



ANDOVER TOWN COUNCIL

Monday 7 December 2020

To the Members of Andover Town Council:

You are hereby summoned to attend a Full Council meeting to be held **Virtually via Zoom on Monday 7 December 2020 at 6.00pm** 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, RFO, DPO

1 December 2020



ANDOVER TOWN COUNCIL

Monday 7 December 2020

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.

Definitions:

To note: No discussion, no vote, just to acknowledge

To discuss: To discuss, no vote

To approve: To debate, discussed and vote on a decision

To receive: To note, no debate

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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: Minutes of the Last Meeting

The Town Mayor to sign as a correct record the Minutes of the Council Meeting held on 21 October 2020 and the Extraordinary Council Meeting held on 5 November 2020 – attached at **Appendix A**.

Item 4: Town Mayors Announcements

To **receive** the Town Mayors Announcements.

Item 5: Public Participation

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

Item 6: Reports from TVBC & HCC Councillors

To **receive** any reports from Borough and County Councillors from the Andover Wards. For clarification: Reports are “information and updates regarding Andover with which the Councillor has been involved”. News from Test Valley Borough Council and Hampshire County Council committees which directly affect any of the Andover Wards. Reports are not;

- Comments on the evenings meeting
- Comments on Andover Town Council policies or procedures
- Press releases

Items which are not reports can be forwarded to the Town Clerk for circulation.

Item 7: Questions from Town Councillors to TVBC and HCC Councillors

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

Item 8: Motions from Councillors

Special Motion Proposed by Councillor J Coole, seconded by Councillor N Asamoah. In accordance with Standing Orders Section 31.b. Cllr David Coole is the third proposer:

"That individual Member votes on Resolutions and Motions be recorded for all Council and Committee Meetings and be made publicly available on the Council's website. And that Standing Orders be amended accordingly."

Item 9: Action Points from last meeting

To note the Action Points from the last meeting.

Minute No	Date	Action	Lead Councillor/Officer	Completed
C280/19	21.10.2020	Banking Arrangements – Report to Full Council	Town Clerk	Completed Newbury Building Society to provide Account
C281/19	21.10.2020	Standing Orders Review	Policy & Resources Committee	Ongoing

Item 10: HR Consultant

To ratify the appointment of the HR Consultant in accordance with the Local Government Act 1972 sch101

"Arrangements for discharge of functions by local authorities: Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: by a committee, a sub-committee or an officer of the authority".

Item 11: Committee Minutes

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

Policy & Resources Committee – 14 October 2020 – Attached at **Appendix B**

Planning Committee – 29 September 2020 – Attached at **Appendix C**

Planning Committee – 19 October 2020 – Attached at **Appendix D**

Item 12: Finance

To **note** the following lists of payments:

Payments up to 26 November 2020 – Attached at **Appendix E**.

To **receive** the Reconciled Bank Statement up to 30 September 2020 – **Appendix F**

To **receive and approve** the Cashbook up to 30 September 2020 – **Appendix G**.

Item 13: Draft Budget 2021/2022

To **note** a draft Budget for 2021/2022, to make any amendments.

Final approval of Budget will be in January 2021. Draft Budget attached at **Appendix H**.

Item 14: AGAR 2019/2020

To receive and approve the completed AGAR for the Year Ended 31 March 2020 attached at **Appendix I**.

Item 15: Office Staff Availability Times over the Festive Period

To **note** that whilst the Council Offices remain closed, the Office Staff will be working until 23 December 2020 and then from 4 January 2021.

Item 16: Committee and Council Dates

To **approve** Council and Committee Dates (via Zoom) up to the end of December 2020.

Dates set out below:

Tuesday 8 December 2020 – 6pm – Assets & Communities Committee meeting

Monday 14 December 2020 – 6pm – Allotments Committee meeting

Monday 21 December 2020 – 6pm – Planning Committee

Item 17: Emergency Grant Application

To **consider** the attached Grant Application from Unity to assist the roll out of the Covid 19 vaccinations for Andover – attached at **Appendix J**.

Item 18: Meeting Recordings to be Available on Website

To **consider** whether the Recordings of Council and Committee meetings should be available to access via the Town Council's Website.

Item 19: Andover Levy Negotiation Team

To **consider** an alternative Andover Levy Negotiation Team.

Item 20: Procurement Process

To **note** a suggestion for a new Procurement Process for the Town Council as recommended by our internal auditor – attached at **Appendix K**.

Item 21: Members Training – Update

To **receive** an update on Members Training – attached at **Appendix L**.

Item 22: Speed Indicator Signs

To **note** that Grant applications have been made to Test Valley Borough Council and Hampshire County Council for the purchase of Speed Indicator Signs (SID's).
The location for all 5 signs has been agreed.
Once the outcome of the Grant Applications has been received, the SID's will be purchased.

Item 23: Questions from Councillors

To **receive** questions from Councillors as per Standing Order No 8, provided three working days' notice of the question has been given to the Town Clerk.

Item 24: Reports from Town Councillors

To **receive** any reports from Town Council Members.

Item 25: Attendance at Council Meetings

To **note** the Attendance record attached at **Appendix M**.

Item 26: Date of Next Meeting

To **note** the date of the next Council Meeting – Tuesday 26 January 2021 at 6pm via Zoom.

The Town Mayor will close the meeting.

Appendix A: Minutes of the last meeting

A

Minutes Council

Time and date

6.00pm on Friday 13 March 2020

Place

The Upper Guildhall, High Street, Andover. Hampshire

Cllr R Rowles - Town Mayor (A)

Cllr L Banville - Deputy Town Mayor (A)

Cllr D Coole (P)

Cllr J Coole (P)

Cllr C Ecclestone (P)

Cllr G Davis (A)

Cllr K Farrer (A)

Cllr L Gregori (P)

Cllr R Hughes (P)

Cllr M James (P)

Cllr R Meyer (P)

Cllr D Treadwell (A)

Cllr A Watts (P)

Officers Present:

Wendy Coulter (Town Clerk)

Michelle Young (Committee & GDPR Officer) (Taking the Minutes)

Borough/County Councillors Present:

Cllr I Anderson

Cllr D Drew

Cllr T Burley

Cllr Z Brooks

Members of the Public: 3

Members of the Press: 0

Prior to the commencement of the full Council Meeting, in the absence of the Town Mayor and Vice Chairman, Members elected a Chairman for the Council Meeting.

It was proposed by Councillor C Ecclestone and seconded by Councillor R Hughes that Councillor D Coole be nominated as the Chairman for the duration of the full Council Meeting. A vote was taken, 6 for, 2 against and 0 abstentions.

RESOLVED: That Councillor D Coole be elected Chairman for the duration of the Town Council Meeting of 13 March 2020.

C 202/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs L Banville, G Davis, R Rowles and D Treadwell.

C 203/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest in relation to any item on the agenda.

C 204/19 MINUTES OF THE LAST MEETING

It was proposed by Councillor C Ecclestone and seconded by Councillor R Hughes that the minutes of the Council meeting held on 26 February 2020 be signed by the Chairman as a correct record.

RESOLVED: That the minutes of the Council meeting held on 26 February 2020 be signed by the Chairman as a correct record.

C 205/19 PUBLIC PARTICIPATION

The notes below are a precis of statements/questions. They are not recorded word for word.

Councillor B Long:

Can you clarify that I will be Sworn in tonight?

Chairman's Response:

We will not be making any amendments to the Agenda tonight.

Councillor D Drew:

My congratulations to Councillor B Long.

Item 10 Earmarked Reserves – funds towards Tourism. Is there a report available? I have the Test Valley guide on Tourism.

Chairman's Response:

Tourism has been on the Events and Budgets and Staffing Agendas previously. The agenda item in front of you is to add a budget line.

Member of Public 1:

Why is the microphone not being used in the Public Participation?

Why is Councillor B Long not being sworn in this evening, this is incompetence of Town Clerk. You were fully aware of Elections coming up and it should have been on the agenda.

Chairman's Response:

I can only apologise that the microphone has not been passed to Members of Public to use. As and when we are made fully aware of all the necessary details and confirmation of the Elections going ahead, it will be added to the Agenda.

Councillor B Long:

Item 11, Design Statement – could we have clarification exactly what it will cover.

Chairman's Response:

I confirm it will be on the conservation area. It will be discussed during the meeting.

C 206/19 REPORTS FROM TVBC AND HCC COUNCILLORS:

The notes below are a precis of statements/questions. They are not recorded word for word.

Councillor I Anderson:

The Brick wall in George Yard carpark has now been filled in.

Lines have been painted out along there also.

Hampshire Highways have been working with me and noted loose slabs and areas that require tarmacking.

Bus No.2 route going to be gone, however, it will be worked in with No.13 bus route.

The pot holes on Walled Grove have been done.

Western Avenue – Mud, plastic, badly churned up by lorries.

The cobbles will be cleaned of moss in front of the Guildhall.

(The following from the Councillor Z Brooks, are taken from hand written notes given to officers)

Councillor Z Brooks:

Facts and Figures

Hampshire's population is 1,376,300 (2018) the third most populous county in England (85% is rural and 15% urban). Hampshire county Council maintains 5400 miles of roads, 4300 miles of pavements, 133,000 streetlights, 481 schools, 45 libraries, 3 Discovery Centres and 1 e-library, 16 care homes with 960 beds for older people, 9 residential homes for children and young people, 24 Household Waste Centres and 5 Country Parks. Every year 94% of all household waste is diverted from landfill (40% recycled) is burnt for energy and powers 50,000 homes. Every day 454,000 people travel to work by car or van, 86,000 bus journeys are made and 4% journeys are by train. More than half of Hampshire's EU citizens have signed up to the Government's EU settlement scheme.

Budget

(2020-21) includes spending £2.1 billion on delivering important public services to 1.3 million residents during the next financial year. One-off investment is pledged for tackling climate change (up to £2 million) and an extra £2 million each year for fixing potholes, with an additional £3 million for 2020/21. This is on top of the £10 million spent annually on Operation Resilience – the long-term strategy to ensure Hampshire's road network is more resilient to the impact of heavy traffic and worsening winters.

Social care pressures top the list of priorities with number of people aged 75+ in Hampshire increasing by almost a third over the next few years. The County Council agreed a 3.99% increase in the council tax precept from 1 April 2020 – of which 2% is specifically for adult social care. Hampshire is still the 2nd lowest council tax of all counties in England.

HCC will also propose major investment in Hampshire's economy, jobs and the quality of the environment – with projects totalling £386.5 million over the next three years.

Councillor C Ecclestone:

I note from a Member of Public comment that there is no construction going on in the Town Centre but there will be a lot of construction in the future.

There is a planning application for the demolition of a non-descript building at 7-9 London Street with a non-descript replacement. Two Borough Councillors who are also Town Councillors have contacted the Head of Test Valley Borough Council Planning and requested the application goes to the Northern Area Planning Committee on design grounds. This has implications as the Town currently lacks a Design Statement, which would have precedence of design of the replacement building.

At the last full Council meeting at Test Valley Borough Council (TVBC), I raised the subject of the Burghclere Community Hall which was transferred from Abbots Ann to Andover Town last May. It was established that TVBC does not seem to have a grasp on what is going on and do not monitor the financial state of, nor the financial filings of the Community Associations. I will be asking further questions regarding all the Community Associations controlling the Community Halls in Andover, which should be handed over to the Town Council because they are Parish duties.

