

# ANDOVER TOWN COUNCIL

Thursday 29 September 2022



To the Members of Andover Town Council:

You are hereby summoned to attend a meeting of full **COUNCIL** to be held at the **Upper Guildhall, Andover on Thursday 29 September 2022 at 5.30 pm** when it is proposed to transact the following business: -

*Victoria Warburton*

Tor Warburton

**Interim Town Clerk – 23 September 2022**

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Please note that due to on-going issues with the audio/video there will be no zoom dial in for this meeting.

**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.

**Prior to the start of the meeting there will be a short presentation by a representative from MIND on Mental Health and role MIND has to play, with particular reference to younger people.**

<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>
	To <b>receive</b> apologies for absence.
<b>2</b>	<b>DECLARATION OF ACCEPTANCE OF OFFICE</b>
	To <b>receive</b> the declaration of acceptance of office for the Councillor elected for St Mary's Ward.
<b>3</b>	<b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS</b>
	To receive and note any declarations of interest relevant to the agenda.

<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 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>EXTERNAL REPORTS</b>
	To receive verbal reports from Test Valley Police, County and Borough Councillors for the Parish of Andover, and other organisations, on matters directly relating to Andover Town. Each speaker will be limited to three minutes. [To include questions from Town Councillors.]
<b>6</b>	<b>MINUTES</b>
	The Town Mayor to sign as a correct record, the minutes of the Extraordinary Town Council meeting held on 24 August 2022, attached at <b>Appendix A. (Page 6)</b> .
<b>7</b>	<b>TOWN MAYORS ANNOUNCEMENTS</b>
	To receive the Town Mayors' Announcements.
<b>8</b>	<b>ANDOVER TOWN COUNCILLORS REPORTS</b>
	To receive any reports from Town Council Members.
<b>9</b>	<b>QUESTIONS FROM TOWN COUNCILLORS</b>
	To receive written questions from Councillors received 3 clear days prior to the meeting, as per Standing Order 9 (i).
<b>10</b>	<b>MOTIONS FROM TOWN COUNCILLORS</b>
	<p><b><u>Motion on Energy Price Cap</u></b></p> <p><b>Proposed by: Cllr Jason Sangster</b>  <b>Seconded by: Cllr Luigi Gregori</b></p> <p>This Council Notes:</p> <p>Households in Great Britain face a leap in energy bills from October after the regulator raised the energy price cap, taking the average gas and electricity bill to £3,549 a year. Ofgem approved the £1,578 increase on the current figure of £1,971 for the average dual-fuel tariff – a rise of 80%. The cap will be almost treble what it was a year earlier last October, when it was raised to £1,277.</p> <p>The Government has suspended the pension 'triple lock' for the period 2022/3, meaning that pensioners will see an increase of 3.1% this year (instead of 8.3% under the triple lock formula). This year, this will cost a Test Valley pensioner on the full new state pension an average of £487, and a pensioner on the full basic state pension an average of £373 (Gov.uk).</p> <p>BoilerJuice, which is the UK's number one heating oil provider underlined the fact that the price of heating oil has risen from 45p per litre to 91p between Aug 2021 to Aug 2022. A 2000 litre tank of heating oil will now cost a family in our rural community, £920 more than this time last year.</p>

The British Beer & Pub Association has stated that on average hospitality business faces a 300% rise in its energy bills. A small business that spent £3000 on energy earlier this year will now spend £9000.

This Council therefore moves to declare a 'Cost of Living Emergency' in Andover and write to our local MP calling on him to put pressure on the Government to:

-Reduce the standard rate of VAT from 20% to 17.5% for one year, saving the average household a further £600 this year.

-Ensure the government honours its commitment to reinstating the pensions triple lock to support Andover pensioners.

-Implement an energy price cap on heating oil, where this currently disproportionately affects rural families.

-Put in place an energy price cap for energy bills of Andover businesses, where they currently face uncapped energy bills.

### **Motion on Insulating Homes of Lower Income Residents**

**Proposed by: Cllr Robin Hughes**

**Seconded by: Cllr Luigi Gregori**

This Council moves, in an attempt to both ease the cost pressures for our lowest income residents and in a step to helping our residents lower their impact on the environment, that it will:

1. Call upon the Secretary of State, Department for Business, Energy & Industrial Strategy, to do more to support low-income households by dramatically improving the Local Authority Delivery Scheme, by doubling the funds available to the lowest income households, and expanding the threshold of household income to £50,000 p.a.

2. Call upon Test Valley Borough Council to build on their current good work in this area by:

-Urgently investigating the availability of other schemes which have already benefited the residents of other councils in the Hampshire area

-Communicating with our residents as to what options and opportunities are available for improving their homes' heating and energy efficiencies.

-Immediately seeking to assist our lowest income families with financial support packages aimed at insulating their homes.

**11**

### **TOWN CLERK & RFO RECRUITMENT**

To **receive** an update report from the Recruitment Panel on progress with recruitment of the new Town Clerk & RFO. Report attached at **Appendix B (Page 12)**.

<b>12</b>	<b>RISK MANAGEMENT POLICY</b>
	To consider and adopt a Risk Management Policy as recommended by the Policy & Resources Committee – Risk Management Policy attached at <b>Appendix C (Page 16)</b> .
<b>13</b>	<b>EQUALITY POLICY</b>
	To consider and adopt an updated Equality Policy to comply with current legislation, as recommended by the Policy & Resources Committee – Updated Equality Policy attached at <b>Appendix D (Page 24)</b> .
<b>14</b>	<b>FINANCE</b>
	<p>To receive and approve the list of payments up to 7 September 2022 – attached at <b>Appendix E (Page 29)</b>.</p> <p>To receive and note the Cashbook up to 31 August 2022 – attached at <b>Appendix F (Page 33)</b>.</p> <p>To receive and note the Bank Reconciliation up to 31 August 2022 – attached at <b>Appendix G (Page 36)</b>.</p>
<b>15</b>	<b>VIREMENTS 2022/2023</b>
	<p>To approve the recommendation from the Policy and Resources Committee that a Virement be made from Budget 4210/6 Heating &amp; Lighting – Office of £413.00 to Budget 4210/11 Subscriptions/Memberships.</p> <p>Budget 4210/6 is the only Budget overspent. Budget 4210/6 will not be utilised after September 2022 as the Town Council will have moved to new offices where the rental rate is inclusive of utilities.</p>
<b>16</b>	<b>EARMARKED RESERVES</b>
	To approve the recommendation from the Policy and Resources Committee that Earmarked Reserve [Defibrillators £1072.01] be transferred to Operational Reserves as the Council agreed in 2018 that it would no longer directly purchase defibrillators. This fund is no longer required within Earmarked Reserves.
<b>17</b>	<b>APPOINTMENT OF MEMBERS TO COMMITTEES AND WORKING GROUPS</b>
	<p>To appoint Members to the following Committees and Working Groups:</p> <p>Planning Committee – 3 vacancies  Community and Events Committee – 2 vacancies  Allotments Committee – 4 vacancies  Policy and Resources Committee – 2 vacancies  Staffing Review Working Group – 2 vacancies  Charter Stone Working Group – 1 vacancy</p> <p>The Community &amp; Events Committee have formed the following Working Groups and Members are invited to email Cllr J Sangster (copied to Deputy Clerk) to register their interest.</p> <p>Each Working Group must have a minimum of three Members to be formed.</p> <p>*Library Support: Cllrs C Ecclestone, R Meyer and D Coole - <b>minimum number reached</b>.</p> <p>* Website: Cllrs C Ecclestone, D Coole and J Sangster - <b>minimum number reached</b></p> <p>* Christmas Lights/Events: Cllrs R Meyer and D Coole.</p> <p>* Youth Support: Cllrs R Meyer and N Asamoah.</p>

