

ANDOVER TOWN COUNCIL

Wednesday 23 March 2022



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 23 March 2022 at 6.30 pm** when it is proposed to transact the following business:-

A blue ink signature of Wendy R Coulter.

Wendy R Coulter

Town Clerk – 17 March 2022

Please find below the joining details for the Full Council Meeting on 23 March 2022 to enable members of the public to listen in to the meeting:

Watch the Council Meeting via Zoom:

Join Zoom Meeting

<https://us06web.zoom.us/j/87185283128?pwd=eXQ3VG1NellmNnBXUWE5M3JTWjAxQT09>

Meeting ID: 871 8528 3128

Passcode: 760477

One tap mobile

+442034815237,,87185283128#,,,,*760477# United Kingdom

+442034815240,,87185283128#,,,,*760477# United Kingdom

ANDOVER TOWN COUNCIL

Wednesday 23 March 2022



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

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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 meeting held on 22 February 2022, attached at Appendix A .
4	TOWN MAYORS' 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
	<p>To receive any reports from Borough and County Councillors from the Andover Wards. For clarification: Reports are;</p> <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. <p>Reports are not;</p> <ul style="list-style-type: none"> • Comments on the evening's meeting • Comments on Andover Town Council policies or procedures • Press releases. <p>Items which are not reports can be forwarded to the Town Clerk for circulation.</p>
7	QUESTIONS FROM THE ANDOVER TOWN COUNCILLORS TO THE BOROUGH AND COUNTY COUNCILLORS
	To receive any questions from Town Councillors to Borough and County Councillors for the Wards of Andover.
8	GRANTS PANEL RECOMMENDATIONS
	<p>To receive and approve the recommendations from the Grants Panel – Attached at Appendix B</p> <p>To note that the money has been received back from Mencap in relation to the Makaton training.</p>
9	EVENT'S PANEL RECOMMENDATIONS
	To receive and approve the recommendations from the Events Panel in relation to the Queens Jubilee 2022 – Attached at Appendix C .

10	CORPORATE AND FINANCIAL RISK ASSESSMENT
	To receive and approve the Corporate and Financial Risk Assessment 2022 – 2023 – Attached at Appendix D .
11	FINANCE
	To receive and approve payments up to 15 March 2022 – attached at Appendix E . To receive the Cashbook up to 28 February 2022 – attached at Appendix F .
12	PLANNING COMMITTEE RECOMMENDATION
	To receive and approve the recommendations regarding SIDS from the Planning Committee – attached at Appendix G .
13	OFFICE MOVE
	To note that the tenancy at 68B High Street has now been terminated as of September 2022 and that an office has been taken with Incuhive to start on 1 st April 2022. A decision on the storage needed will be brought back to Council, once a thorough inventory has been done and further information gathered.
14	QUESTIONS FROM COUNCILLORS
	To receive questions from Councillors, provided three clear working days' notice of the question has been given to the Town Clerk.
15	DATE OF NEXT MEETING
	To note the date of the next meeting: Wednesday 13 April 2022 to be held in the Guildhall, High Street, Andover .
16	EXCLUSION OF THE PUBLIC AND PRESS
	To pass a resolution to exclude the Members of the Press and Public from the Meeting at Agenda Item 17, Back to Basics – Next Steps, due to consideration of confidential staffing matters.
	CONFIDENTIAL ITEMS
17	BACK TO BASICS – NEXT STEPS – STAFFING
	<p>To discuss with Christian Vincent (present) with Ellis Whittam as agreed at the January 2022 Council Meeting:</p> <p><i>“ Members need to be aware that ‘Back to Basics’ includes all of the above functions. Once it is noted that the ‘Back to Basics’ plan includes all requirements listed within this report, the additional Statutory duties and the requirement for the essential operating needs, Officers will engage with external contractor to schedule an Extraordinary Council Meeting to discuss and agree next steps and who will implement them.</i></p> <p>Recommendations:</p> <ul style="list-style-type: none"> • <i>To note that all requirements listed are included in the ‘Back to Basics’ plan.</i> • <i>That additional work i.e., Queen’s Jubilee needs to be clearly researched and costed in Officers time and approved by Full Council if it is to be added to the ‘Back to Basics’ plan. ·</i>

- | | |
|--|--|
| | <ul style="list-style-type: none">• <i>To agree that once the above is noted external contractors will be brought in to discuss with the Council the next steps and who will be involved in implementing them."</i> |
|--|--|

The Back to Basics Report presented at the January 2022 Full Council will be sent to all members for reference.

The Town Mayor will close the meeting.

APPENDIX A – MINUTES OF PREVIOUS MEETING

A

Minutes Council

Time and date

6.30pm on Tuesday 22nd February 2022

Place

Upper Guildhall, High Street, Andover

Cllr B Long - Town Mayor (P)		
Cllr R Hughes - Deputy Town Mayor (P) – Chairman of the meeting		
Cllr N Asamoah (P) (6.43pm)	Cllr L Banville (A)	Cllr D Coole (P)
Cllr J Coole (P)	Cllr C Ecclestone (P)	Cllr L Gregori (P)
Cllr K Hughes (A)	Cllr N Long (P)	Cllr R Meyer (A)
Cllr M Mumford (P)	Cllr R Rowles (P)	Cllr J Sangster (P)
Cllr D Treadwell (P)	Cllr S Waue (P)	

Officers Present:

Karen Ross (Locum Town Clerk) (Taking the minutes)

Tor Warburton (Deputy Town Clerk) (managing online streaming)

County/Borough Councillors:

Borough Councillor Zilliah Brooks

Members of the Public: 4

Due to the Covid-19 Pandemic 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.

C153/02/22	APOLOGIES FOR ABSENCE
	Apologies were RECEIVED and ACCEPTED from Cllr Kevin Hughes and Cllr Rebecca Myer. Apologies were also noted from Cllr Drew and Cllr Henderson.
C154/02/22	DECLARATIONS OF INTEREST

	There were no declarations of interest relevant to the agenda RECEIVED
C155/02/22	MINUTES
	<p>The Town Mayor signed as a correct record the minutes of the Town Council meeting held on 25 January 2022, Proposed by Cllr N Long Seconded by Cllr R Hughes</p> <p>This motion was carried on a vote of 6 FOR 5 AGAINST With 1 ABSTENTION</p>
C156/02/22	TOWN MAYORS' ANNOUNCEMENTS
	The Town Mayors verbal reported was RECEIVED .
C157/02/22	PUBLIC PARTICIPATION
	There were no questions raised.
C158/02/22	REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS
	<p>Verbal Reports were RECEIVED from Borough Councillor Matthews Borough Councillor Ecclestone Borough Councillor Rowles</p> <p>(Cllr N Asamoah joined the meeting at 6.43pm)</p>
C159/02/22	QUESTIONS FROM THE ANDOVER TOWN COUNCILLORS TO THE BOROUGH AND COUNTY COUNCILLORS
	<p>To receive any Questions from Town Councillors to Borough and County Councillors for the Wards of Andover.</p> <p>The following question was RECEIVED. Can Councillors from Andover Town Council become involved in the Youth Projects administered by Test Valley Borough Council.</p>
C160/02/22	INTERNAL AUDITOR'S INVESTIGATION INTO THE BUDGET 2022/2023
	<p>The report from the Internal auditor was NOTED</p> <p>It was NOTED that there will be a press release issued by the Town Council stating the response of the Internal Auditor.</p>
C161/02/22	FINANCE
	<p>To receive and approve payments up to 15 February 2022 – attached at Appendix B To receive the Cashbook up to 31 January 2022 – attached at Appendix C.</p> <p>The payments as attached as Appendix B were RECEIVED and APPROVED for payment</p>