C 207/19 QUESTIONS FROM TOWN COUNCILLORS TO TVBC AND HCC COUNCILLORS

Councillor C Ecclestone to Councillor Z Brooks:

Thank you for the report on libraries. Is there a written report to be given out?

Councillor Z Brooks Response:

No, it was just a straight forward questionnaire on the Hampshire County Council website.

C 208/19 TOWN MAYORS ANNOUNCEMENTS

There were no Town Mayor's announcements presented at the meeting.

C 209/19 COMMITTEE MINUTES

The following Committee Minutes were received and noted:

13 December 2019 – Allotments Committee

10 February 2020 – Planning Committee

C 210/19 FINANCE

It was proposed by Councillor M James and seconded by Councillor R Meyer that the list of Payments up to 10 March 2020 be approved. A vote was taken, 6 for, 0 against, 1 abstention.

RESOLVED: That the list of Payments up to 10 March 2020 be approved.

It was proposed by Councillor R Meyer and seconded by Councillor A Watts that the Reconciled Bank Statement up to 29 February 2020 be approved. A vote was taken, 6 for, 0 against, 1 abstention.

RESOLVED: That the Reconciled Bank Statement up to 29 February 2020 be approved.

It was proposed by Councillor C Ecclestone and seconded by Councillor J Coole that the Cashbook up to 29 February 2020 be approved. A vote was taken which was unanimous.

RESOLVED: That the Cashbook up to 29 February 2020 be approved.

Bacs/Cheque No	Supplier	Budget Head	Goods/Supplies	Cost (£)

376109994	AB Computers and Planet PC	4000/5	Testing for remote access & set up for contingency re Business continuity	£108.00
956293365	AquaAid South Coast	4210/15	Supply of 2 water bottles + sanitisation Feb 2020	£39.59
693618910	James Ayres	4500/1/6/4	Repairs and maintenance to gates + locks across 7 allotment sites	£830.00
233080352	James Ayres	4500/1/1/4	Change of lock code to all 7 allotments sites	£117.00
DDBGFeb201	British Gas	4210/6	Supply of Electricity 68B 02.02.2020-01.03.2020 1	£13.29
138944978	Business Stream	4500/1/4/3	Water Supply MR 27.08.19-29.02.20	£59.10
753961345	Chat Together CIC	4700/3	Event Funding for A-Fest 2020	£2,400.00
415887412	Convenient Hire Limited	4500/1/1/1	Hire of toilets across 7 allotment sites February 2020	£534.24
860792857	W R Coulter	4000/6/1	Reimbursements March 2020	£45.52
181224295	Direct365 Online Ltd	4210/17	General Waste Sacks x 50	£156.00
909720460	Custom Studio Ltd	4000/6/2	Website hosting March 2020	£35.94
388020251	J&A Motor	4210/3	Office rent from March 2020 – June 2020	£2,901.00
660488779	Mrs Fern Long	4210/15	Reimbursements for March 2020	£23.46
569025577	M B Pest Services	4500/1/1/8	Pest control across 7 allotment sites February 2020	£400.00
588015118	MB Pest Services	4500/1/1/8	Pest control across 7 allotment sites Feb 2020	£400.00
391782708	Moore's Cleaning Services Ltd	4210/15	Cleaning Services for Feb 2020	£282.47
8501181	Pitney Bowes	4210/10	Franking machine rent + postage costs Feb 2020	£158.62
12758782	Restore Datashred	4210/17	Confidential waste removal Feb 2020	£58.31
DDSAGEMar 2020	Sage UK Limited	4000/1	Payroll software hire March 2020	£14.40
463527338	SSE Southern Electric	4210/6	Electricity Charges 68B High Street up to Jan 2020	£48.86
410442561	Surrey Hills Solicitors	4000/3	Standing Charge for monthly advice Feb 2020	£300.00
594809716	South West Hygiene	4210/15	Provision of sanitary rental service March – April	£155.76

728824212	Viking Supplies	4210/9	Stationery supplies including paper	£130.76
	Confidential			£14,532.69
TOTAL up to 10 March 2020				£23,745.01

C 211/19 EARMARKED RESERVES

Members considered recommendations from the Events Committee for changes to the Earmarked Reserves.

It was proposed by Councillor C Ecclestone and seconded by Councillor J Coole that the following recommendations from the Events Committee be accepted and approved:

- To remove the Earmarked Reserve for Community Notice Boards
- To add funding lines for Vigo Park, Public Conveniences and Contribution towards Tourism Provision.
- To change the New Building Fund to Property Purchases Fund.

A vote was taken, 5 for, 2 against, 0 abstentions.

RESOLVED: That the following recommendations from the Events Committee be accepted and approved:

- **To remove the Earmarked Reserve for Community Notice Boards**
- **To add funding lines for Vigo Park, Public Conveniences and Contribution towards Tourism Provision.**
- **To change the New Building Fund to Property Purchases Fund.**

C 212/19 ANDOVER DESIGN STATEMENT

A Member raised a Point of Order and commented that the proposal was contrary to the Financial Regulations Section 11 and Standing Order 23.e. It was stated there should be a specific specification, a formal tender process, a concern that the Proper Officer did not seem to have been involved in the process and called for a recorded vote. The Chairman confirmed that Due Diligence practices had been followed, the budget was published in advance of consultants being approached and the proposal would be passed to the Internal Auditor for verification. All specification could be found on the Test Valley Borough Council website and advice can be provided by the Borough Council Community Engagement Officer.

Members noted the report by Councillor C Ecclestone **(attached to record Minutes)**.

Members considered a proposal from the Planning Committee for the Town Council to accept a quotation made for the production of a Design Statement for the Conservation Area within the Andover Town Council Area.

It was proposed by Councillor C Ecclestone and seconded by Councillor M James that in the absence of other interested parties, the awarding of the contract of £9,920 (plus VAT) to Portus & Whitton, for the production of the Design and Access Statement for Conservation Area of Andover Town, be agreed and approved.

A recorded vote was taken, 5 for (Councillors D Coole, J Coole, C Ecclestone, M James and R Meyer), 2 against (Councillors L Gregori and R Hughes), 1 abstention (Councillor A Watts).

RESOLVED: That in the absence of other interested parties, the awarding of the contract of £9,920 (plus VAT) to Portus & Whitton, for the production of the Design and Access Statement for Conservation Area of Andover Town, be agreed and approved.

C 213/19 QUESTIONS FROM COUNCILLORS

There were no questions received from the Members of the Town Council.

C 214/19 REPORTS FROM TOWN COUNCILLORS

The notes below are a precis of statements/questions. They are not recorded word for word.

Councillor A Watts:

I have been working with a Millway resident who had concerns on Coronavirus and what would happen if we go into a lockdown. I have advised him.

Councillor L Gregori:

There are Coronavirus isolation groups on social media, I would recommend people engage with them.

Councillor R Meyer:

I attended the Test Valley Association of Parish and Town Councils. We discussed Housing, Climate Change and Speed Signs. I have met with Agents of Babbage House for planning application proposals. I attended the Commonwealth Flag Raising ceremony in front of the Guildhall.

Councillor C Ecclestone:

I have complained to Test Valley Borough Council regarding rats at the Town Mills Park area. However, it has since been bulldozed with the work going on there. I will be asking questions about the planting to go in there.

I have contacted British Telecoms regarding the phone booth at the Railway Station, to ascertain whether it is redundant and can be removed.

Councillor J Coole:

The resident who initially complained about the B3400 had asked me to meet regarding other issues, but I have yet to hear back as to her availability.

C 215/19 COUNCILLOR TRAINING ATTENDANCE

Members noted the Councillor Training Attendance Record.

It was commented that the assumption was made that the Safeguarding Training had been cancelled.

Officers clarified that it was not cancelled and only the Officers had attended the Training.

C 216/19 ATTENDANCE AT COUNCIL MEETINGS

The attendance at Council meetings was noted.

C 217/19 DATE OF NEXT MEETING

The date of the next Council meeting was noted, Friday 17 April 2020, in the Upper Guildhall, High Street, Andover, starting at 6.00pm.

The Chairman closed the meeting at 6.47pm.

Chairman of the Meeting

Date

Minutes Council

Time and date

6.13 pm on Wednesday 21 October 2020

Place

Virtual On-Line Meeting via "Zoom"

Cllr R Rowles - Town Mayor (P)

Cllr L Banville - Deputy Town Mayor (P)

Cllr D Coole (P)

Cllr J Coole (P)

Cllr C Ecclestone (P)

Cllr L Gregori (P)

Cllr R Hughes (P)

Cllr B Long (P)

Cllr R Meyer (P)

Cllr D Treadwell (P)

Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Clerk)

Michelle Young (Committee & GDPR Officer) (Taking the Minutes)

Borough/County Councillors Present:

Cllr I Anderson

Cllr Z Brooks

Cllr N Matthews

Members of the Public: 6

Members of the Press: 1

Due to the Covid-19 Pandemic and Government legislation regarding Social Distancing, it was not possible to hold this meeting at a normal public venue. Therefore, the Town Council made arrangements under the Coronavirus Act 2020, and subsequent Regulations permitting remote

meetings, to hold the meeting virtually. A voting procedure was actioned via role call method with each Member's name and response recorded in the Minutes.

Prior to the commencement of the Council meeting, all attendees of the full Council held a minute silence in memory of former Councillor Veronika Pond, who had sadly passed away.

Councillor B Long gave the following words:

"Veronika came to Andover in 2002 and was elected to Andover Town Council (Harroway Ward) in May 2011.

Veronika was very community minded and always very fair in her judgements, seeing both sides of the argument. She served as a school governor for Andover C of E School and always helped out with projects and events that the Town Council organised.

Charity market in 2012, consultation of the Andover Neighbourhood Plan, Erection of the Blue Plaque to Reg Presley, Events to mark WW1. She supported officers in manning phone lines when we were understaffed. She represented ATC at HALC and NALC meetings as well as TVBC resilience meetings. She project managed the move of the Town Council office.

She was elected chair in 2015-2016, always promoting Andover and liaising with neighbouring parishes. At the Lights Switch on 2015 she hosted Parish Chairmen to the event and was the first chairman to be put on the stage to switch on the lights with the little star.

While chair she opened Wickes and the coffee shop on Walworth Business Park, she judged the scarecrow competition for Andover and Ludgershall Allotments.

She was part of Andover Visio and a volunteer at Andover Shilling Fair.

She was a scrabble fanatic, enjoyed painting and had a wicked sense of humour.

Veronika served 8 years as town Councillor until May 2019.

She will be missed by all who worked with her and this is just some acknowledgement for all she did in helping to establish Andover Town Council. She was a hands on person, always calm, always a smile helping plan events and projects and a dear friend who I will always remember."

C 269/19 APOLOGIES FOR ABSENCE

There were no apologies for absence.

C 270/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest in relation to any item on the agenda.

C 271/19 MINUTES OF THE LAST MEETING

A Member requested that the previous Minutes be amended at item 17, 5 against to be amended to 5 abstentions.

It was proposed by Councillor L Banville and seconded by Councillor R Hughes that the amended Minutes of the Council Meeting held on 16 September 2020 be signed by the Town Mayor as a correct record.

A recorded vote was as follows:

For: Councillors L Banville, D Coole, J Coole, C Ecclestone, L Gregori, R Hughes, B Long, R Meyer, R Rowles and D Treadwell.

Unanimous.