	<p>* Independent Access: Cllrs D Coole, J Coole and R Meyer – <b>minimum number reached.</b></p> <p>Council Working Groups (Mayor/Chairman and Deputy Mayor/Vice-Chairman), Cllr Meyer will be the points of contact for and be responsible for:</p> <p>* Staffing Review (formed March 2022) Cllrs S Waue, M Mumford and R Meyer.</p> <p>* Town Clerk and Responsible Finance Officer Recruitments (formed 10.08.2022): Cllrs D Coole, C Ecclestone, M Mumford, R Rowles and L Gregori.</p> <p>* Open Spaces Furniture (formed 10.08.2022): Cllrs D Coole and J Coole.</p> <p>* Audio and Live Streaming (formed 10.08.2022): Cllr R Rowles.</p> <p>* Charter Stone (formed ??) Cllr L Gregori.</p>
<b>18</b>	<b>OFFICE ACCOMMODATION UPDATE</b>
	To note that the office move has now been completed and Officers are now able to work out of the Incuhive space. The contract has now finished on 68B High Street, Andover.
<b>19</b>	<b>SIDS UPDATE</b>
	To note that the SIDs have been ordered and delivery to the contractor who will manage them is expected within 8 weeks, it is anticipated that they will be operational before the end of the year.
<b>20</b>	<b>EXCLUSION OF THE PRESS AND PUBLIC</b>
	To PASS a Resolution to exclude the Members of the Press and Public from the Meeting at Agenda Item 21 due to consideration of Confidential Legal Advice, as per Schedule 12a of LGA 1972.
<b>21</b>	<b>LEGAL ADVICE</b>
	To review and accept a <b>CONFIDENTIAL</b> report on advice received by Surrey Hill Solicitors. Report will be given to members in the meeting.
<b>20</b>	<b>DATE OF NEXT MEETING</b>
	To <b>note</b> the date of the next meeting is <b>Wednesday 23 November 2022 to</b> be held at <b>The Lights, Andover.</b>

The Town Mayor will close the meeting.

# APPENDIX A – MINUTES OF EXTRAORDINARY COUNCIL MEETING

# A

## Extraordinary Council Minutes

### Time and date

5.30pm on Wednesday 24 August 2022

### Place

The Lights, Andover

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

Michelle Young (Committee Officer) (Taking the Minutes)

**Members of the Public:** 11

**Members of the Press:** 1

**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>C077/08/22</b>	<b>APOLOGIES FOR ABSENCE</b>
	Apologies were received and accepted from Councillors C Ecclestone, K Hughes and M Mumford.

<b>C078/08/22</b>	<b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS</b>
	Councillors D Coole and J Coole declared an Interest in Items 9 & 10 of the agenda. Councillor R Meyer declared an Interest in Item 9 of the agenda.
<b>C079/08/22</b>	<b>PUBLIC PARTICIPATION</b>
	<i><b>The notes below are a precis of statements/questions. They are not recorded word for word.</b></i> A representative from Unity spoke in support of the Unity's £7,500.00 grant application 'Youth Services for Andover Town.' Aim is to apply services to fill the gap work in consultation with other Youth Groups in Andover. Unity has 12 plus years of experience working in the youth environment, involving trips, events and assisting with employment. The grant will aid the provision of events to work with partnership groups, which will be free to attend.
<b>C080/08/22</b>	<b>MINUTES</b>
	Two Members raised amendments that were required to be made. It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Minutes, with the amendments, of the Council meeting held on 10 August 2022, be signed by the Chairman as a correct record. A vote was taken: FOR – 10, AGAINST – 0, ABSTENTIONS – 1 <b>RESOLVED: That the Minutes, with the amendments, of the Council meeting held on 10 August 2022, be signed by the Chairman as a correct record.</b>
<b>C081/08/22</b>	<b>POLICY AND RESOURCES – TERMS OF REFERENCE</b>
	Members considered the amended Policy and Resources Committee Terms of Reference. A Member asked what changes had been made by the Policy and Resources Committee due to him not being a member of that committee. The Proper Officer clarified that the Terms of Reference had been brought in line with Standing Orders and Financial Regulations, to ensure that the Committee was following what it should be doing with regards to both of those documents. The only other changes that had been made were in relation to the provision of support for Staffing and making sure that the Policy and Resources Committee works with the HR Staffing Sub-Committee, which would ensure that support. It was proposed by Councillor R Hughes and seconded by Councillor R Meyer that the amended Policy and Resources Committee Terms of Reference be accepted and approved. A vote was taken: FOR – 10, AGAINST – 0, ABSTENTIONS – 1 <b>RESOLVED: That the amended Policy and Resources Committee Terms of Reference be accepted and approved.</b>
<b>C082/08/22</b>	<b>TEMPORARY PROPER OFFICER (TOWN CLERK) AND RESPONSIBLE FINANCIAL OFFICER</b>
	Members noted the report on the provision of a temporary Proper Officer (Town Clerk) and Responsible Financial Officer. It was felt that due to the number of recommendations within the report, each one would be discussed separately.

**Committee Meeting Schedule:**

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the revised Committee Meeting schedule be approved.

Members went into debate.

Concerns were raised that if the Committee meetings were reduced, in particular the Allotment Committee, the Town Council would fail to meet its statutory duties. The Allotment Committee would need to continue with its current schedule of meetings due to the changes in payment schedule and rental increases, fencing, gate repairs and any issues that arise.

A point was made that Committees with devolved responsibilities, no decisions could be made without the presence of a qualified Clerk. Therefore, decisions made regarding their devolved responsibilities to spend money, would not be correct.

The Deputy Clerk suggested an Allotment meeting be added into the revised schedule for 21 September 2022, in place of 5 October 2022, for discussions on changes with payment terms and rental increases. A further suggestion was made that the Allotment Budgets could also be discussed in the meeting of 21 September 2022, with the potential addition of a further Allotment Committee meeting down the line.

It was proposed by Councillor N Long and seconded by Councillor L Gregori that an Allotment Committee meeting be added into the revised meeting schedule for the 21 September 2022, in place of the schedule meeting on 5 October 2022.

A vote was taken which was unanimous.

**RESOLVED: That an Allotment Committee meeting be added into the revised meeting schedule for the 21 September 2022, in place of the schedule meeting on 5 October 2022.**

Members returned to vote on the substantive motion, with the revised Allotment meeting dates.

A vote was taken which was:

FOR - 10, AGAINST - 1, ABSTENTIONS - 0

**RESOLVED: That the reduced meeting schedule with the revised Allotment Committee meeting date of 21 September 2022, be approved.**

**Staff Resources:**

A procedural motion was proposed by Councillor N Long and seconded by Councillor R Rowles that the Council moved straight to a vote.

A vote was taken:

FOR - 7, AGAINST - 4, ABSTENTIONS - 0

**RESOLVED: That Council moved straight to a vote.**

It was proposed by Councillor L Gregori and seconded by Councillor R Rowles that Solution 2 be accepted and approved.

A vote was taken:

FOR - 6, AGAINST - 3, ABSTENTIONS - 2

**RESOLVED: That Solution 2 be accepted and approved.**

**Members noted that by the approval of Solution number 2, it had been agreed that the temporary responsibilities and duties of the Proper Officer would be transferred to the Deputy Clerk for an agreed temporary period starting on 12 September 2022 (to be reviewed in January 2023).**



