

# ANDOVER TOWN COUNCIL

Tuesday 25 January 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 Tuesday 25 January 2022 at 6.30 pm** when it is proposed to transact the following business:-

A handwritten signature in blue ink, appearing to read 'Wendy R Coulter'.

Wendy R Coulter

**Town Clerk – 19 January 2022**

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Please find below the joining details for the Full Council Meeting on 25 January 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/89073913322?pwd=b1dWRGNNT1VWSHd3U3M5aXYrQmtTZz09>

Meeting ID: 890 7391 3322

Passcode: 114917

# ANDOVER TOWN COUNCIL

Tuesday 25 January 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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<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>
	To <b>receive</b> and <b>accept</b> apologies for absence.
<b>2</b>	<b>DECLARATIONS OF INTEREST</b>
	To <b>receive</b> and <b>note</b> any declarations of interest relevant to the agenda.
<b>3</b>	<b>MINUTES</b>
	The Town Mayor to sign as a correct record the minutes of the Town Council meetings held on 20 October 2021 and 15 December 2021, attached at <b>Appendix A</b> .
<b>4</b>	<b>PUBLIC PARTICIPATION</b>
	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.
<b>5</b>	<b>BACK TO BASICS</b>
	To receive a report on 'Back to Basics' and the way forward for the Town Council. Members to consider the recommendations within the report – report attached at <b>Appendix B</b> .
<b>6</b>	<b>STAFFING APPRAISALS &amp; PAYROLL FOR INCLUSION IN BUDGET 2022/2023</b>
	To consider a report on the conclusion of Staffing Appraisals and recommendations for the Payroll Budget to be included in the Budget 2022/2023 – report attached at <b>Appendix C</b> .
<b>7</b>	<b>EARMARKED RESERVES 2022/2023</b>
	To consider and approve the levels of Earmarked Reserves – report attached at <b>Appendix D</b> .
<b>8</b>	<b>BUDGET 2022/2023</b>
	To consider and approve the Budget for 2022/2023 – report and Budget attached at <b>Appendix E</b> .
<b>9</b>	<b>PRECEPT 2022/2023</b>
	To agree the Precept level for 2022/2023 – report attached at <b>Appendix F</b> .
<b>10</b>	<b>DELEGATED AUTHORITY IN EXTREMIS</b>
	To approve a 'delegated authority' scheme, to allow the Town Council to continue to function 'in extremis' – Scheme of delegation attached at <b>Appendix G</b> .
<b>11</b>	<b>MOTIONS FROM TOWN COUNCILLORS</b>
	"Proposed by Cllr D Coole, Seconded by Cllr N Asamoah.  That the Standing Committee Membership numbers are increased to 11 Members each, the Terms of References are amended accordingly, and the Chairman invites Members to put themselves forward as new Committee Members.

	That for those Members present tonight who wish to join a Committee(s), a vote is taken to approve new Committee Members."
<b>12</b>	<b>FINANCE</b>
	To receive and approve the list of payments up to 18 January 2022 – attached at <b>Appendix H.</b>
<b>13</b>	<b>COUNCIL OFFICES – OPTIONS</b>
	To consider and approve an option for the future of the Town Council Offices – report attached at <b>Appendix I.</b>
<b>14</b>	<b>DATE OF NEXT MEETING</b>
	To <b>note</b> the date of the next meeting: <b>Wednesday 23 February 2022</b> to be held in the <b>Guildhall, High Street, Andover.</b>
<b>15</b>	<b>EXCLUSION OF THE PRESS AND PUBLIC</b>
	To <b>PASS</b> a Resolution to exclude the Members of the Press and Public from the Meeting at Agenda Item 16 due to consideration of Confidential personal details protected under Data Protection Act 2018 and GDPR UK 2018
	<b>CONFIDENTIAL ITEMS</b>
<b>16</b>	<b>FREEDOM OF TOWN CERTIFICATE</b>
	To consider the presentation of the Freedom of the Town Certificate.

The Town Mayor will close the meeting.

# APPENDIX A – MINUTES OF PREVIOUS MEETINGS

# A

## Time and date

6.32pm on Wednesday 20 October 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 (P)	Cllr L Gregori (P)
Cllr K Hughes (P)	Cllr N Long (P)	Cllr R Meyer (P)
Cllr M Mumford (P)	Cllr R Rowles (P)	Cllr J Sangster (P)
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 D Drew

Cllr N Matthews

## Members of the Public: 3

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.**

<b>C087/10/21</b>	<b>APOLOGIES FOR ABSENCE</b>
	Apologies were received and accepted from Councillor L Banville.
<b>C088/10/21</b>	<b>DECLARATIONS OF INTEREST</b>
	Cllr D Treadwell declared an interest in Item 13 of the agenda.

<b>C089/10/21</b>	<b>MINUTES</b>
	<p>The Minutes of the Council Meeting held on 15 September 2021 were proposed by Cllr D Coole and seconded by Cllr R Rowles as a correct record.</p> <p>A vote was taken: FOR – 10, AGAINST - 0, ABSTENTIONS – 4</p> <p><b>RESOLVED: That that the Minutes of the Council meeting held on 15 September 2021 be signed by the Chairman as a correct record.</b></p>
<b>C090/10/21</b>	<b>TOWN MAYOR'S ANNOUNCEMENTS</b>
	<p>On the 23 October 2021, the Town Mayor planted an oak tree, donated by the Test Valley Mayor, in the Vigo Recreation Grounds, to commemorate all the Covid Pandemic victims in Andover.</p> <p>The Town Mayor reminded Members about Armistice Day on 11 November 2021.</p> <p>The Town Mayor gave thanks to the Deputy Town Mayor, Councillor R Hughes, who will be in attendance on behalf of the Andover Town Council on Remembrance Day, Sunday 14 November 2021.</p>
<b>C091/10/21</b>	<b>PUBLIC PARTICIPATION</b>
	<p><b><i>The notes below are a precis of statements/questions. They are not recorded word for word.</i></b></p> <p><b>Member of Public 1:</b> "Madam Mayoress, On Thursday last at the extraordinary Policy and Resources committee meeting, I had the misfortune to witness behaviour that I can only describe as Democratic Terrorism. It has led me to ponder a number of questions. With your grace, I would like to pose those questions here.</p> <p>Given that, as I understand it, Council Staff required escorting to their cars following the committee meeting; does the Council believe that this adds to the intimidation and harassment of the people who work professionally, tirelessly and with our gratitude, for our Town Council?</p> <p>The aip councillors displaying this regrettable behaviour have seemingly elected not to join the committees that their Democratic Terror tactics want to disrupt, thus denying swathes of the electorate any representation. How can they possibly justify this and still claim to be acting in the interests of the people? I would venture that they cannot.</p> <p>Following on, they make claims that they be allowed to participate in Confidential Sessions on the very committees that they have elected not to join. Can they please provide the people of Andover the documentary evidence that what they claim is not in fact simply, lies?</p> <p>I now see they are applying for membership of certain committees. Given their previous attacks, can we safely assume that they will be denied this. For the sake of future committee meetings, I hope so.</p> <p>Their actions have been criticised on multiple platforms, including their own social media pages. Usually securing the concerned members of the public, insult, scorn, and yet more unsubstantiated lies. It appears that the aip have no shame to go along with their ignorance and disregard of the Councils Code of Conduct, or even common, civil decency.</p> <p>Madam Mayoress, can they please, for the people of Andover, just STOP these acts of Democratic Terrorism until they have provided documentary evidence supporting their</p>

claims, in the correct manner, in the correct place. Here, in full Council. Their disgraceful acts do nothing but cost the taxpayer money and hurt the very reputation of our town. In closing, if the aip are so sure of their righteousness, then why not resign in protest and stand at a new round of elections. Yes, there would be a cost to the public, but that would pale into insignificance to be rid of the costs they force upon us all. Andover serves better, Andover wants better, Andover DEMANDS better. Madam Mayoress, I thank you for your indulgence."

**Town Mayor's Response:**

Thank you. We will reply to your questions in writing.

**Member of Public 2:**

I am a resident and business owner in the town. This is my town, my adopted town. I know many of you via my business. This is only the second time as a resident, I have felt I had to address full Council and it's on a more serious note.

I and many others are fed up with the pettiness and playground attitude of certain councillors. Would expect better from public office. You should stand down and let someone else with better morals and respect for others stand and serve in your place. Further more I say to you all and especially those concerned, if your only purpose as a Councillor is to only attend 1 meeting every 6 months, then you should also stand down. Allow someone to be elected who will represent their ward on a more regular basis. If your only purpose is to cause disruption and disorganisation to a democratic process, you should stand down.

I would like an apology from the Councillor. He knows who he is.

**Town Mayor's Response:**

Thank you for your comments.

**Member of Public 3:**

Can the Town Mayor confirm when the Town Council last approved the staff's appraisals?

Since 2017, Officers have not complied to the Town Council's Allotment Policy and allowed non-Andover residents to continue to rent allotments plots, subsidised plots. Will the Andover Town Council right this wrong and instruct the Allotment Officer to terminate the non-Andover residents' agreements and reallocate these plots to Andover residents?

**Town Mayor's Response:**

Non-Andover resident allotment holders was discussed at the Allotment Committee meeting of 9 September 2021. They were allotment tenants when the allotments were under Test Valley Borough Council, prior to Andover Town Council and we have honoured those contracts.

Regarding the appraisals, we will respond to you in writing.

C092/10/21	<p><b>REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS</b></p> <p><b>Councillor C Ecclestone:</b> Working with residents on Kings Chase regarding anti-social behaviour involving the nearby parks and the football games played there. For example, footballs are hitting the windows of surrounding houses. I've been pushing Test Valley Borough Council (TVBC) to do something about this. Mediocre planting. Also requested some refurbishment.</p> <p><b>Councillor N Matthews:</b> Copper Box Close roads have now been resurfaced. Cricketers Way discrepancies have now been resolved. L2 development – Augusta Park we are holding a public workshop in mid November. It will be an opportunity for the development planners to let people know, I've called it in. Update from Youth Mental Health Club, Andover Mind, Unity and myself, we have already had one youth worker start, two children and one veteran referred.</p> <p><b>Councillor R Meyer:</b> Winchester Road foot path on the western side has started to be resurfaced by Hampshire County Council, in partnership with TVBC. The end date has been scheduled for 17 December 2021.</p> <p><b>Councillor I Anderson:</b> St Mary – Virgin Media boxes have been installed. SSE will cut back tree by Arch Place. The traffic lights by Tesco's been repaired. Sainsbury Road trees have been cut back. Pilgrims Way, several mattresses appeared to have been dumped as well as trolleys. Burst water main on Artists Way – busses were still running. Colenzo Drive – the layby will be reduced to 2.4 metres which is the standard width for parking regulations. This is to prevent vehicles sticking out onto the highway and to widen the cycle way. Single yellow lines near school have been put in place to reduce parking emissions near the school. Following request from residents, I have asked Hampshire County Council if the yellow lines could be extended. Paperless agendas – I have grave concerns from residents as not everybody has the internet. I would like paper continuity for these residents to be able to participate.</p> <p><b>Councillor D Drew:</b> NHS Trust - 47 Covid Cases locally. I would ask everyone to consider wearing masks where possible – Public Health warning. Andover Down – reduce traffic speed. I am happy to help to look at ways to reduce speed of traffic in high impact areas. Encourage people to go and visit the tip more than once a week. Young people invited to stand on Youth Parliament. Walktober – encourage children, parents and grandparents to walk to school. Hampshire County Council have published a climate change annual report. Hampshire County Council is taking steps to increase the recycling facilities for glass and food waste. Everyone selling sandwiches now has to list all the ingredients.</p>
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	County spearheaded - better together.
<b>C093/10/21</b>	<b>QUESTIONS FROM ANDOVER TOWN COUNCILLORS TO BOROUGH AND COUNTY COUNCILLORS</b>
	<p><b>Councillor R Meyer to Councillor N Matthews:</b> On the Youth profession, do you have any updates on anything that has been created?</p> <p><b>Councillor N Matthews:</b> A directory of youth services will be compiled by the first Youth Worker. General Practitioners and Pastel Services will report through that focus group. Its important to say that this is not within TVBC's remit, although TVBC is supporting it.</p> <p><b>Councillor R Meyer to Councillor D Drew:</b> Do you have any update on tourism?</p> <p><b>Councillor D Drew:</b> It's been a tough time for everybody in the tourist industry. We have reinstituted our tourism get togethers. We are keen to work with the Town Council on this.</p> <p><b>Councillor D Coole to all County and Borough Councillors present:</b> The Hants Waste Strategy recommends composting as a solution towards kerbside collections, have you any updates?</p> <p><b>Councillor D Drew:</b> Yes, the law is changing. We have been promised change by the Government, which will require the collections as standard again. This will include kerbside collection of glass and food waste. At the moment there are green sites around town and we are collecting a very high percentage of glass.</p> <p><b>Councillor D Coole to all County and Borough Councillors present:</b> Electric charging points nearest to us – Winchester. Any plans for Andover with trials and subsequent implementation?</p> <p><b>Councillor D Drew:</b> Right now there are electric charging points in George Yard car park which were instituted a year ago. As for trials in residential areas in Andover, it has been highlighted that exactly that would be looked into and with Hampshire Highways support.</p> <p><b>Councillor I Anderson:</b> Triffids removal – 2 planters in Union Street leaving. Yes they are traffic calms, but I would like to see them removed. I will chase TVBC on removal.</p> <p><b>Councillor C Ecclestone to Councillor D Drew:</b> Over last 20 years Walworth and Portway Industrial Estates have had issues with truckers. What is the portfolio group doing to make Andover more friendly towards truckers with rest places and services?</p> <p><b>Councillor D Drew:</b></p>