RESOLVED: That the amended Minutes of the Council Meeting held on 16 September 2020 be signed by the Town Mayor as a correct record.

C 272/19 TOWN MAYORS ANNOUNCEMENTS

The Town Mayor made the following statement:

"It is worth remembering that the required standards of behaviour and discussion are the same whether in remote or face-to-face meetings. These are difficult times and people may be worried about their health or family members, they may be frustrated being isolated at home and there may be challenges with using new technology particularly if there are technical difficulties. Everyone in the meeting will need to be respectful and compassionate towards one another, emotions may be higher than usual but that only makes it more important that everyone approaches the meeting with respect and in the spirit of the Council's code of conduct.

I will ask politely for people to stop talking if this doesn't happen. I am within my rights as Mayor to ask for a Motion of censure and to "not hear from that cllr anymore", which will require a seconder and then a vote. If any disruption continues I am also within my rights to adjourn the meeting until a later date. However it is now electronically possible to eject a cllr whom is causing disruption from the meeting it is my judgement at this time that doing so would be contrary to the law by excluding a cllr from the meeting.

Sadly I had to hear indirectly, despite asking for members to contact me directly regarding a vote by secret ballot. This was possible in the past in physical meetings however, I'm concerned as it is with cllrs not being on screen when they cast their vote. I nor anyone can be more confident of more secretive ways to vote. In any case I am calling for a recorded vote on this, so as to be sure we are not hiding anything from the public.

Our Office team will be on mute and will only talk unless I allow it, this includes our Proper Officer Wendy. All questions need to be addressed through Me as the chair of this full council meeting.

Members of the Town Council and members of the Public. The second wave of covid is, without any question, now upon us. This is sadly as I predicted based on the computer modelling of both Harvard and Stanford University in our first zoom meeting this year. I am glad that calls to re-open our office by at least one council member who, on Facebook, called the situation "dragging our feet" has come to a stop and replaced with the comment from the last meeting "I don't think anyone is saying we want to re-open the office". That said now more than ever our town needs us all to pull together, to put our differences aside, to disenthral ourselves from the past so we can not only help Andover survive, but to Thrive.

One of the best ways we can achieve this is by working constructively with ALL other local councils and organisations to help our town prepare for the gathering storm of economic and more importantly the social harm that could rip the beating heart out of Andover over the next decade as a result of this virus.

It is displeasing to many residents (because they have told me so) that this constant sniping and time wasting with regard to meeting dates, levy services, priorities for next year and other less important subjects should be distracting the officers of both our Town's council and the officers of TVBC. It is time for this farce to stop, you are fiddling whilst Rome burns! As an example I asked four out of five of our main team to tell me how many emails one Cllr had sent them in the preceding calendar month..... Their combined answer was since 21

September Cllr David Coole had sent 222 emails.... that is in one calendar month... Just in case any of us should wonder what affects the productivity of the Tam in the Office, this is just one example.

I am sure I am correct in saying that morale in our office team is at an all time low, the restructuring plan being hammered through up to this point, has members of the team feeling unwanted, unappreciated and frankly looking at their CVs definitely undervalued. I cannot and will not allow this process to continue.

The staffing review is not finalised until a vote in favour of it on the Full Council and I'm afraid for a number of reasons too long to list I cannot allow a vote or debate at full council on this item.

Firstly the report was not received before the 10 day deadline which enables myself and our clerk to check the validity of the recommendation before a vote. The Mayor and Chairman is the last in the chain of command with regard to issues relating to staffing, in this instance because it is not clear to me that the correct requirements have been met therefore there will be no vote and no discussion on this item. This item will be added to the next council agenda for a vote if I am satisfied that the correct requirements have been met. It has been made quite clear to me that a number of members are unclear of the ramifications of this recommendation, it has also been made clear that all members of the council have NOT had adequate time to consider what is a massive change to the operation of the Town Council, this inline with the "two bites of the cherry" technique as outlined in Knowles Edition 8.

The team in the office is NOT satisfied with the answers to their questions as part of the consultation period and I am extremely concerned regarding the risk to the Town Council on a corporate level, where is the risk assessment for this change?

Having taken the time to talk to the team I am organising a meeting to discuss their concerns. Because of this I am instructing the P&R committee to undertake NO further work on this until the results of such a meeting are made known (ALL MEMBERS will be notified in FULL with anonymous responses) and I am instructing the Team in the office not spend any more time on this issue until further notice. I hope members will support both me and our staff in building a harmonious and productive environment and meet our duty of care to people who are "employees".

I say again Item 13 will NOT be discussed it is to note only, until such time as the team and I can meet to discuss this situation.

On another note I was pleased to see that the P&R committee re-ratified the exact motion put forward by myself and the then Cllr Fitchet. Quite why it would need voting on again I have no idea. But this sensible policy and its subsequent re-adoption gives me the confidence that no decisions at full council will be made about next year's budget or earmarked reserves until this process has been followed and a budget proposal is put forward by the P&R committee.

Finally Item 16: The co-option Will be moved directly after item 5 which is this item."

C 273/19 CO-OPTION

Members considered the Co-option of 2 Members to Andover Town Council for Romans Ward and Millway Ward, following the resignations of 2 Andover Town Councillors.

Members noted that applications had been received from the following candidates:

Mr Nicholas Asamoah
Mrs Barbara Carpenter
Mr Kevin Hughes
Mr Jason Sangster

Members debated how the candidate application form read and the correct way in which it should have been completed, as there was some confusion relating to Jason Sangster's form. It was felt that the application form was misleading and that it should have been updated.

It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that Kevin Hughes, Barbara Carpenter and Nicholas Asamoah are suitable to be considered for Co-option, however, unfortunately for the failure to have completed the form in the correct manner, on this occasion Jason Sangster be excluded.

A recorded vote was as follows:

For: Councillors L Gregori, R Hughes and B Long

Against: Councillors L Banville, D Coole, J Coole, C Ecclestone, R Meyer, R Rowles and D Treadwell.

For 3, Against 7.

Motion not carried.

It was proposed by Councillor R Rowles and seconded by Councillor D Coole that all four applicants be accepted as candidates for Co-option to Andover Town Council.

A recorded vote was as follows:

For: Councillors L Banville, D Coole, J Coole, C Ecclestone, L Gregori, B Long, R Meyer, R Rowles and D Treadwell.

Abstention: Councillor R Hughes.

For 9, Abstention 1.

RESOLVED: That all four candidates be accepted as candidates for Co-Option to Andover Town Council.

Prior to the first candidate being invited to give their presentation, a Member of the Public had asked whether the Members of the Public would be present in the same virtual room to hear each candidate's presentations.

A Member of the Town Council raised a concern that some Members of the Public could be listening in and relaying information to their preferred candidate, whereas that would not happen in a physical presence.

It was proposed by Councillor R Rowles and seconded by Councillor L Banville that Members of the Public be brought into the room to witness the candidates' presentations.

A recorded vote was as follows:

For: Councillors L Banville and R Hughes.

Against: Councillors D Coole, J Coole, C Ecclestone, L Gregori, B Long, R Meyer, R Rowles and D Treadwell.

For 2, Against 8

Motion not carried.

A member of the Public raised a complaint regarding the members' decision not to allow the Public to listen to the candidates' presentations. The same member of the Public also requested a list of names of the Members who voted against allowing the Public to be present.

The candidates were each invited by the Town Mayor to make a three-minute presentation to the Members of the Andover Town Council.

Presentation given by Mr Nicholas Asamoah:

"Thank you very much for giving me this opportunity. A little bit of background of me. I have been living in Andover for almost five years since 2016. I moved from London with my family and we absolutely love Andover. For me, my background has always been in retail management, so you know I've had stores running up nineteen million pounds in turnover, with about one hundred and twenty staff. Then I moved to Andover and I decided I wanted to be more of a village boy. So, I decided to venture out on my own and start my own business locally. So, my business has been up for five years now and I thought what else can I do to help the community. So, I decided to become a coach and so I coach a young football team in Andover. In September this year I have just recently opened my own club, which we are competing in the Peter Houseman League. So, for me being in a community where you're giving back to the community is very important to me. It always has been even when I used to work in my professional life. I've always done things to help charities, raise money and just make sure everything we do is helping the environment. Also, just a little background, my football team, we are actually now just starting to work a lot with Andover Trees. So, for the last month we've been over there two to three times planting trees and making sure the kids are engaging with the community and giving back.

Now for me, the reason I want to become a councillor is because I want to be able to make sure that we connect the young, the youth of Andover and the elders of Andover, because I think that's a bit of disparage, a bit of a gap. I can see an opportunity for us to work harder to make that happen. As a councillor, instead of just standing in the background and just talking about the things that we think we should be doing, I'm very into the mind set that you need to be in the room to make some decisions and play a part. I'm a good team worker. I work with people based on energy. I don't have any resentment with people. I get along with everyone I meet. I just want to join the Council so I can input some of my experience from my retail background, my experience from working with the youth within Andover and also my experience of being part of a community and making that community thrive. I think it's a great place to be in Andover.

Also, I would love to see a bit of diversity, which is happening in Andover but I want it to reflect within our leadership in Andover, hence why I put my hat into the race. I feel like having different cultures and having different experiences will enhance the decisions we make as councillors and make Andover an even better place than it is now, which I think I excellent. A better place obviously for the town to thrive and become a place where everyone is proud to be. So really and truly that's what I am keen to bring to the table if I am elected as a Town Councillor and work with all of you, wonderful people."

Presentation given by Mrs Barbara Carpenter:

"I would like to be co-opted onto the Town Council because I enjoyed it when I was on it before and I'm very proud of what I've done for the people of Andover, i.e. the school crossing etc. I'm still working with the police today, especially on drug issues and I have a lot of involvement with ours here as well, lots of complaints. I have people phoning me asking me for help and I try to get them help, i.e. with the police or Aster. I just enjoy it you know and when I got that school crossing, that just about done it for me. Everybody up here wants me to be a Town Councillor again."

Presentation given by Mr Kevin Hughes:

"I put my name forward for co-option because I feel I can help contribute to the success of the town in which I live. I haven't applied to further my own ambition or increase my profile within the town in any way, shape or form. My only interest is to represent the residents of the town and my neighbours, with the sole aim of improving the lives of those residents. I was born and live in Andover, work in Andover from home for a multinational company and have been working from home since March 2019, so pre coronavirus. I've had about a years' worth of practice before everyone else was forced to work from home.

I live in the Harroway Ward with my wife and now four children. The youngest turned two months last week. So, I'm very keen to see the area in which they are being brought up, improved and offer them the best of opportunities as possible.

I was a member of the Town Council for nine years previously, as I'm sure you are all aware and, in that time, I chaired the Allotment Committee for four years. Prior to that I was Vice Chairman under former Councillor David Drew. During that period when I was Chair, we worked incredibly hard with the Officers, Wardens and Members, in the attempt to put the allotments onto a firm financial footing and to catch up and meet all the health and safety commitments that had been overlooked shall we say, for a number of years prior to that. I believe that we did a fairly good job of that and left the allotments on a pretty good footing for you guys to pick up from.

So, to round it all off, the main message of this is that I'd like to help the Council to get back to the business of serving the residents of Andover to the best of its ability. I'm quite happy to work with anyone. Although obviously I am a member of the Liberal Democrats as a party, at this level, I have no problem with working with anyone. We should be working together with the sole aim of improving the town and improving the lives of the residents of this town wherever possible."