	<p>The Cashbook up to 31 January 2022 as attached at Appendix C was RECEIVED.</p> <p>Proposed by Cllr N Long Seconded by Cllr R Hughes This motion was carried on a vote of 9 FOR 3 AGAINST With 1 ABSTENTION</p>
C162/02/22	QUESTIONS FROM COUNCILLORS
	<p>It was NOTED that the questions SUBMITTED where not in accordance with the standing orders and therefore not considered. These questions if requested will be included in next month's agenda.</p>
C163/02/22	COUNCIL OFFICES - OPTION 1 – FURTHER COSTINGS AND DATES
	<p>It was RESOLVED to accept the following recommendations.</p> <ul style="list-style-type: none"> • To receive and note the report. • To instruct Officers to terminate tenancy on current office from September 2022. • To instruct Officers to pay deposit of one month's rent (£750 + VAT) to IncuHive for Office 108 to start tenancy from April 2022. • To instruct Officers to take one of the storage options • To instruct Officers to take one of the removal costs. • To agree suggested time frames. <p>Proposed by Cllr R Rowles Seconded by Cllr J Sangster</p> <p>This motion was carried on a vote of 9 FOR 3 AGAINST 1 ABSTENTION</p> <p>It was NOTED that the storage costs should be best value.</p>
C164/02/22	MOTIONS FROM COUNCILLORS
	<p>Special Motion: Reduction of 2022/23 Financial Reserves</p> <p><u>Proposed by Cllr D Coole and Seconded by Cllr C Ecclestone.</u></p> <p>Following the TVBC Section 151 Officer's decision to accept the Town Council's 2020/21 Financial Reserves as the basis for accepting the 2022/23 Budget and Precept Demand, rather than accepting the 2022/23 Financial Reserves approved by the Full Council, this Council Resolves to:</p> <p>1. Reduce its 2022/23 Financial Reserves to £436,970, which is based on the £596,970 held in its bank accounts as at 19th January 2022, less the planned expenditure of</p>

£160,000 to 31st March 2022 as identified by the Responsible Finance Officer at the 25th January 2022 Full Council Meeting.

2. Agree the breakdown of the 2022/23 Financial Reserves as:

£94,397.83	CIL Reserves
£8,275.80	Unallocated Reserves required to satisfy Full Council approved 2022/23 Reserves Virement to reduce 2022/23 Precept Demand
£185,038.75	Operational Reserves @ 6 months operating costs (Budget divided by two)
£149,257.62	Earmarked Reserves
£436,970.00	Total 2022/23 Financial Reserves

3. Agree the breakdown of the Earmarked Reserves as:

£70,000.00	Election costs
£50,000.00	Allotments
£2,000.00	HCC Grant for SIDs
£27,257.62	Christmas Lights
£149,257.62	Total Earmarked Reserves

It was **RESOLVED** that considering the resolution in Item 8, the motion as proposed below should not be discussed.

Proposed by Cllr R Rowles
Seconded by Cllr N Long

This motion was carried on a vote of
7 FOR
4 AGAINST
2 ABSTENTIONS

C165/02/22 RECOMMENDATION FROM ALLOTMENT COMMITTEE

The recommendation from the Allotment Committee to increase the allotment rental increase of 10% per year over the next 4 years and to change the billing period to 1st October to 30th September as listed in Appendix E.

Proposed by Cllr R Hughes
Seconded by Cllr N Long

There was an amendment to the proposed motion to increase the allotment rental increase of 5% per year over the next 4 years and to change the billing period to 1st October to 30th September.

Proposed by Cllr S Waue
Seconded by Cllr R Rowles

	<p>This motion was not passed on a vote 4 FOR 7 AGAINST With 2 ABSTENTIONS</p> <p>It was RESOLVED to accept the recommendation from the Allotment Committee to increase the allotment rental increase of 10% per year over the next 4 years and to change the billing period to 1st October to 30th September as listed in Appendix E. Proposed by Cllr Hughes Seconded by Cllr N Long</p> <p>This motion was carried on a vote of 7 FOR 6 AGAINST</p> <p>Cllr Mumford requested that the question of whether the rent could be payable in instalments should be taken to the Allotment Committee.</p>
C166/02/22	DATE OF NEXT MEETING
	The date of the next meeting was AGREED as Wednesday 23 March 2022 to be held in the Guildhall, High Street, Andover.

The Deputy Town Mayor closed the meeting at 8.30pm

APPENDIX B – Grant Panel Recommendations

B

Produced for:

Full Council

Date of Report:

14/03/2022

Author of Report:

Tor Warburton

Background:

The Grants Panel have met to review 3 grant applications:

- Picket Piece Baby and Toddler - recommends full asking amount of £255 (The Grants Panel reviewed this application previously but were waiting for confirmation of bank details before awarding)
- Andover Youth Football Club - asks for over £1000, Panel recommends the maximum £1000.
- AFest (Chat together) - Panel recommends granting the maximum £1000.

NB: Members to note that the money awarded to MenCap for Makaton training, which was cancelled due to the pandemic, has been returned to Andover Town 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.

Details of Activity

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.

People in Andover who will benefit:

Previously parents from all over Andover would attend the baby & toddler group. This gave parents the opportunity to meet other parents, to socialise and for the children to interact with other children, which plays a massive part in a child's early years development. The last year has been difficult and most new parents have missed groups like this, having a support network and a chance to meet, and speak to, other parents, not to mention all of the 'Lockdown babies' who have missed out on social interaction from an early age. The Residents' Association feels that the Baby & Toddler group is crucial for the village, in improving the mental health of parents and children in the village.

BUDGET DETAILS**Costs**

Item	Cost£	VAT£	TOTAL£
Hall Hire			£120
Public Liability Insurance			£120
Hand gel and anti-bacterial wipes			£100

TOTAL PROJECT COSTS £340

Recommendations:

- The Grants Panel reviewed this application previously and asked more questions of the applicants, answers to which were received and satisfied the Panel.
- The Grants Panel reviewed all other required details and were satisfied.
- The application is for £340, the Grants Panel recommends awarding £255.