	It is a challenge. I do need to contact Rob Hamby as we should be making it easier for truck drivers to park and for there to be more convenient spots for them. I can report back.
<b>C094/10/21</b>	<b>ANNUAL GOVERNANCE STATEMENT 2020/2021</b>
	Members noted the Annual Governance Statement 2020/2021 and the External Audit for the Year Ending 31 March 2021.
<b>C095/10/21</b>	<b>MOTIONS FROM COUNCILLORS</b>
	<p>Members considered a Motion on reducing Paper &amp; Printing costs proposed by Councillor Waue and seconded by Councillor Rowles.</p> <p>Councillor D Coole raised a procedural motion, seconded by Councillor C Ecclestone that the Motion be referred to the Policy and Resources Committee for consideration. A vote was taken: FOR – 12, AGAINST – 2, ABSTENTIONS – 0</p> <p><b>RESOLVED: That the Motion on reducing paper and printing costs be referred to the Policy and Resources Committee for consideration.</b></p>
<b>C096/10/21</b>	<b>COMMITTEE MEMBERSHIP</b>
	<p>Members noted that there were vacancies on all Standing Committees as follows: Allotment Committee – 5 Members (up to 7 Members permitted) Planning Committee – 6 Members (up to 7 Members permitted) Policy and Resources Committee – 6 Members (up to 7 Members permitted) Members considered whether the vacancies could be filled.</p> <p>It was proposed by Councillor L Gregori and seconded by Councillor R Rowles that Councillor N Long be appointed as a Member of the Policy and Resources Committee. It was proposed by Councillor C Ecclestone and seconded by Councillor D Coole that Councillor R Meyer be appointed as a Member of the Policy and Resources Committee.</p> <p>It was proposed by Councillor D Treadwell and seconded by Councillor J Coole that Councillor D Coole be appointed as a member of the Policy and Resources Committee.</p> <p>A vote was taken as follows: Councillor N Long: FOR – 9 Councillor R Meyer: FOR – 5 Councillor D Coole: FOR – 0</p> <p><b>RESOLVED: That Councillor N Long be appointed as a Member of the Policy and Resources Committee by the Council.</b></p> <p>It was proposed by Councillor D Coole and seconded by Councillor R Meyer that Councillor D Coole be appointed as a Member of the Allotment Committee. A vote was taken: FOR – 8, AGAINST – 2, ABSTENTIONS – 4</p> <p><b>RESOLVED: That Councillor D Coole be appointed as a Member of the Allotment Committee.</b></p>

<b>C097/10/21</b>	<b>UPDATE FROM EVENTS PANEL</b>
	Members noted the update report from the Events Panel.
<b>C098/10/21</b>	<b>UPDATE ON CHRISTMAS PROVISION FOR 2021</b>
	Members noted an update report on Andover Town Council's Christmas Lights and Tree provision 2021.
<b>C099/10/21</b>	<b>GRANT AID PANEL RECOMMENDATIONS</b>
	<p>Members noted the Grant Aid Panel report and considered its recommendations. It was proposed by Councillor R Rowles and seconded by Councillor J Sangster that the Grant Aid Panel's recommendation that the Youth Options grant application for £990.00, be accepted and approved.</p> <p>A vote was taken: FOR – 13, AGAINST - 0, ABSTENTIONS – 1</p> <p><b>RESOLVED: That the Grant Aid Panel's recommendation that the Youth Options grant application for £990.00, be accepted and approved.</b></p> <p>It was proposed by Councillor R Rowles and seconded by Councillor J Sangster that the Grant Aid Panel's recommendation that Rooting for Andover grant application be accepted and approved for £1,000.00, which is the maximum Andover Town Council's Grant policy allows.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the Grant Aid Panel's recommendation that Rooting for Andover grant application be accepted and approved for £1,000.00, which is the maximum Andover Town Council's Grant policy allows.</b></p>
	<p>The Town Mayor (Councillor B Long) noted that there were important items that needed to be considered in the Confidential section of the agenda. She noted that there would be insufficient time to consider all the items on the agenda and therefore proposed that Council move straight to item 18 on the agenda, this was seconded by Councillor R Rowles.</p> <p>A vote was taken: FOR – 7, AGAINST – 5, ABSTENTIONS – 2</p> <p><b>RESOLVED: That the Council move straight to Item 18 on the agenda.</b></p>
<b>C100/10/21</b>	<b>EXCLUSION OF THE PRESS AND PUBLIC</b>
	<p>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 19 &amp; 20 due to consideration of Confidential Staffing Matters.</p> <p>S 11 of LG &amp; HA 1989 prevents personal information about individual members of staff being discussed in public.</p> <p>A vote was taken: FOR – 9, AGAINST – 4, ABSTENTIONS - 1</p> <p><b>RESOLVED: That the Members of the Press and Public be excluded from the Meeting at Agenda Items 19 &amp; 20 due to consideration of Confidential Staffing Matters.</b></p>

	CONFIDENTIAL ITEMS
<b>C101/10/21</b>	<b>STAFFING REVIEW</b>
	<p>Members received and considered a Staffing Review Report.</p> <p>It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the key action and recommendation outlined within the report from the members Panel recommendations at A be approved.</p> <p>A vote was taken: FOR – 10, AGAINST – 4, ABSTENTIONS – 0</p> <p><b>RESOLVED: that the key action and recommendation outlined within the report from the members Panel recommendations at A be approved.</b></p> <p>It was proposed by Councillor R Hughes and seconded by Councillor R Rowles that the key actions and recommendations within the report from the members Panel recommendations from B to H be approved.</p> <p>A debate started; however, Councillor R Rowles proposed a Procedural motion to move straight to a vote which was seconded by Councillor N Long</p> <p>A vote was taken: FOR – 8, AGAINST – 5, ABSTENTIONS – 1</p> <p><b>RESOLVED: That the key actions and recommendations within the report from the members Panel recommendations from B to H be approved.</b></p> <p>It was further proposed by Councillor L Gregori and seconded by Councillor R Rowles that the Town Clerk to consolidate a plan, costings, and a timeline to carry out these recommendations.</p> <p>A vote was not taken because the motion did not form part of the report presented, therefore procedurally it could not be voted on.</p>
<b>C102/10/21</b>	<b>CONFIDENTIAL MINUTES</b>
	<p>It was proposed by Councillor L Gregori and seconded by Councillor R Rowles that the Confidential Minutes of the Town Council meeting held on 23 June 2021 be signed by the Town mayor as a correct record.</p> <p>A vote was taken: FOR – 10, AGAINST – 1, ABSTENTIONS – 3</p> <p><b>RESOLVED: That the Confidential Minutes of the Town Council meeting held on 23 June 2021 be signed by the Town mayor as a correct record.</b></p> <p>It was proposed by Councillor N Long and seconded by Councillor R Rowles that the Confidential Minutes of the Town Council meeting held on 15 September 2021 be signed by the Town mayor as a correct record.</p> <p>A vote was taken:</p>

	FOR – 11, AGAINST – 0, ABSTENTIONS – 3 <b>RESOLVED: That the Confidential Minutes of the Town Council meeting held on 15 September 2021 be signed by the Town mayor as a correct record.</b>
The Town Mayor closed the meeting at 8.25pm.	
Town Mayor	Date

## COUNCIL MINUTES

### Time and date

6.30pm on Wednesday 15 December 2021

### Place

Upper Guildhall, High Street, Andover

Cllr B Long - Town Mayor (P)		
Cllr R Hughes - Deputy Town Mayor (P) (joined the meeting at 6.31pm)		
Cllr N Asamoah (P)	Cllr L Banville (A)	Cllr D Coole (P)
Cllr J Coole (A)	Cllr C Ecclestone (A)	Cllr L Gregori (P)
Cllr K Hughes (A)	Cllr N Long (P)	Cllr R Meyer (P)
Cllr M Mumford (A)	Cllr R Rowles (A)	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

### Members of the Public: 4

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.**

<b>C120/12/21</b>	<b>APOLOGIES FOR ABSENCE</b>
	Apologies were received and accepted from Councillors J Coole, C Ecclestone, K Hughes and M Mumford.
<b>C121/12/21</b>	<b>DECLARATIONS OF INTEREST</b>
	There were no Declarations of Interest in relation to any item on the agenda.
<b>C122/12/21</b>	<b>MINUTES</b>
	<p>The Council Meeting Minutes of 20 October 2021 were withdrawn for further clarification.</p> <p>It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Minutes of the Town Council meeting held on 24 November 2021 be signed by the Chairman as a correct record.</p> <p>A vote was taken: FOR – 8, AGAINST – 0, ABSTENTIONS – 1</p> <p><b>RESOLVED: That the Minutes of the Town Council meeting held on 24 November 2021 be signed by the Chairman as a correct record.</b></p>
<b>C123/12/21</b>	<b>TOWN MAYOR'S ANNOUNCEMENTS</b>
	<p>The Town Mayor advised Members that the Town Council Office would be closed for the Christmas Period from 22 December 2021 until 4 January 2022.</p> <p>The Town Mayor wished everyone a Merry Christmas and to stay safe.</p>
<b>C124/12/21</b>	<b>PUBLIC PARTICIPATION</b>
	<p><b><i>The notes below are a precis of statements/questions. They are not recorded word for word.</i></b></p> <p><b>Member of Public 1:</b></p> <p>Lady Mayor, I and many other residents get fed up and annoyed with the amount of inactions from the Town Council. They get looked by the working group and sent back to the Committee on some kind of technicality. The idea of working groups is to cut costs and get decisions made. We have a lack of Christmas lights where the town needs them most. Speed Indicators are still not in place. If decisions are not made, we shall be celebrating the 250<sup>th</sup> anniversary of the town's Charter in 30 years' time.</p> <p>It is time for Andover Town Council, Test Valley Borough Council, Andover BID and Hampshire County Council to get together and start arranging these events. It happens in other Hampshire towns, why not in Andover? We the people want answers.</p> <p>The last thing this town, the people and businesses need is more delays and talk. We need actions to breathe new life into this town. I would like to take this opportunity to wish you all good tidings to you and your families.</p> <p><b>Town Mayor's Response:</b></p> <p>Thank you very much for your comments. The lights that the Andover Town Council are responsible for are the lights that are up. Andover Town Council is not responsible for the lights in the Chantry Centre.</p> <p><b>Councillor S Waue:</b></p> <p>On behalf of a resident, I won't give the name out.</p>

	<p>I'm genuinely interested in the finance for future Christmas Lights switch on. The Minutes I have just read suggest stripped back, subtle. I'm genuinely just curious about the contingency plan to get back to supporting a full switch on with the fireworks again.</p> <p><b>Town Mayor's Response:</b></p> <p>It's difficult to say as it's done in conjunction with Test Valley, who normally organise the lorry and the singing and everything else on the high street. I think they had felt it had grown a little too big in light of the Covid pandemic at the moment.</p>
<b>C125/12/21</b>	<b>UPDATE REPORT FROM THE POLICE</b>
	<p><i><b>The notes below are a precis of statements/questions. They are not recorded word for word.</b></i></p> <p>Officers present were Test Valley Chief Inspector, Kory Thorne and Jason Kenney, Chief Executive for the Police and Crime Commissioner.</p> <p>Members received an update on the crime state and crime figures of Andover Town from September, October and November 2021. The crime reporting figures has stayed static over the last 3 months. In September 367 offences were reported in Andover, In October is was 412 and 398 in November.</p> <p>Incidents that had been reported during this period were quite varied and involved knives and gangs. A series of robberies which were primarily in the Vigo Road area. Individuals, mainly adults, being stopped or reported to have forms of weapons on them. An incident of cuckooing by 2 sixteen-year-old youths had been reported. Neighbouring disputes, loitering cases, car complaints, noise complaints and fire incidents were also amongst cases that had been reported.</p> <p>Andover was at a very different stage this year compared to this time last year. Crime had seemed to fall rapidly due to the pandemic. It is now back to normal levels of crime.</p> <p>Due to time restraints, the Town Mayor thanked the Chief Inspector and Chief Executive for their attendance and invited them back to the Council Meeting in January 2022. Members that had any questions for them, to submit them prior to that meeting, in order to receive the responses.</p>
<b>C126/12/21</b>	<b>REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS</b>
	<p>It was noted that the first line of Councillor N Matthews' report on 20 October 2021, should have read as:</p> <p>"The Copper Box Close green space/amenity land has been resurfaced."</p> <p><b>Councillor I Anderson:</b></p> <p>Thank you for inviting the Police to come here. I have worked very closely with Chief Inspector Thorne about some issues that have been going on in Town. I must thank him for all the support he has given me.</p> <p>Vigo school and Winton school, the railings are not coming until February time. Meanwhile, temporary railings have been put in place.</p> <p>Anton Laundry in Marlborough Street, substantial amount of rubbish has been removed from there. The graffiti on site has been painted over. A request has been made to barricade the building off as people have still been getting into the buildings.</p>

	<p>The lights issue at the top of town by the curry place, had been reported by me. They are big lights that blinded you as you came around the corner. They have now been taken down.</p> <p>There is no parking at the back of Marks and Spencer's at all times. Failing to comply will result in a £100 fine, or £60 if paid within 14 days of issue.</p> <p><b>Councillor T Tasker:</b></p> <p>An update on the footpath from Augusta Park to Smannell. All funding and land ownership is all agreed and in place. Hampshire County Council are waiting on the contractors and due to lack of materials, the footpath works will now be scheduled for early spring. I will give a further update closer to when the works start.</p> <p>Myself, Kirsty North and Nick Matthews all attended a workshop with residents that was set up by Test Valley Borough Council officers. The workshop was to engage with residents who live on Augusta Park and to listen and collect feedback from residents on their experience of living on the new development. The workshop was very well received.</p> <p>Last week residents who pay Firstport (management company) were given the opportunity to have an online meeting with the management team responsible for the Chariots on Augusta Park. I attended one of the meetings. Firstport gave an introduction of who they are and their responsibilities and then listened and answered questions from residents. There were a few issues raised which Firstport will look into, again residents appreciated the meeting.</p> <p><b>Councillor D Drew:</b></p> <p>There are 16 Community pantries across Hampshire, that provide groceries at a lower rate than shops and supermarkets.</p> <p>Grants of up to £5,000 are being offered to help communities reduce waste.</p> <p>Recycling road repair waste has won the environment award for Hampshire.</p> <p>County Council announced further funding for community climate change action.</p> <p>County scheme helping young people to get to work has been given green boost.</p> <p>County Council agreed plans to provide more early years and special educational needs places.</p> <p>Hampshire County Council will be looking again at options for a 20mph speed limit on residential streets.</p> <p>Hampshire County Council has lent its voice to the NHS call for everyone to "Boost your immunity this winter" by getting the Covid-19 booster and "flu" vaccine.</p>
<b>C127/12/21</b>	<p><b>QUESTIONS FROM ANDOVER TOWN COUNCILLORS TO BOROUGH AND COUNTY COUNCILLORS</b></p>
	<p><b><i>The notes below are a precis of statements/questions. They are not recorded word for word.</i></b></p> <p><b>Councillor N Long to Councillor I Anderson:</b></p> <ol style="list-style-type: none"> <li>1. Can you tell me the length of the railings that are going to be installed in Vigo Road?</li> <li>2. Since Test Valley Borough Council (TVBC) had bought the Chantry Centre, they appear to have turned into Scrooge. There were no Christmas Lights in there</li> </ol>



