members. ▪ Shared work equipment ▪ Cross contamination, i.e. manual handling of merchandise/work equipment/goods ▪ Business Transactions/Customer Payment Methods, i.e. procedure for customer orders 	<p>and Committee Officer 2) Allotment Officers, this will minimise disruption to the smooth running of the Council if one bubble needs to isolate. (note with only one Allotment Officer bubble 2 will not be able to attend the office because of Lone Working Policy.</p> <ul style="list-style-type: none"> • If bubble 1 bursts, meetings will have to cease during isolation because there will be no staff to manage them. Each meeting requires a minimum of 2 staff members, currently only available staff are the Town Clerk and Deputy Town Clerk, due to staff sickness. 			

COVID-19 Risk Assessment – Andover Town Council

What are the hazards?	Who might be harmed and how?	What will be done to control the risks from Coronavirus?	What further action do you need to take to control the risks from Coronavirus?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> ▪ Staff Arrival Times & Departures ▪ Staff working bubbles to ensure that smooth running of Andover Town Council can continue if one employee becomes infected. ▪ Staff breaks/canteen area ▪ Workplace Activities & Procedures ▪ Workplace layout/reconfiguration, i.e. designated workplace entry and exit doors. ▪ Management of Workplace High Traffic Areas, i.e. lifts/staircases/walkways ▪ Deliveries to and from Site ▪ Procedure for guests/visitors attending site ▪ Workplace Transport 				

Further reading:

COVID-19 Risk Assessment – Andover Town Council

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>

SIDS

In March 2021 Locum Clerk at the time, agreed that she would take over the SIDS project.

However no action was taken and no further progress had been made since that date. The only exception is a Risk Assessment that has been undertaken for the SIDS, by Ellis Whittam, based on the following assumptions:

- The indicator is being set up at a location with a pavement large enough to allow the assembly to take place without staff having to be in the road
- The location has a maximum 40mph speed limit
- No work at height is needed to install the indicator
- It is not going to be plugged into the mains but is either solar or battery operated
- A fully trained caretaker should be employed by the Council to work alongside the Highway.

A reminder that:

- Budget of £13,825.00 to come from CIL monies, was agreed at Full Council on 16.09.2020.
- Additional £1,000.00 grant monies was received 18.01.2021, courtesy of Cllr Kirsty North, HCC.
- Agreed 5 locations were:
 - Picket Piece – lamp column 33/38
 - London Road – Lamp column 16A
 - Weyhill Road – Lamp column 62
 - Winchester Road – Lamp column 28
 - Salisbury Road – Lamp column 32
- A successful quote was agreed at Planning 29.09.2020, for the supply of 5 SIDs from Elan City (Mr Alan Mackie is the contact on alan.mackie@elancity.co.uk). However, this is now out of date. Also, it has been established that with the addition of solar panels, the agreed model would weigh 32kg which exceeds the HCC/SSE limit of 20kg.
- S72 Speed Sign Licence - It was agreed at Full Council on 16.09.2020 that the Proper Officer sign the licence on behalf of Andover Town Council. The s72 Licence is with the Town Clerk currently.

- An application for consent to place the SIDs onto the lamp columns needs to be made to SSE. (Same people we contact for the Christmas Lights). Mandy Ware from HCC on mandy.ware@hants.gov.uk advised to complete this application once point of purchase known as it doesn't take long to go through. The link to the consent form is: <http://lightsoninhampshire.co.uk/Public/General-Attachments-Information.aspx>

Latest actions completed since September 2021:

Due to time lapsed, an alternative provider called Westcotec has been contacted and can provide equipment with the following specifications:

Please see the below weights:



Smiley Angry SID with Lead Acid Battery (total weight 24kg)

Smiley Angry SID with Lithium Battery (total weight 18.5kg)

Smiley Angry SID with Lead Acid batteries + portable solar power (total weight 27.3kg)

Smiley Angry SID with Lithium batteries + portable solar power (total weight 21.8kg)

SID powered by Lead Acid batteries last for approximately 4 weeks before needing a battery swap, with a Lithium battery, you could get 40% more longevity.

The solar panel extends the battery life for another extra 4 weeks.