Andover Youth Football Club

The project seeks to purchase new equipment to increase our club's provision of football to children younger than current. The project will purchase two inflatable 3v3 football pitches. These pitches will allow the children start playing football in an environment that is safe from judgment and allows them to learn new technical skills by trial and error without the fear of failure. The pitches will also enable us to extend our provision for girls' football away from the normal format our club currently employs (mixed boys and girls football). Our intention is to welcome and encourage more girls into our club to further increase participation beyond current levels, having girls only teams, teams that don't currently exist in our club. The project will also use the grant to advertise in our community for new volunteers, whom we will train to a minimum of FA level 1 coaches.

Details of Activity

The project seeks to provide the opportunity for players under 6 and more girls to start playing football, our club does not currently have children of this age nor any girls only teams playing football. Sport is part of an active and healthy lifestyle; we hope starting to play football will encourage the children to choose this lifestyle for years to come. Specifically for girls we hope the new format is less daunting than the normal format dominated by boys. Our project will address the need of increased participation of girls in football. This will enable children under the age of six and girls to play football in girls only sessions. It will provide an opportunity to be active and participate in team sports with their peers, in which they will be able to learn new technical skills. The new format of 3v3 means that each child has the ball at their feet more often and for longer than the traditional format of football on larger pitches with more players, rapidly improving those technical skills. Andover Town Youth FC uses the Football Association four-corner model for the physical, technical/tactical, social and psychological development of players.

We will measure the positive changes through the number of children under the age of six and girls we enrol in new football activities enabled by the project. In the longer term having girls only teams in the club will be a positive change and indicative of increased participation.

People in Andover who will benefit:

We provide the opportunity for young people in our community to play football. As you're all aware Andover is a growing town, which over the past decade has approximately 15,500 more residents, thanks to the large housing developments that are continuing to build. The provision of team sports is unable to meet the demand from the community. Our organisation is reliant on volunteers from the community to enable young people to play sports. We provide opportunities for as many young people as we are able but this is reliant on the number of volunteers.

Other funding applied for:

£1,000.00	Funding from the County Councillor grant award scheme is now closed. I will apply to Cllr K North for this amount for this project. I have already been correspondence with her and hope to submit an application as soon as the scheme opens again
£2,479.97	I have applied for the amount shown to the Hampshire Playing Field fund administered by HIWCF.
£559.96	I have applied for the amount shown to the Jamie G Trust, to purchase four of the goals.

BUDGET DETAILS

Item Cost£	VAT£	TOTAL£
Two inflatable 3v3 football pitches from https://3v3europe.com	1,999.99	3,999.98
Six 200 cm × 75 cm × 75 cm bazooka goals	139.99	839.94
Advertising for volunteers to become coaches via flyers/leaflets, sandwich board posters and the local newspaper Andover Advertiser	250.00	250.00
TOTAL PROJECT COSTS	£2,389.98	£5,089.9

Recommendation

- The Grants Panel reviewed all other required details and were satisfied.
- The application is for 1,329.98, the Grants Panel recommends awarding the full amount allowed of £1000

Chat Together (AFest)

Description of Activity

A-Fest has been Andover's Youth Festival since 2015 and has grown and developed over that time to be a flagship event for Andover.

Over lockdown, A-Fest moved online and ran two successful events, keeping the links and the continuity going for promoting what there is available for young people in and around Andover.

We have been speaking with a range of organisations who are excited to be involved in the event, and see this as an opportunity to reconnect with local families as we move beyond the restrictions of the last two years. We hope that this year will be bigger and better, with more people, more attractions and more organisations involved.

This year the event will feature live music from young people from Andover, giving them a different platform.

Details of Activity

The grant is needed to make sure that the event runs and that we can bring young people into the Town Centre, and link them with appropriate organisations, and build the communities in the town. During lockdown, isolation was a huge issue for so many young people, and this event is a way of rebuilding some of those bridges,

People in Andover who will benefit:

This event will mostly benefit young people and families in Andover and will also provide opportunities for all residents to find new clubs and opportunities to get involved in the Andover community.

Other funding applied for:

Hampshire County Council	£1,000
Test Valley Borough Council	£1,000
Other (please provide details)	
Business Sponsorship	£1,000
Groundworks	£1,000

BUDGET DETAILS**Costs**

Item	Cost£	VAT£	TOTAL£
First Aid, Security and Stage	£ 1,037.50	£ 207.50	£ 1,245.00
Licences and legalities	£ 181.67	£ 36.33	£ 218.00
Promotion	£ 583.33	£ 116.67	£ 700.00
Attractions	£ 1,250.00	£ 250.00	£ 1,500.00
Sessional time	£ 833.33	£ 166.67	£ 1,000.00
Contingency	£ 388.58	£ 77.72	£ 466.30
TOTAL PROJECT COSTS	£4,274.42	£854.88	£5,129.30

Recommendations

- The Grants Panel reviewed all other required details and were satisfied.
- There is an agreed allocation in the 2022/2023 budget for an Afest Event in sum of £735. The Panel recommend that this is awarded as the application fulfils the Events Policy.
- The application is for £2000, the Grants Panel recommends awarding the maximum allowed of £1000.

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 C – Events Panel Recommendations

C

Produced for:

Full Council

Date of Report:

16/03/2022

Author of Report:

Tor Warburton

Background:

- The Events Panel met several times to discuss the celebrations to be held to honour the Queen's Jubilee on behalf of Andover Town Council.

Queen's Jubilee – June 2022

The Panel are recommending that Andover Town Council run the following events:

28/29 May – 28/29 June 2022 ERII Sign to be installed on the front of the Guildhall in celebration of the Queen's Jubilee.

A quote for repair of the sign and installation has now been received of £2,697.27

If members approve this cost discussions with TVBC will start in order to establish how the motif will be installed. This information will be provided at a future Council meeting.

Thursday 2 June 2022 /Celebration Church Service followed by Beacon Lighting.

Service be run with St Mary's Church – service details are yet to be confirmed.

Beacon Lighting to be run with TVBC. The beacon will be lit, in line with beacons across the country at 9.45pm.

Sunday 5 June 2022/Picnic in Vigo Recreation Park with music through 7 decades

Andover residents will be invited to bring a picnic to Vigo Recreation Park to listen to musicians celebrate the Queens years on the throne with music from the seven decades of her reign.

Children will be invited to enter a fancy-dress competition.

Thursday 2 June – Monday 6 June/Window dressing competition

Shops and businesses in Andover High Street will be encouraged to 'dress' their shop windows with a Jubilee theme, for judging on Monday 6 June by a panel made up of representatives from Andover Town Council, Test Valley Borough Council and The Bid.

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 approve all four of the project plans and subsequent proposed indicative costs.

- To delegate to Panel and Officers to action the events.
- To note that events will not happen if members do not volunteer to help and therefore agree member volunteers for each event.