Presentation given by Mr Jason Sangster:

"Thank you everyone for your time. I appreciate that this evening.

I am applying to be a Town Councillor. To give you a bit of background about myself, my family moved here forty plus years ago. My father, Kenneth Sangster, my mother Helen Sangster, they've had businesses in Andover throughout that period. An Andover employment agency and at Walworth. Both my sister and myself grew up in Andover, we have friends and family, been to school here. We've lived in most of the villages, St Mary Bourne and Goodworth Clatford. My family are up in Weyhill now. I'm on Augusta Park so got a good background of the area and surrounding area and villages and lovely people. I've also worked locally. Quite a lot in Andover until I started my true career in the IT Service industry, which is again one of the reasons I'm here this evening.

One of my main reasons, my father's best friend Mick Mumford, was a councillor. He inspired me. He was a teacher and he offered his skills back to the town and I think I am at a point in my life, with the skills and experiences I've acquired in my life so far, to give back. I'm an IT Manager at a company called Outsource International. I've run a lot of projects and services. I know a lot about time management. I have a business acumen from my family's businesses and my own experience of ten years in IT Service. I'd be able to offer some of that knowledge and skill set and like this evening, I could help with IT queries and support.

My son is five now and just started at Endeavour School. I see how I can help his life, his friends and their families in the area that we all live in. we all live in the same community. People forget that sometimes. People close off, especially in this pandemic. You see people close themselves off and that will only get worse in times to come. So, community is very important. I want to give back and help in any way I can."

Each Member of the Andover Town Council gave their votes, as follows:

Mr Nicholas Asamoah received 6 votes.

Mrs Barbara Carpenter received 3 votes.

Mr Kevin Hughes received 4 votes.

Mr Jason Sangster received 7 votes.

The Town Mayor announced that Mr Nicholas Asamoah and Mr Jason Sangster had been successfully co-opted onto the Town Council.

C 274/19 PUBLIC PARTICIPATION

The notes below are a precis of statements/questions. They are not recorded word for word.

Member of Public 1:

I object that the public did not get to hear what the candidates had to say.

Chairman's Response:

I'm sure they would not object to their statements being posted.

Member of Public 1:

Were there any questions asked to the candidates?

Chairman's Response:

I can provide a written answer for that.

C 275/19 REPORTS FROM TVBC AND HCC COUNCILLORS

The notes below are a precis of statements/questions. They are not recorded word for word.

Councillor Z Brooks:

Our library service continues to support very vulnerable people who may not be able to visit a branch or access online services through the Home Library Service and the Good Neighbour Scheme. For those who may not want to spend too much time out and about at

the moment, our libraries are also offering a huge range of different ways to enjoy books and activities – many of which don't involve browsing the shelves.

The [HantsHelp4Vulnerable](#) helpline remains open seven days a week to assist frail and vulnerable local residents with essential shopping, medication collections and befriending. As of last week, it had responded to over 14,700 calls. For some of our older Hampshire residents, there are increased health risks from coronavirus so it's more important than ever to [look after your health and wellbeing](#).

COVID – more Local Testing Sites opening across Hampshire.

Five new testing sites will open in Hampshire over the next two weeks, making it easier and more convenient for local people to access testing for coronavirus.

Police urge residents to obey 'rule of six' in the run up to Halloween.

Police and Hampshire County Council are urging residents to obey the 'rule of six' in the run up to Halloween as coronavirus cases continue to increase. The County Council has stressed to the public they want everyone "to think very carefully" about how Halloween is celebrated this year, suggesting people can find "alternative ways to enjoy the event to ensure they stay COVID safe."

C 276/19 QUESTIONS FROM TOWN COUNCILLORS TO TVBC AND HCC COUNCILLORS

Councillor C Ecclestone to Councillor Z Brooks:

The Railyard where Switch are vacating, is going to be a rail interchange and Millway bridge needs fixing. Have Hampshire County Council been consulted on this?

Councillor Z Brooks' response:

I received a letter from the rail people today. As far as I know they haven't consulted with Hampshire County Council. I will double check.

Councillor L Banville to Councillor I Anderson:

Is the church doing coats, hats and scarves donations this year?

Councillor I Anderson's response:

No because of the COVID but thinking about it for next year. We are thinking about it as there are desperate people out there. I have got a meeting with the church.

C 277/19 ACTION POINTS FROM LAST MEETING

Members noted the Action Points from the last meeting.

C 278/19 COMMITTEE MINUTES

It was proposed by Councillor R Rowles and seconded by Councillor B Long that the following Minutes be accepted as correct records:

17 August 2020 – Planning Committee

18 August 2020 – Extraordinary Events Committee

2 September 2020 – Budgets and Staffing Committee

7 September 2020 – Planning Committee

A recorded vote was as follows:

For: Councillors L Banville, D Coole, J Coole, C Ecclestone, L Gregori, B Long, R Meyer and D Treadwell.

Against: Councillor R Hughes.

Abstention: Councillor R Rowles.

For 8, Against 1, Abstention 1.

RESOLVED: That the following Minutes be accepted as correct records:

17 August 2020 – Planning Committee

18 August 2020 – Extraordinary Events Committee

2 September 2020 – Budgets and Staffing Committee

7 September 2020 – Planning Committee

C 279/19 FINANCE

The following List of payments were received and noted:

24 September 2020

It was proposed by Councillor R Rowles and seconded by Councillor B Long that the list of payments up to the 19 October 2020 be approved.

A recorded vote was as follows:

For: Councillors B Long, R Rowles and D Treadwell.

Against: Councillors D Coole, J Coole, L Gregori, R Hughes and R Meyer.

Abstentions: Councillors L Banville and C Ecclestone.

For 3, Against 5, Abstentions 2.

Motion not carried.

Members received and noted the Reconciled Bank Statement up to 31 August 2020.

It was proposed by Councillor R Rowles and seconded by Councillor L Banville that the Cashbook up to 31 August 2020 be received and approved.

A recorded vote was as follows:

For: Councillors L Banville, D Coole, J Coole, C Ecclestone, L Gregori, R Hughes, B Long, R Meyer, R Rowles and D Treadwell.

Unanimous.

RESOLVED: That the Cashbook up to 31 August 2020 be received and approved.

C 280/19 BANKING ARRANGEMENTS

Members noted the Banking Arrangements Report.

A Member asked about what was happening with the signatories. A response was given confirming that Officers were waiting on a final signature on the forms, which would be chased up.

C 281/19 STANDING ORDERS REVIEW - UPDATE

Members noted that work had been completed on the Standing Orders review.

It was also noted that any changes or amendments that the Members wished to make, would be collated and the Standing Orders review would be brought back to the Full Council meeting on 25 November 2020.

C 282/19 CHANGE OF COMMITTEE DATES

Members noted the suggested change of Committee dates.

It was proposed by Councillor C Ecclestone and seconded by Councillor R Meyer that the suggested change of Committee dates be adopted.

A recorded vote was as follows:

For: Councillors L Banville, D Coole, J Coole, C Ecclestone, B Long, R Meyer and D Treadwell.

Against: Councillor R Hughes.

Abstention: Councillor L Gregori and R Rowles.

For 7, Against 1, Abstention 2.

RESOLVED: That the suggested change of Committee dates be adopted.

C 283/19 DESIGN STATEMENT UPDATE

Members received and noted the Design Statement Progress Update Report.

C 284/19 DECLARATION OF ACCEPTANCE OF OFFICE

Members noted that the newly co-opted Councillors were not able to sign their Declaration of Acceptance of Office at the Council meeting due to the Pandemic regulations in place.

It was confirmed that arrangements would be made for the Town Mayor and the Town Clerk to meet the newly co-opted Members to undertake this process, which would be recorded and available for inspection.

C 285/19 COMMITTEE MEMBERSHIP

It was proposed by Councillor R Rowles and seconded by Councillor C Ecclestone that the membership of newly co-opted Jason Sangster on the Assets and Communities Committee and the Policy and Resources Committee and that the membership of newly co-opted Nicholas Asamoah on the Assets and Communities Committee, be approved.

A recorded vote was as follows:

For: Councillors L Banville, D Coole, J Coole, C Ecclestone, L Gregori, R Hughes, B Long, R Meyer, R Rowles and D Treadwell.

Unanimous.

RESOLVED: That the membership of newly co-opted Jason Sangster on the Assets and Communities Committee and the Policy and Resources Committee and that the membership of newly co-opted Nicholas Asamoah on the Assets and Communities Committee, be approved.

It was proposed by Councillor B Long and seconded by Councillor R Rowles that the meeting be extended beyond the 2-hour time limit, by thirty minutes.

A recorded vote was as follows:

For: Councillors L Gregori, R Hughes, B Long and R Rowles.

Against: Councillors D Coole, J Coole, C Ecclestone, R Meyer and D Treadwell.

Abstention: Councillor L Banville.

For 4, Against 5, Abstention 1.

Motion not carried.

The Town Mayor closed the meeting at 8.13pm.

Town Mayor

Date

Extraordinary Minutes Council

Time and date

6.00 pm on Wednesday 5 November 2020

Place

Virtual On-Line Meeting via "Zoom"

Cllr R Rowles - Town Mayor (P)

Cllr L Banville - Deputy Town Mayor (P)

Cllr N Asamoah (P)

Cllr D Coole (P)

Cllr J Coole (P)

Cllr C Ecclestone (P)

Cllr L Gregori (P)

Cllr R Hughes (P)

Cllr B Long (P)

Cllr R Meyer (P)

Cllr J Sangster (P)

Cllr D Treadwell (P)

Officers Present:

Tracy Predeth (Locum Clerk)

Members of the Public: 3

Members of the Press: 0

Due to the Covid-19 Pandemic and Government legislation regarding Social Distancing, it was not possible to hold this meeting at a normal public venue. Therefore, the Town Council made arrangements under the Coronavirus Act 2020, and subsequent Regulations permitting remote meetings, to hold the meeting virtually. A voting procedure was actioned via role call method with each Member's name and response recorded in the Minutes.

C 286/19 APOLOGIES FOR ABSENCE

There were no apologies for absence.

C 287/19 DECLARATIONS OF INTEREST

Councillor N Asamoah declared an interest, item was not specified.

Councillor D Coole declared an interest in item 3 and item 5.

Councillor J Coole declared an interest in item 3 and item 5.

Councillor C Ecclestone declared an interest, item was not specified.

Councillor R Meyer declared an interest in item 3.

C 288/19 LOCUM PROPER OFFICER

Councillor R Hughes proposed and Councillor R Rowles seconded that Mrs Tracy Predeth be appointed as Locum Proper Officer to help guide the Town Council through the grievance process and have delegated authority to engage an independent investigator as necessary. Councillor D Coole proposed an amendment to that motion to read, "To appoint Mrs Tracy Predeth as Locum Town Clerk, Proper Officer and Responsible Finance Officer and to award back pay to the day she agreed to take on the Locum role."

The Locum Clerk reminded the Members that she had limited hours in which to assist the Town Council with and would not be able to do the roles in a full-time capacity. The Locum Clerk further reminded Members that she would be there as support and to advise, however, as the Responsible Finance Officer, she would not have access to signatories and bank accounts. Therefore, it was important that the Officers were still working.

Councillor D Coole clarified that his proposed amendment did not include the original text regarding delegated authority to engage an independent investigator as necessary, as this was within the Locum's new responsibilities in accordance with the Financial Regulations.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that Mrs Tracy Predeth be appointed as the Locum Town Clerk, Proper Officer, Responsible Finance Officer and to award back pay to the date she agreed to take on the Locum role.

