



# ANDOVER TOWN COUNCIL

Tuesday 6 April 2021

To the Members of Andover Town Council:

You are hereby summoned to attend an Extra Ordinary Full Council meeting to be held **Virtually via Zoom on Tuesday 6 April 2021 at 6.00pm** when it is proposed to transact the following business: -

Councillor R Rowles  
**Andover Town Mayor**

29 March 2021

This Extra Ordinary Meeting has been called by the Chairman following a request from the Proper Officer to deal with urgent business matters only.

Please find below the joining details for the Full Council Meeting on 6 April 2021:

<https://zoom.us/j/95352756903?pwd=ZGZvR0Vklld0YWtXOUh0b09mRUI0QT09>

Meeting ID: 953 5275 6903

Passcode: 650723



**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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## Item 1: Apologies for Absence

To **receive** and **approve** apologies for absence.

## Item 2: Declarations of Interest

To **receive** and **note** any declarations of interest relevant to the agenda.

## Item 3: Town Mayor's Announcements

To **receive** the Town Mayor's Announcements.

## Item 4: Public Participation

There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer may be given in the meeting and recorded in the minutes or, if necessary, a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

## Item 5: Finance

To **receive** the list of payments up to 25 March 2021 – attached at **Appendix A**.

## Item 6: Exclusion of the Press and Public

To **pass a resolution** to exclude the Members of the Press and Public from the Meeting at Agenda Item 7, Internal Auditor – Design Statement, as per Council Resolution of 16 September 2020 and Agenda Item 8 due to consideration of a Judicial Review which contains confidential information.

### Confidential Items

## Item 7: Internal Audit – Design Statement Report

To **consider** a report from the Internal Auditor regarding the Design Statement – report sent under separate cover for Town Council Members only.

## Item 8: Judicial Review

To **receive** a verbal update from the Locum Clerk regarding further correspondence and advice received regarding the potential judicial review and to consider and agree next steps – papers to follow under separate cover for Town Council Members only.

The Town Mayor will close the meeting.