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@andover-tc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

PROJECT MANAGEMENT PICNIC IN THE PARK

PROJECT OVERVIEW DOCUMENT

Project Title: Queens Platinum Jubilee

Project Sponsor (Committee and Officer): Events Panel with support from Deputy Clerk

Project Manager: Link Worker (if appropriate): Barbara Long

Why are you doing this project: To provide a picnic with music to celebrate the Queens Platinum Jubilee

What are you trying to achieve: provide a picnic with music from the 7 decades, for Andover residents to celebrate the Platinum Jubilee

Who else will be involved: Andover Town Councillors, musicians (Officers up to the event and Officer presence on the day to validate Liability Insurance) (Marie Ponting, Jane Deer, Loft Singers, Andover Town Band, African Band)

Assumptions and Constraints: manpower to help steward the event, set up and clear away. If enough volunteers are NOT forthcoming the event will not happen. Needs to be agreed before any money committed.

Start date and estimated finish date: events to take place during 5th June 2022 (11am – 7pm)

Resources Required: Councillor manpower to steward events and Officer presence (for insurance).

Estimated Staffing time: 5 hrs per week up to the weeks of the events, more then.

Picnic in the Park 5th June- musician, gazebo, sound system, toilets, first aider prize for fancy dress competition, litter picking at end of event to clean up.

Licences needed:

Permissions required:

Picnic in the park:- book Vigo Road Recreation Ground public liability insurance

Estimated Overall Project Cost: £1400 – musicians

£250 – First Aid

£500 – Toilets

£1000 – generator

£15 – prize for dress up.

£300 – litter collection

Total: £3465

Andover Town Council budget available and what cost centre: £7320

Outside Funding needed:

Reports to Committee: Full Council

Signed: Project Manager _____ Date _____

Signed: Town Clerk _____ Date _____

PROJECT MANAGEMENT

BEACON AND CHURCH SERVICE

PROJECT OVERVIEW DOCUMENT

Project Title: Queens Platinum Jubilee (Church Service and Beacon Lighting

Project Sponsor (Committee and Officer): Events Panel with support from Deputy Clerk and St Mary's Church.

Project Manager: Link Worker (if appropriate): Barbara Long

Why are you doing this project: To provide a church service to celebrate the Queens Platinum Jubilee

What are you trying to achieve: Provide a church service for Andover residents to celebrate the Platinum Jubilee

Who else will be involved: Andover Town Councillors, St Mary’s Church (Officers up to the event and Officer presence on the day to validate Liability Insurance).

Assumptions and Constraints: TVBC’s agreement for Beacon to be lit in the Remembrance Garden/Health and Safety to be researched and adhered to.

Start date and estimated finish date: 2 June – service time tba, Beacon lighting 9.45pm

Resources Required: Councillor manpower to steward event and potentially fire service and or trained/qualified individual to light beacon.

Lighting of the beacon 2nd June- beacon, gas canisters, fencing to make secure

Licences needed: TBC (may need something for the Beacon). Comprehensive Risk Assessment.

Permissions required:

Lighting beacon:- book remembrance garden public liability insurance

Estimated Staffing time: 5 per week up to the weeks of the events, more then.

Estimated Overall Project Cost: Gas Canisters £200

Andover Town Council budget available and what cost centre: £7320

Outside Funding needed:

Reports to Committee: Full Council

Signed: Project Manager_____ Date_____

Signed: Town Clerk_____ Date_____

PROJECT
MANAGEMENT
ER SIGN

PROJECT OVERVIEW DOCUMENT

Project Title: Queens Platinum Jubilee

Project Sponsor (Committee and Officer): Events Panel with support from Deputy Clerk

Project Manager: Link Worker (if appropriate): Deputy Clerk

Why are you doing this project: To repair and install the ER II sign on The Guildhall for a period of a month (lit for the Jubilee Weekend).

What are you trying to achieve: to provide a visible sign to celebrate the Queens Jubilee in the centre of Andover.

Who else will be involved: Deputy Clerk, Installation company, Blanchere.

Assumptions and Constraints: getting permission to spend the money to fix and install the sign and permission from TVBC to hang it. Infrastructure to hang on the Guildhall.

Start date and estimated finish date: Installed middle/end of May, lit from 2 June – 2 July, removed 3 July 2022.

Resources Required: Officer to organise, oversee installation, complete risk assessment and liaise with TVBC and installers.

Estimated Staffing time: 2 hrs per week up to the weeks of the installation, considerably more leading up to the installation.

Licences needed: unknown at this point but will liaise with TVBC.

Permissions required: again, will liaise with TVBC

Estimated Overall Project Cost: £3,000

Andover Town Council budget available and what cost centre: £7320

Outside Funding needed:

Reports to Committee: Full Council

Signed: Project Manager_____ Date_____

Signed: Town Clerk_____ Date _____

PROJECT
MANAGEMENT

PROJECT OVERVIEW DOCUMENT

Project Title: Queens Platinum Jubilee

Project Sponsor (Committee and Officer): Events Panel and The Bid, and shop owners, with support from Deputy Clerk and The Bid

Project Manager: Link Worker (if appropriate): Barbara Long

Why are you doing this project: To provide a window competition in Andover Town Centre.

What are you trying to achieve: shop owners to decorate shop windows to celebrate the Queen's Jubilee. Judged by panel made up from ATC, The Bid and TVBC.

Who else will be involved: The Bid, TVBC, ATC

Assumptions and Constraints: enough publicity and shop owners to participate

Start date and estimated finish date: 2 June – 5 June 2022 (tbc)

Resources Required: Councillors to distribute flyers and Town Mayor to judge event. Prize.

Estimated Staffing time: minimal.

Licences needed: N/A

Permissions required: N/A

Estimated Overall Project Cost: Advertisement/leaflet costs: £400

Prize: £200

Andover Town Council budget available and what cost centre: £7320

Outside Funding needed:

Reports to Committee: Full Council

Signed: Project Manager_____ Date_____

Signed: Town Clerk_____ Date _____

Corporate Risk Assessment Report

Produced for: Full Council	Date of Report: Wednesday 16 March 2022	Author of Report: W Coulter (Town Clerk, DPO, RFO)
Summary of Key Issues <p>The Council has a duty in each financial year to undertake an assessment of all risks that may impact on the Town Council.</p> <p>The Town Council must assess the risks it faces and ensure that measures are in place to mitigate any risk. The risk assessment must be carried out as part of the Annual Governance and Accountability Return (AGAR).</p> <p>The Corporate and Financial Risk Assessment is attached at Annex 1.</p> <p>The first part of the Internal Audit for the Year End 2021/2022 has been completed and one of the matters raised by the Internal Auditor was the Corporate and Financial Risk Assessment. The External Auditors will want sight of the documentation (the Corporate and Financial Risk Assessment in full) as well as evidence (Minute Numbers and Resolutions) that the Town Council has in place the Corporate and Financial Risk Assessment on completion of Year End 2022 (31 March 2022). It is imperative that the Town Council adopts the Corporate and Financial Risk Assessment for this year 2021/2022.</p>		
What is Risk? <p>'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements". Audit Commission, Worth the Risk: Improving Risk Management in Local Government, (2001:5).</p> <p>Risk management is an essential feature of good governance. An organisation that manages risk well, is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety but applies to all aspects of the Council's work.</p> <p>Risks can be classified into various types but it is important to recognise that for all categories, the direct financial losses may have less impact than the indirect costs, such as disruption of normal working.</p>		
Corporate and Financial Risk Management <p>Risk management is regarded as an essential element of good governance and as an integral part of internal control. It provides the foundation for effective management throughout the Council and focuses attention</p>		

on the achievement of corporate objectives together with a consistent and structured approach to risk. Managing risk in this way delivers many other benefits to the Council as set out below:

- a. The process provides a fully documented record of all major risks and opportunities
- b. The risk of failure of any initiative is reduced and, due to advance consideration of risk, fewer opportunities will be missed. There is also greater innovation in seizing opportunities.
- c. Staff can communicate their prioritised risks to members, therefore enabling focus on those risks and properly evaluated risk decisions. There is also an enhanced ability to justify actions taken.
- d. The Council can anticipate emerging issues in an ongoing and organised manner before they reach unmanageable proportions.
- e. To be effective, risk management requires input and ideas from all staff and members. This creates a culture of risk ownership.
- f. Embedded risk management satisfies Corporate Governance requirements.
- g. The Council's reputation is protected and enhanced.
- h. The Council should receive fewer complaints and will have a more satisfied community as a result.
- i. Income can be maximised and expenditure reduced.

Financial Implications

Currently there are no financial implications for carrying out the actions included within the risk assessment. However, it should be noted that Officers must be allowed the necessary time and resources to ensure that all actions are carried out.

Legal and Policy Implications

Andover Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives.

Recommendations

That the Financial and Corporate Management Risk Assessment be approved and officers delegated to action the points covered within the assessment.

Note: The person to contact about this report is Wendy 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

Andover Town Council - Financial and Corporate Management Risk Assessment

This document has been produced to enable Andover Town Council to assess the financial and corporate management risks that it faces and to satisfy itself that it has taken adequate steps to minimise and insure against them.

Date of Creation 2 February 2022

PART 1 – FINANCIAL RISK ASSESSMENT

Budget No.	Subject	Risk(s) Identified (Description)	Risk Assessment	Mitigation / Control of Risk	Review / Assess / Revise
3000	Precept	Adequacy of precept requirements.	Negligible	Sufficient funds are provided to meet the Budget and Financial requirements of the Council for the forthcoming year	Annually by Full Council
3000		Ensure there are adequate funds for the forthcoming year.	Negligible	The Budget requirements are reviewed by the Standing Committees and recommended via P&R Committee to full Council	3 month period October to December
3025	Income – Town Development	No income should be budgeted – unknown	Negligible	The Income from Grants, Sponsorship, events cannot be included in budget as it is unknown	Existing procedure is adequate
3025		Totals remain at zero	Negligible	Income shown must be zero	3 month period October to December
	Income – Policy & Resources	No income should be budgeted – unknown	Negligible	The Income from the P&R Budgets cannot be included as it they are unknown	Existing procedures are adequate.
		Totals remain at zero	Negligible	Income shown must be zero	3 month period October to December

Budget No.	Subject	Risk(s) Identified (Description)	Risk Assessment	Mitigation / Control of Risk	Review / Assess / Revise
3050	Income – Allotments	Income is included and budgeted via known current rental charges.	Negligible	Income shown is based on actual rental charges	3 month period via the Budget process and through the Allotment Committee
3050	Income – Allotments	No inflation increase on allotment income as inadequate time to increase rental.	Minor	Rental income may not cover increasing (inflation rise) of costs to run the allotments	Review via Allotment Committee and Council in 3 months after start of year. Reserves can be vired making this a minor risk because any shortfall can be covered by reserves if necessary.
	TOTAL INCOME	The income shown is from the only KNOWN income the Town Council receives in one year	Negligible	The Budget must be considered with only the known income the Town Council will receive in a year	3 month period October – December
4700/2		Christmas Lights	Minor	Due to a minor increase in the provision the budget has been exceeded this year (20/21) therefore it is safe to assume that it will exceed it within the time frame of the proposed budget. Making the risk minor because there are funds to cover the overspend in EMR.	Review via Events Panel & recommendations to full Council – Virement of funds from EMR
4700/5	Expenditure – Events & Projects	Youth Clubs	Negligible	The Council has identified a need to support the Youth of Andover. Monies included in Budget will be allocated via Grant Funding process.	Review via Grants Panel & recommendations to full Council
4700		Events – General	Negligible	The Town Council Back to Basics allows for limited events to be managed by the Town Council – events included in the Budget are to be funded via the Events Funding Scheme. Under the Back to Basics policy	Review via Grants Panel & recommendations to full Council

				each proposed event to be carefully costed for the event and staff time required.	
4700/22		Queens Jubilee 2022		Negligible	Review via Events Panel and recommendations back to full Council as required.
4190/1		Grants		Negligible	Review via Grants Panel & recommendations to full Council
4190/1/1	Grants	Emergency Funding		Negligible	
4190/3		Grants Section 137		Negligible	
				Negligible	
4000/6	Website & Community Development	Website, website hosting		Moderate	Review via Policy and Resources Committee
4210	Assets	Office provision		Minor	Review via Policy and Resources and Full Council.
4000	Corporate Management	Accounts support, bank charges, legal and professional fees, audit fees and IT support and equipment		Negligible	Reviewed as required via Policy and Resources Committee.

4100	Democratic representation	Members training and travel	Negligible	Provision has been allowed for further training. Inflation rate increase has been anticipated for these charges for 2022/2023.	Reviewed as required via Policy and Resources Committee
4180	Other services to the public	Elections	Negligible	Andover Town Council has a legal duty to ensure that there are sufficient funds to cover future elections costs. There will be full elections in May 2023. Sufficient funds have been allowed within this budget.	Reviewed by Policy and Resources Committee.
4200	Payroll	Staffing costs	Moderate	Policy and Resources Committee are aware that this budget will not cover the current Staffing Structure, which was agreed in 2018 and has vacant positions, however, until the consequences are known of the adoption of the Back to Basics plan this budget will cover current employees and emergency provision.	Constant review by HR Panel.
4210	Administration rechargeable	Subscriptions and memberships, insurance, advertising.	Minor	5% interest rate has been factored; however, these may exceed that increase. If costs rise exponentially funding can be taken from Operational Reserves.	Reviewed by Policy and Resources Committee.
4500	Allotments	Costs for services, maintenance, repairs, water, for all 10 allotment sites	Moderate	Impossible to anticipate costs at this stage as impact from interest rate levels and increased costs for materials and labour cannot be estimated. Allotment Committee have made provision by reducing required maintenance.	Reviewed by Allotment Committee.