	<p>whatsoever. Can we ask TVBC to put some Christmas Lights in there next year please?</p> <p><b>Councillor I Anderson:</b> I will get back to you with those answers.</p> <p><b>Councillor L Gregori to Councillor I Anderson:</b> Thank you very much for being here. What is the long-term plan for the Chantry Centre?</p> <p><b>Councillor I Anderson:</b> I will investigate.</p>
<b>C128/12/21</b>	<b>BUDGET 2020/2021 – TRANSFER OF UNDERSPENDS</b>
	<p>Members considered the recommendations of the Policy and Resources Committee to transfer the Underspend from the 2020/2021 Budget – Year End 31 March 2021 to Operational Reserves – Budget 2020/2021.</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor N Long that the Underspend from the 2020/2021 Budget – Year End 31 March 2021 be transferred to Operational Reserves – Budget 2020/2021.</p> <p>A Member raised a point that the Underspend included Cil Monies which was incorrect and that the item should be referred back to Policy and Resources for clarification of what should be included in the Underspend.</p> <p>It was clarified that the Cil Monies had been incorrectly added into Budget list and that the correct amount to be transferred would be the Underspend minus the Cil Monies.</p> <p>It was proposed by Councillor N Long and seconded by Councillor S Waue that the Underspend of £21,736.36 be transferred to Operational Reserves – Budget 2020/2021.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the Underspend of £21,736.36 be transferred to Operational Reserves – Budget 2020/2021.</b></p>
<b>C129/12/21</b>	<b>EVENTS PANEL – RECOMMENDATIONS FOR BUDGET 2022/2023</b>
	<p>Members considered recommendations from the Events Panel for events to be included in the Budget 2022/2023.</p> <p>A suggestion was made to look at Cil Monies covering the costs of the Tea Dance and Picnic in the Park instead of creating a separate budget. It was commented that £4,500.00 was excessive for the installation and removal of the ERII Sign on the Guildhall. Clarification was given that it was one idea and an alternative idea would be the ERII Sign being displayed in a shop window. It was questioned whether consideration had been given to other costs which included security, first aiders and a marquee. A suggestion was made that the estimated budget be increased.</p> <p>It was proposed by Councillor L Gregori and seconded by Councillor N Long that the amount of £7,500.00 be included in the Budget 2022/2023 to be put towards the costs for the Queens Jubilee 2022.</p> <p>A vote was taken: FOR – 8, AGAINST – 1, ABSTENTIONS – 0</p> <p><b>RESOLVED: That the amount of £7,500.00 be included in the Budget 2022/2023 to be put towards the costs for the Queens Jubilee 2022.</b></p>

C130/12/21	<b>BUDGET 2022/2023</b>																																												
	<p>Members received and noted the Explanation Report and Draft Budget 2022/2023. Consideration was given to which items needed to be removed or included.</p> <p>£500 to be included for Services at Saxon Heights Allotment Site.</p> <p>Queens Jubilee to be removed and the funding to be taken from CIL monies.</p> <p>£3,000 to be moved to Emergency Funding</p> <p>£3,000 to be moved to Website</p> <p>Rents/Rates – New Equipment - £0</p> <p>£1,500 into Allotments</p> <p>It was proposed by Councillor N long and seconded by Councillor L Gregori that the following Policy and Resources recommendations be approved:</p> <ul style="list-style-type: none"><li>• That the Staffing Budget remain the same as 2021/2022 and be included in the final Budget.</li><li>• That the Operational Reserves be put back up to 6 months.</li><li>• That the Draft Budget 2022/2023 be recommended to Full Council for further consideration prior to final approval at the Full Council meeting to be held on 26 January 2022.</li></ul> <p>A recorded vote was taken as follows:</p> <table><tr><th>COUNCILLOR</th><th>FOR</th><th>AGAINST</th><th>ABSTENTION</th></tr><tr><td>N Asamoah</td><td></td><td>X</td><td></td></tr><tr><td>D 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>R Hughes</td><td>X</td><td></td><td></td></tr><tr><td>B Long</td><td>X</td><td></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>D Treadwell</td><td></td><td></td><td>X</td></tr><tr><td>S Waue</td><td>X</td><td></td><td></td></tr><tr><td><b>TOTAL</b></td><td><b>5</b></td><td><b>3</b></td><td><b>1</b></td></tr></table> <p><b>RESOLVED: That the following Policy and Resources recommendations be approved:</b></p> <ul style="list-style-type: none"><li>• <b>That the Staffing Budget remain the same as 2021/2022 and be included in the final Budget.</b></li><li>• <b>That the Operational Reserves be put back up to 6 months.</b></li><li>• <b>That the Draft Budget 2022/2023 be recommended to Full Council for further consideration prior to final approval at the Full Council meeting to be held on 26 January 2022.</b></li></ul>	COUNCILLOR	FOR	AGAINST	ABSTENTION	N Asamoah		X		D Coole		X		L Gregori	X			R Hughes	X			B Long	X			N Long	X			R Meyer		X		D Treadwell			X	S Waue	X			<b>TOTAL</b>	<b>5</b>	<b>3</b>	<b>1</b>
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C131/12/21	<b>UPDATE ON CHRISTMAS LIGHTS SWITCH ON</b>																																												
	<p>Members received and noted an update report on the Christmas Light Switch on 2021. Personal thanks were given to the Deputy Clerk for her hard work.</p>																																												
C132/12/21	<b>INTERNAL AUDITORS REPORT – PART 1</b>																																												
	<p>Members discussed the first part of the Internal Auditors report for year end 31 March 2022 and the accompanying action plan.</p> <p>It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that:</p> <ul style="list-style-type: none"><li>• The Internal Auditor Report be received.</li></ul>																																												

	<ul style="list-style-type: none"> <li>• The Council's Action Plan in response to the Internal Auditors report Part 1 for the period April to October 2021, be approved.</li> <li>• The Internal Auditors Report be noted and the implementation of the Action Plan be approved.</li> </ul> <p>A vote was taken: FOR – 8, AGAINST – 0, ABSTENTION – 1</p> <p><b>RESOLVED: That:</b></p> <ul style="list-style-type: none"> <li>• <b>The Internal Auditor Report be received.</b></li> <li>• <b>The Council's Action Plan in response to the Internal Auditors report Part 1 for the period April to October 2021, be approved.</b></li> <li>• <b>The Internal Auditors Report be noted and the implementation of the Action Plan be approved.</b></li> </ul>
<b>C133/12/21</b>	<b>FINANCE</b>
	<p>Members received and noted the Cashbook up to 30 November 2021. Members received the lists of payments up to 9 December 2021. It was proposed by Councillor D Coole and seconded by Councillor B Long that the list of payments up to 9 December 2021 be approved.</p> <p>A vote was taken: FOR – 8, AGAINST – 1, ABSTENTIONS – 0</p> <p><b>RESOLVED: That the list of payments up to 9 December 2021 be approved.</b></p>
<b>C134/12/21</b>	<b>QUESTIONS FROM COUNCILLORS</b>
	<p>Councillor D Coole:</p> <ol style="list-style-type: none"> <li>1. The external Auditors have stated they expect the Council seeks and follows appropriate advice, regarding clarification as to whether Council can increase allotment plot rents from 1<sup>st</sup> September 2022 subject to giving tenants 28 days written notice before the 1<sup>st</sup> September, instead of 1<sup>st</sup> September 2023 as interpreted by the Town Clerk. Will the Town Mayor confirm that she or the Town Clerk will now finally seek legal clarification from the Council's solicitors and Internal Auditor, so that Members are sufficiently informed to consider the 2022/23 Council Budget and Precept at the January 2022 Policy and Resources Committee and Full Council Meetings?</li> <li>2. Will the Town Mayor please confirm the date, time and location of the Extraordinary Meeting of the Full Council for Members to be briefed on and to further consider staffing matters, which was approved at the 24<sup>th</sup> November Full Council Meeting?</li> <li>3. Panels, like Working Groups, have no decision-making authority within current Parish level legislation and are only designed to be used as task and finish meetings, to consider and make recommendations on one-off matters over a defined timeframe. The Council's HR, Grant and Events Panels are unlawfully dealing with ongoing Council responsibilities of either Sub-Committees or Committees, which should be transparent and open to the public, subject to any confidentiality restrictions. Can you please advise when Full Council will receive a report recommending how this situation should be rectified?</li> </ol>

	<p>4. The Full Council is in breach of contract for failing to consider/approve the Town Clerk's Staff Appraisal. The HR Panel has no authority to approve the Town Clerk's Staff Appraisal. When will the Town Clerk's Staff Appraisal be presented to the Full Council for consideration and approval?</p> <p>5. When will this Council get to consider and vote on the extremely urgent matter of the retention/termination of the existing offices and alternative office arrangements?</p> <p>6. A proper monitoring, reporting and approval process for Overtime and Time Off in Lieu (TOIL) needs to be put in place so that the Full Council meets its legal, financial and duty of care obligations. The Town Clerk was instructed by the 11<sup>th</sup> August 2020 Staffing Sub-Committee to draft a policy for approval by Full Council, but this was never progressed. When will this be actioned and when can the Full Council expect to receive a draft Overtime and TOIL policy proposal for consideration?</p> <p>7. Both the Town Mayor and Town Clerk have previously agreed to move the 26<sup>th</sup> January Full Council Meeting to the 25<sup>th</sup> January, to avoid a clash with the TVBC Full Council Meeting on 26<sup>th</sup> January. Why has this been changed back to 26<sup>th</sup> January?</p> <p>Members noted that a written response would be provided to the questions. It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the next Full Council meeting date be changed from 26 January 2022 to 25 January 2022. A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the next Full Council meeting date be changed from 26 January 2022 to 25 January 2022.</b></p>
<b>C135/12/21</b>	<b>DATE OF NEXT MEETING</b>
	Members noted the date of the next meeting: <b>Tuesday 25 January 2022</b> , at the <b>Guildhall, High Street, Andover, starting at 6.30pm.</b>
<b>C136/12/21</b>	<b>EXCLUSION OF THE PRESS AND PUBLIC</b>
	<p>It was proposed by Councillor D Coole and seconded by Councillor R Hughes that the Members of the Press and Public be excluded from the Meeting at Agenda Item 18 due to consideration of Confidential Staffing Matters.</p> <p>S 11 of LG &amp; HA 1989 prevents personal information about individual members of staff being discussed in public.</p> <p>A vote was taken: FOR – 7, AGAINST – 2, ABSTENTIONS - 0</p> <p><b>RESOLVED: That the Members of the Press and Public be excluded from the Meeting at Agenda Item 18 due to consideration of Confidential Staffing Matters.</b></p>
	<b>CONFIDENTIAL ITEMS</b>
<b>C137/12/21</b>	<b>STAFFING MATTERS</b>
	Members received and noted the new Staffing Handbook.

	<p>It was proposed by Councillor B Long and seconded by Councillor D Coole that the Staffing Handbook is returned to Ellis and Whitton for amendment to include the Andover Town Council policies.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the Staffing Handbook is returned to Ellis and Whitton for amendment to include the Andover Town Council policies.</b></p>
<p>The Town Mayor closed the meeting at 8.29pm.</p>	
<div>Town Mayor<div>Date</div></div>	

## APPENDIX B – BACK TO BASICS

# B

### Produced for:

Full Council

### Date of Report:

Wednesday 13 January 2022

### Background

The Town Council has recently agreed that Andover Town Council should go 'Back to Basics'.

The Town Clerk has been asked to define what that means for the Town Council and how it will be achieved.

Factors that contribute to the 'makeup' and operation of the Town Council's 'Back to Basics' need to be defined.

Several steps need to be completed to fully and comprehensively action the 'Back to Basics' plan.

### Resolution of Council (TO NOTE)

To approach this in a sensible, measured, and understandable way, there will be a series of steps that need to be taken, breaking down the areas of responsibility and work, considering them one by one to achieve the desired whole – 'Back to Basics'.

The following was resolved at the 20<sup>th</sup> October 2021 Full Council meeting:

#### ***"A. Agree strategic direction for the immediate and medium term.***

*We support the idea that the council restricts its activities to a 'Back to Basics' programme in order to give time and space to address its HR and structural issues.*

*If we do not introduce a steady state or stability in the work of the town council, we will never be able to fix our problems. To add clarity 'Back to Basics' should be defined as:*

#### **Statutory responsibilities/essential**

*Allotments*

*Planning - statutory consultee*

#### **Highly desirable**

*Christmas tree and lights*

*Grants*

*Others (supported by motions and funded)*

*SIDs (Speed Indicator Signs)(partially funded)*

*Administrative Functions (in support)*

*Clerk council meetings and committees*

*Council administration (including Proper Officer and RFO)*

*Town Council offices*

*Manage allotment estate*

*Run website and social media (both minimal?)*

*We recommend that: (1) Council adopts 'Back to Basics' as its strategic direction, and (2) any future additional activities triggered by a motion or report should include a statement by the Town Clerk identifying any resources required including officer time and funding requirements".*

This has already been agreed, it is only to note.

## **Statutory duties**

There are further statutory duties for the Town Council which are not covered above, but must also be covered in the Back to Basics plan:

Budget and Precept

Council Meetings minimum of 4 times a year (including an Annual Council Meeting)

Electors Meeting

Annual Governance and Accountability Report (AGAR)

Annual Audit

Corporate/Financial risk assessment

Review and approval of Council Assets

Employment of staff – annual appraisals, contracts, record holiday allowance and use, payroll, pensions, sickness, and absence.

Statutory Policy creation and maintenance e.g Equality Policy.