	<p><b>The responsibility of the Town Council's financial affairs will be transferred to the temporary RFO position.</b></p> <p>The Proper Officer interjected with an updated response received from SLCC, which included an offer of support to the Town Council for the recruitment process, with a comprehensive breakdown of the assistance that could be provided. Members were reminded they had previously agreed a budget of £2,000.00 to do that process. In total SLCC proposed the cost to be a total of £2,190.00. £190.00 more than the original proposal. Members were asked to bear in mind that the Town Council had not received any other offers of support for the recruitment process.</p> <p>It was felt that the offer should be accepted and the additional £190.00 be taken from Operational Reserves, which would enable the progress of the recruitment process to be made.</p> <p>The Town Mayor clarified the last 3 recommendations that required discussion and the extra point raised regarding the £190.00 virement.</p> <p>It was proposed by Councillor R Rowles and seconded by Councillor S Waue that in line with our adopted solution number 2, the Council agrees the Deputy Clerk's expected contracted hours, the remuneration thereof and the contract will be amended to reflect our decision.</p> <p>A vote was taken which was unanimous</p> <p><b>RESOLVED: That in line with our adopted solution number 2, the Council agrees the Deputy Clerk's expected contracted hours, the remuneration thereof and the contract will be amended to reflect our decision.</b></p> <p>It was proposed by Councillor D Coole and seconded by Councillor R Meyer that:</p> <ul style="list-style-type: none"> <li>• Council agrees to review the temporary staffing solution in January 2023.</li> <li>• All affected contracts must be redrawn, agreed with the staff members and signed to reflect Council's decision.</li> <li>• A virement of £190.00 be taken from Operational Reserves to enable the engagement of SLCC for the recruitment process.</li> </ul> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That:</b></p> <ul style="list-style-type: none"> <li>• <b>Council agrees to review the temporary staffing solution in January 2023.</b></li> <li>• <b>All affected contracts must be redrawn, agreed with the staff members and signed to reflect Council's decision.</b></li> <li>• <b>A virement of £190.00 be taken from Operational Reserves to enable the engagement of SLCC for the recruitment process.</b></li> </ul>
<b>C083/08/22</b>	<b>APPOINTMENT OF INTERNAL AUDITOR FOR YEAR END 2023</b>
	<p>Members noted the report regarding the continued Internal Auditor provision by Mulberry &amp; Co.</p> <p>It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the continued Internal Auditor provision by Mulberry &amp; Co be approved.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the continued Internal Auditor provision by Mulberry &amp; Co be approved.</b></p>
<b>C084/08/22</b>	<b>FINANCE</b>
	Members received and noted the List of Payments up to 3 August 2022.

	<p>Members received and noted the Cashbook up to 31 July 2022.</p> <p>Members received and noted the Bank Reconciliation up to 31 July 2022.</p> <p>It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the List of Payments up to 17 August 2022 be approved.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the List of Payments up to 17 August 2022 be approved.</b></p>
<b>C085/08/22</b>	<b>GRANT APPLICATIONS</b>
	<p>Members considered the recommendations from Community and Events Committee regarding the following Grant Funding Applications for Andover Summer Fayre 2022 and Youth Services for Andover Town (Unity).</p> <p><b>Youth Services for Andover Town (Unity)</b></p> <p>It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Youth Services for Andover Town (Unity) grant application as is, be approved.</p> <p>Members went into debate.</p> <p>It was proposed by Councillor J Sangster and seconded by Councillor D Coole that Standing Orders be suspended to allow the Unity's representative to answer Members' questions.</p> <p>A vote was taken:</p> <p>FOR – 7, AGAINST – 4, ABSTENTIONS – 0</p> <p><b>RESOLVED: That Standing Orders be suspended to allow the Unity's representative to answer Members' questions.</b></p> <p>Members asked various questions, however, the majority felt that the responses did not offer sufficient specific details upon which a formal decision could be made.</p> <p>It was proposed by Councillor D Coole and seconded by Councillor R Hughes that Standing Orders be reinstated.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That that Standing Orders be reinstated.</b></p> <p>The Proper Officer was asked to clarify whether the grant application satisfied the rules of the Grant Policy. The Proper Officer responded with a no and suggested that Unity be invited to reapply with more details, in order to satisfy the rules of the Grant Policy.</p> <p>It was proposed by Councillor R Rowles and seconded by Councillor N Long that Council move onto the next item.</p> <p>A vote was taken:</p> <p>FOR – 3, AGAINST – 5, ABSTENTIONS – 3</p> <p><b>Motion not carried.</b></p> <p>It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the discussion on Youth Services for Andover Town (Unity) grant be deferred and Unity be invited to resubmit a new application with more specific information.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the discussion on Youth Services for Andover Town (Unity) grant be deferred and Unity be invited to resubmit a new application with more specific information.</b></p> <p><b>Andover Summer Fayre 2022</b> (Councillors D Coole and J Coole left the meeting at 6.42pm)</p>

	<p>It was proposed by Councillor R Meyer and seconded by Councillor D Treadwell that the Andover Summer Fayre 2022 grant application be approved,</p> <p>Members went into debate about capital expenditure, insurance, lack of promotion of Andover Town Council, no income and potential profits which is not allowed for a Community Interest Company.</p> <p>A vote was taken: FOR – 4, AGAINST – 5, ABSTENTIONS – 0</p> <p><b>Motion not carried.</b></p>
<b>C086/08/22</b>	<b>FESTIVAL OF MOTORING – RELEASE OF FUNDS</b>
	<p>Members considered the recommendation from the Community and Events Committee to release the funding from the Festival of Motoring Event Budget for the Festival of Motoring Event 2022.</p> <p>It was proposed by Councillor J Sangster and seconded by Councillor D Treadwell that the release of the funding from the Festival of Motoring Event Budget for the Festival of Motoring Event 2022, be approved.</p> <p>A vote was taken: FOR – 6, AGAINST – 2, ABSTENTIONS – 1</p> <p><b>RESOLVED: That the release of the funding from the Festival of Motoring Event Budget for the Festival of Motoring Event 2022, be approved.</b></p>
<b>C087/08/22</b>	<b>DATE OF NEXT MEETING</b>
	<p>Members noted the date of the next meeting: <b>Wednesday 14<sup>th</sup> September 2022, at The Lights, Andover</b>, starting at <b>5.30pm</b>.</p>
<p>The Deputy Town Mayor closed the meeting at 7.00pm.</p>	
<p>Town Mayor _____ Date _____</p>	

## APPENDIX B – TOWN CLERK AND RESPONSIBLE FINANCE OFFICER RECRUITMENT

# B

**Produced for:**

Full Council

**Date of Report:**

6 September 2022

**Author of Report:**

Tor Warburton (interim Proper Officer)  
W Coulter (Town Clerk, DPO, RFO)

**Summary of Key Issues**

At the Extraordinary Council meeting on 24 August 2022, the Town Council made the following resolutions:

**RESOLVED:** That the reduced meeting schedule with the revised Allotment Committee meeting date of 21 September 2022, be approved.

**Staff Resources:**

**RESOLVED:** That Solution 2 be accepted and approved.

Members noted that by the approval of Solution number 2, it had been agreed that the temporary responsibilities and duties of the Proper Officer would be transferred to the Deputy Clerk for an agreed temporary period starting on 12 September 2022 (to be reviewed in January 2023). The responsibility of the Town Council's financial affairs will be transferred to the temporary RFO position.

**RESOLVED:** That in line with our adopted solution number 2, the Council agrees the Deputy Clerk's expected contracted hours, the remuneration thereof and the contract will be amended to reflect our decision.

**RESOLVED:** That:

- Council agrees to review the temporary staffing solution in January 2023.
- All affected contracts must be redrawn, agreed with the staff members and signed to reflect Council's decision.
- A virement of £190.00 be taken from Operational Reserves to enable the engagement of SLCC for the recruitment process.

**Background:**

Following resolutions at Full Council on the 10 August 2022 a panel of five members was agreed to progress the recruitment of the next Town Clerk. The members are Cllrs D Coole, R Rowles, C Ecclestone, L Gregori and M Mumford.

**At the Extraordinary Full Council meeting on 24 August 2022 the following points were agreed:**

**Updated meeting schedule:**

**NB: (Planning Committee members to clerk Planning meetings and submit observations to Deputy Town Clerk to submit to TVBC)**

**SEPTEMBER**

Monday	12 September 2022	6.00pm	Planning Committee
Wednesday	14 September 2022	5.30pm	Council
Wednesday	21 September 2022	6.30pm	Allotment Committee (update on invoices and budget)

**OCTOBER**

Monday	3 October 2022	6.00pm	Planning Committee
Wednesday	19 October 2022	6.30pm	Events Committee (to consider budget ONLY)
Monday	24 October 2022	6.00pm	Planning Committee (to consider budget)

**NOVEMBER**

Monday	14 November 2022	6.00pm	Planning Committee
Tuesday	22 November 2022	6.30pm	Policy & Resources Committee (to consider budget ONLY)
Wednesday	30 November 2022	5.30pm	Council

**DECEMBER**

Monday	5 December 2022	6.00pm	Planning Committee
Monday	26 December 2022		(Boxing Day) BANK HOLIDAY
Tuesday	27 December 2022		BANK HOLIDAY

**JANUARY**

Monday	2 January 2023		BANK HOLIDAY
Tuesday	3 January 2023	6.00pm	Planning Committee
Tuesday	10 January 2023	6.30pm	Policy and Resources Committee (Final review of budget)
Monday	23 January 2023	6.00pm	Planning Committee
Wednesday	25 January 2023	5.30pm	Council (BUDGET and Precept)

**Staffing solution 2 was also agreed:**

Following the decision at a previous Council Meeting, a candidate has been found with sufficient experience to temporarily take on the Responsible Financial Officers role.