A recorded vote was as follows:

For: Councillors N Asamoah, D Coole, J Coole, C Ecclestone, R Meyer, J Sangster and D Treadwell.

Against: Councillor R Rowles.

Abstentions: Councillors L Banville, L Gregori, R Hughes and B Long.

For 7, Against 1, Abstentions 4

RESOLVED: That Mrs Tracy Predeth be appointed as the Locum Town Clerk, Proper Officer, Responsible Finance Officer and to award back pay to the date she agreed to take on the Locum role.

C 289/19 GRIEVANCE PANEL

Members that had declared an interest at item 2 of the agenda were asked to leave the meeting, in order that a grievance panel could be voted upon.

Councillors R Rowles, L Banville and B Long volunteered to form the grievance panel.

It was proposed by Councillor R Rowles and seconded by Councillor B Long that a grievance panel be appointed in accordance with the Town Council's grievance procedure, with delegated authority to manage the grievance/grievances. The three members of that panel will be Councillor R Rowles, Councillor B Long and Councillor L Banville.

A recorded vote was as follows:

For: Councillors L Banville, L Gregori, R Hughes, B Long, R Rowles and J Sangster.

Against: Councillor D Treadwell.

For 6, Against 1.

RESOLVED: That a grievance panel be appointed in accordance with the Town Council's grievance procedure, with delegated authority to manage the

grievance/grievances. The three members of that panel will be Councillor R Rowles, Councillor B Long and Councillor L Banville.

C 290/19 SURREY HILLS SOLICITORS

It was proposed by Councillor R Rowles and seconded by Councillor L Banville that Surrey Hills Solicitors be appointed to advise as necessary.

A recorded vote was as follows:

For: Councillors L Banville, L Gregori, R Hughes, B Long, R Rowles and J Sangster.

Against: Councillor D Treadwell.

For 6, Against 1.

RESOLVED: That Surrey Hills Solicitors be appointed to advise as necessary.

The Town Mayor closed the meeting at 7.26pm.

Town Mayor

Date

Minutes of Policy & Resources Committee

Time and date

6.00pm, Wednesday, 14 October 2020

Place

Virtual On-Line Meeting via Zoom

Details of Attendance:

Cllr R Meyer (Chairman) (P) Cllr D Coole (Vice Chairman) (P) Cllr J Coole (P) Cllr C Ecclestone (P)
Cllr L Gregori (P) Cllr R Hughes (P) Cllr D Treadwell (P) (Arrived at 6.17pm)

Officers Present:

Wendy Coulter (Town Clerk)
Tor Warburton (Deputy Clerk)
Michelle Young (Committee & GDPR Officer) (Taking the Minutes)

Other Councillors: Councillor B long

Members of the Public: 1

Members of the Press: 1

Prior to the commencement of the meeting, the Chairman, Councillor R Meyer handed the meeting over to the Vice Chairman, Councillor D Coole.

BS 095/19 APOLOGIES FOR ABSENCE

There were no apologies submitted at the meeting.

BS 096/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest made relevant to the Agenda.

BS 097/19 MINUTES

Councillor D Coole requested an amendment to the Minutes, BS 089/19 Standing Orders Review. It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the amended Minutes of the Budgets & Staffing Committee meeting held on 2 September 2020 be signed by the Chairman as a correct record.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori, R Hughes and R Meyer.

Unanimous

RESOLVED: That the amended Minutes of the Budgets & Staffing Committee meeting held on 2 September 2020 be signed by the Chairman as a correct record.

BS 098/19 ACTION PLAN

Members noted the Action Plan.

Councillor D Coole thanked the Town Clerk for producing the Action Plan.

BS 099/19 PUBLIC PARTICIPATION

There were no Members of the Public whom spoke at the meeting.

BS 100/19

VIREMENT OF 2019/2020 BUDGET UNDERSPEND

(Councillor D Treadwell joined the meeting at 6.17pm)

Members received and considered recommendations from Standing Committees, for the allocation of the 2019/2020 budget underspend from their temporary vired holding in Operational Reserves to specific budget lines within Earmarked Reserves.

The Chairman of Planning Committee made a suggestion as follows:

That as CIL monies had been approved for the funding of the Speed Indicator Signs (SIDs), that the proposed virement of £10,000 from the 2019/2020 budget underspend for the SIDs went into CIL allocation.

That the £10,000 for Neighbourhood Plan in other wards be reduced to £5,000.

That the £5,000 for the St Marys Ward Neighbourhood Plan remained the same.

The total proposed virement amount would be £10,000 and not the previously recommended amount of £25,000.

It was noted that the total proposed virements needed to be reduced to meet the £53,500 ceiling.

A Member commented that the proposed virements from the Assets and Communities Committee be removed on the basis these were aspirational and not actual services currently being undertaken by the Town Council. The vice Chairman suggested that the Assets and Communities Committee proposal for the Vigo Park Improvements be reduced from £32,000 to £27,000.

It was proposed by Councillor D Coole and seconded by Councillor J Coole that it be recommended for approval at the 21 October 2020 full Council meeting or one thereafter, the following:

- a) To create an Earmarked Reserves heading wording for the Public Realm Cemeteries.
- b) To transfer the 2019/2020 budget underspend to the following Earmarked Reserves headings and any balance to be transferred to the General Reserves:
 - Vigo Park - £27,000
 - Public Toilets - £8,500
 - Public Realm - £5,000
 - Cemeteries - £3,000
 - St Mary's Ward neighbourhood Plan - £5,000
 - Other Wards Neighbourhood Plan - £ 5,000

A Member raised a concern that the Town Council is creating reserves for services that are currently being provided by the Test Valley Borough Council or Hampshire County Council and that the Town Council should be concentrating on the core services it does provide.

Due to the Allotment Committee not being able to meet and discuss the 2019/2020 Budget Underspend in time for this Policy & Resources Committee meeting, a request had been received by the Chairman of the Allotment Committee in the form of a Motion as follows:

Proposer: Cllr Luigi Gregori

Seconders: Cllr Robin Hughes, Cllr Lauren Banville

USING UNDERSPEND MONIES TOWARDS BUYING AN ALLOTMENT SITE FOR NORTH ANDOVER

Background

There is a shortage of allotments on the north side of Andover. Future developments will not provide a significant uplift, and ATC will continue to struggle in terms of capacity.

Under s 25 of the Small Holding and Allotments Act 1908, ATC can purchase or lease land both within and outside our parish for allotments.

Having taken soundings from estate agents, the cost of an acre on the north side varies between £15-50k depending on the amenities available. Furthermore, unlike the south side of Andover, where there are available sites, the north side is pretty sparse.

The Allotments Committee have discussed how small sites are uneconomical and difficult. One acre only provides 16 full plots without taking into account parking, paths and other amenities. ATC will also have to spend a fair amount of money to turn agricultural land into a proper allotment site.

Motion

To set aside £50,000 from this year's underspend towards the cost of an allotment site on the north side of town.

It was commented that the Motion did not specifically address the 2019/2020 budget underspend and could be interpreted as being referred to the 2020/2021 budget underspend, of which the current amount is £7,984.00. The current year's underspend cannot be considered until March 2021.

The proposer and seconder were invited to amend the Motion.

It was proposed by Councillor L Gregori and seconded by Councillor Hughes that the Motion be amended to "To set aside £50,000 from the 2019/2020 budget underspend towards the cost of an allotment site on the north side of town."

A recorded vote was as follows:

For: Councillors L Gregori and R Hughes

Against: Councillors D Coole, J Coole, C Ecclestone and R Meyer.

Abstention: Councillor D Treadwell.

For 2, Against 4, Abstention 1.

Amendment to the Motion not carried.

Members referred back to the original Motion.

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes and Councillor L Banville to set aside £50,000 from this year's underspend towards the cost of an allotment site on the north side of town.

A recorded vote was as follows:

For: Councillors L Gregori and R Hughes.

Against: Councillors D Coole, J Coole, C Ecclestone and R Meyer.

Abstention: Councillor D Treadwell.

For 2, Against 4, Abstention 1.

Motion not carried.

Members referred back to the original resolution.

It was proposed by Councillor D Coole and seconded by Councillor J Coole that it be recommended for approval at the 21 October 2020 full Council meeting or one thereafter, the following:

- a) To create an Earmarked Reserves heading wording for the Public Realm Cemeteries.
- b) To transfer the 2019/2020 budget underspend to the following Earmarked Reserves headings and any balance to be transferred to the General Reserves:
 - Vigo Park - £27,000
 - Public Toilets - £8,500
 - Public Realm - £5,000
 - Cemeteries - £3,000
 - St Mary's Ward neighbourhood Plan - £5,000
 - Other Wards Neighbourhood Plan - £ 5,000

A recorded vote was as follows

For: Councillor D Coole, J Coole, C Ecclestone and R Meyer.

Against: Councillors L Gregori, R Hughes and D Treadwell.

For 4, Against 3.

RESOLVED: That it be recommended for approval at the 21 October 2020 full Council meeting or one thereafter, the following:

- a) To create an Earmarked Reserves heading wording for the Public Realm Cemeteries.
- b) To transfer the 2019/2020 budget underspend to the following Earmarked Reserves headings and any balance to be transferred to the General Reserves:
 - Vigo Park - £27,000
 - Public Toilets - £8,500

- **Public Realm - £5,000**
- **Cemeteries - £3,000**
- **St Mary's Ward neighbourhood Plan - £5,000**
- **Other Wards Neighbourhood Plan - £ 5,000**

BS 101/19

BUDGET FRAMEWORK

Members noted and considered the proposal which clarified parts of the budget process and who was responsible for each part.

It was proposed by Councillor C Ecclestone and seconded by Councillor J Coole that authority be delegated to the relevant Officers/Committees as outlined below:

- To produce a report each year which will include (Responsible Finance Officer):
- Timetable for the Budget Process
- The inflationary predictions to be used
- Salary Review results, to include: Previous years pay rise, additional responsibilities pay increase, Pay Structure (National Joint Council Grading)
- Maintenance of new and existing Earmarked Reserves (Statutory Earmarked Reserves highlighted)
- Expected expenditure for current activities i.e. Christmas Lights, allotments, grants.
- Committee budgets for next year (Committees)
- New items for consideration (Budgets and Staffing Committee)
- Budget recommendations from Budgets and Staffing Committee (full Council)

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori, R Hughes, R Meyer and D Treadwell.

Unanimous.

RESOLVED: That authority be delegated to the relevant Officers/Committees as outlined below:

- **To produce a report each year which will include (RFO):**
- **Timetable for the Budget Process**
- **The inflationary predictions to be used**
- **Salary Review results, to include: Previous years pay rise, additional responsibilities pay increase, Pay Structure (National Joint Council Grading)**
- **Maintenance of new and existing Earmarked Reserves (Statutory Earmarked Reserves highlighted)**
- **Expected expenditure for current activities i.e. Christmas Lights, allotments, grants.**
- **Committee budgets for next year (Committees)**
- **New items for consideration (Budgets and Staffing Committee)**
- **Budget recommendations from Budgets and Staffing Committee (full Council)**

BS 102/19

DRAFT BUDGET 2020/2021

Members noted the report for the Draft Budget 2021/2022.