## **What is required to go 'Back to Basics'?**

It is important for members to understand what is involved in the agreed Back to Basics plan. It is also important to qualify that this is an exercise in solidifying the understanding of the tasks involved in the Back-to-Basics plan **that was agreed at Full Council on 20<sup>th</sup> October 2021.**

### **Statutory responsibilities/essential**

#### **Allotments**

*Project Management, Invoicing & payments, Filing & archiving, Site Visits, Warden Liaison, Managing disputes, Contractors, Water Supply, Tree surveys, Vermin control, Complaints, Tenant on-boarding, Evictions, Report writing, Preparing quotations, Updating databases & records, Banking, Administration including: emails, phone calls, job creation, Liaising with other local authorities, Research for projects, Tender management, Provision of documents to Wardens, Attend Allotment Committee Meetings, Managing provision of toilets on sites, Applying for grants for events, Attending Events, Organising Allotment Events, Risk Assessments, Notice Boards on sites, Security Management, Tenant welfare, Warden Welfare, Health & Safety, Policies & legislation.*

*Senior Management team: on-boarding of 3 new allotment sites, site visits, liaising with developers, negotiating site resources to be included in handover, liaising with lawyers, final sign off. On-boarding new tenants.*

#### **Planning - statutory consultee**

*Committee meeting every three weeks – production of agenda, collation of planning lists, collation of correspondence from principal authorities, report writing, distribution of agenda and attachments, publication of agenda on noticeboard, website, and social media. Attend meeting, clerk, and take notes, write up minutes, follow up actions, send observations to principal authority.*

*Ad hoc projects: Andover Down*

### **Highly desirable**

#### **Christmas tree and lights**

*This service was taken on by the Town Council in 2011 and is an annual requirement.*

*Order tree, delivery and supervise delivery on High Street, having liaised with TVBC to ensure access is available, to comply with Town Council Public Liability Insurance.*

*Maintain structural survey and reporting on all columns used for Christmas Light provision, in order to;*

- *Apply and obtain licences to hang Christmas lights above highways,*
- *permission to hang on columns,*
- *third party attachment licence,*
- *unmetered distribution licence,*
- *ensure all HERS certificates from Lighting company and installation company are up to date and send to the licencing authority.*

*Liaise with multiple agencies and authorities to facilitate this.*

*Create/update visual graphics to accompany license applications.*

*Liaise with members via Committees and Council, ensure regular report writing to relevant Committee/Council to update members on progress.*

*Every approved action requires a resource analysis and report back on viability.*

*Update annually Risk Assessments and Health and Safety regulations to ensure that all parties are compliant.*

*Liaise with suppliers to create installation schedule. Ensure all agencies are aware (eg TVBC/Guildhall) so that necessary access is available when required.*

*Attend site during installation to comply with Council Public Liability insurance. Report all back to relevant Committee/Council.*

*Create a check list for bi-weekly lighting check, to be recorded and kept for review if required. Physically visually check lights on a bi-weekly basis (This continues over and during the holiday period).*

*Create and distribute an emergency procedure to follow during office closure.*

*Fencing – liaise with Committee/Council on new requirement. Action approved scheme, potential to create Town Council own fencing, source supplier, storage, and delivery.*

*The Town Council is about to invite tenders for the next four years of Christmas Lights provision, before this is done the required extension to the provision must be considered. This will need extensive work liaising with SSE, HCC, TVBC to name a few, the structural integrity of the remaining columns in the Town Centre will need to be investigated and any remedial works undertaken before tenders are invited.*

*To deliver the Christmas Lights Provision, the Town Council must comply with the following legal regulations and Officers must remain up to date on any changes:*

- *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*

### Grants

*Advertisement (Website, Facebook, local papers), liaison with applicants. processing applications, Grant Panel, Grant Panel Meetings, report writing to Council, processing payment, follow-up. Liaising with website designer to*



*create/update Grant forms. Transferring grant information received onto Grant forms to be presented to Panel for recommendation to Full Council.*

*Others (supported by motions and funded)*

*Project Plan and resources assessment*

*SIDs (Speed Indicator Signs) (partially funded)*

*Research other Town and Parish Councils, procurement, instalment, and maintenance of their SiDs.*

*Research alternative methods of moving and maintaining SiDs when installed (ie Andover Fire Station).*

*Continue to source SiDs that fall under the weight limit for columns they are to be attached to. To research any costs involved and report back to Committee/Council.*

*A Risk Assessment has been carried out on the installing and maintenance of SiDs.*

*S72 Speed Sign Licence to be completed by Town Clerk just before instalment of SiDs,*

*Consent from and Survey check to be carried out on columns to be used (Structural Survey).*

*A qualified and licenced maintenance Contractor to be sourced.*

*SiDs must be moved every 2-3 weeks and not just turned off. This will require regular maintenance and supervising, which will include relevant training and qualifications.*

*Once it is understood what is required from the data collected this will require administration.*

*Administrative Functions (in support)*

*The administrative functions are included throughout this report and do not need to be listed separately here.*

*Clerk Council meetings and Committees*

*Preparation of Minutes, preparation of Agendas, Committee Management, Preparation for Meetings, Meeting attendance, Research, Report research, Report preparation, Committee follow-up, Liaison with Councillors*

*Council administration (including Proper Officer and RFO)*

*Out of Hours Emergencies (providing cover and contact), Environmental Impact, Legal advice & claims, Attendance at Events, Civic functions (Town Mayor) (Management), Complaints, Statutory provisions to run the Town Council, Official contact for the Town Council, Policy implementation, Marketing & PR, Council accountability, Compliance with legislation (all areas), Audit – Internal & External – Day to Day, Provision of adequate services & resources, Procurement, Ensuring records are available to the public, Transparency of Council, Insurance Provision & review, Head of paid staff, Public and Employee liability, Corporate Risk Assessment, Welfare Officer, Data Protection Officer and Controller, Proper Officer*

*Responsible Financial Officer* – *Budget creation and preparation, AGAR Preparation, Payroll initiation, Banking, Reconciliation, Sign-offs, Payments, Invoicing, Grant & funding sign off, Audit (Internal & External) Finance Insurance – Public Liability and Employer Liability, Asset Management, Budgets (day to day), Accounts management (overall & day to day), Year End, Management of risk of raising and spending public money, Financial advisor to Town Council Members.*

*Town Council offices*

*Maintenance of Buildings: Health and Safety, Cleaning, Heating & Lighting, Wifi Services, IT provision, access.*

*The Council is currently considering the future of the provision of Council Offices. Until a decision is made, an assessment of the 'support' for the provision of offices cannot be made. This is a list of basic needs for an operating office.*

#### Manage allotment estate

*See above in statutory duties – Allotments*

#### Run website and social media (both minimal?)

*Post agendas and minutes, update Members, Committees and Council meetings, research, and post news items. Officers would like to expand this area because it is required both by law and is a valuable asset to promote the Town Council's profile and is not utilised enough due to lack of staffing time. Website and Social media maintenance MUST be done by Officers of the Town Council. If the Town Council has a website, it is a legal requirement to keep it up to date.*

#### Local Government Act 1986 section 2

#### Local Government Act 1986 sections 4a and 4b.

#### Website Accessibility Regulations - Public Sector Bodies (website and mobile applications) (no. 2) Accessibility Regulations 2018.

#### Equality Act 2010

#### Disability Act 1995

### **Additional Items that are included in the 'Back to Basics' Plan**

#### **Budget and Precept**

*Although the Town Clerk/RFO prepares the Budget and the P&R Committee recommends a Precept figure, it must be considered and approved by full Council.*

*Local Government Finance Act 1992, s. 41.*

#### **Council Meetings minimum of 4 times a year**

*The Council must ensure it complies with LGA 1972 to hold a minimum of 4 Council meetings a year including the Annual (Mayor Making) Council meeting.*

*Local Government Act 1972, Sch 12 & Public Bodies (Admissions to Meetings) Act 1960.*

#### **Electors Meeting**

*The Town Mayor/Chairman must call an Electors Meeting (Parish Meeting) once a year and an Annual Report must be written to demonstrate what the Town Council has achieved over the previous year.*

*Local Government Act 1972, Sch. 12, Part III (Parish Meetings) (s. 9(1)).*

#### **Annual Governance and Accountability Report (AGAR)**

*Although the Town Clerk/RFO prepares all the documentation for the AGAR, the Town Council as a Corporate Body must:*

*Complete a review of the effectiveness of the system of internal control Annual Audit*

*Consider the findings of the review of effectiveness of system of internal control*

*Complete Accounting Statements for the Year Ended 31 March*

*Approve Annual Governance Statement prior to approval of Accounting Statements*

*Consider the Accounting Statements by the Members of the Council as a whole*

*Approve Sections 1 & 2 of the AGAR*

*Submit Complete Annual Governance and Account report (AGAR)*

*Publication of Exercise of Public rights*

*Publish approved Sections 1, 2 & 3 of the AGAR*

### **Corporate/Financial risk assessment**

*As part of the AGAR process the Council must, as a Corporate Body, review its Corporate and Financial Risk Assessment*

### **Review and approval of Council Assets**

*As part of the AGAR process the Council must, as a Corporate Body, review and approve its assets.*

*All the above for the AGAR, Corporate/Financial Risk assessment, Council assets are covered by the following legislation:*

*Sections 137 and 150 of the Local Government Act 1972*

*The Local Audit and Accountability Act 2014*

*The Accounts and Audit Regulations 2015 (SI 2015 No 234*

*Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 (SI 2003 No 3146) as amended.*

### **Employment of staff**

*As the Town Council employs staff it must, as a minimum, carry out the following:*

*Annual appraisals, contracts, record holiday allowance and use, payroll, pensions, sickness and absence, health & safety assessments, risk assessments, provision of fidelity insurance.*

*Employment of staff is covered by the following legislation:*

*Health & Safety at Work Act 1974*

*Trade Union & Labour Relations (Consolidation) Act 1992*

*Employment Rights Act 1996*

*Employment Rights (Dispute Resolution) Act 1998*

*Working Time Regulations 1998 (SI 1998 No 1833)*

*National Minimum Wage Act 1998*

*Public Interest Disclosure Act 1998*

*General Data Protection Regulation and Data Protection Act 2018*

*Management of Health & Safety at Work Regulations 1999 (SI 1999 No 3242)*

*Employment Relations Act 1999*

*Freedom of Information Act 2000*

*Employment Act 2002*

*Flexible Working Regulations 2014 (SI 2014 No 1398)*

*Immigration, Asylum and Nationality Act 2006*

*Immigration Act 2016*

*The Transfer of Undertakings (Protection of Employment) Regulations 2006 ("TUPE") (SI 2006 No 246) as amended.*

### **Statutory Policy creation and maintenance e.g Equality Policy.**

*There are certain Policies that the Town Council, as a corporate body, must have in place. Policies for Human Resources and Employment come from the legislation listed above but there are also policies such as the Equality Policy which the Town Council must have and keep up to date.*

*Although the administration of the policies is provided by the Town Council's officers, the Town Council must consider each policy and approve them.*

### **Risk Management Policy**

*The Town Council has a responsibility to manage risk in order to protect the community, its employees and assets against potential losses **and ensure clarity of action**. Risk management is an integral part of the Council's management process.*

### **Essential operating needs:**

*To carry out the statutory functions of the Town Council various administration systems need to be maintained and updated where necessary to be kept 'fit for purpose' eg: computer systems, payment systems, risk assessments etc.*

### **Summary of content and recommendations:**

**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.**

### **Recommendations:**

- **To note that all requirements listed are included in the 'Back to Basics' plan.**
- **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.**
- **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.**

### **Financial Implications**

The financial implications cannot be determined until next steps are agreed.

### **Legal and Policy Implications**

The Legal and Policy Implications are listed within the report.

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

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Distribution: To all Councillors

## APPENDIX C – STAFF APPRAISALS AND PAYROLL FOR INCLUSION IN BUDGET 2022/2023

C

### Staff Appraisals and Payroll for inclusion in Budget 2022/2023

#### Produced for:

Policy and Resources Committee & Full Council

#### Date of Report:

Tuesday 21 December 2021  
Wednesday 19 January 2022

#### Summary of Key Issues

To consider recommendations following conclusion of all Staff Appraisals, completed in line with Staff Contracts.

#### Recommendation 1:

##### Salary Scale Increments

All Appraisals have been carried out with all Members of Staff, the Town Mayor and Deputy Town Mayor (also Members of the HR Panel) carried out the Town Clerk's Appraisal.

#### Recommendation:

That the staff be awarded 1 Salary Scale Increment for 2022/2023, accompanying report and breakdown attached at **Annex 1**.

The Town Clerk did not receive an Appraisal in 2020 and therefore did not receive a SPC increment. Following her recent Appraisal it is recommended that she moved immediately to SPC 41 with back pay for 2021 and be awarded SPC 42 from 1 April 2022.

**N.B.** National Joint Council (NJC), Spinal Column (SPC).

The Town Council's salaries are based on the NJC's SPC's.

#### Recommendation 2:

##### Salary Scales

The current salary scales were set by Council in 2018. Most positions were given the equivalent of a 5 year scale with the exception of the Committee Officer and Deputy Clerk Positions. Both positions have reached the top of the payscale as agreed in 2018.

It is recommended that both receive an increment as both Members of staff have worked exceptionally hard during 2021 and deserve recognition.

It is recommended that in line with the 'Back to Basics' a new Bench Marking exercise be carried out to ensure that the staff are being paid fairly and that any adjustments to salary scales can be made.

#### Recommendation 3:

##### Budget 2022/2023

The Staffing Budget for 2022/2023 must be carefully considered. Consideration must be taken of the salary increments (including any change in tax, NI and pensions).

The Payroll Budget must take consideration of the current staffing levels and remuneration. If Council is considering reducing the salary scales, consultations would have to be carried out with staff.

Members should further consider that there are occasions when additional assistance is required and so a small surplus should be included to allow for temporary staff to be recruited.

Based on the current staff levels the Budget of £215,000 would be sufficient to cover the known increases for salaries, tax, NI and Pensions.

The Payroll Budget of £215,000 **would not** cover the requirements if the current staffing structure was fully recruited.

However, Members should be mindful that Council has made the decision to get 'Back to Basics' and until decisions have been made as to how that will be achieved, full recruitment may not take place.

**Recommendation from the Policy & Resources Committee:**

That the Staffing Budget of £215,000 for payroll and £2,500 for Training be included in the Budget 2022/2023.

**Financial Implications**

The financial implications are addressed within the report.

**Legal and Policy Implications**

The Staffing Contracts state that staff will receive salary increments if their performance is acceptable and at the discretion of the Council.

A Payroll Budget must be approved for inclusion in the Town Council's budget for 2022/2023.

**Recommendations**

**To consider, approve the recommendations included within the report.**

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

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**ANNEX 1**

**ANDOVER TOWN COUNCIL - SALARY SCALES 2022 - 2023**

Officer Position	Salary Scale	Current Scale	Proposed Scale from 01.04.2022	
Receptionist	SPC 4 - 6	N/A	Not in post	
Admin assistant	SPC 4 - 6	N/A	Not in post	
Allotment Officer 1	SPC 9 - 14	SPC 12	SPC 13	
Allotment Officer 2	SPC 9 - 14	SPC 11	SPC 12	
Community Officer	SPC 9 - 14	N/A	Not in post	
Committee Officer	SPC 17 - 22	SPC 22	SPC 23	Regrading *
Deputy Town Clerk	SPC 27 - 30	SPC 30	SPC 31	Regrading *
Town Clerk & RFO	SPC 29 - 43	SPC 40	SPC 42	Backpay **

N.B. Scale Increments proposed for those currently in post. Any new recruits would normally start at the lowest scale.

\* These 2 positions have reached the top of the PayScale as agreed back in 2018 - Regrading of Posts is recommended

\*\* This post did not receive an Appraisal in 2020, therefore no increment was awarded in 2021. Following recent appraisal it is recommended that backpay for 2021 be awarded and increment SPC 42 be awarded from 01.04.2022

**Totals Required for 2022/2023 for current staff in post**

Total For Salaries	£129,895.74
Total for National Insurance	£17,925.62
Total for Tax	£15,262.65
Total for Pensions	£29,608.73
<b>TOTAL PAYROLL REQUIRED</b>	<b>£192,692.74</b>

**Total Required for 2022/2023 if full Staff Structure Recruited**

Total for salaries	£188,664.74
Total for National Insurance	£26,035.74
Total for Tax	£19,474.45
Total for Pensions	£41,622.75
	<b>£275,797.68</b>

## APPENDIX D – EARMARKED RESERVES

# D

### Produced for:

Full Council

### Date of Report:

Wednesday 19 January 2022

### Summary of Key Issues

To approve the movements of Earmarked Reserves following costs of Elections in 2020 & 2021.  
To consider and approve the Earmarked Reserves as recommended to full Council by the Policy & Resources Committee.