The current Deputy Clerk could then, temporarily, step up to cover the Proper Officers role.

The temporary RFO and Deputy Clerk MUST be remunerated for the increased responsibility and hours of work MUST be confirmed.

It MUST be noted that the current Deputy Clerk whilst covering the Proper Officers role will continue to fulfil the Deputy Clerks role.

It MUST also be noted that the current Deputy Clerk whilst cover the Proper Officers role and the Deputy Clerk role will also need to carry out much of the Committee/GDPR Officers role as well – therefore working three roles.

A Locum Clerk to be found for help with Council and Committee meetings.

As of the 12 September delegated authority has been passed to the Deputy Clerk as interim Proper and to the interim RFO for finance responsibility.

It was agreed that the Council accept help from the SLCC to administer the recruitment process at a cost of £2190.

### **After December 2022:**

At the Full Council meeting in January 2023, the situation regarding the Recruitment of a new PO and RFO and Committee/GDPR Officer MUST be re-evaluated, the solution agreed is not tenable for any length of time, neither for the efficient running of the Council or for the staff involved.

### **Present:**

On 5 September 2022, two members of the panel, with the Deputy Clerk in attendance, met with the SLCC representative to review the proposed recruitment pack and agree next steps.

The SLCC representative is unavailable until 26 September therefore upon their return, if recommendations are agreed by Full Council, the recruitment will begin.

Each recommendation is explained below:

### **1 Confirm delegated power to panel, to recruit and appoint new Proper Officer, for ratification at Full Council.**

The Council to approve giving delegated authority to the Panel to carry out the recruitment process, interview candidates and make the final choice of the candidate, issue job offer and bring to the next Full Council for ratification.

The advice and guidance from the SLCC representative is to follow this suggestion because if Extraordinary Council Meetings have to be called in order to approve the panels decisions at each stage, there is a chance that Andover Town Council will lose out on candidates that need to make quick decisions in relation to their current roles.

### **2 Confirm recruitment budget of £5,000 (to include SLCC costs, advertisement etc)**

Council has already approved the cost of £2190 for the services of the SLCC. Further recruitment costs will be incurred, and it is proposed that Council agree a budget of £5000 (to include SLCC costs) to cover these recruitment costs. In addition to the £190 to be vired from Operational Reserves for the services of SLCC, it is recommended that a further £2810 be vired from Operational Reserves for this purpose.

### **3 Confirm that any candidate MUST have CiLCA to be considered for the post.**

Andover Town Council currently has the Power of Competence as a CiLCA qualified Town Clerk was in post. If the successful candidate does not have the CiLCA qualification by May 2023 Andover Town Council will lose the Power of Competence. If a candidate is employed on the understanding that they will achieve the qualification by May 2023, they will need to do this, in less than 6 months whilst learning a complicated and complex new role which requires an experienced Town Clerk.

### **4. Decide if a relocation package of £4,000 will be offered for a candidate who has to move in order to be within 30 mins of the office**

The advice of the SLCC representative is that a relocation package is offered IF the successful candidate needs and agrees to move within 30 mins of the office, on the understanding that the successful candidate will commit to a minimum of 2 years in the role. The recommendation is £4,000.

### **5. Decide if an informal meeting of all candidates and all Councillors will be offered to candidates and Council (potential cost of hotel rooms for candidates), to happen the night before the formal interviews.**

The advice of the SLCC representative is that this works well to allow ALL members of the Full Council the opportunity to meet the potential candidates in an informal setting the night before the formal interviews. Members need to note that this will add significant cost to the recruitment process, potentially overnight accommodation for candidates, hire of a venue, beverages, catering, staff to administer the event. An indicative cost would be £1000, however, if the recruitment process falls over the festive period the costs could increase.

#### **6. Decide if candidates will be offered Local Government Pension Scheme rather than NEST.**

All current staff are only offered the NEST pension provision as approved by Full Council in 2015 because the costs were considerably less to employees and employer, although the returns are not as beneficial.

The Local Government Pension Scheme (LGPS) carries considerably more cost to both the Town Council and the employee. If Council are minded to offer this pension package to the new Town Clerk, it will need to be costed, added to the payroll budget and offered to the other employees.

The SLCC representative feels that if this is not offered it could limit applicants.

#### **Legal and Policy Implications**

The 1972 Local Government Act and other legislation entrust a number of responsibilities and duties to the 'proper officer' (Town Clerk) The Town Council must have a 'proper officer' in order to continue to function.

In addition, Section 151 of the 1972 Local Government Act also requires a local council to ensure that one of its officers has overall responsibility for the administration of its financial affairs.

Under Section 112 (2), LGA 1972 the Clerk holds office on such reasonable terms and conditions, including conditions as to remuneration, as the council thinks fit.

The appointment of the Town Clerk is made by resolution of the local council.

#### **Recommendations**

- Confirm delegated power to panel, to recruit and appoint new Proper Officer, for ratification at Full Council.
- Confirm recruitment budget of £5,000 (to include SLCC costs, advertisement etc) with the additional money to be vired from Operational Reserves (as above).
- Confirm whether or not candidates MUST have the CiLCA qualification to be considered for the post.
- Decide if a relocation package of £4,000 will be offered for any candidate who has to move in order to be within 30 mins of the office on the understanding that the successful candidate will commit to two years in role.
- Decide if an informal meeting of all candidates and all Councillors will be offered to candidates and Council (potential cost of hotel rooms for candidates), to happen the night before the formal interviews.
- Decide if candidates will be offered Local Government Pension Scheme rather than NEST.

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

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Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk) Distribution: To all Councillors

## APPENDIX C – RISK MANAGEMENT POLICY

# C

### ANDOVER TOWN COUNCIL RISK MANAGEMENT POLICY – 2022 (June 2022)

Contents	Subject	Page No
1	Policy Statement	1
2	Introduction	2
3	What is Risk Management?	2
4	Why does ATC need a Risk Management Strategy?	3
5	Benefits of Risk Management	4
6	Responsibilities	4
7	All Members Duties	5
8	Town Clerk	5
9	Policy & Resources Committee	6
10	Responsible Finance Officer: As the Council's Section 151 Officer	6
11	All Employees	6
12	Role of Internal Audit	7
13	Implementing the Strategy	7
14	Conclusion	8
15	Document Information	8
16	Document Control	9
	APPENDICES	
Appendix 1	Categories of Risk	10
Appendix 2	Processes	11
Appendix 3	Risk Management Matrix	12
Appendix 4	Assessment Impact	13
Appendix 5	Impact v's Likelihood	14



# 1. Policy Statement

- 1.1. Andover Town Council (ATC) recognises that, in addition to its statutory duties, it has a responsibility to manage risks effectively 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.
- 1.2. ATC is aware that some risks can never be eliminated fully, and it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

## 2. Introduction

**2.1.** This document forms the Council's Risk Management Strategy. It sets out:

- a. What risk management is
- b. Why ATC needs a risk management strategy
- c. The benefits of risk management
- d. Roles and responsibilities of members, staff and others;
- e. How the strategy will be implemented

**2.2** The objectives of this strategy are to:

- a. Identify risks
- b. Put in controls to minimise risk
- c. Integrate risk management into the culture of the council
- d. Embed risk management through the ownership and management of risk as part of all decision-making processes
- e. Further develop risk management and raise its profile across the council
- f. Manage risk in accordance with best practice
- g. Consider and respond to changing social, environmental and legislative requirements

**2.3** These objectives will be achieved by:

- a. Establishing clear roles and responsibilities and awareness, including use of training as appropriate
- b. Incorporating risk management considerations into the Council's management process – for instance, in considering new projects

## 3. What is Risk Management?

3.1. 'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements<sup>1</sup>. Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001:5).