The Town Clerk reminded Members that it was a draft budget and it would have to be referred back to the individual Committees for their consideration. It was noted that the budget for Legal Fees had been increased. It was clarified that this was in preparation for the hiring of a Locum Clerk, which is not salaried. Allotment services had been increased by 15%. It was clarified that this was in preparation for the additional Picket Twenty Allotment Site and general increases in Service costs in the new year. A suggestion was made to add an explanatory note on any budget lines that had changes, in order to aid in the understanding of the budget changes.

The Chairman confirmed that the standing Committees were required to draw up budgets that were as cost effective as possible for consideration at the next Policy & Resources meeting.

Members moved to debate the following Motion. It was noted that Councillor B Long was the seconder of the Motion, however, as a non-member of the Policy & Resources Committee, this would not be possible. Therefore, Councillor R Hughes would be the seconder to the Motion.

Proposer: Cllr Luigi Gregori
Seconder: Cllr Robin Hughes

Background

Currently we have no monies allocated for by-elections. The money put aside for elections is for the 4-year election cycle.

Each by-election costs about £10,000.

Currently we have four vacancies in ATC due to be filled by by-elections.

We have also had to pay in-year for two by-elections caused by vacancies last Financial Year.

Motion

To use £50,000 of the current underspend to cover the unexpected costs of by-elections.

It was commented that the elections had consumed a large sum of money and whilst it is known that the Town Council budget held a set amount for the annual elections, it was highlighted that the Town Council did not have a set budget for by-elections. Concerns were that provisions needed to be made for by-elections, following the recent four Councillor resignations.

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes to use £50,000 of the current underspend to cover the unexpected costs of by-elections.

A recorded vote was as follows:

For: Councillors L Gregori and R Hughes.

Against: Councillors D Coole, J Coole, C Ecclestone, R Meyer and D Treadwell.

For 2, Against 5.

Motion not carried.

BS 103/19

EARMARKED AND OPERATIONAL RESERVES

Members reviewed the Earmarked and Operational Reserves.

A member raised an observation on the Assets and Communities resolutions in that the Grants Project, A-Fest and Youth Events lines showed monies as still being held in the Earmarked Reserves. Following the last Policy and Resources meeting, these should have been transferred and the lines amended to read zero.

Another Member questioned whether it was in the capacity of the Policy and Resources Committee to make these changes. The Town Clerk confirmed that Committees can suggest any changes and amendments as recommendations, that must be approved at full Council.

It was agreed that the Assets and Communities recommendations would be put forward at the next full Council meeting.

BS 104/19

FIVE YEAR BUDGET

Members noted that only the Assets and Communities Committee had provided a 5 Year budget Plan at this point of the meeting. It was agreed that Policy and Resources Committee would consider a 5 Year Budget Plan as soon as possible, which included inflationary increases and any identified costs, which would be provided to the Town Clerk for the next Committee Meeting.

BS 105/19

POLICY AND STANDING ORDERS REVIEW

Members noted that the Standing Orders were continuing to be reviewed and that the revised versions would be presented to the Policy & Resources Committee on 18 November 2020.

A Member commented that it was the responsibility of the Policy and Resources Committee to review the Standing Orders. It was requested that the current draft Standing Orders be issued to the members of the Policy and Resources Committee the next day, for the Members' consideration and decision as to whether to form a Working Group to take forward.

Another Member further commented that the individual Committees should be responsible for reviewing their relevant policies before going to Policy and Resources for final review and recommendation to full Council for approval.

The Chairman proposed two resolutions.

It was proposed by Councillor D Coole and seconded by J Coole that the Town Clerk be instructed to email the Committee Members on the 15 October 2020, a copy of the draft Standing Orders as is and that Members advise the Town Clerk by 27 October 2020, if they want to form a working group to review the Standing Orders. To instruct the Town Clerk to email the Committee Members by 27 October 2020, a quarterly prioritised list of policies to be reviewed each quarter, with the end of the first quarter being 31 March 2021. The list to also include the lead Committee and lead Officer. This will hopefully put the statutory policies first that must be updated and then we can have quarterly reviews carried out by relevant Committees and then come back to this Committee.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori, R Hughes, R Meyer and D Treadwell.

Unanimous.

RESOLVED: That the Town Clerk be instructed to email the Committee Members on the 15 October 2020, a copy of the draft Standing Orders as is and that Members advise the Town Clerk by 27 October 2020, if they want to form a working group to review the Standing Orders. To instruct the Town Clerk to email the Committee Members by 27 October 2020, a quarterly prioritised list of policies to be reviewed each quarter, with the end of the first quarter being 31 March 2021. The list to also include the lead Committee and lead Officer. This will hopefully put the statutory policies first that must be updated and then we can have quarterly reviews carried out by relevant Committees and then come back to this Committee.

BS 106/19 PROVISION OF TOILETS ON ALLOTMENT SITES

Members were informed that the Allotments Committee were currently looking g at the provision of compostable toilets for the allotment sites.

It was questioned as to why the Town Council was currently renting toilets for the sites that remained locked and out of use. The Town Clerk reminded the Committee that the Town Council were bidding by the contract with the provider of the toilets. It was suggested that the Officers investigate whether a reduced rate could be agreed or the removal of the toilets completely.

BS 107/19 MEMBERS TRAINING

Members considered a draft training programme which included a list of suggested courses provided by Hampshire Association of Local Councils (HALC) and Surrey Hill Solicitors, as requested by the Town Councillors. It was commented that an "Introduction to Appraisals" would be useful and should be included. Members did not advise the Officers of any courses they would be interested in attending during the meeting.

It was agreed that Officers would arrange visits to successful Town Council(s) for the Andover Town Council Members.

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that the meeting be extended by one and a half hours, beyond the 2-hour time limit.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori, R Hughes, R Meyer and D Treadwell.

Unanimous.

RESOLVED: That the meeting be extended by one and a half hours, beyond the 2-hour time limit.

BS 108/19 OFFICE MANAGEMENT

Members noted the update report on the management of the Town Council Offices – **attached at record Minutes.**

Officer also gave an update of the purchase of a sign for the Town Council Offices and confirmed that three quotes had been received and awaited a further two. A further update will be received at the next committee meeting.

A Member enquired about the progress of work to find ways to make the Town Council offices Covid safe. The Vice Chairman confirmed that that particular item was being dealt with separately.

BS 109/19 WORK PROGRAMME

It was agreed that the Work Programme would include the following:

- Members Training

BS 110/19

DATE OF THE NEXT MEETING

Members were advised by the Vice Chairman, that the Chairman and Vice Chairman would be absent at the next scheduled Policy and resources meeting on the 11 November 2020, due to a Test Valley Borough Council meeting. Therefore, Members noted that the date of the next meeting had been rescheduled and was **Wednesday 18 November 2020, virtually via Zoom starting at 6.00pm.**

BS 111/19

EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor D Coole and seconded by Councillor J Coole that Members of the Press and Public be excluded from the meeting at item 18 due to consideration of the Andover Levy and Staffing matters, which contained sensitive commercial and personnel information.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori, R Hughes, R Meyer and D Treadwell.
Unanimous.

RESOLVED: That Members of the Press and Public be excluded from the meeting at item 18 due to consideration of the Andover Levy and Staffing matters, which contained sensitive commercial and personnel information.

The Chairman closed the meeting at 9.21pm.

Chairman

Date

Minutes of Planning Committee

Time and date

6.00pm on Monday, 29 September 2020

Place

Virtual On-Line Meeting via Zoom

Details of Attendance:

Cllr C Ecclestone (Chairman) (P) Cllr D Coole (P) Cllr J Coole (P) Cllr L Gregori (P) Cllr R Hughes (P) (Arrived at 6.59pm)
Cllr B Long (P) Cllr R Meyer (A)

Officers Present:

Michelle Young (Committee & GDPR Officer) (Taking the Minutes)

Members of the Public: 3

Members of the Press: 1

Due to the Covid-19 Pandemic and Government legislation regarding Social Distancing, it was not possible to hold this meeting at a normal public venue. Therefore, the Town Council made arrangements under the Coronavirus Act 2020 and subsequent Regulations permitting remote meetings, to hold the meetings virtually. A voting procedure was actioned via role call method with each Member's name and response recorded in the Minutes.

PC 262/19 Apologies for Absence

Apologies were received and accepted from Councillors R Meyer.

PC 263/19 Declarations of Interest

There were no Declarations of Interest in relation to any item on the agenda.

PC 264/19 Minutes

It was proposed by Councillor D Coole and seconded by Councillor B Long that the Minutes of the Planning Committee meeting held on Monday 7 September 2020 be signed by the Chairman as a correct record.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori and B Long.

Unanimous.

RESOLVED: That the Minutes of the Planning Committee meeting held on Monday 7 September 2020 be signed by the Chairman as a correct record.

PC 265/19 Public Participation

The notes below are a precis of statements/questions. They are not recorded word for word.

Member of Public 1:

I made the original contact with Andover Town Council (ATC) asking for funding for a Speed Indicator Sign in Picket Piece. I've lived in the village for 20 years and witnessed a massive increase in traffic volumes and cars speeding through the village following the recent developments. It's been apparent to those of us that live here, the worst culprits are those entering Picket Piece from the Walworth Business Park direction, following the long straight road and entering the village without reducing speed. This is the same, day or night. This is also the direction from which both cars were travelling prior to crashing into houses on the Locksbridge Road mini roundabout, on separate incidents in the past 12 months.

As sign at the western end of the village is what was originally requested and it was also confirmed as a prime location, when asked for an alternative location by ATC, as a sign is not permitted to remain static.

This location is however, not one of the locations suggested by Hampshire Highways, included at appendix c of the agenda. They have only detailed one location at the eastern entry of the village by Ox Drove, which is a good location. It is also one of those recommended. But the other one they have suggested is the western approach, Locksbridge Road mini roundabout. I believe this is probably although under the misconception of a vehicle involved in the last accident, was travelling from that direction because of the house it hit. When in fact, it was travelling in the direction we are talking about, was turning right at the roundabout, hit the kerb and backed into the house.

So, I'm asking that this location be reconsidered, as in this instance, I believe those of us that actually live here and witness the traffic on a daily basis, are best able to judge where the sign is most needed.

There's a street lamp by Picket Piece House that could possibly be used. Alternatively, a 30mph road sign pole just before Alfred Cottage. Either of which would be much better than the second location suggested.

Councillor B Long:

I was in Picket Piece and I agree. Have you identified the lamp column number?

Member of Public 1:

Yes, it's lamp column number 33, from the Walworth Estate end.

Chairman's Response:

Please send pictures into the Committee Officer for forwarding to HCC.

PC 266/19 Planning Applications for Consideration by Committee

To consider Andover Town Planning Applications on Test Valley Borough Council weekly Lists of 36, 37 & 38.