### Purpose

To provide information on how the Earmarked Reserves for the Town Council are formed and what levels of Reserves are required.  
To note that Earmarked Reserves can be adjusted and amended throughout the year provided approval is given by full Council.

### What are Earmarked Reserves?

The following is an extract from the Town Council's Financial Reserves Policy which explains what the different types of Reserves are:

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

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

*1. Renewals*

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

*2. Carry Forward of Under-spend*

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

*3. Insurance Reserve*

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

### Why are Earmarked Reserves Established and how are they managed?

The following is again taken from the Town Council's Financial Reserves Policy and explains why Earmarked Reserves are established and how they should be managed:

5.1 Earmarked Reserves will be established on a 'needs' basis in line with anticipated requirements.

5.2 Any decision to set up or extinguish redundant Reserves must be reviewed by the Policy and Resources Committee and recommended to full Council for formal approval. The Council will be required to identify the following when making recommendations for each reserve:

1. The reason/purpose of the Reserve
2. How and when the Reserve can be used
3. Any procedures for the Reserve's management and control
4. A process and timescales for review of the Reserve to ensure continuing relevance and adequacy

5.3 Expenditure from Reserves can only be authorised by full Council.

5.4. Reserves should not be held to fund ongoing expenditure.

5.5. All Earmarked Reserves are recorded on a central register held by the Responsible Financial Officer. The register should list the purpose for which the earmarked reserve is held.

## **Earmarked Reserves – Levels of Reserves required**

### **Statutory Earmarked Reserves**

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

During 2020 and 2021, the Town Council paid the costs for a number of By-Elections following resignations of Councillors. The total for the Elections (2019) and By-Elections during 2020 was £61,111.31. This amount has been taken from the Earmarked Reserves set aside for Elections.

A rebate of £2,341.20 was returned to the Council following a recalculation and the underspend from the Elections Budget from 2019/2020 has been transferred back into Earmarked Reserves.

During 2021 the costs of By-Elections was £19, 033.64, this has also been taken from Earmarked Reserves, leaving a total balance for Elections of £79,036.80.

As requested by the Policy and Resources Committee back in 2020, this has been split into 2 Budget Heads within Earmarked Reserves (£60,000 (Elections) and £19,036.28 (By-Elections)).

### **Operating Costs**

The Town Council's Financial Reserves Policy states that it must ensure it has 6 months operating costs in its General Reserves. This was reviewed and amended by full Council. It was Resolved that the General Reserves would be returned to 6 months operating costs.

Currently in 2021/2022 the Town Council's Operational Budget is £351,430. Therefore 6 months operating cost is £175,715.

### **Amount in Town Council's Current Account**

The combined total of the Earmarked Reserves ((£356,455.05), Operational Reserves (£175,715) and CIL monies (£94,387.83 (removing cost of Design Statement and SID's) means that currently at any one time the Town Council should have around £626,557 in its account.

Currently as at 19 January 2022 in the combined Council Bank Accounts there is £596,970.

It is anticipated that around a further £160,000 will be spent by the end of the current financial year, leaving a total of £436,970 in the bank accounts.

However, it should be noted and understood that once the Council receives half its Precept payment (based on current level of £21.10) as of 1<sup>st</sup> April, the amount in the bank accounts will increase again to £617,870.85.



This means that either too much Earmarked Reserves have been set aside or there are insufficient levels of Reserves in Operational Reserves.

### **Length of Time Earmarked Reserves Set aside**

It should be noted that there are a number of Earmarked Reserves that have been set aside for a number of years and have not yet been used. The Internal Auditor has recently commented that these should be reviewed and either spent or removed from Earmarked Reserves.

It is anticipated that the monies set aside for the Christmas Lights will be used during the coming year as the scheme is expanded.

The Allotments Committee are progressing the spend of the Earmarked Reserves set aside for Fencing and Maintenance.

However, at the beginning of 2021 a significant amount was set aside for Legal Expenses. It is recommended that this be removed from Earmarked Reserves, bringing the total required for Earmarked Reserves down to £292,955.05.

### **Earmarked Reserves**

The Earmarked Reserves Management file is attached at **Annex 1**.

### **Further Uses of Earmarked Reserves**

As mentioned above, it must be noted that some Earmarked Reserves have remained unused for a number of years. Members may wish to consider moving some of the unspent monies back into Operational Reserves to ensure that the Town Council is compliant with its own policy of maintaining 6 months Operating Costs in Operational Reserves.

If Members were minded to approve the proposed Budget for 2022/2023, without making any amendments or reductions then £8,275.80 must be taken from Reserves to balance the shortfall.

### **Inflation Rates**

Over the past 2 years the United Kingdom has been through a number of significant events (Covid and Brexit) which are having a knock on effect on the economy. Inflation Rates are fluctuating wildly and increasing. The Policy & Resources Committee considered the Earmarked Reserves and Budget as a whole on Tuesday 19<sup>th</sup> January 2022 and the Town Clerk was asked to present the proposed Budget for 2022/2023 with a 5% Inflation Increase. This is a best guess for the levels of inflation over 2022/2023. Council should be cautious and ensure it has healthy reserves in case they are needed for further unknown Operating Costs which cannot be forecast at this current time. This could also include emergency funds for local organisations and the people of Andover.

### **Recommendations**

**It is recommended that the Council approves the costs of Elections to be taken from Earmarked Reserves.**

**It is recommended that the Legal Expenses Earmarked Reserve be removed and transferred back into Operational Reserves.**

**It is recommended that full Council approves the movements/amendments to Earmarked Reserves, with a final total (removing Legal Expenses) of £292,955.05.**

Note: The person to contact about this report is the Town Clerk and RFO, Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

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ANDOVER TOWN COUNCIL - EARMARKED RESERVES

Minute No	Title of Earmarked Reserve	Purpose	Management & Control					TN	Amount	Supplier	Balance (£)
			Amount set aside (£)	Date set aside	Date of expenditure						
C0132/10	Cost of Elections	To ensure funds available to cover cost of elections	£101,879.50	31.03.2019							
	Cost of Elections	Uncontested Parish Elections 2019	£101,879.50	31.03.2019	28.05.2019	158			£57.60	Test Valley Borough Council	£0.00
	Cost of Elections	To ensure funds available to cover cost of elections	£20,000.00	31.03.2020							£0.00
	Cost of Elections	Dowlands Ward By-Election			06.03.2020	578			£6,860.57	Test Valley Borough Council	£0.00
	Cost of Elections	Harroway Ward By-Election Part 1			20.03.2020	660			£6,860.57	Test Valley Borough Council	£0.00
	Cost of Elections	Harroway Ward By-Election Part 2			31.03.2020	652			£10,088.44	Test Valley Borough Council	£0.00
	Cost of Elections 2023										£60,000.00
BS 071/19	Cost of By-Elections	By Elections 2020	£38,069.92								£0.00
	Cost of By-Elections 2020/21	By-Elections 2021			31.03.2021	1513			£14,647.93	Test Valley Borough Council	£0.00
	Cost of By-Elections 2021	By-Elections 2021			31.03.2022				£4,328.11	Test Valley Borough Council	£0.00
	Cost of uncontested Elections	By-Elections 2021							£57.60	Test Valley Borough Council	£19,036.28
C ..../19	Community Notice Boards	Remove from Earmarked Reserves	£2,500.00	31.03.2013	31.03.2020				£2,500.00	Moved to Operational Reserves as monies no	£0.00
C 029/17 & C 105/17	Office Accommodation	One off costs to update and renovate new office accommodation at 68B - additional costs approved to be taken from Operational Reserves as per Minute No		29.03.2018	May-18				-£7,682.45		£0.00
AC 088/18	Christmas Lights - power column for Christmas Tree	One off cost for a power column purchase and installation following change in legislation (HCC)	£5,000.00	25.01.2018	23.08.2019				£5,982.00	Difference taken from operational reserves	£982.00
	Christmas Lights - power columns for extension to lighting scheme	One off cost to purchase and install power columns to enable lighting trees in the Town for Christmas	£7,000.00	31.03.2019							£0.00

	Christmas Lights - power columns for extension to lighting scheme	One off cost to purchase and install power columns to enable lighting trees in the Town for Christmas			31.03.2020	£3,166.26	Blachere	£3,833.74
AC 022/18	Christmas Lights - Structural survey	To carry out a structural survey (legislation)	£2,500.00	25.01.2018	Aug-18	£1,260.00		£1,240.00
	Christmas Lights - Replacement/upgrade of eye-bolts	To provide replacement/upgrade of eye-bolts (legislation)	£5,000.00	25.01.2018				£5,000.00
	Christmas Lights - Installation of additional commando sockets on additional columns	To install additional commando sockets on new columns to extend the scheme	£3,500.00	25.01.2018				£3,500.00
	Property Purchases Fund	Funds set aside for a new building purchase/build	£152,000.00	31.03.2019				
C339/19	Property Purchases Fund	Funds set aside for a new building purchase/build	£152,000.00	31.03.2019	25.01.2021	£50,000.00	Transferred to new Allotments (2) - Additional	£102,000.00
	Allotments - Removal of non-essential Hedges	One off cost to remove non-essential hedges and trees around boundaries of allotment sites	£7,000.00	25.01.2018				£7,000.00
	Allotments - Upgrade access roads/tracks	To upgrade all tracks/access roads on allotment sites	£4,800.00	25.01.2018				£4,800.00
	Allotments - Upgrade piping/water supplies	To upgrade piping/water supplies on all allotment sites	£7,000.00	25.01.2018				£7,000.00
	Allotments - Installation of toilets on all 7 sites	To install permanent toilets on all allotment sites	£7,000.00	25.01.2018				£7,000.00
	Allotments - Upgrade of car parking facilities on all sites	To upgrade car parking facilities on all allotment sites	£4,000.00	25.01.2018				£4,000.00
	Allotments - Installation of security systems	To install security systems on allotment sites to minimise theft and ensure safety of allotment holders	£200.00	25.01.2018				£200.00
	Allotments - Replacement Fencing and gates on all sites	To replace and upgrade all fencing and gates on all 7 allotment sites to improve security	£70,000.00	25.01.2018				
AC 16/19		Replacement of entry gates at Vigo Road Allotments			16.09.2019	£1,744.98	Bawden	£0.00
	Allotments - Replacement Fencing and gates on all sites				19.01.2021	£50,000.00	Transferred to new Allotments - Additional	£0.00
C 339/19	Allotments - Replacement Fencing and gates on all sites				25.01.2021	£18,255.02	Transferred to Allotments (2) - Replacement Fencing	£0.00
BS ..... C 339/19	Allotments - Additional Allotment Sites Fund	To assist with the provision of additional Allotment Sites for Andover	£50,000.00	19.01.2021	25.01.2021	£50,000.00	Transferred to Allotments (2) - Replacement Fencing	£0.00
C 339/19	Allotments (2) - Replacement Fencing and gates on all sites	To replace and upgrade all fencing and gates on all 7 allotment sites to improve security	£68,255.02	25.01.2021				£68,255.02

	Grants Project	One-off Grants Project for Andover Community	£10,000.00	25.01.2018					
EC 067/19	Grants Project	One-off Grants Project for Andover Community						Transfer to Operational Reserves	£0.00
	Events - A-Fest	Monies set aside to Fund A-Fest in 2020	£2,000.00	31.03.2019					
EC 067/19	Events - A-Fest	Monies set aside to Fund A-Fest in 2020						Transfer to Operational Reserves	£0.00
	Youth Council	Future Youth Events	£1,800.00	31.03.2019					
	Youth Council	Future Youth Events						Transfer to Operational Reserves	£0.00
	Defibrillator	For future provision of Defibrillators	£5,000.00	31.03.2019	30.04.2019			AEDdonate	£1,072.01
	Bus Shelters	Running costs for Bus Shelters if transferred to the Town Council	£10,000.00	25.01.2018				Transfer to Legal Expenses	£0.00
C 211/19 C 339/19	Vigo Park	Provision of facilities in Vigo Park							£0.00
BS 100/19 C 339/19	Vigo Park	Provision of facilities in Vigo Park	£27,000.00					Transfer to Legal Expenses	£0.00
C 211/19 C 339/19	Public Conveniences	Provision of PC's in the Town Centre							£0.00
BS 100/19 C 339/19	Public Conveniences	Provision of PC's in the Town Centre	£8,500.00					Transfer to Legal Expenses	£0.00
C 211/19 C 339/19	Contribution to Tourism	To assist with the provision of Tourism in Andover							£0.00
BS 100/19 C 339/19	Cemeteries		£3,000.00					Transfer to Legal Expenses	£0.00
BS 100/19 C 339/19	Public Realm		£5,000.00					Transfer to Legal Expenses	£0.00
BS 100/19 C 339/19	St Mary's Ward Neighbourhood Plan		£5,000.00					Transfer to Legal Expenses	£0.00
BS 100/19 C 339/19	Other Wards Neighbourhood Plan		£5,000.00					Transfer to Legal Expenses	£0.00
BS ..... C 339/19	Legal Expenses	Provision of costs for any potential legal expenses- Judicial Review	£63,500.00	25.01.2021					£63,500.00
									£356,455.05

## APPENDIX E – BUDGET 2022/2023

# E

### Produced for:

Full Council

### Date of Report:

Wednesday 19 January 2022

### Summary of Key Issues

To consider the Town Council Budget for 2022/2023 and to note it has been considered by each of the standing committees.

To note that the Town Council must agree its Budget for 2022/2023 by 31 January 2022 (Local Government Finance Act 1992 & Localism Act 2001 & Council Tax (Administration and Enforcement Regulations 1992). The Budget must be approved before a Precept can be set.

### Purpose

To provide information to Full Council to assist Members in considering the budget for the 2022/2023 financial year.

The full Council is required to set a legal budget and precept at its meeting on Tuesday 25 January 2022.

### Draft Budget 2022/2023 and Expected Expenditure by 31.03.2022

Attached at **Annex 1** is the Draft Budget for 2022/2023, as recommended by the Policy & Resources Committee, included in which is the expected Expenditure up to 31 March 2022.

It is extremely difficult to predict the Expenditure up to the end of the financial year (31 March) and 'best guess' is used.

The Payroll figure of £215,000 is calculated, based on current staffing levels to accommodate increase in national insurance, tax and pay increments.

The operational budgets included in the 2022/2023 Budget have been increased by 5% to reflect the predicted Inflation Rise that is expected in 2022 or have been increased to better reflect Net Expenditure in 2020/2021, which is the last year with complete figures.

