



ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

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, Andover on Thursday 22 June 2017 at 7.00 pm** when it is proposed to transact the following business:-

Wendy R Coulter
Town Clerk – 16 June 2017

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

AT 6.30PM THERE WILL BE A PRESENTATION TO THE WINNERS OF THE ANNUAL ANDOVER TOWN COUNCIL SCARECROW COMPETITION

PRIOR TO THE START OF THE MEETING THERE WILL BE A PRESENTATION FROM ERIN A CLIMATE JUSTICE AMBASSADOR REGARDING THE PLANT FOR THE PLANET AMBASSADORS PROJECT.

AT THE START OF THE COUNCIL MEETING THERE WILL BE A ONE MINUTE SILENCE IN MEMORY OF THE VICTIMS OF THE RECENT TERRORIST ATTACKS IN MANCHESTER AND LONDON AND IN REMEMBRANCE OF JO COX WHO WAS KILLED A YEAR AGO.

- 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 Chairman to sign as a correct record the minutes of the Town Council meeting held on 11 May 2017, 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 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.
- 5 **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;
 - 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;

- 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.

6 **QUESTIONS FROM TOWN COUNCILLORS TO BOROUGH AND COUNTY COUNCILLORS**

To receive any Questions from Town Councillors to Borough and County Councillors for the Wards of Andover.

7 **YOUTH COUNCIL UPDATE**

To receive an update on the activities of the Andover Youth Council.

8 **COMMITTEE MINUTES**

To receive and note the attached Minutes of the under-mentioned committees:

30 March 2017, Assets & Amenities Committee – **Appendix B.**

4 May 2017, Assets & Amenities Committee – **Appendix C.**

11 May 2017, Assets & Amenities Committee – **Appendix D.**

13 April 2017, Community Engagement Committee – **Appendix E.**

11 May 2017, Community Engagement Committee – **Appendix F.**

1 June 2017, Community Engagement Committee – **Appendix G.**

2 March 2017, Policy & Resources Committee – **Appendix H.**

11 May 2017, Policy & Resources Committee – **Appendix I**

18 May 2017, Policy & Resources Committee – **Appendix J.**

8 June 2017, Policy & Resources – **Appendix K.**

6 March 2017, Planning Committee – **Appendix L.**

27 March 2017, Planning Committee – **Appendix M.**

24 April 2017, Planning Committee – **Appendix N.**

8 May 2017, Planning Committee – **Appendix O.**

11 May 2017, Planning Committee – **Appendix P.**

30 May 2017, Planning Committee – **Appendix Q.**

6 April 2017, Allotments Committee – **Appendix R.**

9 **ACCOUNTS YEAR END 31 MARCH 2017**

To approve the recommendations of the Policy and Resources Committee to accept the Accounts Year Ending 31st March 2017 – attached at **Appendix S.**

10 **ANNUAL GOVERNANCE STATEMENT YEAR ENDING 31 MARCH 2017**

To approve the Annual Governance Statement for the Year Ending 31 March 2017 and for the Town Mayor to sign as a true statement – attached at **Appendix T.**

11 **ACCOUNTING STATEMENTS YEAR ENDING 31 MARCH 2017**

To approve the recommendation of the Policy and Resources Committee to agree the Accounting Statement for the Year Ending 31 March 2017, to be signed by the Town Mayor – attached at **Appendix U.**

12 **OFFICE ACCOMMODATION**

To receive an update report on the current status of Office Accommodation and to consider allocation of Reserves for internal and external improvements – report attached at **Appendix V.**

13 **POLICY DOCUMENTS**

To approve the recommendation of the Policy and Resources Committee to adopt the following policies: Financial Reserves Policy – **Appendix W.**

Data Protection and Information Handling Policy – **Appendix X.**

Health and Safety Policy – **Appendix Y.**

Maternity Leave and Pay Policy – **Appendix Z.**

14 **MEMORANDUM OF UNDERSTANDING – TEST VALLEY COMMUNITY SERVICES**

To approve the recommendation of the Policy and Resources Committee to approve a Memorandum of Understanding between Test Valley Community Services and Andover Town Council – attached at **Appendix AA.**

15 **CIL MONIES**

To note that the Town Council has received its first CiL monies from Test Valley Borough Council. To consider the recommendation of the Policy and Resources Committee to adopt a Policy for the process of handling the monies – Report and Policy attached at **Appendix BB.**

- 16 **CHRISTMAS LIGHTS IMPROVEMENTS/REPAIRS 2017**
To consider a report on the Christmas Lights for repairs – report attached at **Appendix CC.**
- 17 **FINANCE**
To receive and approve the list of payments up to 16 June 2017 – **Appendix DD.**
- 18 **QUESTIONS FROM COUNCILLORS**
To receive questions from Councillors as per Standing Order No 8, provided three clear working days' notice of the question has been given to the Town Clerk.
- 19 **REPORTS FROM TOWN COUNCILLORS**
To receive any reports from Town Council Members.
- 20 **DATE OF NEXT COUNCIL MEETING**
To note the date of the next Council meeting, **Thursday 7 September 2017**, in the Upper Guildhall, starting at **7pm.**

The Chairman will close the meeting.