3.2. Risk management is an essential feature of good governance. An organisation that manages risk well, is more likely to achieve its objectives. It is vital to recognise that risk

management is not simply about health and safety but applies to all aspects of the Council's work.

3.3 Risks can be classified into various types but it is important to recognise that for all categories, the direct financial losses may have less impact than the indirect costs, such as disruption of normal working. The examples below are not the only examples:

- a. **Strategic Risk** – long-term adverse impacts from poor decision making, poor implementation, inadequate resourcing or failure to respond to change. Failure to address risk can result in damage to the reputation of the Council, loss of public confidence, or in a worst case scenario, stimulate Government intervention.
- b. **Compliance Risk** – failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. This risks exposure to prosecution, judicial review, employment tribunals and/or the inability to enforce contracts.
- c. **Financial Risk** – fraud and corruption, waste, excess demand for services, bad debts. This presents risk of additional audit investigations, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.
- d. **Operating Risk** – failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Presenting risk of insurance claims, higher insurance premiums, lengthy recovery process.

3.4 Not all these risks are insurable and for some, the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

3.5 Risk is not restricted to potential threats but can arise from missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

## 4. Why does ATC need a Risk Management Strategy?

- 4.1. Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.
- 4.2. The Risk Management Strategy will help to ensure that all committees/service areas understand risk and that the Council adopts a uniform approach to identifying and prioritising risks. This should, in turn, lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.
- 4.3. Strategic risk management is also an important element in demonstrating continuous service improvement.
- 4.4. There is a requirement under successive Accounts and Audit Regulation to establish and maintain a systematic strategy, framework and proves for managing risk.

## 5. Benefits of Risk Management

- 5.1. Risk management is regarded as an essential element of good governance and as an integral part of internal control. It provides the foundation for effective management

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

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

## 6. Responsibilities

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

6.2. The Town Council is aware that some risks can never be eliminated fully, and its strategy provides a structured, systematic and focussed approach to managing risk.

6.3. This policy places a responsibility on all Members and Officers to have regard for risk in carrying out their duties. Its purpose is to enable the Council to manage its risks through anticipation and control.

6.4. Risk management is only considered to be truly embedded when it functions as part of the Council's day to day operations. For this to be achieved, it is vital that clarity exists to determine the various roles and responsibilities of individuals involved throughout the Council in the risk management process.

6.5 To ensure that this level of clarity exists, the Council has established a structure that sets out how Members, Officers and the various Committees and other stakeholders contribute to the overall risk management process.

## 7. All Members Duties

7.1. To consider and, if appropriate, approve and regularly review the Risk Management Strategy and Policy Statement.

7.2 To consider the risk motivators and risk priorities

7.3 To consider and, if appropriate, approve the action in response to risks proposed by officers

- 7.4 To share collective responsibility to understand and manage the strategic risks that the Town Council faces
- 7.5 To ensure that all identified risks have been considered in decision making
- 7.6 To monitor the effectiveness of the Town Council's risk management arrangements by reviewing any risk management report to Policy & Resources Committee and Council.
- 7.7 To familiarise themselves with the procedures needed to manage and operate in a crisis through the Town Council's agreed Emergency Plan and Delegation Scheme.
- 7.8 To seek assurances that action is being taken on risk related issues identified by auditors and inspectors and request regular updates
- 7.9 To include consideration of risk as standard in proposing and discussing all motions to Council.

## 8. Town Clerk

- 8.1 To promote the Council's Risk Management Strategy, Policy Statement and framework.
- 8.2 To be responsible for managing the Council's key risks including the assessment of risks.
- 8.3 To encourage a culture of shared responsibility and open communication of risks.
- 8.4 To be the lead officer responsible for risk management and implementation of the Risk Management Strategy.
- 8.5 To be responsible for the management of strategic and operational risks that the Town Council faces and to oversee the effective mitigation of these risks by officers.
- 8.6 To ensure that risks are fully considered in all strategic decision making and that the Risk Management Strategy helps the Town Council to achieve its objectives and protection of assets.
- 8.7 Provide advice as to the legality of policy and service delivery and update the Town Council on the implications of new or revised legislation.
- 8.8 Assess and implement to Council's insurance requirements.

## 9. Policy and Resources Committee

- 9.1. Support the Town Clerk in all aspects of risk management.
- 9.2 Understand the strategic and operational risks that the Town Council faces.
- 9.3 Ensure that a structured and systematic approach is in place for the identification, recording and reporting of risks and opportunities.
- 9.4 Ensure that risks are fully considered in all decision making and that the Risk Management Strategy helps the Town Council to achieve its objectives and protection of assets.
- 9.5 Assist in embedding a culture of risk management through the Town Council and encourage appropriate training.

## 10. Responsible Finance Officer: As the Council's Section 151 Officer

- 10.1 Assess the financial implications of any initiative or decision reached by the Council.
- 10.2 Assess the financial implications of strategic policy options.
- 10.3 Advise on budgetary planning and control
- 10.4 Ensure that the Financial Information System (EdgeIT) allows effective budgetary control
- 10.5 Maintain the Council's Risk Register

10.6 Effectively manage the Council's investment and loan portfolio (as appropriate).

## 11. All Employees

- 11.1 Consider risk as part of everyday activities and provide input to the risk management process
- 11.2 Manage risk effectively in their work in accordance with the Risk Management Strategy, health and safety legislation, Policy Statement and framework and report any threats or risks identified to the Town Clerk.
- 11.3 Understand their accountability for individual risk
- 11.4 Understand how they can enable continuous improvement of risk management
- 11.5 Understand that risk management and risk awareness are a key part of the organisation's culture
- 11.6 Attend any targeted risk-related training, as requested
- 11.7 Report systematically and promptly any perceived new risk or failure of existing control measures
- 11.8 Record areas of risk which fall directly within their day to day areas of control and review in line with agreed target dates
- 11.9 Play a pro-active role in the reporting and assessing of physical risks in respect of public, staff and property.

## 12. Role of Internal Audit

- 12.1 To act as scrutiny, by understanding audits to provide independent assurance to Members that necessary risk management systems are in place
- 12.2 To assist with the development and review of a Risk Management Strategy, Policy Statement and framework
- 12.3 To support the Town Council in developing and implementing risk management
- 12.4 To provide independent assurance on the way risks are managed.

## 13. Implementing the Strategy

### 13.1 Risk Control:

Risk Control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level. Options for control include:

- a. Elimination – the circumstances from which the risk arises are removed so that the risk no longer exists
- b. Reduction – loss control measures are implemented to reduce the impact/likelihood of the risk occurring
- c. Transfer – the financial impact is passed to others e.g. by revising contractual terms
- d. Sharing – the risk is shared with another party
- e. Insuring – insurance against some or all of the risk to mitigate financial impact; and

- f. Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

### 13.2 Risk Monitoring:

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

### 13.3 Risk Management System Risk Identification:

Identifying and understanding the hazards and risks facing the Town Council is crucial if informed decisions are to be made about policies or delivery methods. The risks associated with these decisions can then be effectively managed. Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk. Risk Prioritisation – An assessment should be undertaken of a) the impact and b) the likelihood of risks occurring, with impact and likelihood being scored using a matrix. This will require a numeric value to be given to both the likelihood of the risk happening and the severity of the impact if it did, based upon the following aggregate scoring:

Low = 1 to 5

Medium = 6 to 11

High = 12 to 25

Where a residual risk is low, further action will only be taken where it is viable to do so.

Medium risks will be addressed within the next 3 to 6 months. High risks will require action as soon as possible.

## 14. Conclusion

The adoption of a sound risk management approach should achieve many benefits for the Town Council. It will assist in demonstrating that the Town Council is committed to continuous service improvement and effective corporate governance.