Data Collection is available with additional costs:

There are two options to collect data, either via USB cable to Windows operated laptop or PC (£250.00 per sign) or via Bluetooth to Android operated device (£350.00 per sign)

Westcotec do not offer installation, due to the simplicity of process and delivery is free.

- Officer has requested quotations on the following from Westcotec and is currently awaiting a response (see diagrams below) on:

Smiley Angry SID with Lithium Battery (total weight 18.5kg)

Smiley Angry SID with Lithium batteries + portable solar power (total weight 21.8kg)

- Confirmation received from HCC, the maximum period in any one location is 3 weeks and non-returnable to that location is permitted within 8 weeks. SIDS cannot just be turned off periodically.
- Contractor to administer and maintain the SIDs currently being sourced, proving difficult.
- Alan Mackie at Elan City has been contacted and has responded as follows:

The 20kg limitation does change things somewhat for you I'm afraid. **What would be very useful to know would be if EVERY post you had in mind comes under the 20kg limit.**

Now, I'm afraid there is only 1 way in which an Evolis can fall within the 20kg limitation. If it is operated with Lithium batteries then the total weight falls to around 17kgs (30Ah Lithium batteries) or to around 15kgs (20Ah Lithium batteries). With the standard Lead-Acid batteries it weighs a shade over 22kgs.

The difference between 30Ah & 20Ah Lithium is that the 30Ah should accord you around 40% greater autonomy (the radar will function for a longer time period) between battery changeovers as opposed to the 20Ah batteries. The standard batteries would have an autonomy similar to that of the 20Ah Lithium batteries. Lithium batteries should have a significantly greater life span than Lead Acid models.

The down side on Lithium is the cost. They are very expensive.

- A 'bog standard' battery powered Evolis costs £1908 (radar plus 4 Lead-Acid batteries & trickle charger)
- The same radar pack with 4 Lithium 20Ah batteries costs £2796
- The same radar pack with 4 Lithium 30Ah batteries costs £3336

Recommendations:

- To **note** data collection is not required as this already falls under Hampshire Highways. (Further costs would be incurred with purchasing of equipment to download and store the data.)
- To **consider** the purchase of 2 – 3 SIDs, to take into account the location changes and non-return to a specific location within 8 weeks.
- To **note** the Risk Assessment relating to the contractor responsible for the maintenance and administration of the SIDs.
- To **note** that if the Westcotec quotation is less expensive, purchase of the SIDs will be made as funding has already been agreed. No requirement for further quotations to be obtained.

Risk Assessment Form							
Location/Dept:			Date Assessed:		Assessed by:		
Task/ Activity:			Review Date:		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Bring the indicator to site and parking up	Traffic Collision between staff involved in traffic and pedestrians passing by	Employees involved, members of the public	<ul style="list-style-type: none"> - Safe location to park identified and used, off road if possible. - If forced to park on road to unload, hazard warning lights will be used and time of low traffic flow will be chosen. Hi-visibility clothing to be worn. Pavement not to be fully blocked during unloading 	5	2	10	
Unloading and installing the indicator	Manual handling of indicator	Employees involved	<ul style="list-style-type: none"> - Employees familiar with good manual handling technique. - More than one person used for moving large bulky items - Indicator broken down into components weighing less than 25kg for unloading 	3	1	3	
Setting up the indicator	Traffic collision. Trip hazards from components on pavement Electrocution from components of indicator	Employees involved	<ul style="list-style-type: none"> - Work done on pavement in designated area - Employees watch for pedestrians and mov components out of the way if needed. - Indicator assembled and installed in line with manufacturer's instructions 	5	1	1	

Severity (Consequence)	
1.	Negligible (delay only)
2.	Slight (minor injury / damage / interruption)
3.	Moderate (lost time injury, illness, damage, lost business)
4.	High (major injury / damage, lost time business interruption, disablement)
5.	Very High (fatality / business closure)

Likelihood	
1.	Improbable / very unlikely
2.	Unlikely
3.	Even chance / may happen
4.	Likely
5.	Almost certain / imminent

		RISK / PRIORITY INDICATOR MATRIX				
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe	
12-25	High	As soon as possible	
6-11	Medium	Within next 3-6 months	
1-5	Low	Whenever viable to do so	