PART 2 – CORPORATE MANAGEMENT RISK ASSESSMENT

Risk No.	Subject	Risk(s) Identified (Description)	Risk Assessment	Mitigation / Control of Risk	Review / Assess / Revise
ABC004	Financial Records	Inadequate records.	Negligible	The Council has Financial Regulations that set out the requirements.	Existing procedure is adequate
ABC005		Financial irregularities.	Negligible	The Council has Financial Regulations that set out the requirements.	Review Financial Regulations annually.
ABC006	Bank & Banking	Inadequate Checks.	Negligible	The Council has Financial Regulations that set out the requirements for banking, cheques and the reconciliation of accounts in a simple framework.	Existing procedures are adequate.
ABC007		Bank errors	Negligible	If the Bank does make an error when processing cheques and cash these are found when the bank accounts are reconciled on a monthly basis, any error is immediately reported to the bank and corrected by them.	Review Financial Regulations annually and the bank signatory list when necessary, especially after the AGM and an election.
ABC008		Loss.	Negligible	Losses would result from a bank error and these would be immediately reported to the bank. Possible losses from unauthorised access to the Council bank accounts are minimal as security devices used to access the accounts to which only the Town Clerk has access. Town Clerk cannot sign off any payments.	Monitor Bank Statements quarterly – Responsible Financial Officer (Town Clerk)
ABC009	Cash	Loss through theft or dishonesty		Cash and cheques are banked within 5 working days.	Existing procedures are adequate.

ABC012		Incorrect invoicing.	Negligible	Prior to each meeting the invoices are checked by the RFO/Clerk and allocated a cost code. An Accounts Schedule is circulated to Councillors prior to the meeting and any Councillor can query an invoice with the Clerk. If satisfactory, the schedule	
	Direct Costs, Overhead Expenses, Debts.	BACS payments	Negligible	Are approved at Council meetings and signed off by 2 Councillors	Existing procedure adequate. Review the Financial Regulations annually.
ABC013		Cheques	Negligible	Authorised and signed by 2 Councillors on council's bank mandate.	
ABC014	Grants - Receivable	Receipt of Grants/commuted sums.	Negligible	One off grants or commuted sums come with terms and conditions .as agreed by council.	Existing procedure adequate.
				Insurance cover is provided for infidelity.	Review the Financial Regulations annually.
ABC010		Information and communication	Negligible	The accounts are open to public examination each year as required by the Accounting and Audit Regulations.	Existing communication procedures adequate.
ABC011	Reporting & Auditing	Compliance	Negligible	The Annual Report is published on the Council's web-site. Auditing takes place on an annual basis.	The Council appoints an Internal Auditor each year to scrutinise the accounts. Further reassurance is provided by External Auditors if requested by the public.
ABC015	Best Value / Accountability	Work awarded incorrectly.	Negligible	The Council has financial regulations that set out the requirements for the awarding of contracts. All contract awards are made by full council.	Existing procedure adequate.
ABC016		Overspend on services.	Negligible	The Council has financial regulations that set out the requirements for the awarding of contracts. All	Existing procedure adequate.

					contract awards are made by full council.	
ABC017	Salaries and Associated Costs	Salary		Negligible	The Council authorises the appointment of all employees. Salary rates are based on the National Joint Council (NJC) for Local Government Services Pay Scales.	Existing appointment system adequate
ABC018		Salary		Negligible	Invoice raised by the Town Clerk as head of staff, checked and paid by council	Existing procedure adequate.
	Employees					
ABC019		Loss of key personnel.		Negligible	The Town Council can appoint a temporary Clerk to provide resilience in the event of the loss of the Town Clerk.	To be evaluated and progressed.
ABC020		Fraud by staff.		Negligible	Financial risks are low as only minimal amounts of cash are held. All other payments cannot be authorised by any staff.	Existing procedure adequate
ABC021		Actions undertaken by staff.		Negligible	Town Council staff are provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	Existing procedure adequate.
ABC022		Health and safety.		Negligible	All employees are provided with adequate direction and safety equipment needed to undertake the roles, i.e. protective clothing and training. Health & Safety notices are displayed in the offices.	Health and Safety policy and guidelines will be reviewed annually. Appropriate training will be given where necessary.

ABC023	Election Costs	Risk to budget from an unforeseen election cost.	Negligible	The risk is higher in an election year. The Town Clerk obtains an estimate of costs from the Borough Council for a full election and an uncontested election. There are no measures that can be adopted to minimise the risk of having a contested election as this is a democratic process.	The Town Council to ensure that sufficient budget allocation to cover by-election costs.
ABC024	VAT.	Reclaiming / charging	Negligible	VAT is reclaimed on an annual basis from HMRC and repaid by BACS.	Existing procedure adequate
ABC025	Annual Returns	Submit within time limits	Negligible	The Financial Annual Return is completed by the Internal Auditor and the Town Clerk, approved by the Council and submitted to the External Auditor within the prescribed time limit.	Existing procedure adequate
ABC026	Legal Powers	Illegal activity or payments.	Negligible	All activity and payments within the powers of the Council are resolved and minuted at meetings. Guidance and advice is provided to the meeting by the RFO. 2 Councillors check and sign off all payments. The Councillors are alternated.	Existing procedure adequate
ABC027	Agendas / Minutes / Notices / Statutory Documents	Accuracy and legality of Agendas/ Minutes /Notices/Statutory Documents.	Negligible	Agendas and minutes are produced in the prescribed method by the Parish Clerk and adhere to the legal requirements. Agendas are displayed and minutes are available in accordance with the legal requirements. Minutes are approved and signed at the following Council meeting.	Existing procedure adequate - guidance / training given to Chairman where required.

ABC028	Business Conduct	Negligible	Business conducted at Council meetings is managed by the Town Mayor.	Members adhere to the Council Code of Conduct contained within the Standing Orders.
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ABC029		Conflict of Interest	Negligible	Members declare pecuniary interests at the meeting when the item "Declarations" is reached and when an item is discussed and it becomes apparent they have an interest.	Existing procedure adequate.
ABC030	Members Interests	Register of Member Interests	Negligible	The Register of Members Interest is updated by Councillors when their circumstances change and is reviewed annually. All Registers are published on the Parish Council website.	Councillors to take responsibility to update their entry in the Register.
ABC031	Insurance	Adequacy	Negligible	An annual review is undertaken prior to the renewal date of all insurance arrangements in place.	Existing procedure adequate. Review insurance provision annually.
ABC032		Cost	Negligible		
ABC033		Compliance	Negligible	A three-year agreement for public liability insurance is normally agreed to ensure best value for money.	
ABC034		Fidelity Guarantee	Negligible		
ABC035	Data Protection	Policy Provision	Negligible	Registered with the Information Commissioner.	Check to see if registration is required for the Town Council (annually)
ABC035	Freedom of Information Act	Policy Provision	Negligible	The Town Council conforms with the Freedom of Information Act 2018 and the GDPR UK 2018 and responds to individual requests in accordance with it. The Town Council has adopted the model publication scheme and this is posted on the Town Council web-site and is available free of charge to all members of the public.	Existing procedure adequate.
ABC036	Assets	Loss or damage Risk/damage to third party(parties)/property	Negligible	An annual review of assets is undertaken for insurance purposes.	Existing procedure adequate.
ABC037	Maintenance	Poor performance of assets or amenities.	Negligible	All assets owned by the Town Council are regularly reviewed and maintained.	Existing procedure adequate.