## 15. Document Information

Title:	Risk Management Policy
Status:	1 <sup>st</sup> Draft
Version:	22 January 2022
Consultation:	Policy & Resources Committee
Approved by:	
Approval Date:	
Review Frequency:	Every three years or if change occurs
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## 16. Document Control

Date	Version	Description	Sections Affected	Approved by
Jan 2022	1	1 <sup>st</sup> Draft	All	Policy & Resources Committee
June 2022	1	2 <sup>nd</sup> Draft	All	Council
				Council

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*A current version may be obtained in the required format from the Town Clerk's Office at Andover Town Council.*

### ANDOVER TOWN COUNCIL EQUALITY AND DIVERSITY POLICY – 2022 (June 2022)

Contents	Subject	Page No
1	Introduction	1
2	The Aim	1
3	The Definition of Equality	2
4	The Definition of Diversity	2
5	Scope	2
6	Policy Statement	3
7	Equality Commitments	4
8	Implementation	4
9	Monitoring and Review	5
10	Document Information	5
11	Document Control	5

#### 1. Introduction

The aim of this policy is to communicate the commitment of Andover Town Council, its Members and Officer(s) to meeting the Equality Act 2010 (amended April 2021) and the Public Sector Equality Duty, which came into force on 5 April 2011. The Equality Duty applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by their activities, helping them to deliver policies, representation and services which are efficient and effective; accessible to all; and which meet different people's needs; the promotion of equality and diversity in relation to Andover Town Council.

#### 2. The Aim

**Andover Town Council** aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity. We aim to remove barriers, bias or discrimination that



prevents individuals or groups from realizing their potential and contributing fully to the community to develop a culture that positively values diversity.

**Andover Town Council** is opposed to all forms of unlawful and unfair discrimination. All Town Council Members, its Officer(s) and members of the Public will be treated fairly and will not be discriminated against on any of the above grounds. All decisions will be made objectively and without unlawful discrimination.

**Andover Town Council** recognises that supporting Equality is of primary importance. This policy will help all those who are Council Members or work for the Council to develop sound and effective policies that impact on the villages, town, community and surrounding areas.

**Andover Town Council** will challenge discrimination. It aims to provide equality and fairness to all in the community and expects all Members and Officers to be aware and understand the Equality Act 2010.

### 3. The Definition of Equality

Equality can be described as breaking down barriers, eliminating discrimination and ensuring equal opportunity and access for all groups both in employment, and to goods and services; the basis of which is supported and protected by legislation.

### 4. The Definition of Diversity

Diversity can be described as celebrating differences and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions, which is beneficial not only for the individual but for Andover Town Council.

### 5. Scope

This policy applies to direct Town Council Members, its Members and Officer(s) and all job applicants regarding recruitment. Where the Town Council services are provided by external contractors or third parties on the specification set by the Town Council, these contractors or third parties are responsible for adhering to the Town Council's Equality and Diversity Policy, whilst providing services on behalf of the Town Council. This policy applies to sub-contractors. The Town Council will monitor the performance of contractors and/or third parties and take all necessary steps to ensure good performance and compliance with appropriate behaviour. However, if any issues become apparent

with regards to diversity or equality in relation to any contractor or third party, these will be taken very seriously by the Town Council and raised in the strongest possible terms with the contractor or third party.

## 6. Policy Statement

The Andover Town Council is committed to ensuring that existing members of the Andover Town Council staff, job applicants, or workers are treated fairly in an environment which is free from any form of discrimination, with regard to nine of the protected characteristics as outlined by the Equality Act 2010 which are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Gender Identification
- Sexual orientation

In addition, existing members of staff, job applicants or workers are treated fairly in an environment which is free from any form of discrimination with regard to: caring responsibilities, part-time employment, membership or non-membership of a trade union or spent convictions.

- The Town Council has an ethical and legal responsibility to celebrate and champion equality and diversity. The Town Council will work to ensure it is inclusive and accessible to all.
- All users of the Town Council's services will be treated with dignity, fairness and respect, regardless of age, disability, gender identification, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- Andover Town Council will treat all people, regardless of their background, with dignity and respect – this includes, our people, those with whom we interact (e.g. service users and customers) and other stakeholders.
- Premises of the Town Council will not be purchased or leased that do not meet accessibility standards or cannot be adapted to do so. Our existing building has a clear exit plan so that it can be replaced with a more accessible premises within a reasonable time-frame. Further details in our Disability Policy.

- All our written and digital communications will follow our Digital Accessibility guidelines and communication accessibility standards and be available in alternative formats upon request.
- Any new and reviewed policies, programmes, decisions that will affect our people, service users and or customers, will undergo an Equality Impact Assessment. To ensure that any negative impact on those with protected characteristics is mitigated wherever possible at all levels of the organisation and in all our activities.

## 7. Equality & Diversity Commitments

**Andover Town Council** is committed to:

- Promoting equality of opportunity for all persons.
- Promoting a good and harmonious environment in which all persons are treated with respect.
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimization.
- Fulfilling our legal obligations under equality legislation and associated codes of practice.
- Complying with our own equal opportunities policy and associated policies.
- Taking lawful affirmative and positive action where appropriate.

## 8. Implementation

The Chairman has specific responsibility for the effective implementation of this policy. In order to implement this policy, he or she shall:

- Communicate the policy to Town Council Members, Town Clerk, Officers and Members of the Public
- Incorporate equal opportunities into general practices
- Ensure that other persons or organisations will comply with the policy in their dealings with the Council

## 9. Monitoring and Review

**Andover Town Council** will establish appropriate information and monitoring systems to assist the effective implementation of our equality and diversity policy.

The effectiveness of our equality and diversity policy will be reviewed annually, and action taken as necessary.

In addition to our internal procedures, any person has the right to pursue complaints of discrimination under the Equality Act 2010.

## 10. Document Information

Title:	Equality and Diversity Policy
Status:	4 <sup>th</sup> draft
Version:	12 April 2022
Consultation:	Policy & Resources Committee
Approved by:	
Approval Date:	
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Next Review:	March 2025

## 11. Document Control

Date	Version	Description	Sections	Approved by
Mar 2018	1	1 <sup>st</sup> Draft	All	Policy & Resources Committee
May 2018	2	2 <sup>nd</sup> Draft	All	Council
Mar 2019	3	3 <sup>rd</sup> Draft	All	Council
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June 2022	5	5 <sup>th</sup> Draft	All	Council

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*A current version may be obtained in the required format from the Town Clerk's Office at Andover Town Council.*

**Source:**

**British Library**

**Test Valley Borough Council**

**South East Employers**

# APPENDIX E – LIST OF PAYMENTS UP TO 7 SEPTEMBER 2022

# E

## Andover Town Council

### Expenditure transactions - approval list

Start of year 01/04/22

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2014	428729639	£1,440.00	4210/15	26/08/22	Barnikels Ltd - Removal service of office contents from 68B High Street to Incuhive, 108 Chantry House	£1,440.00
2016		£477.24	4500/1/4/3	17/08/22	Business Stream - Water supply Allotmrnts .Mylen Road 26th May - 15th August 2022.	
2017	DD Cobweb 26/08/22	£296.46	400	26/08/22	Cobweb Solutions Ltd - Microsoft 365 Business Basic Recurring 4th August to 3rd Sept1048455,1048456Acronis office 365 Cyber Backup 5th August to 4th Sept 1048516Mimecast SI 18th August to 17th Sept.1055096	£296.46
2018		£580.00	4500/1/6/2	31/08/22	The Drove Allotment Association - Provision of contracted services as agreed on 18th June 2014 Prep of vacant plots, water maintenance, grass cutting	
2019		£138.00	4210/15	13/06/22	Essential Fire & Electrical Services - Annual attendance fee.Extinguishers 5306 Fire Alarm 5839	
2020		£35.94	4000/6/2	01/09/22	Custom Studio Ltd - Hosting of the town council website	
2021		£140.40	4210/7	31/08/22	Forest Call Handling - Monthly subscription 87 calls	
2022		£60.00	4500/1/6/2	16/08/22	Grass and Grounds - Main fence line vegetation clearance	
2023		£871.20	4500/1/7/2	16/08/22	Grass and Grounds - conifer tree works, reduce height snd spread, process and removal all arisings from site to a licenced	
2024		£606.00	4500/1/3/2	16/08/22	Grass and Grounds - Vegetation clearance, trim back all the overhanging trees fom ground, removal of wate. Ivy and sapling maintenence	