List 38 has not been published at the time of going to print. Once available it can be viewed at www.testvalley.gov.uk

5.1 -20/02113/FULLN – 08.09.2020 – ANDOVER TOWN (ROMANS)

Single storey rear extension to form enlarged kitchen and dining room:

56 Swallowfields, Andover, SP10 5PN

Committee Comment: No objection

5.2 - 20/02137/FULLN – 09.09.2020 – ANDOVER TOWN (ST MARYS)

Proposed two and single storey extensions and alterations to provide enlarged living accommodation:

23 Highlands Road, Andover, SP10 2PX

Committee Comment:

- **The plans are not clear with regards to potential shadowing over the neighbours' property.**

5.3 - 20/02146/FULLN – 10.09.2020 – ANDOVER TOWN (MILLWAY)

Demolish existing conservatory, garage conversion, new bi-fold doors and window to rear elevation, new ground floor windows to side and front elevation and internal reconfiguration:

9 Hibiscus Crescent, Andover, SP10 3WE

Committee Comment:

- **The application papers did not include plans for the first floor and so was unable to establish the number of bedrooms in the property, therefore making it difficult to ascertain the required amount of parking spaces.**
- **Concerned about the parking spaces sizes. Are they in line with the stipulated rules?**

5.4 – 20/02163/FULLN – 11.09.2020 – ANDOVER TOWN (MILLWAY)

Demolition of existing dwelling; erection of 3 flats and 4 houses, with associated landscaping and car parking:

95 Weyhill Road, Andover, Hampshire

Committee Comment: Objection

- **The erection of the flats and houses would result in overlooking the neighbouring playgroup.**
- **Concerned that this is over development for the area with potential noise pollution.**
- **Concerns of over cutting the trees. Has the nitrate neutrality been investigated?**

- The plans depict only one visitor car park space. The rules state a requirement of one visitor car park space for every 5 properties. Therefore, there needs to be a minimum of two visitor car parking spaces for this development.
- There does not appear to be any amenity space for each of the flats.

5.5 - 20/02173/FULLN – 11.09.2020 – ANDOVER TOWN (WINTON)

Single storey pitched roof rear extension:

20 Coachways, Andover, SP10 2SJ

Committee Comment: No objection

5.6 - 20/02176/FULLN – 15.09.2020 – ANDOVER TOWN (ST MARYS)

Change of use from hairdressers (A1) to coffee bar/café:

78 High Street, Andover, SP10 1NG

Committee Comment: No objection

5.7 - 20/02177/LBWN – 15.09.2020 – ANDOVER TOWN (ST MARYS)

Rehang external door and install counter:

78 High Street, Andover, SP10 1NG

Committee Comment:

- **Concerns that the rehang of the external door may affect the listing of the building.**
- **Can we have a comment from the Conservational Officer to make a ruling on this?**

5.8 - 20/02112/TPON - 07.09.2020 - ANDOVER TOWN (MILLWAY)

(T1) Yew - Reduce lateral branches by up to 1.2m, (T2) Mixed Species- Raise crowns to up to 4.5m, (T72) Walnut - Fell, (T74) Ash – Fell:

7 The Pines, Andover, SP10 3EJ

Committee Comment: Objection

- **Refer the felling of the Walnut Tree to the Arboriculturist to ascertain whether the tree has been declared dead or dying.**
- **No objection to the Yew, Mixed Species or Ash.**

5.9 - 20/02127/LBWN – 17.09.2020 – ANDOVER TOWN (ST MARYS)

Removal of first floor staircase:

Chiros Ltd, 3 Church Close, Andover

Committee Comment: No objection

6.0 - 20/02250/FULLN – 22.09.2020 – ANDOVER TOWN (MILLWAY)

Single storey side extension to provide additional living space:

16 Wisley Road, Andover, SP10 3UQ

Committee Comment: No objection

6.1 - 20/02251/FULLN – 23.09.2020 – ANDOVER TOWN (MILLWAY)

Single storey rear extension, to provide additional living space, and insert ground floor window, to replace existing conservatory:

3 Longstock Close, Andover, SP10 3UN

Committee Comment: No objection

6.2 – 20/02269/FULLN – 23.09.2020 – ANDOVER TOWN (HARROWAY)

Single storey rear extension, new window and internal alterations:

17 Burnhams Close, Andover, Hampshire

Committee Comment: No objection

6.3 – 20/02298/TPON – 24.09.2020 – ANDOVER TOWN (WINTON)

T1 – Silver Birch – Fell:

12 Sainsbury Close, Andover, SP10 2LE

Committee Comment: Refer to Arboriculturist

6.4 – 20/01743/FULLN – 28.09.2020 – ANDOVER TOWN (ST MARYS) (Re-submitted revised application)

Single storey rear extension, garage conversion, reconfigure ground floor layout for 2no. wheelchair users, front disabled access ramp and open porch and reconfigure first floor layout: Hedge End, 10 Lamb Close, Andover, SP10 2QW

Committee Comment: No objection

6.5 – 20/01733/FULLN – 31.07.2020 – ANDOVER TOWN (ST MARYS) (Re-submitted revised application)

Provision of lighting to illuminate cenotaph and plaques on two adjacent flanking walls: War Memorial, St Marys Church, Church Close

Committee Comment: No objection

NOTIFICATION OF A LARGER HOME EXTENSION – (FOR INFORMATION ONLY)

6.6 - 20/02133/PDHN - 10.09.2020 - ANDOVER TOWN (MILLWAY)

Notification of proposed works to a dwelling - Single storey rear extension (length from rear wall of original dwelling house 5 metres, height 3.95 metres, height to eaves 2.7 metres):

94 Salisbury Road, Andover, Hampshire, SP10 2LJ

6.7 - 20/02151/PDHN - 07.09.2020 - ANDOVER TOWN (ST MARYS)

Notification of proposed works to a dwelling - Single storey rear extension (length from rear wall of original dwelling house 4.51 metres, height 3.4 metres, height to eaves 2.81 metres):

68 Seville Crescent, Andover, Hampshire, SP10 1JT

PC 267/19 Decision Notices

The Decision notices for Lists of 36, 37 & 38 were noted.

PC 268/19 Speed Indicator Sign

(Councillor R Hughes joined the meeting at 6.59pm)

Members noted the update Speed Indicator Sign report – **attached to record Minutes**.

Consideration was given to the potential placement locations for the Speed Indicator Signs as provided by Hampshire County Council (HCC).

Members agreed with the suggested locations on London Road.

In the Picket Piece village, it was decided that lamp column in Locksbridge Road was situated too far into the village and lamp columns numbered 33 & 38 were suggested as more effective alternatives.

In Weyhill Road, lamp columns numbered 16 and 21 were agreed. However, it was decided that lamp column numbered 61 was hidden from a driver's view too much.

In Winchester Road, lamp columns numbered 20, 23 and 37 were agreed. Lamp column numbered 27 was considered too difficult to see by approaching drivers.

In Salisbury Road, lamp columns numbered 8 and 16 were agreed. Lamp column numbered 31 was considered to be too close to the roundabout and on the wrong side of the road for traffic coming into Andover on Salisbury Road.

Investigations for alternative lamp columns in Weyhill Road and Winchester Road would be made and reported back to Officers for recommendation to HCC, with the suggested alternative lamp columns in Picket Piece.

Members discussed the three quotations for the purchase of five Speed Indicator Signs (SIDs) as follows:

QUOTE 1

Quote 1a: 1 x Solar Evolis Radar Speed Sign with 2 solar panels/fittings. This accords full functionality at 2 different locations without the need to remove a solar panel, just the radar.

Solar panel & mounting kit x 2, battery x 2, locking rods, additional mounting bar, transport & packaging and telephone assistance. **£10,958.00 + VAT**

(Additional requirement to source 12 x Jubilee Clip/Hose Clamp at a diameter adapted to the chosen support pole & at bandwidth of 16mm - £3-£5 per clip)

QUOTE 2

5 x Solar panel Smiley SID Sign.

40ah Battery with 40w solar array plus spare battery x 5, data collection via USB or Bluetooth, Data visualisation program supplied enabling data to be shown in graphical form, off variable diameter clamps, 2-year warranty. **£11,425.00 + VAT**

QUOTE 3

5 x Solar Smiley SID Sign.

Data capture, Custom post mounting plate, battery x 2, 80w solar panel, brackets for 76mm posts, USB cable for data download, 5-year warranty. **£13,387.50 + VAT**

It was proposed by Councillor L Gregori and seconded by Councillor C Ecclestone that Quote 1 be accepted as follows:

QUOTE 1

Quote 1a: 1 x Solar Evolis Radar Speed Sign with 2 solar panels/fittings. This accords full functionality at 2 different locations without the need to remove a solar panel, just the radar.

Solar panel & mounting kit x 2, battery x 2, locking rods, additional mounting bar, transport & packaging and telephone assistance. **£10,958.00 + VAT**

(Additional requirement to source 12 x Jubilee Clip/Hose Clamp at a diameter adapted to the chosen support pole & at bandwidth of 16mm - £3-£5 per clip)

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori, R Hughes and B Long.

Unanimous.

RESOLVED: That Quote 1 be accepted as follows:

QUOTE 1

Quote 1a: 1 x Solar Evolis Radar Speed Sign with 2 solar panels/fittings. This accords full functionality at 2 different locations without the need to remove a solar panel, just the radar.

Solar panel & mounting kit x 2, battery x 2, locking rods, additional mounting bar, transport & packaging and telephone assistance. £10,958.00 + VAT

(Additional requirement to source 12 x Jubilee Clip/Hose Clamp at a diameter adapted to the chosen support pole & at bandwidth of 16mm - £3-£5 per clip)

Members discussed other sources of funding towards the SIDs as well as the monies which would be coming from the CIL monies, as previously agreed at full Council. A motion was suggested to contact Councillor K North at Hampshire County Council (HCC) for a grant from HCC towards the purchase of the SIDs. An amendment to the motion was suggested to also make a request for funding to the Councillors at Test Valley Borough Council (TVBC) and HCC.

It was proposed by Councillor C Ecclestone and seconded by Councillor D Coole that it be delegated to Officers to:

- Confirm which 5 sites are to be used for the placement of SIDs to Hampshire County Council, once the suggested alternatives for Weyhill Road, Winchester Road and Picket Piece have been received.
- To liaise with Hampshire County Council with regards to completing Stage 1 of applying for SSE consent to use the relevant light columns.
- To liaise with Hampshire County Council regarding the purchase of two post extensions if required.
- To submit grant applications to Councillor K North, Councillors at TVBC and HCC for assisted funding toward the purchase of 5x SIDs.
- To proceed with the purchase of the 5x SIDs as per quote 1, once replies have been received from the grant applications.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori, R Hughes and B Long.

Unanimous

RESOLVED: That it be delegated to Officers to:

- **Confirm which 5 sites are to be used for the placement of SIDs to Hampshire County Council, once the suggested alternatives for Weyhill Road, Winchester Road and Picket Piece have been received.**
- **To liaise with Hampshire County Council with regards to completing Stage 1 of applying for SSE consent to use the relevant light columns.**
- **To liaise with Hampshire County Council regarding the purchase of two post extensions if required.**
- **To submit grant applications to Councillor K North, Councillors at TVBC and HCC for assisted funding toward the purchase of 5x SIDs.**
- **To proceed with the purchase of the 5x SIDs as per quote 1, once replies have been received from the grant applications.**

PC 269/19 Consultations

Reform of the Planning System

Members agreed to defer this item to the next meeting, as the closing date for comments was not until 29 October 2020.

PC 270/19 2019/2020 Budget Underspend

Members discussed proposals specific to planning/highways budget lines, to recommend to the Policy & Resources Committee for recommendation for approval by full Council, for the transfer of some or all of the 2019/2020 Budget Underspend. Consideration was given to the purchase of SIDs and other traffic calming devices and the Neighbourhood Plan. A Member commented that the Committee needed to be mindful of the costs of elections due to recent resignations of Town Councillors.