ABC038		Loss of income or performance. Risk to third parties.	Negligible	All repairs and relevant expenditure are actioned/authorised in accordance with the correct procedures of the Council. All assets are insured and reviewed annually. All public amenity land and play grounds are inspected regularly by Town Council employees.	Existing procedure adequate.
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ABC039	Town Council Records paper	Loss through fire, theft or damage	Negligible	. The Town Council has adopted a records management policy which sets out retention and destruction periods for all Town Council records.	Existing procedure adequate
ABC040	Town Council Records electronic	Loss through fire, theft, damage, computer failure, hacking, virus infiltration.	Negligible	A large amount of data including accounts and allotment records are stored on the office computer system. A back up regime is in place: Anti-virus software is installed and the system updated as required. The Town Council also has Cyber Insurance in place for additional protection. This covers office and home working.	Existing procedure adequate.
ABC041	Highway Trees	Public Safety should a tree become unsafe	Negligible	Request annual tree inspection by Hampshire County Council's tree warden	To be evaluated and progressed
ABC042	10 Allotment Sites	Trees, paths, ponds, fences, gates etc.	Moderate	Responsibility of the Allotment Officers for Allotment Holder's Tenancy agreements and collection of rent annually 1 st October. Town Council responsibility for the 10 allotment site usage. Upkeep of permissive path, notices, gates including insurance.	Existing procedures under review.

					Insurance does not cover individual allotment holders.	
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Completed by: W. Coulter

Date: 2 February 2022

Position: Town Clerk/RFO

Signed off by Council at: To be signed off at 23 March 2022 (Council Meeting)

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1723	BACS:	£86.06		15/03/22	W R Coulter - Domain name registration for Visit Andover + printing costs	£86.06
1724	BACS	£588.00		28/02/22	A1 Loo Hire - Toilet Provision for 7 Allotment Sites February 2022	£588.00
1725	BACS:	£52.19	4210/15	02/03/22	AEDdonate - Defibrillator Pads - 1 Set	£52.19
1726	DDCOBWE BFeb20221	£283.02	4000/5	26/02/22	Cobweb Solutions Ltd - 365 Office provision March 2022	£283.02
1727	BACS:	£35.94	4000/6/2	01/03/22	Custom Studio Ltd - Website Hosting March 2022	£61.44
1728	BACS:	£25.50	4000/6/1	04/03/22	Custom Studio Ltd - Update of Pecuniary Interest Forms	£61.44
1731	BACS:	£144.00	4500/1/5/2	17/02/22	Grass and Grounds - Job no 2227 - clear, remove rubbish, strim 13a OWR	£1,272.00
1732	BACS:	£144.00	4500/1/5/2	17/02/22	Grass and Grounds - Job no: 2218 Remove rubbish from plots 11b and 36a OWR	£1,272.00
1733	BACS:	£228.00	4500/1/4/2	17/02/22	Grass and Grounds - Job no 2171 - remove tree branches, remove tree stumps, removal of waste (2 vans required) MR	£1,272.00
1734	BACS:	£144.00	4500/1/5/2	17/02/22	Grass and Grounds - Job no 2219 - remove rubbish and broken pallets from plot 59	£1,272.00
1735	BACS:	£114.00	4500/1/2/2	17/02/22	Grass and Grounds - Job no 2186 - remove all rubbish and strim plot 66 BL	£1,272.00
1736	BACS:	£360.00	4500/1/2/2	17/02/22	Grass and Grounds - Job nos 2210/2209 - strim plots 37a, 37 b, 50, 54 and 74 BL	£1,272.00
1737	BACS:	£138.00	4500/1/4/2	17/02/22	Grass and Grounds - Job no 2221: Woodchip placed along path MR (H&S Issue)	£1,272.00
1738	OWRHiltDe pos	£50.00	3052	28/02/22	Mr N M & J Hilton - Return Allotment Deposit OWR	£50.00
1740	BACS:	£2,901.00	4210/3	07/03/22	J&A Motor - Rent for Offices 68B High Street 25.03.2022-23.06.2022	£2,901.00
1741	BACS	£400.00		28/02/22	M B Pest Services - Pest Control for 7 allotment sites February 2022	£400.00
1742	BACS:	£282.47	4210/15	28/02/22	Moore's Cleaning Services Ltd - Cleaning Services for Office February 2022	£282.47
1744	BACS:	£168.48	4210/15	30/03/22	South West Hygiene - Sanitary Rental to 04.09.2022	£168.48
1745	BACS:	£300.00	4000/3	28/02/22	Surrey Hills Solicitors - Genral Advice Retainer Feb 2022	£300.00
1746	BACS:	£4,940.10	4210/4	07/03/22	Test Valley Borough Council - Business Rates for 68B High Street	£4,940.10
1747	DDINCUHI VEMar2022	£900.00	4210/3	14/03/22	The Incubive Group - Deposit Payment for Office 108	£900.00

Signature

Date

16/03/22 12:34 PM Vs: 8.71.00

Signature

Page 1

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
		£3,764.87			Confidential	
Total		£16,049.63				

Signature

Date


16/3/2022

Signature

16/03/22 12:34 PM Vs: 8.71.00

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Financial Statement - Cashbook

Statement of receipts and payments between 01/04/21 and 28/02/22 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£367,242.89
Deposits Unity Trust	£85,222.78
Petty Cash Account	£0.00
Petty Cash Card Unity	£40.22
Total	<u>£452,505.89</u>