2025	£900.00	4210/3	30/08/22	The Incuhive Group - Andover office 108 monthly rental
2026	£614.40	4500/1/1/5	02/09/22	Equip4Work T/A Office Furniture Online - New Notice board for Admirals Way allotment site
2028			01/09/22	Mrs Fern Long -
2029	£900.00	4000/3	31/08/22	Surrey Hills Solicitors - Professional charges for the provision all services in connection with general advice for August 2022
2030	£125.52	4100/4	05/07/22	Test Valley Borough Council - Hire of Guidhall
2031	£400.00		30/08/22	M B Pest Services - Pest control for 8 allotment sites August 2022
2032			09/09/22	W R Coulter - September 2022 - Reimbursements
2033	£60.00	4000/1	31/08/22	Dataplan Payroll - Payroll services Period 5 (August) 2022

Signature



Signature

Date

7/9/2022

07/09/22 04:46 PM Vs: 8.75.08

Page 1

## Expenditure transactions - approval list

Start of year 01/04/22

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2034		£100.00	4210/16	06/09/22	Mrs J Whiteman - Reimbursement for cost of new printer to allow working from home.	
2035		£84.00	4500/1/1/2	17/04/22	Grass and Grounds - AW - clear waste around portaloo Job no 2229	
2036		£480.00		12/05/22	Grass and Grounds - Grass Cutting All sites April 2022	
2037		£834.00	4500/1/7/2	16/05/22	Grass and Grounds - Clearance of plots x 3 + hire of skip Vigo Road Allotments	
2038		£480.00		12/07/22	Grass and Grounds - Grass Cutting across all allotment sites June 2022	
2039		£240.00	4500/1/3/4	12/07/22	Grass and Grounds - Replacement Post and reattach to fence CW	
2040		£360.00	4500/1/4/4	12/07/22	Grass and Grounds - Fence post replacement x 2 Job no 2233 Mylen Road	
2041		£60.00	4500/1/2/2	12/07/22	Grass and Grounds - Strim and clear plots BL	
2042		£60.00	4500/1/5/2	12/07/22	Grass and Grounds - Job no 2237 - repair of gate and removal of waste from site OWR	
2043		£300.00	4500/1/7/2	12/07/22	Grass and Grounds - Job no 2285 - clearance of plot and pond removal VR	
2044		£72.00	4500/1/7/2	12/07/22	Grass and Grounds - Job no 2328 - strim and clear plot 31B - removal of glass VR	
2045		£114.00	4500/1/5/2	13/07/22	Grass and Grounds - Jon no 2232 - removal of waste, clearance of plot 12b OWR	
2046		£144.00	4500/1/3/2	13/07/22	Grass and Grounds - Job no 2236 - CW clearance of plot 21 and removal of ivy	
2047		£210.00	4500/1/2/2	13/07/22	Grass and Grounds - Job no 2286 - strim plots 14, 37a, 37b, 50, 20, 83b, 86 BL	
2048		£54.00	4500/1/5/4	13/07/22	Grass and Grounds - Job no 2269 - OWR repair main fence	
2049		£480.00	4500/1/2/2	13/07/22	Grass and Grounds - Job no 2288 - gravel over and make tidy near portaloo BL	
2050		£234.00	4500/1/3/2	13/07/22	Grass and Grounds - Job no 2246 - cut back ivy and treat CW	
2051		£102.60	4500/1/7/2	13/07/22	Grass and Grounds - Job no 2235 - removal of tyre VR	
2052		£276.00	4500/1/7/2	13/07/22	Grass and Grounds - Job no 2244 strimming and clearance of ivy VR	
2053		£120.00	4500/1/2/2	13/07/22	Grass and Grounds - Job no 2249 - clearance of glass plots 3, 37, 38, 15b BL	
2054		£102.00	4500/1/7/2	13/07/22	Grass and Grounds - Job no: 2150 0 VR Reduce Sycamore	
2055		£36.00	4500/1/7/2	13/07/22	Grass and Grounds - Job no 2261 VR Removal of glass	

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 7/9/2022

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Page 2

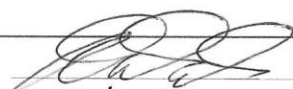
## Expenditure transactions - approval list

Start of year 01/04/22

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2056		£54.00	4500/1/7/2	13/07/22	Grass and Grounds - Job no 2253 - removal of glass plot 23 VR	
2057		£72.00	4500/1/1/2	13/07/22	Grass and Grounds - Job no 2264 - removal of shed 12a Aw	
2058		£144.00	4500/1/7/2	13/07/22	Grass and Grounds - Job no 2284 - Strimming and rotoation Plot 23 and 24	
2059		£300.00	4500/1/1/2	13/07/22	Grass and Grounds - Job no 2241 - removal of rubbish along fence line AW	
2060		£60.00	4500/1/7/2	13/07/22	Grass and Grounds - Job no 2294 - removal of glass VR	
2061		£114.00	4500/1/5/2	13/07/22	Grass and Grounds - Job no 2248 - removal of glass OWR	
2062		£54.00	4500/1/4/2	13/07/22	Grass and Grounds - Job no 2253 removal of glass MR	
2063		£13.00	4500/1/6/4	16/08/22	Grass and Grounds - Job no 2344 - replacement of wooden battens in fencing	
2064		£871.20	4500/1/7/2	16/08/22	Grass and Grounds - Job no 2252 - Conifer tree works reduction of tree by 2m using specialist equipment VR	
2065		£606.00	4500/1/3/2	16/08/22	Grass and Grounds - Job no 2243 - vegetation clearance CW	
2066		£60.00	4500/1/3/2	16/08/22	Grass and Grounds - Vegetation clearance along fence line - CW	
2067		£36.00	4500/1/1/2	16/08/22	Grass and Grounds - Strimming behind plot 4	
		£1,152.92			Confidential	
<b>Total</b>		£16,257.37				

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Date

  
 7/9/2022

Signature



## APPENDIX F – CASHBOOK UP TO 31 AUGUST 2022

# F

### Financial Statement - Cashbook

Statement of receipts and payments between 01/04/22 and 31/08/22 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

#### Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£449,806.95
Deposits Unity Trust	£85,228.03
Petty Cash Account	£0.00
Petty Cash Card Unity	£40.22
Total	<u>£535,075.20</u>

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Events & Projects			
3025 Town Development	0.00	0.00	0.00
Events & Projects Total	0.00	0.00	0.00
Policy & Resources			
36 Business Rates Refund	0.00	0.00	0.00
99 Heating & Lighting	0.00	0.00	0.00
3000 Precept	180,901.00	0.00	180,901.00
3001 TVBC Tax band Grant	0.00	0.00	0.00
3010 Bank Interest	119.82	0.00	119.82
3011 Insurance Premium	0.00	0.00	0.00
3020 Grants Received	0.00	0.00	0.00
3021 CIL Monies	0.00	0.00	0.00
3100 VAT Refund	7,582.55	0.00	7,582.55
3110 VAT Overclaim	0.00	0.00	0.00
3115 VAT Write Off	0.00	0.00	0.00
3116 IT Equipment	0.00	0.00	0.00
3339 Mayors Events	0.00	0.00	0.00
3998 Funds held for Youth Council	0.00	0.00	0.00
3999 Funds held for Neighbourhood Plan	0.00	0.00	0.00
4000 Defibrillator	0.00	0.00	0.00
4210 Waste Removal	0.00	0.00	0.00
4211 Photocopying	0.00	0.00	0.00
4212 Payroll	0.00	0.00	0.00
Policy & Resources Total	188,603.37	0.00	188,603.37