# Appendix A: Payments up to 25 March 2021

# A

## Andover Town Council Expenditure transactions - approval list

Start of year 01/04/20

| Tn no | Cheque              | Gross     | Heading    | Invoice date | Details  | Cheque Total |
|-------|---------------------|-----------|------------|--------------|--|--------------|
| 1157  | DDBGFeb2<br>0211    | £10.11    | 4210/6     | 09/03/21     | British Gas - Electricity charges 68b High Street Feb 1                                | £10.11       |
| 1158  | DDBGFeb2<br>0212    | £18.46    | 4210/6     | 10/03/21     | British Gas - Electricity charges 68b high street Feb 2021 2                           | £18.46       |
| 1159  | DDBGFeb2<br>0213    | £6.22     | 4210/6     | 10/03/21     | British Gas - Electricity charges 68b high street Feb 2021 3                           | £6.22        |
| 1160  | BACS:3479<br>1935   | £588.00   |            | 01/03/21     | Convenient Hire Limited - Toilet Hire for Allotment sites x 7                          | £588.00      |
|       | 1                   | £84.00    | 4500/1/3/1 |              | Inv 140919 CW  |              |
|       | 2                   | £84.00    | 4500/1/6/1 |              | Inv 140923 TD  |              |
|       | 3                   | £84.00    | 4500/1/7/1 |              | Inv 140922 VR  |              |
|       | 4                   | £84.00    | 4500/1/2/1 |              | Inv 140918 BL  |              |
|       | 5                   | £84.00    | 4500/1/5/1 |              | Inv 140921 OWR   |              |
|       | 6                   | £84.00    | 4500/1/4/1 |              | Inv 140920 MR  |              |
|       | 7                   | £84.00    | 4500/1/1/1 |              | Inv 140917 AW  |              |
| 1161  | BACS:6129<br>00130  | £43.98    | 4210/9     | 24/03/21     | W R Coulter - Reimbursements March 2021 - stationery - ink and paper                   | £43.98       |
| 1162  | BACS:9722<br>46149  | £35.94    | 4000/6/2   | 01/03/21     | Custom Studio Ltd - Website hosting March 2021   | £35.94       |
| 1163  | BACS:5639<br>19606  | £480.00   | 4500/1/4/2 | 26/02/21     | Grass and Grounds - Mylen Road Annual Hedge Cut 2021                                   | £480.00      |
| 1165  | BACS:9634<br>78070  | £400.00   |            | 28/02/21     | M B Pest Services - Pest Control for Allotments x 7                                    | £400.00      |
|       | 1                   | £57.14    | 4500/1/1/8 |              | PC AW Feb 2021   |              |
|       | 2                   | £57.14    | 4500/1/2/8 |              | PC BL Feb 2021   |              |
|       | 3                   | £57.14    | 4500/1/3/8 |              | PC CW Feb 2021   |              |
|       | 4                   | £57.14    | 4500/1/4/8 |              | PC MR Feb 2021   |              |
|       | 5                   | £57.14    | 4500/1/5/8 |              | PC OWR Feb 2021  |              |
|       | 6                   | £57.14    | 4500/1/6/8 |              | PC TD Feb 2021   |              |
|       | 7                   | £57.16    | 4500/1/7/8 |              | PC VR Feb 2021   |              |
| 1166  | BACS:8797<br>11994  | £282.47   | 4210/15    | 25/02/21     | Moore's Cleaning Services Ltd - Office Cleaning Services February 2021                 | £282.47      |
| 1169  | BACS:7253<br>37764  | £25.15    | 4210/10    | 02/03/21     | Pitney Bowes - Rental of Franking Machine Feb 2021                                     | £25.15       |
| 1170  | BACS:9676<br>26291  | £12.00    | 4210/17    | 20/02/21     | Restore Datashred - Confidential Waste Services February 2021                          | £12.00       |
| 1171  | DDSAGEM<br>Arch2021 | £14.40    | 4000/1     | 01/03/21     | Sage UK Limited - Rental of payroll software March 2021                                | £14.40       |
| 1172  | BACS:4377<br>88749  | £2,484.00 | 4000/3     | 04/03/21     | Society of Local Council Clerks - Consultancy Fees - completion of project LCC21 - 05A | £2,484.00    |

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Date

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# Andover Town Council

## Expenditure transactions - approval list

Start of year 01/04/20

| Tn no        | Cheque             | Gross      | Heading | Invoice date | Details   | Cheque Total |
|--------------|--------------------|------------|---------|--------------|---|--------------|
| 1174         | BACS:2380<br>89515 | £300.00    | 4000/3  | 28/02/21     | Surrey Hills Solicitors - General Advice Services February 2021                     | £300.00      |
| 1175         | BACS:3898<br>48681 | £2,640.00  | 4000/3  | 28/02/21     | Surrey Hills Solicitors - Advice regarding Judicial Review to date                  | £2,640.00    |
| 1176         | BACS:6711<br>42757 | £90.00     | 4000/3  | 23/03/21     | Surrey Hills Solicitors - Advice with reference to lease of offices 68b High Street | £90.00       |
| 1177         | BACS:1350<br>21740 | £162.00    | 4210/15 | 30/03/21     | South West Hygiene - Sanitary Unit Rental/Service 30.04.21 - 29.04.22               | £162.00      |
| 1178         | BACS:6707<br>11324 | £4,940.10  | 4210/3  | 14/03/21     | Test Valley Borough Council - Business Rates 01.04.2021 - 31.03.2022                | £4,940.10    |
| 1179         | BACS:2322<br>70286 | £642.30    | 4210/4  | 31/05/20     | Test Valley Borough Council - Business Rates for 66C High Street up to May 2020     | £642.30      |
|              |                    | £12,713.39 |         |              | Confidential  |              |
| <b>Total</b> |                    | £25,888.52 |         |              |   |              |

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Date

  
25/3/2021

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