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Events & Projects			
3025 Town Development	7,124.22	0.00	7,124.22
Events & Projects Total	7,124.22	0.00	7,124.22
Policy & Resources			
36 Business Rates Refund	0.00	0.00	0.00
99 Heating & Lighting	0.00	0.00	0.00
3000 Precept	349,584.80	0.00	349,584.80
3001 TVBC Tax band Grant	0.00	0.00	0.00
3010 Bank Interest	5.25	0.00	5.25
3011 Insurance Premium	79.15	0.00	79.15
3020 Grants Received	0.00	0.00	0.00
3021 CIL Monies	14,050.94	0.00	14,050.94
3100 VAT Refund	28,869.24	0.00	28,869.24
3110 VAT Overclaim	0.00	0.00	0.00
3115 VAT Write Off	0.00	0.00	0.00
3116 IT Equipment	0.00	0.00	0.00
3339 Mayors Events	0.00	0.00	0.00
3998 Funds held for Youth Council	0.00	0.00	0.00
3999 Funds held for Neighbourhood Plan	0.00	0.00	0.00
4000 Defibrillator	0.00	0.00	0.00
4210 Waste Removal	0.00	0.00	0.00
4211 Photocopying	0.00	0.00	0.00
4212 Payroll	0.00	0.00	0.00
Policy & Resources Total	392,589.38	0.00	392,589.38
Allotments			
3050 Allotment Rents	25,032.17	0.00	25,032.17
3051 Allotment Rents	50.00	0.00	50.00
3052 Deposit Credit Interest	0.00	0.00	0.00
3053 Deposit direct payment	0.00	0.00	0.00
Allotments Total	25,082.17	0.00	25,082.17
Total Receipts	424,795.77	0.00	424,795.77
PAYMENTS	Net (£)	Vat (£)	Gross (£)
Events & Projects			
4190 Grants	3,990.00	0.00	3,990.00
4700 Town Centre Development	23,528.36	4,554.28	28,082.64
Events & Projects Total	27,518.36	4,554.28	32,072.64

Financial Statement - Cashbook

Statement of receipts and payments between 01/04/21 and 28/02/22 inclusive. This may include

Policy & Resources

400 IT Equipment	0.00	0.00	0.00
4000 Corporate Management	22,755.29	5,045.36	27,800.65
4100 Democratic Representation	3,931.44	588.37	4,519.81
4180 Other Services to the Public	14,328.11	1,644.36	15,972.47
4200 Administration Rechargeable Staffing	165,742.77	1,614.45	167,357.22
4204 New Building Fund	0.00	0.00	0.00
4205 Bus Shelters	0.00	0.00	0.00
4210 Administration Rechargeable	31,559.27	1,966.99	33,526.26
Policy & Resources Total	238,316.88	10,859.53	249,176.41

Allotments

3052 Deposits Expenditure	0.00	0.00	0.00
4500 Allotment Service	0.00	0.00	0.00
Allotments Total	31,136.51	3,051.60	34,188.11

Planning/Highways

4300 Planning/Highways	0.00	0.00	0.00
Planning/Highways Total	0.00	0.00	0.00

Total Payments	296,971.75	18,465.41	315,437.16
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Closing Balances

Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£476,596.25
Deposits Unity Trust	£85,228.03
Petty Cash Account	£0.00
Petty Cash Card Unity	£40.22
Total	<u>£561,864.50</u>

Not all the accounts have been reconciled exactly to the end date on this statement.

APPENDIX G – PLANNING COMMITTEE RECOMMENDATION

G

Produced for:

Planning and Council

Date of Report:

23.02.2022

Summary of Key Issues

To consider the Planning Committee recommendations - contractor quotation for installation and maintenance of the SIDs.

To consider the Officer's alternative suggestion, including model change and number of devices purchased.

Background**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 funding 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

Weight limit of each SID is 20kg maximum, in order to be mounted onto a lamp column.

- 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. Parishes and Town Councils are at risk of losing their licence agreement if found to be non-compliant.
- HCC and TVBC do not hold lists of qualified contractors for the maintenance of SIDs.
- SIDs adjacent to cycleways must be installed at a minimum height of 2.4m.
- SIDs adjacent to footpaths must be installed at a minimum height of 2.1m.

Officers have also contacted the following Parish Councils for clarification of how they comply with HCC rules on SIDs location periods and management of SIDs maintenance. Responses received were:

- Upper Clatford – use their own volunteer -no training/qualifications
- Charlton – use their own volunteer – no training/qualifications
- Hurstbourne Tarrant, Tangley and Vernham Dean – share 1 SID device between all 3 Parishes, regularly moved and maintained by a qualified contractor.

Current Situation

The Planning Committee have reviewed and agreed the following quote for installation with maintenance of SIDs:

Contractor – Quote:

The quote is based on the purchase of the Westcotec type of SID and is subject to the contractor carrying out a risk assessment at each site and the sites being found suitable:

“£1,617 per SID per year based on a 50-week rota (I have two weeks off at Christmas) and based on the sign being relocated up to two times per month and allowing for a battery change once a week. This quote includes a risk assessment at each site and the installation of each bracket, assuming it is similar to the Westcotec system. (Appropriate batteries, brackets, battery chargers, padlocks etc to be provided by yourselves.)

My price is based on having a bracket for the sign positioned at each location - so the bracket does not need to be removed and reinstalled each time the sign is relocated.

The majority, if not all, battery powered SIDs require the battery to be changed every 7 to 10 days, hence my allowance for a weekly battery change.

I have over 5 years' experience managing Vehicle Activated Signs (VAS) and have past Highway Authority experience in agreeing suitable VAS locations. I hold a NRSWA (Street Works) Supervisor card as recommended by the Department for Transport for this line of work. I am knowledgeable about the Safety at Street Works and Road Works code of practice document and, as stated in the code of practice, use a suitably marked vehicle with flashing amber beacons. I hold £10 million public liability insurance as required by Hampshire County Council to work on the highway.

Payment is to be made monthly in arrears at a cost of £134.75 per SID. VAT is not charged.”

Officer's Alternative Suggestion:

The contractor mainly works only with SID devices from Westcotec, due to ease of handling the device when installing/relocating and of a lighter weight with grab handles.

Whilst being mindful that each SID will need to be removed after a period of 3 weeks from its location and not placed back in situ within an 6-8-week period, the Planning Committee recommend that a maximum of 2 SIDs be purchased and be rotated across all 5 locations. This would enable cost savings and no storage cost requirement for those SIDs that won't be in use.

In view of the above, the Planning Committee recommend that the model purchased be changed to one that Westcotec can provide:

Portable Speed Indicator Device (SID) with Smiley / Angry Face beneath, battery powered complete with spare Lithium Battery, 'intelligent' charger, sign cover and bracket set for a cost of £3,480.00 each excluding VAT.

Dimensions: 670mm x 430mm

Weight: 14kg

Weight: 18,5kg (including Lithium Battery)

All of the portable signs come complete with a comprehensive *THREE-YEAR WARRANTY* which covers everything except vandalism, impact damage, theft and batteries*.

* Batteries include manufacturers ONE-year warranty

To note: These devices are not ready enabled for data collection, however, a Bluetooth data collection pack can be purchased separately for £350.00 each excluding VAT.

Financial Implications:

- Budget of £13,825.00 to come from CIL monies, was agreed at Full Council on 16.09.2020.
- Additional £1,000.00 grant funding was received 18.01.2021, courtesy of Cllr Kirsty North, HCC.

Legal & Policy Implications

Under Road Traffic Regulation Act 1984.S.72 the Town Council has the power to provide traffic signs and other notices.

Recommendations:

- **To receive and note the report.**
- **To agree the quote for installation and maintenance of the SIDs.**
- **To agree the Officer's alternative suggestion – Change of model and number of devices purchased.**

Note: The person to contact about this report is Michelle Young, Committee/GDPR Officer, Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

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