Allotments			
3050 Allotment Rents	580.48	0.00	580.48
3051 Allotment Rents	0.00	0.00	0.00
3052 Deposit Credit Interest	0.00	0.00	0.00
3053 Deposit direct payment	0.00	0.00	0.00
Allotments Total	580.48	0.00	580.48
Total Receipts	189,183.85	0.00	189,183.85
PAYMENTS	Net (£)	Vat (£)	Gross (£)
Events & Projects			
4190 Grants	1,905.00	0.00	1,905.00
4700 Town Centre Development	13,862.15	2,375.43	16,237.58
Events & Projects Total	15,767.15	2,375.43	18,142.58

# Financial Statement - Cashbook

Statement of receipts and payments between 01/04/22 and 31/08/22 inclusive. This may include

## Policy & Resources

400 IT Equipment	0.00	0.00	0.00
4000 Corporate Management	6,774.94	1,244.12	8,019.06
4100 Democratic Representation	1,293.04	84.04	1,377.08
4180 Other Services to the Public	0.00	0.00	0.00
4200 Administration Rechargeable Staffing	69,794.55	331.59	70,126.14
4204 New Building Fund	0.00	0.00	0.00
4205 Bus Shelters	0.00	0.00	0.00
4210 Administration Rechargeable	23,900.23	2,003.37	25,903.60
Policy & Resources Total	101,762.76	3,663.12	105,425.88

## Allotments

3052 Deposits Expenditure	0.00	0.00	0.00
4500 Allotment Service	0.00	0.00	0.00
Allotments Total	8,698.00	855.80	9,553.80

## Planning/Highways

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

Total Payments	126,227.91	6,894.35	133,122.26
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## Closing Balances

### Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£505,788.94
Deposits Unity Trust	£85,347.85
Petty Cash Account	£0.00
Petty Cash Card Unity	£0.00
Total	£591,136.79

## Uncleared and Unpresented effects

Co-Operative Bank/ Unity Trust Bank	-£726.96
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## Statement Closing Balances

### Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£506,515.90
Deposits Unity Trust	£85,347.85
Petty Cash Account	£0.00
Petty Cash Card Unity	£0.00
Total	£591,863.75

# APPENDIX G – BANK RECONCILIATION UP TO 31 AUGUST 2022

# G

## Bank Account Reconciled Statement

**Co-Operative Bank/ Unity Trust Ban 65424087/ 203341 08-60-01**

Statement Number	127	Bank Statement No.	127
Statement Opening Balance	£537,535.33	Opening Date	01/08/22
Statement Closing Balance	£506,515.90	Closing Date	31/08/22
True/ Cashbook Closing Balance	£505,788.94		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/08/22	110330227	Mrs V Warburton	2,204.70	0.00	535,330.63
01/08/22	507704511	Michelle Young	1,867.98	0.00	533,462.65
01/08/22	52784649	W R Coulter	2,981.13	0.00	530,481.52
01/08/22	603265297	Mrs J Whiteman	1,031.46	0.00	529,450.06
01/08/22	925815465	Mrs Fern Long	1,213.09	0.00	528,236.97
01/08/22	DDCOBWEBJULAU G2022	Cobweb Solutions Ltd	296.46	0.00	527,940.51
01/08/22	DDINCUHIVEAUG2 022	The Incuhive Group	900.00	0.00	527,040.51
01/08/22	DDPEACSept2022	Pan European Asset Company	767.18	0.00	526,273.33
03/08/22	BACS4AW	Allotment Rental	0.00	5.58	526,278.91
03/08/22	MPMCCAUG2022	Marketplace Merchant	24.50	0.00	526,254.41
03/08/22	VODAAUG2022	Vodafone Ltd	33.41	0.00	526,221.00
04/08/22	BACSAW13A	Allotment Rental	0.00	3.03	526,224.03
05/08/22	150069402	Xerox Finance	232.04	0.00	525,991.99
12/08/22	DDFDMSCCAUG20 22	Marketplace Merchant	25.29	0.00	525,966.70
15/08/22	DDMAINJUL20221	Mainstream Digital	119.38	0.00	525,847.32
15/08/22	DDMAINJUL20222	Mainstream Digital	5.97	0.00	525,841.35
19/08/22	DDBGJulAg2022	British Gas	37.01	0.00	525,804.34
19/08/22	DDNESTP52022	NEST Pensions	842.80	0.00	524,961.54
30/08/22		H M Revenue & Customs	3,501.40	0.00	521,460.14
30/08/22		Unity Trust Bank	0.60	0.00	521,459.54
30/08/22	107903133	Grass and Grounds	65.00	0.00	521,394.54
30/08/22	111288037	Business Stream	97.31	0.00	521,297.23
30/08/22	156532459	A1 Loo Hire	646.80	0.00	520,650.43
30/08/22	16118729	Alto Digital Networks Ltd	453.32	0.00	520,197.11
30/08/22	167037526	Moore's Cleaning Services Ltd	282.47	0.00	519,914.64

30/08/22	184806990	A1 Loo Hire	617.40	0.00	519,297.24
30/08/22	188594400	Custom Studio Ltd	228.00	0.00	519,069.24
30/08/22	25061388	Moore's Cleaning Services Ltd	303.65	0.00	518,765.59
30/08/22	262247703	Mrs J Whiteman	25.65	0.00	518,739.94

# Bank Account Reconciled Statement

30/08/22	333941712	Personnel Selection	480.88	0.00	518,259.06
30/08/22	364965324	Grass and Grounds	54.00	0.00	518,205.06
30/08/22	416375483	Dataplan Payroll	126.00	0.00	518,079.06
30/08/22	535204217	Moore's Cleaning Services Ltd	303.65	0.00	517,775.41
30/08/22	573374780	Grass and Grounds	54.00	0.00	517,721.41
30/08/22	620744188	Surrey Hills Solicitors	300.00	0.00	517,421.41
30/08/22	633639729	Forest Call Handling	135.00	0.00	517,286.41
30/08/22	655283652	Michelle Young	9.99	0.00	517,276.42
30/08/22	688864733	Restore Datashred	30.04	0.00	517,246.38
30/08/22	701743919	Mrs Fern Long	49.00	0.00	517,197.38
30/08/22	70364226	Personnel Selection	128.23	0.00	517,069.15
30/08/22	723732808	Bringing Together Andover CIC	650.00	0.00	516,419.15
30/08/22	795837238	Personnel Selection	213.72	0.00	516,205.43
30/08/22	802733279	Pitney Bowes	235.01	0.00	515,970.42
30/08/22	828567489	Mrs J Whiteman	19.35	0.00	515,951.07
30/08/22	83573895	Business Stream	122.45	0.00	515,828.62
30/08/22	835991961	Custom Studio Ltd	35.94	0.00	515,792.68
30/08/22	858169371	Southern Electric	208.38	0.00	515,584.30
30/08/22	867587341	Blachere Illuminations	6,796.08	0.00	508,788.22
30/08/22	876563355	M B Pest Services	400.00	0.00	508,388.22
30/08/22	885261737	Plummer's	80.66	0.00	508,307.56
30/08/22	903710886	W R Coulter	41.24	0.00	508,266.32
30/08/22	961862454	Personnel Selection	480.88	0.00	507,785.44
30/08/22	980581567	Restore Datashred	48.76	0.00	507,736.68
30/08/22	988558409	Grass and Grounds	480.00	0.00	507,256.68
30/08/22	994856581	A1 Loo Hire	646.80	0.00	506,609.88
30/08/22	998139643	Andover Business Computers and Planet PC	70.00	0.00	506,539.88
30/08/22	BACSVR38	Allotment Rental	0.00	50.00	506,589.88
30/08/22	BGJULAUG20221	British Gas	21.93	0.00	506,567.95
30/08/22	BGJULAUG20222	British Gas	98.30	0.00	506,469.65
31/08/22	BACSTD65A	Allotment Rental	0.00	46.25	506,515.90

## Uncleared and unrepresented effects

01/06/22	Petty Cash ended	Transfer from Petty Cash Card Unity		40.22	506,556.12
07/08/22	DDPEACJUN2022	Pan European Asset Company	767.18		505,788.94
	Total uncleared and unrepresented		767.18	40.22	

# Bank Account Reconciled Statement

Total debits / credits	31891.47	145.08
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Reconciled by Wendy Coulter

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair

Date \_\_\_\_\_

\_\_\_\_\_