### New Items for Consideration

The only new item that has been included in the Budget for 2022/2023 is provision for events in association with the Queen's Jubilee in 2022.

As it has been resolved that the Town Council will go 'Back to Basics' the Budget provides for the basic costs of the Town Council.

### Draft Budget 2022/2023

It is calculated that the Draft Budget 2022/2023 with the recommendations and requests from standing committees will be **£370,077.50**.

The Tax Base for 2022/2023 has been received which is 17,147 Band D Properties.

Therefore, if the Precept remains at the same level as 2021/2022 at £21.10 the Precept will be **£361,801.70** leaving a deficit of **£8,275.80**

Members may wish to consider further reductions/deductions from the Budget.

The country is currently experiencing unprecedented situations with the Coronavirus and the rate of inflation rising almost daily. Many people in the town are struggling to cope with the loss of income and price increases.

The Town Council has taken steps to ensure that there are monies set aside in the Budget for 2022/2023 to assist local organisations. However, as the Town Council has healthy reserves and potential underspends from the current budget and potential savings by giving up the Offices in the Town Centre, it is suggested that the Precept remain the same for 2022/2023 and no additional burden be placed upon the Andover Tax Payer.

The Policy & Resources Committee suggest that the deficit of £8,275.80 be taken from reserves and the Precept Level remain the same at £21.10.

### **Recommendations**

It is recommended that Council make any appropriate amendments to the Budget for 2022/2023 and approve a Budget for 2022/2023.

Note: The person to contact about this report is the Town Clerk and RFO, Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

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Distribution: To all Councillors



**DRAFT FINANCIAL BUDGET 2022/2023 For final consideration at COUNCIL 25 January 2022**

**INCOME**

		2020/2021 Net	Budget 2021/2022	Actual Net @ 30.11.2021	Balance 2021/2022	Projected balance by 31.03.2022	PROPOSED BUDGET 5% INFLATION	2023/2024 Forecast (4% Increase)	2024/2025 Forecast (5% Increase)
<b>Assets &amp; Communities</b>									
<b>3025 Town Development</b>									
3025/1	Income from Events	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/2	Grants	£2,000.00	£0.00	£7,124.22	£7,124.22	£0.00	£0.00	£0.00	£0.00
3025/3	Sponsorship	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/4	Proms in the park	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/5	A-Fest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/6	Shilling Fair	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>3025 TOTAL</b>		<b>£2,000.00</b>	<b>£0.00</b>	<b>£7,124.22</b>	<b>£7,124.22</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>TOTAL EVENTS &amp; PROJECTS</b>									
		<b>£2,000.00</b>	<b>£0.00</b>	<b>£7,124.22</b>	<b>£7,124.22</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

		2020/2021 Net	Budget 2021/2022	Actual Net @ 30.11.2021	Balance 2021/2022	Projected balance by 31.03.2022	PROPOSED BUDGET 5% INFLATION	2023/2024 Forecast (4% Increase)	2024/2025 Forecast (5% Increase)
<b>Policy &amp; Resources</b>									
<b>99 Heating &amp; Lighting</b>									
3000 Precept		£344,204.00	£0.00	£349,584.80	£349,584.80	£349,584.80	£0.00	£0.00	£0.00
3001 TVBC Tax Band Grant		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3002 Election Expenses Refund		£2,341.20	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3010 Bank Interest		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3020 Insurance Premium Refund		£79.04	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3020 Grants Received		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3021 Cll Monies		£13,346.06	£0.00	£14,050.94	£14,050.94	£14,050.94	£0.00	£0.00	£0.00
3115 VAT Write Off		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3116 IT Equipment		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3339 Mayors Events		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3998 Funds Held for Youth Council		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

3999 Funds Held for N P	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000 Defibrillator	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4210 Waste Removal	£26.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4211 Photocopying	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4212 Payroll	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>TOTAL Policy &amp; Resources</b>	<b>£359,996.30</b>	<b>£0.00</b>	<b>£363,635.74</b>	<b>£363,635.74</b>	<b>£363,635.74</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

Allotments	2020/2021 Net		Budget	Actual Net @	Balance	Projected	PROPOSED	2023/2024	2024/2025
			2021/2022	30.11.2021	2021/2022	balance by 31.03.2022	BUDGET 5% INFLATION*	Forecast (4% Increase)	Forecast (5% Increase)
3050 Allotment Rents									
3050/1 Admirals Way	£1,288.95	£800.00	£1,210.37	£1,210.37	£1,210.37	£1,210.37	£800.00	£2,119.00	£2,225.00
3050/2 Barlows Lane	£4,418.63	£5,000.00	£4,826.94	£4,826.94	£4,826.94	£5,000.00	£5,000.00	£7,965.00	£8,363.25
3050/3 Churchill Way	£2,228.46	£2,200.00	£2,094.45	£2,094.45	£2,094.45	£2,200.00	£2,200.00	£3,288.00	£3,452.00
3050/4 Mylen Road	£1,267.42	£1,200.00	£1,302.68	£1,302.68	£1,302.68	£1,302.68	£1,200.00	£1,827.00	£1,918.00
3050/5 Old Winton Road	£3,957.48	£3,700.00	£3,811.65	£3,811.65	£3,811.65	£3,811.65	£3,700.00	£5,920.00	£6,216.00
3050/6 The Drove	£5,598.99	£5,000.00	£6,098.44	£6,098.44	£6,098.44	£6,098.44	£5,000.00	£9,427.00	£9,898.00
3050/7 Vigo Road	£4,866.60	£5,000.00	£3,414.82	£4,626.03	£4,626.03	£4,626.03	£5,000.00	£7,674.00	£8,058.00
3050/8 Ox Drove	n/a	n/a	n/a	n/a	n/a	n/a	£550.00	£804.00	£844.00
3050/9 Picket Twenty	n/a	n/a	n/a	n/a	n/a	n/a	£1,300.00	£1,974.00	£2,073.00
3050/10 Saxon Heights	n/a	n/a	n/a	n/a	n/a	n/a	£504.00	£524.00	£550.00
3050 TOTAL	£23,626.53	£22,900.00	£22,759.35	£23,970.56	£23,970.56	£24,249.17	£25,254.00	£41,522.00	£43,597.25

\*5% CANNOT BE ADDED TO INCOME ON ALLOTMENTS 2022/2023 AS INSUFFICIENT NOTICE WILL BE GIVEN

3051 Deposits													
3052 Deposit Credit Interest	£10.40	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3053 Deposit Direct Payment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Received Deposits	£0.00	£0.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00
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TOTAL ALLOTMENTS	£23,636.93	£22,900.00	£22,809.35	£23,970.56	£24,249.17	£25,254.00	£40,998.00	£43,047.25					

<b>TOTAL INCOME</b>	<b>£385,633.23</b>	<b>£22,900.00</b>	<b>£393,569.31</b>	<b>£394,730.52</b>	<b>£387,884.91</b>	<b>£25,254.00</b>	<b>£40,998.00</b>	<b>£43,047.25</b>
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EXPENDITURE		2020/2021 Net	Budget 2021/2022	Actual Net @ 30.11.2021	Balance 2021/2022	Projected balance by 31.03.2022	PROPOSED BUDGET 5% INFLATION	2023/2024 Forecast (4% Increase)	2024/2025 Forecast (5% Increase)
<b>Assets &amp; Communities</b>									
<b>4700 Events &amp; Projects</b>									
4700/2	Christmas Lights	£23,166.26	£22,500.00	£17,646.36	£4,853.64	£0.00	£23,625.00	£26,000.00	£27,300.00
4700/3	A-Fest	£0.00	£700.00	£700.00	£0.00	£0.00	£735.00	£835.00	£880.00
4700/4	Shilling Fair	£1,338.83	£700.00	£0.00	£700.00	£700.00	£735.00	£835.00	£880.00
4700/5	Youth Clubs	£0.00	£10,000.00	£0.00	£10,000.00	£10,000.00	£10,500.00	£10,400.00	£10,920.00
4700/6	Miscellaneous Events	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/7	Armed Forces Day (was Events)	£0.00	£700.00	£0.00	£700.00	£700.00	£735.00	£835.00	£880.00
4700/8	Andover Cycling Festival	£0.00	£700.00	£0.00	£700.00	£700.00	£735.00	£835.00	£880.00
4700/9	Andover Challenges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/10	WW1 Event (215)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/11	Festival of Motoring	£0.00	£700.00	£0.00	£700.00	£700.00	£735.00	£835.00	£880.00
4700/12	Defibrillator Provision	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/13	Community Engagement	£257.40	£600.00	£0.00	£600.00	£600.00	£630.00	£730.00	£765.00
4700/14	Andover Carnival	£0.00	£700.00	£0.00	£700.00	£700.00	£735.00	£835.00	£880.00
4700/15	Andover Gardening Competition	£0.00	£400.00	£0.00	£400.00	£400.00	£420.00	£520.00	£546.00
4700/16	Pancake Day	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£520.00	£546.00
4700/17	Tourism	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/18	Water Butt Scheme	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/19	Andover Proms	£0.00	£400.00	£0.00	£400.00	£400.00	£0.00	£0.00	£0.00
4700/20	Food Fair	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/21	Gardening Fair/AIB	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£520.00	£546.00
4700/22	Queens Jubilee 2022	£0.00	£0.00	n/a	n/a	£0.00	£7,320.00	£0.00	£0.00
<b>4700 TOTAL</b>		<b>£24,762.49</b>	<b>£38,100.00</b>	<b>£18,346.36</b>	<b>£19,753.64</b>	<b>£14,900.00</b>	<b>£47,905.00</b>	<b>£43,700.00</b>	<b>£45,903.00</b>
<b>4190 Grants</b>									
4190/1	Grants	£9,697.22	£10,000.00	£1,990.00	£8,010.00	£0.00	£10,500.00	£10,000.00	£10,000.00
4190/1/1	Emergency Funding	£3,500.00	£3,000.00	£0.00	£3,000.00	£0.00	£3,150.00	£3,000.00	£3,000.00
4190/3	Grants Section 137	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

4190 TOTAL		£13,197.22	£5,000.00	£1,990.00	£11,010.00	£0.00	£13,650.00	£13,000.00	£13,000.00
<b><u>Website &amp; Community Development</u></b>									
4000/6	Website	£422.06	£3,000.00	£854.90	£2,145.10	£0.00	£3,150.00	£3,245.00	£3,408.00
4000/6/2	Website Hosting	£479.40	£550.00	£359.60	£190.40	£0.00	£578.00	£592.00	£622.00
4000/6/3	Newsletter	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000 TOTAL		£901.46	£3,550.00	£1,214.50	£2,335.50	£0.00	£3,728.00	£3,837.00	£4,030.00
<b><u>Town Mayor</u></b>									
4100/1	Town Mayor Badge & Regalia	£0.00	£50.00	£37.00	£13.00	£0.00	£0.00	£0.00	£0.00
4100/1/1	Remembrance Day Wreath	£0.00	£0.00	£0.00	£0.00	£0.00	£52.50	£54.00	£56.00
4100/1/3	Town Mayor Charities	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4100/1	Total	£0.00	£50.00	£37.00	£13.00	£0.00	£52.50	£54.00	£56.00
<b><u>Venue Hire/Facilities</u></b>									
4100/6	Refreshments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4100/7	Room Hire Fund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4204 New Building Fund		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4205 Bus Shelters		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b><u>Assets</u></b>									
4210/3	Rent - Office	£17,071.95	£12,000.00	£11,604.00	£396.00	£0.00	£12,600.00	£9,360.00	£9,828.00
4210/4	Rates - Office	£5,582.40	£8,000.00	£0.00	£8,000.00	£0.00	£6,000.00	£2,000.00	£2,100.00
4210/5	Water Rates - Office	£0.00	£300.00	£0.00	£300.00	£0.00	£300.00	£0.00	£0.00

4210/6	Heating & Lighting - Office	£945.94	£6,000.00	£631.37	£5,368.63	£3,000.00	£3,150.00	£0.00	£0.00
4210/7	Telephone & Broadband	£2,928.47	£2,500.00	£1,012.85	£1,487.15	£0.00	£2,625.00	£2,705.00	£2,840.00
4210/8	Photocopying	£3,456.66	£4,000.00	£2,733.83	£1,266.17	£0.00	£4,200.00	£4,326.00	£4,542.00
4210/9	Stationery	£557.10	£1,200.00	£217.67	£982.33	£600.00	£800.00	£832.00	£874.00
4210/10	Postage	£769.48	£2,000.00	£1,758.33	£241.67	£0.00	£1,500.00	£1,560.00	£1,638.00
4210/15	Office & Equipment Maintenance	£4,701.63	£3,500.00	£2,305.93	£1,194.07	£0.00	£1,750.00	£200.00	£210.00
4210/16	New Equipment & Furniture	£365.33	£1,000.00	£884.24	£115.76	£0.00	£2,500.00	£1,000.00	£1,050.00
4210/17	Waste Removal	£109.95	£700.00	£149.95	£550.05	£532.00	£300.00	£312.00	£330.00
		£36,488.91	£41,200.00	£21,298.17	£19,901.83	£4,132.00	£35,725.00	£22,295.00	£23,412.00
<b>TOTAL Assets &amp; Communities</b>		<b>£75,350.08</b>	<b>£82,900.00</b>	<b>£42,886.03</b>	<b>£53,013.97</b>	<b>£19,032.00</b>	<b>£101,060.50</b>	<b>£82,885.00</b>	<b>£86,401.00</b>

<b>Policy &amp; Resources</b>									
<b>4000 Corporate Management</b>									
<b>400 IT Equipment</b>									
2020/2021	Net	Budget 2021/2022	Actual Net @ 30.11.2021	Balance 2021/2022	Projected balance by 31.03.2022	PROPOSED BUDGET 5% INFLATION	2023/2024 Forecast (4% Increase)	2024/2025 Forecast (5% Increase)	
4000/1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000/2	£1,444.50	£1,530.00	£1,785.56	£255.56	£255.56	£2,813.00	£2,080.00	£2,185.00	
4000/3	£867.42	£600.00	£575.69	£24.31	£0.00	£907.00	£650.00	£683.00	
4000/4	£25,590.94	£7,000.00	£9,590.48	£2,590.48	£3,790.48	£7,350.00	£8,320.00	£8,736.00	
4000/5	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4000/6	£2,845.83	£2,400.00	£1,300.00	£1,100.00	£0.00	£2,988.00	£2,600.00	£2,730.00	
	£570.58	£2,500.00	£2,647.94	£147.94	£772.06	£3,400.00	£3,540.00	£3,720.00	
	£31,319.27	£14,030.00	£15,899.67	£1,869.67	£4,818.10	£17,458.00	£17,190.00	£18,054.00	

<b>4100 Democratic Representation</b>									
2020/2021	Net	Budget 2021/2022	Actual Net @ 30.11.2021	Balance 2021/2022	Projected balance by 31.03.2022	PROPOSED BUDGET 5% INFLATION	2023/2024 Forecast (4% Increase)	2024/2025 Forecast (5% Increase)	
4100/1	£1,705.00	£1,500.00	£855.12	£644.88	£0.00	£1,575.00	£1,620.00	£1,700.00	
4100/2	£0.00	£100.00	£0.00	£100.00	£0.00	£105.00	£104.00	£110.00	
4100/3	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	

4100/4	Public Building Hire	£72.00	£1,200.00	£1,861.34	£661.34	£700.00	£2,000.00	£2,080.00	£2,184.00
4100	TOTAL	£1,777.00	£2,800.00	£2,716.46	£83.54	£700.00	£3,680.00	£3,804.00	£3,994.00
4180	<b>Other Services to the Public</b>								
4180/1	Election Costs	£99,647.93	£10,000.00	£14,328.11	£4,328.11	£4,328.11	£10,000.00	£10,000.00	£10,000.00
4180	TOTAL	£99,647.93	£10,000.00	£14,328.11	£4,328.11	£4,328.11	£10,000.00	£10,000.00	£10,000.00
4200	<b>Administration Rechargeable Payroll</b>								
4200/1	Payroll	£163,034.74	£215,000.00	£123,117.20	£91,882.80	£65,000.00	£215,000.00	£223,600.00	£234,780.00
4200/3	Staff Training	£689.00	£2,500.00	£677.00	£1,823.00	£0.00	£2,500.00	£2,600.00	£2,730.00
4200/4	Staff Travel	£737.58	£500.00	£0.00	£500.00	£300.00	£500.00	£520.00	£546.00
4200	TOTAL	£164,461.32	£218,000.00	£123,794.20	£94,205.80	£65,300.00	£218,000.00	£226,720.00	£238,056.00
4210	<b>Administration Rechargeable</b>								
4210/2	Office Sundries	£0.00	£250.00	£87.00	£163.00	£100.00	£250.00	£260.00	£273.00
4210/11	Subscriptions/Memberships	£3,085.00	£3,100.00	£3,176.00	£76.00	£76.00	£3,255.00	£3,432.00	£3,604.00
4210/12	Insurance	£3,741.61	£4,000.00	£0.00	£4,000.00	£0.00	£4,200.00	£4,326.00	£4,542.00
4210/14	Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4210/18	Publications	£0.00	£200.00	£123.80	£76.20	£0.00	£210.00	£220.00	£230.00
4210	TOTAL	£6,826.61	£7,550.00	£3,386.80	£4,163.20	£24.00	£7,915.00	£8,238.00	£8,649.00
	<b>TOTAL POLICY &amp; RESOURCES</b>	<b>£244,032.13</b>	<b>£252,380.00</b>	<b>£160,125.24</b>	<b>£92,254.76</b>	<b>£55,477.79</b>	<b>£257,053.00</b>	<b>£265,952.00</b>	<b>£278,753.00</b>
4500	<b>Allotments</b>								
4500	<b>Allotment Service</b>								





4500/1/1/4/2	Grounds Maintenance	£1,266.48	£2,600.00	£612.00	£1,988.00	£0.00	£1,300.00	£1,352.00	£1,420.00
4500/1/1/4/3	Water Charges	£502.30	£600.00	£264.11	£335.89	£0.00	£630.00	£645.00	£678.00
4500/1/1/4/4	Repairs & Renewals	£330.64	£150.00	£180.00	£30.00	£0.00	£158.00	£312.00	£328.00
4500/1/1/4/5	Equipment	£57.38	£150.00	£58.12	£91.88	£0.00	£158.00	£150.00	£150.00
4500/1/1/4/6	Sundries	£0.00	£50.00	£12.85	£37.15	£0.00	£52.00	£60.00	£60.00
4500/1/1/4/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/1/4/8	Pest Control	£628.54	£700.00	£457.12	£242.88	£0.00	£735.00	£728.00	£765.00
4500/1/1/4	TOTAL	£3,618.34	£5,350.00	£2,320.20	£3,029.80	£0.00	£4,188.00	£4,427.00	£4,641.00
4500/1/1/5	<b>Old Winton Road</b>								
4500/1/1/5/1	Services	£833.00	£1,100.00	£659.00	£441.00	£0.00	£1,155.00	£1,180.00	£1,240.00
4500/1/1/5/2	Grounds Maintenance	£1,141.48	£2,500.00	£652.00	£1,848.00	£0.00	£1,300.00	£1,352.00	£1,420.00
4500/1/1/5/3	Water Charges	£703.06	£800.00	£278.23	£521.77	£0.00	£840.00	£858.00	£900.00
4500/1/1/5/4	Repairs & Renewals	£102.64	£150.00	£85.00	£65.00	£0.00	£158.00	£150.00	£150.00
4500/1/1/5/5	Equipment	£227.40	£150.00	£58.12	£91.88	£0.00	£158.00	£150.00	£150.00
4500/1/1/5/6	Sundries	£0.00	£50.00	£12.90	£37.10	£0.00	£52.00	£60.00	£60.00
4500/1/1/5/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/1/5/8	Pest Control	£628.54	£700.00	£457.12	£242.88	£0.00	£735.00	£728.00	£765.00
4500/1/1/5	TOTAL	£3,636.12	£5,450.00	£2,202.37	£3,247.63	£0.00	£4,398.00	£4,478.00	£4,685.00
4500/1/1/6	<b>The Drove</b>								
4500/1/1/6/1	Services	£865.41	£1,100.00	£659.00	£441.00	£0.00	£1,155.00	£1,180.00	£1,240.00
4500/1/1/6/2	Grounds Maintenance	£1,656.48	£2,500.00	£1,580.96	£919.04	£0.00	£1,600.00	£1,664.00	£1,747.00
4500/1/1/6/3	Water Charges	£510.95	£1,500.00	£3,155.79	£1,655.79	£0.00	£2,500.00	£2,600.00	£2,730.00
4500/1/1/6/4	Repairs & Renewals	£17.64	£150.00	£170.00	£20.00	£0.00	£158.00	£150.00	£150.00
4500/1/1/6/5	Equipment	£142.38	£150.00	£58.13	£91.87	£0.00	£158.00	£150.00	£150.00
4500/1/1/6/6	Sundries	£0.00	£50.00	£12.85	£37.15	£0.00	£52.00	£60.00	£60.00
4500/1/1/6/7	Returned Deposits	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/1/6/8	Pest Control	£628.56	£700.00	£457.18	£242.82	£0.00	£735.00	£728.00	£765.00
4500/1/1/6	TOTAL	£3,871.42	£6,150.00	£6,093.91	£56.09	£0.00	£6,358.00	£6,532.00	£6,842.00
		<b>2020/2021 Net</b>	<b>Budget 2021/2022</b>	<b>Actual Net @ 30.11.2021</b>	<b>Balance 2021/2022</b>	<b>Projected balance by 31.03.2022</b>	<b>PROPOSED BUDGET 5% INFLATION</b>	<b>2023/2024 Forecast (4% Increase)</b>	<b>2024/2025 Forecast (5% Increase)</b>
4500/1/1/7	<b>Vigo Road</b>								
4500/1/1/7/1	Services	£833.00	£1,100.00	£582.00	£518.00	£0.00	£1,155.00	£1,180.00	£1,240.00

4500/1/7/2	Grounds Maintenance	£1,216.50	£2,500.00	£837.00	£1,663.00	£0.00	£2,000.00	£2,100.00	£2,200.00
4500/1/7/3	Water Charges	£1,107.93	£1,000.00	£4,238.95	£-3,238.95	£0.00	£2,000.00	£2,600.00	£2,730.00
4500/1/7/4	Repairs & Renewals	£27.66	£150.00	£523.38	£-373.38	£0.00	£158.00	£150.00	£150.00
4500/1/7/5	Equipment	£142.38	£150.00	£58.13	£91.87	£0.00	£158.00	£150.00	£150.00
4500/1/7/6	Sundries	£0.00	£50.00	£12.85	£37.15	£0.00	£52.00	£60.00	£60.00
4500/1/7/7	Returned Deposits	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/7/8	Pest Control	£628.68	£700.00	£457.20	£242.80	£0.00	£735.00	£728.00	£765.00
4500/1/7	TOTAL	£4,056.15	£5,650.00	£6,709.51	£-1,059.51	£0.00	£6,258.00	£6,968.00	£7,295.00
4500/1/8	<b>Ox Drove</b>								
4500/1/8/1	Services	£0.00	£500.00	£0.00	£500.00	£500.00	£0.00	£0.00	£0.00
4500/1/8/2	Grounds Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£0.00	£0.00
4500/1/8/3	Water Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£300.00	£312.00	£328.00
4500/1/8/4	Repairs & Renewals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/8/5	Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00	£150.00	£150.00
4500/1/8/6	Sundries	£0.00	£0.00	£0.00	£0.00	£0.00	£60.00	£60.00	£60.00
4500/1/8/7	Pest Control	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£728.00	£765.00
4500/1/9	<b>Picket Twenty</b>	£0.00	£500.00	£0.00	£500.00	£500.00	£1,010.00	£1,250.00	£1,303.00
4500/1/9/1	Services	£0.00	£500.00	£0.00	£500.00	£500.00	£0.00	£0.00	£0.00
4500/1/9/2	Grounds Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£0.00	£0.00
4500/1/9/3	Water Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£300.00	£312.00	£328.00
4500/1/9/4	Repairs & Renewals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/9/5	Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00	£150.00	£150.00
4500/1/9/6	Sundries	£0.00	£0.00	£0.00	£0.00	£0.00	£60.00	£60.00	£60.00
4500/1/9/7	Pest Control	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£728.00	£765.00
4500/1/10	<b>Saxon Heights</b>	£0.00	£500.00	£0.00	£500.00	£500.00	£1,010.00	£1,250.00	£1,303.00
4500/1/10/1	Services	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/10/2	Grounds Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£0.00	£0.00
4500/1/10/3	Water Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£300.00	£312.00	£328.00
4500/1/10/4	Repairs & Renewals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/10/5	Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00	£150.00	£150.00
4500/1/10/6	Sundries	£0.00	£0.00	£0.00	£0.00	£0.00	£60.00	£60.00	£60.00

4500/1/10/7	Pest Control	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£728.00	£765.00
		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,010.00	£1,250.00	£1,303.00
4500/1	TOTAL ALLOTMENTS	£26,259.29	£39,050.00	£24,217.40	£14,832.60	£1,000.00	£37,218.00	£38,462.00	£41,308.00	
<b>Planning/Highways</b>										
4300	Planning/Highways	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4300/1	Provision of Speed Signs	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4300/2	Design Statement/NP	£10,167.51	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4300/4	Street Trees	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4300/5	Traffic Calming	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4300/6	SID's Admin & Management	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4300	Total	£10,167.51	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>										
Total Income		£385,633.23	£22,900.00	£394,780.52	£394,730.52	£387,390.41	£25,254.00			
Total Expenditure		£352,067.40	£374,330.00	£227,228.67	£160,101.33	£78,454.33	£395,331.50			
TOTAL NET BALANCE		£33,565.83		£167,551.85		£370,077.50				

Band D for 2022/2023 is 17.147 @ £21.10 £361,801.70



## APPENDIX F – PRECEPT 2022/2023

# F

**Produced for:**

Full Council

**Date of Report:**

Wednesday 19 January 2022

**Summary of Key Issues**

To approve the Precept for 2022/2023.

**Current Situation**

The Policy & Resources Committee has considered the draft Budget for 2022/2023.

The Estimated Tax Base, Band D Equivalent Dwellings has now been received for 2022/2023. The figure is 17,147.

**Financial Implications**

***The total suggested Budget for 2022/2023 is:***

**Income:** £25,254

**Expenditure:**

As requested by the Policy & Resources Committee the Budget for 2022/2023 has been calculated with a 5% Inflation Increase:

**Proposed Expenditure** with 5% inflation increase: £395,331.50

Therefore the proposed Budget will be: £370,077.50

**Current Precept Level**

The Town Council's current Precept Level is £21.10.

**Current Precept Calculation based on Estimated Tax Base 2022/2023**

$£21.10 \times 17,147 = £361,801.70$

**Shortfall**

The shortfall if the Precept level remains the same will be: £8,275.80

**Precept Options**

There will be underspends from the current year's Budget. However, these cannot be confirmed until Year End 31 March 2022.

The Policy and Resources Committee have recommended the above Budget and recommend that the shortfall of £8,275.80 be taken from Reserves to allow the Precept to remain the same at £21.10.

**Legal and Policy Implications**

The Town Council as the 'local precepting authority', has the power to issue a precept for each financial year on the principal council in accordance with the provisions of Local Government Finance Act 1992.

S.41. The Precept must state the local council's council tax requirement (as calculated under s. 49A (England)). The Town Council is required to agree the Precept level for 2022/2023 by 31 January 2022.

**Recommendations**

**To approve and agree the Precept level for 2022/2023, based on a tax base of 17,147 Band D Equivalent Dwellings.**

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

Tel: 01264 335592, Email: [townclerk@andovertc.co.uk](mailto:townclerk@andovertc.co.uk) , Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors

## ANDOVER TOWN COUNCIL

### Scheme of Delegation to the Town Clerk in Extremis

**This Delegation comes into force from ..... and is only used for the duration of the emergency**

PLEASE NOTE: AS SOON AS THE EMERGENCY HAS EITHER BEEN CONTROLLED OR CENTRAL GOVERNMENT DEEMS ITS SAFE TO RETURN TO NORMAL, THE TOWN COUNCIL WILL RETURN TO NORMAL OPERATING PROCEDURES AND ALL DECISIONS WILL RETURN TO FULL COUNCIL AND COMMITTEES.

#### **Introduction**

This Scheme of Delegation has been initiated in response to the unprecedented situation arising from the EMERGENCY in the United Kingdom.

Any subsequent amendments are identified by the date and reason why they have been taken.

The powers and duties set out in this scheme are delegated to the Town Clerk as the Responsible Officer for the Town Council. The Town Clerk, where specified may delegate these duties and powers to other officers within the Town Council.

The Town Clerk is also the Council's Responsible Financial Officer and the Proper Officer and has responsibility for the management of the organisation.

#### **Extent of Delegation**

##### **1.0 DELEGATION**

1.1 All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

1.2 The Town Clerk will exercise these powers in accordance with

- approved budgets
- the Council's Financial Regulations
- the Council's Standing Orders
- the Council's Policy Framework and other adopted policies of the Council
- all statutory common law and contractual requirements

1.3 The Town Clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.

1.4 Provided that such authorisation is not prohibited by statute the Town Clerk to whom a power, duty or function is delegated may authorise another officer to exercise that power, duty or function, subject to:

- such authorisations being in writing
- only be given to an officer below the delegating officer in the organisational structure
- only being given where there is significant administrative convenience in doing so
- the officer authorised by the Town Clerk acting in the name of the Town Clerk
- such authorisation not being prohibited by statute.

- 1.5 A delegation to a subordinate officer shall not prevent the Town Clerk from exercising the same power or duty at the same time.

## **General Matters**

- 2.0 The Town Clerk is authorised:
- 2.1 To take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- 2.2 To institute and appear in any legal proceedings authorised by the Council.
- 2.3 To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Andover).
- 2.4 To cancel or postpone Council or committee or task group meetings in the interest of Public, Officers and Councillors safety.
- 2.5 If future emergency legislation so permits, the Town Clerk may arrange 'electronic remote' decision meetings to progress essential business of the Council.
- 2.6 To decide arrangements for the closure of the Council offices in the interest of Public, Officers and Councillors safety.
- 2.7 Deal with day to day matters relating to the use of office accommodation space.
- 2.8 To negotiate and enter into contractual arrangements for artists and promoters in relation to events held in Andover, organised by the Town Council and programmes of entertainment.
- 2.9 To Manage all the Council's current services including the following:
- To manage the Council's allotments including the selection of tenants.
- 2.10 To act as the Council's designated officer for the purposes of the Freedom of Information Act.
- 2.11 To respond to Freedom of Information requests within time limits set by Central Government and using discretion with respect to staffing resources.
- 2.12 To apply for planning consent for the carrying out of development by the Council.
- 2.13 To respond to consultations on planning applications on behalf of the Planning Committee having first requested comments from Town Council Members.
- 2.14 To respond to complaints made under the Council's Complaints procedure and to make such ex gratia payments in settlement of such complaints as are considered justified.
- 2.15 To manage, monitor and review the Councils Internal control procedures.

- 2.16 To manage, monitor and review the Councils Corporate Risk Management Strategy.
- 2.17 To manage, monitor and update the Town Council's website to provide information during the Coronavirus Outbreak and to ensure the Town Council complies with the Transparency Act requirements.

### **Financial Matters**

- 3.0 The Town Clerk is authorised as follows:
  - 3.1 To be the Responsible Financial Officer for the purposes of Section 151 of the Local Government Act 1972.
  - 3.2 To operate the Council's banking arrangements.
  - 3.3 To incur expenditure up to a maximum of £400 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution.
  - 3.4 To pay all accounts properly incurred
  - 3.5 To pay all subscriptions to organisations to which the Council belongs.
  - 3.6 To make all necessary arrangements for the provision of an internal and external audit service for the Council.
  - 3.7 To negotiate settlements in connection with claims made by and against the council in consultation with the Council's insurers where appropriate.
  - 3.8 To incur expenditure on revenue items within the approved estimates and budgets under their control.
  - 3.9 To incur expenditure on capital schemes within the Council's approved capital Programme.
  - 3.10 To enter into leasing and contract hire agreements for the acquisition of vehicles machinery and equipment on such terms as are considered appropriate if necessary.
  - 3.11 To accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
    - a) the cost not exceeding the amount approved estimate
    - b) the tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation
    - c) all the requirements of the Council's Financial Regulations being complied with.
  - 3.12 To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
  - 3.13 To carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.
  - 3.14 To manage investments and raise and repay loans as appropriate and obtain such other sources of credit as are required in accordance with the Financial Regulations.

- 3.15 To authorise action for the recovery of debts
- 3.16 To write off debts up to the level set by the Council at its Budget Meeting.
- 3.17 To maintain a Register of Assets and Inventory of Equipment.
- 3.18 To determine the Town Council's insurance requirements on the Council's behalf.
- 3.19 To make all necessary arrangements for the Council's insurances.
- 3.20 To exercise the Town Council's powers to pay the Post Office, Telecoms provider or any other telecommunications operator any loss.

#### **Staffing Matters**

- 4.0 The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:
  - 4.1 Appointments to posts (excluding the post of Deputy/Assistant Town Clerk).
  - 4.2 The employment of temporary employees.
  - 4.3 The preparation of the job description and person specification, placing of the advertisement and short listing of applicants.
  - 4.4 Control of staff performance.
  - 4.5 Control of discipline and performance, including the power of suspension and dismissal.
  - 4.6 The exercise of disciplinary and grievance procedures in accordance with the Council's procedures.
  - 4.7 Determine approved duties for the payment of travel and subsistence expenses to members and officers where they represent the Council outside of the Town Council area.
  - 4.8 To approve payment of overtime
  - 4.9 To implement and monitor the arrangements for annual leave, flexi time, sickness absence and maternity leave in accordance with the Council's policies.
  - 4.10 To authorise training in line with the Council's policies.
  - 4.11 To authorise the provision of uniforms, protective clothing and sanitization equipment.
  - 4.12 To approve payment of claims from employees for compensation for loss of or damage to personal property.
  - 4.13 To negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal.
  - 4.14 To agree to premature retirement on the grounds of duly certified ill health.
  - 4.15 To terminate employment during and to review salary on completion of probationary periods.

#### **Property Matters**

- 5.0 The Town Clerk is given authority to manage the land and property of the Council including:
- 5.1 Agreeing the terms of any lease, license, conveyance or transfer.
- 5.2 The granting or refusal of the Council's consent under the terms of any lease.
- 5.3 Variations of restrictive covenants of a routine nature.
- 5.4 The granting of easements, wayleaves and licences over Council land.
- 5.5 Initiating legal action or proceedings against unauthorised encampments on Council land.
- 5.6 To direct the custody of Town Council property and documents in accordance with the provisions of Local Government Act 1972 S226.
- 5.7 To exercise responsibility for the safe custody and maintenance of the Civic Regalia.

### **Urgency**

- 6.0 The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported on the Town Council website and to the next meeting of the Council or relevant committee or sub-committee. The Town Mayor and the Chairman of any relevant committee are to be consulted before such action is taken.

### **Emergency Planning**

- 7.0 To implement a Council Emergency Recovery Strategy and to incur any necessary expenditure. Any such action is to be reported on the Town Council Website and to the next meeting of the Council or relevant committee or sub-committee. The Town Mayor and the Chairman of any relevant committee are to be consulted before such action is taken.

### **Procedural**

- 8.0 To authorise officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.
- 8.1 To serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.
- 8.2 To appoint consultants and others to carry out any function and provide any service under their control.

### **Health and Safety at Work Act 1974**

- 9.0 To oversee the discharge of the Council's responsibilities under the Act.

### **Legal Proceedings**

- 10.0 To take and discontinue legal proceedings in any Court or at any Tribunal.
- 10.1 To take Counsel's advice or instruct Counsel to represent the Council.

- 10.2 To seek injunctions and commence proceedings for the purposes of
- enforcement in accordance with the Council's policies
  - recovering money due to the Council
  - recovering or otherwise preserving possession of the Council's land or property
  - defending the interests of the Council
  - appealing against a decision affecting the interests of the Council and responding to appeals against action taken by the Council.
- 10.3 To represent the Council at Court or any Tribunal or to make arrangements for appropriate representation.
- 10.4 To negotiate and settle the terms of documents to give effect to a decision of the Council or any of the committees or of any officer acting under delegated powers.
- 10.5 To be the responsible officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act
- 10.6 To serve Requisitions for Information
- 10.7 To prepare a draft budget for consideration by the Council
- 10.8 To prepare the Final Accounts for the end of the financial year



# Andover Town Council

## Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1644	BACS:	£676.20		31/12/21	A1 Loo Hire - Hire of toilets for allotment sires December 2021	£676.20
1645	DDBGDEC 20211	£60.00	4210/6	13/12/21	British Gas - Electricity charges 68b High Street 09.11.2021-09.12.2021 1	£60.00
1646	DDCOBDec 2021	£283.02	4000/5	26/12/21	Cobweb Solutions Ltd - Office 365 + emails 04.12.2021 - 03.01.2022	£283.02
1647	BACS:	£32.98	4210/8	18/01/22	W R Coulter - Reimbursements for Printing and Ink costs Dec + Jan	£32.98
1648	BACS:	£60.00	4000/1	31/12/21	Dataplan Payroll - Payroll Services December 2021	£60.00
1649	DDICOJan2 022	£40.00	4000/3	18/01/22	Information Commissioner - Annual Fee for Data protection renewal fee 2022	£40.00
1650	BACS:	£2,186.28	4000/3	04/01/22	EllisWhittam - Employment Law - Year 2 + E-Learning	£2,352.28
1651	BACS:	£166.00	4000/3	04/01/22	EllisWhittam - Insurance Including 12% IPT + Admin Fee	£2,352.28
1652	BACS:	£35.94	4000/6/2	01/01/22	Custom Studio Ltd - Hosting ATC Website January 2022	£35.94
1656	BACS:	£0.00	4000/3	13/12/21	Kennedys Law LLP - Tax invoice for VAT for Services via Judicial Review and Insurance	£0.00
1657	BACS:	£400.00		31/12/21	M B Pest Services - Pest Control Services for 7 allotment sites December 2021	£400.00
1658	BACS:	£282.47	4210/15	28/12/21	Moore's Cleaning Services Ltd - Cleaning Services for Offices December 2021	£282.47
1660	DDPEACFebApr2022	£767.18	4210/8	17/01/22	Pan European Asset Company - Lease of Photocopier 01.02.2022- 30.04.2022	£767.18
1661	BACS:	£12.00	4210/17	20/12/21	Restore Datashred - Confidential Waste Container retainer	£12.00
1662	BACS:	£60.00	4000/3	20/12/21	Surrey Hills Solicitors - Transfer of Allotments Saxon Heights Part 1	£60.00
1663	BACS:	£302.40	4100/4	20/12/21	Test Valley Borough Council - Room Hire @ The Lights November & December x 4 meetings	£302.40
1664	DDUTB31.1 2.2021	£38.70	4000/2	16/12/21	Unity Trust Bank - Cash & Cheque Charges between 04.09.2021 - 04.12.2021 Confidential	£38.70
		£12,637.80				
<b>Total</b>		£18,040.97				

Signature

Date

18/01/22 11:44 AM Vs: 8.67.01

Signature

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# APPENDIX I – TOWN COUNCIL OFFICES – OPTIONS

I

## Produced for:

Policy and Resources Committee & Full Council

## Date of Report:

13 December 2021

19 January 2022

## Summary of Key Issues

- The contract on the current Andover Town Council Offices is up for renewal in September 2022. There is a 6-month notice period.
- Given the change in the way businesses are now working with more staff working from home, thus reducing overheads in the form of office rent, Town Council Members tasked Officers with researching alternative options for a Town Council Office.

## Current Situation

The office space that Andover Town Council currently rents is not 'fit for purpose' in the present climate. It was originally hoped that all Committee Meetings and Full Council meetings could be held in the offices, however, this has not been possible and Full Council Meetings continue to be held at the Guildhall at an additional cost. It is impossible to make the office CoVid safe at a reasonable cost and without employing more cleaners or paying additional overtime to staff.

The current costs per month are as follows\*:

Rent:	£967
Rates:	£465.20
Electric:	£490.75
Telephone and broadband:	£244
Photocopying:	£359.34
Postage:	£157.34
Office maintenance:	£391.67
Waste removal:	£247.50

(\* figures taken from year when office was fully operational)

**Total per month: £3,570.30**

**Total per annum: £42,843.60**

## Purpose of Report:

- To give members options to the current office accommodation with indicative costs.
- For members to approve an option so Officers can investigate further.
- Members need to approve an option for the future of the offices to allow for time to get proper costings prior to potentially giving notice on the current office provision. (March 2021 is the date a final decision has to be given to the Council's current landlords). If a decision is not made soon, on the future of the office accommodation, current options may no longer be available.

### Option 1 - Serviced office in town centre per annum:

Rent:	£750
Rates:	£0 (inc in rent)
Electric:	£0 (inc in rent)
Telephone and broadband:	£244 (there are cheaper alternatives in new office of £180)
Photocopying:	£359.34 (there are cheaper alternatives that do not require rental of photocopier)
Postage:	£157.34
Office maintenance:	£80.00 (comes with cleaner for the building)
Waste removal:	£207.00 (would not need to pay for general waste just confidential)

**Total per month: £1,797.68 (with further savings to make)**

**Total per annum: £21,572.16**

For this cost the Council would get a serviced office which would take 4 desks. The use of a meeting room which would suffice for meetings and committee meetings (at minimal cost), all electricity, 24 hrs access, share of receptionist, cleaner, loos, kitchen.

Current furniture could be used although the building is also able to supply at an additional price.

This space can be rented monthly and can be terminated with short notice if Andover Town Council consider it necessary.

There is a lift.

### Option 2 – Serviced Offices on a business park within Andover (Portway) (6 month contract)

Rent:	£759
Rates:	£0 (inc in rent)
Electric:	£0 (inc in rent)
Telephone and broadband:	1 free telephone line and 100 free minutes per month. £40 per month broadband.
Photocopying:	£359.34 (there are cheaper alternatives that do not require rental of photocopier)
Postage:	£157.34
Office maintenance:	£0 included in rent
Waste removal:	£0 included in rent.

**Total per month: £1,315.68**

**Total per annum: £15,788.16**

For this cost the Council would get a serviced office which would take 4 desks. The use of a meeting room which would suffice for meetings and committee meetings (at minimal cost), all electricity, 24 hrs access, share of receptionist, cleaner, loos, kitchen. Lounge memberships for Regus or Basepoint (with free WiFi), free parking, building insurance.

Current furniture could be used although the building is also able to supply at an additional price.

**Potential working arrangement:**

Currently the Town Council is operating with a reduced number of staff due to staff absences.

Considerable savings can be made by renting a serviced office with a share of all facilities and facilities maintenance, by having a smaller office less cost is involved. Andover Town Council can still have a physical presence, whilst allowing Officers to continue working from home on days that the office is being used by other staff members.

By working 'shifts' within the office it reduces the risk of transmission of any illness, but particular Covid and it's many variants, amongst the limited staff members and should allow for a continuous service and physical presence for the public.

#### **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 daily. At the time of writing this report a new variant, Omnicron, has taken hold and its infection rate is high. The recommendation from central government is to work from home, if possible, this is due to be debated on Wednesday 19<sup>th</sup> January 2021 in Parliament, but whatever the decision we must make provision for the presence of Covid in day to day living going forward. It is imperative that The Council takes it's duty of care to it's staff and members of the public seriously and invests in an office that allows a working environment that not only saves money but offers safety for all. Whilst Omnicron appears to be less severe than previous variants because of it's high transmissibility staff shortages is the current concern amongst businesses and the public sector. It is important to factor this in when thinking about future office space to allow mitigation for this which will include flexible working and shift working.

#### **Recommendations**

**To receive and approve an option from one of the options listed above.**

**To instruct Officers to investigate further the option decided upon and report back P and R with final costs and dates.**

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.

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