(Councillor L Gregori left the meeting at 7.31pm)

It was proposed by Councillor C Ecclestone and seconded by Councillor B Long that it be recommended to Policy and Resources Committee for recommendation for approval by full Council, the transfer of some of the 2019/2020 Budget Underspend as follows:

£5000 for St Marys Ward Neighbourhood Plan (CE Motion)

£5000 for SIDS and other traffic calming devices

£10,000 for Neighbourhood Plan in other wards

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone and B Long

Abstention: Councillor R Hughes

For 4, abstention 1

RESOLVED: That it be recommended to Policy and Resources Committee for recommendation for approval by full Council, the transfer of some of the 2019/2020 Budget Underspend as follows:

£5000 for St Marys Ward Neighbourhood Plan

£5000 for SIDS and other traffic calming devices

£10,000 for Neighbourhood Plan in other wards.

PC 271/19 Motions from Councillors

Motion:

Proposed by Councillor C Ecclestone and seconded by Councillor D Coole

"This committee proposes that GBP 5,000 be reallocated from the budget underspend to the line item, Neighbourhood Plan for the purpose of initiating the St Mary's Ward Neighbourhood plan."

Members discussed this Motion at agenda item 9 2019/2020 Budget Underspend.

PC 271/19 Design Statement

The Chairman commented that the public consultation process needed to be discussed. A Member raised a point of order that this was not on the agenda and the final draft report was not received within the stipulated time frame in accordance with Standing Orders and Financial Regulations. It was agreed that this item be deferred to the next Committee meeting, when a written report would also be produced for consideration by the Members.

PC 272/19 Street Naming

There were no Street Naming Notifications received.

PC 273/19 Communications from Test Valley Borough Council

There were no communications received from Test valley Borough Council.

A member asked whether the Town Council had received details of a consultation relating to green spaces. Officers confirmed no details had been received and would investigate further.

PC 274/19 Test Valley Borough Council – Northern Area Planning Committee

There were no communications received from Northern Area Planning Committee.

PC 275/19 Communications from Hampshire County Council

There were no communications received from Hampshire County Council.

PC 276/19 Street Trading Licences

There were no Street Trading Licence applications received.

PC 277/19 Programme of Works

Members noted the Programme of Works. It was requested that the following items be added:

- Update on Design Statement progress
- Feedback on HCC on revised lamp columns locations
- Report on HCC & TVBC Multi ward grant
- Reform of The Planning System Consultation
- Green Spaces Consultation
- Planning Committee Budget

PC 278/19 Items for Consideration at the Next Meeting

There were no items suggested for consideration at the next meeting.

PC 279/19 Date of Next Meeting

Members noted the date of the next meeting: **Monday 19 October 2020 via Zoom starting at 6.00pm.**

The Chairman closed the meeting at 7.54pm.

CHAIRMAN

DATE

Minutes of Planning Committee

Time and date

6.11pm on Monday, 19 October 2020

Place

Virtual On-Line Meeting via Zoom

Details of Attendance:

Cllr C Ecclestone (Chairman) (P) Cllr D Coole (P) (Arrived at 6.52pm) Cllr J Coole (P) Cllr L Gregori (P)
Cllr R Hughes (A)
Cllr B Long (P) Cllr R Meyer (P)

Officers Present:

Michelle Young (Committee & GDPR Officer) (Taking the Minutes)

Members of the Public: 0

Members of the Press: 0

Due to the Covid-19 Pandemic and Government legislation regarding Social Distancing, it was not possible to hold this meeting at a normal public venue. Therefore, the Town Council made arrangements under the Coronavirus Act 2020 and subsequent Regulations permitting remote meetings, to hold the meetings virtually. A voting procedure was actioned via role call method with each Member's name and response recorded in the Minutes.

PC 280/19 Apologies for Absence

Apologies were received and accepted from Councillor R Hughes.

PC 281/19 Declarations of Interest

There were no Declarations of Interest in relation to any item on the agenda.

PC 282/19 Minutes

It was proposed by Councillor B Long and seconded by Councillor C Ecclestone that the Minutes of the Planning Committee meeting held on Tuesday 29 September 2020 be signed by the Chairman as a correct record.

A recorded vote was as follows:

For: Councillors J Coole, C Ecclestone, L Gregori, B Long and R Meyer.

Unanimous.

RESOLVED: That the Minutes of the Planning Committee meeting held on Tuesday 29 September 2020 be signed by the Chairman as a correct record.

PC 283/19 Public Participation

There were no Members of the Public present at the meeting.

PC 284/19 Planning Applications for Consideration by Committee

To consider Andover Town Planning Applications on Test Valley Borough Council weekly Lists of 39, 40 & 41.

List 41 has not been published at the time of going to print. Once available it can be viewed at www.testvalley.gov.uk

5.1 - 20/02258/FULLN - 24.09.2020 - ANDOVER TOWN (ST MARYS)

Alterations and extension to existing visitor and staff car park and formation of new car park for 3 cars and vehicle turning space with new access from Adelaide Road:

Adelaide Health Centre, 36 Adelaide Road, Andover

Committee Comment: Objection

- **The disabled parking spaces do not meet with current standards which raises concerns with difficulty of parking.**
- **The new access from Adelaide Road will result in the loss of on road parking for people with parking permits.**
- **The plans depict insufficient parking for patients visiting the surgery with only 5 spaces, of which 2 are for disabled parking and 3 for electrical charging spaces.**
- **Concerned that a resident's "French drain" created to stop flooding to his property, will be impacted by the extension of the carpark and will cause flooding again to his property.**

5.2 - 20/02276/FULLN - 24.09.2020 - ANDOVER TOWN (WINTON)

Increase flue height at 7 Winchester Street by 1m, provision of cylindrical attenuators, enclose of fans, box in lower sections of plant at both properties, and paint boxing in and flues:

5 And 7 Winchester Street, Andover, Hampshire

Committee Comment: No objection

5.3 - 20/02309/TPON – 25.09.2020 – ANDOVER TOWN (MILLWAY)

T1 - Willow - Reduce to height of 2m and pollard, T2 - Sycamore - Reduce height to 4m:

Wildwood, 55 Rooksbury Road, Andover

Committee Comment: No objection

5.4 - 20/02330/TPON – 28.09.2020 – ANDOVER TOWN (MILLWAY)

T1 - Copper Beech - Raise crown to 6m above ground, thin crown by up to 30%, reduce lower western lateral growth by up to 2m:

22 Winterdyne Mews, Andover, Hampshire

Committee Comment: No objection

5.5 - 20/02331/TPON – 28.09.2020 – ANDOVER TOWN (ST MARYS)

T15 - Copper beech - Prune lower branches up to 3m from ground level

T16 - Laburnum - fell

T17 - Yew - Fell

T18 - Cherry Laurel - Fell

T19 - Cherry Laurel - Fell

T20 - Privet - Fell

T21 - Poplar – Fell:

Woodlands, Woodlands Way, Andover

Committee Comment: Refer to Arboriculturist

- It has been noted that the report states recommendation for replacement, however, there are no conditions or details of replacements in the report.

5.6 - 20/02331/TPON – 28.09.2020 – ANDOVER TOWN (ST MARYS)

As per submitted schedule - Tree hazard assessment report:

Woodlands, Woodlands Way, Andover

Committee Comment: Refer to Arboriculturist

- It has been noted that the report states recommendation for replacement, however, there are no conditions or details of replacements in the report.

5.7 - 20/02370/TPON – 30.09.2020 – ANDOVER TOWN (ST MARYS)

T1 Sycamore - Pollard to 10m:

17 Pearman Drive, Andover, Hampshire

Committee Comment: No objection

5.8 - 20/02255/FULLN – 30.09.2020 – ANDOVER TOWN (DOWNLANDS)

Single storey extension to rear of house:

84 Quicksilver Way, Andover, Hampshire

Committee Comment: No objection

5.9 - 20/02383/FULLN – 05.10.2020 – ANDOVER TOWN (HARROWAY)

Installation of a mobility scooter store to store 6no. mobility scooters, and erection of two bin stores:

Shepherd Lodge, Artists Way, Andover

Committee Comment: No objection

6.0 - 20/02095/FULLN – 05.10.2020 – ANDOVER TOWN (ROMANS)

Change of use of amenity land to residential, and erection of a wall, erection of single storey rear extension, to provide additional living space, following removal of existing conservatory:

36 Woolwich Way, Andover, SP11 6RZ

Committee Comment: Has the access to the amenity land been agreed?

6.1 - 20/02362/FULLN – 06.10.2020 – ANDOVER TOWN (WINTON)

Single storey rear extension to form enlarged kitchen and dining room:

18 South End Road, Andover, SP10 2DN

Committee Comment: No objection

6.2 - 20/02355/FULLN – 07.10.2020 – ANDOVER TOWN (HARROWAY)

Single storey front and rear extensions; new vehicular access and paved parking area:

Upper Drove, Andover, Hampshire

Committee Comment: Objection

- **The Plans depict a loss of parking space and vehicular access off the property at the rear onto Eardley Avenue, with the addition of a rear extension.**
- **This will result in parking to the front of the property, which raises concerns with access on and off the property onto the Upper Drove, in particular during school hours.**

6.3 - 20/02433/FULLN – 08.10.2020 – ANDOVER TOWN (MILLWAY)

Demolish existing conservatory and erection of replacement conservatory:

5 Celtic Drive, Andover, SP10 2UA

Committee Comment: No objection

6.4 - 20/02458/TPON – 08.10.2020 – ANDOVER TOWN (MILLWAY)

T1 - Horse Chestnut - pollarded back to main stem, T2 - Black Walnut - Remove low limb growing towards garden and remove one low limb growing into adjacent Beech tree:

19 Winterdyne Mews, Andover, SP10 3AG

Committee Comment: No objection

6.5 - 20/02323/PDHN – 08.10.2020 - ANDOVER TOWN (WINTON)

Notification of proposed works to a dwelling - Single storey rear extension (length from rear wall of original dwelling house 5m, height 2.94m, height to eaves 2.26m):

39 Chestnut Avenue, Andover, Hampshire

Committee Comment: No objection

6.6 - 20/02448/CLPN – 09.10.2020 – ANDOVER TOWN (WINTON)

Certificate of proposed lawful development for the conversion of detached garage to living space:

2 Farris Avenue, Andover, SP10 2AH

Committee Comment: Is the conversion of garage to living space a lawful development?

6.7 - 20/02348/TPON -29.09.2020 - ANDOVER TOWN (MILLWAY)

1 x Beech - Reduce overhanging branches by 3m:

Kristen House, The Pines, Andover, Hampshire SP10 3EJ

Committee Comment: No objection

6.8 - 20/02112/TPON – 12.10.2020 – ANDOVER TOWN (MILLWAY)

(T1) Yew - Reduce lateral branches by up to 1.2m, (T2) Mixed Species- Raise crowns to up to 4.5m, (T72) Walnut - Fell, (T74) Ash – Fell:

7 The Pines, Andover, SP10 3EJ

Committee Comment: Refer to the Arboriculturist

- **Is the (T72) Walnut being replaced after felling?**

(Councillor D Coole joined the meeting at 6.52pm)

6.9 - 20/02193/FULLN – 13.10.2020 – ANDOVER TOWN (HARROWAY)

Erection of a shed in front garden to be used as a hobby room:

32 The Drove, Andover, SP10 3DL

Committee Comment: Objection

- **This would be out of keeping with the surrounding area, detracting from the character of the neighbourhood.**
- **Will the shed be positioned in front of the development line of the streetscape?**

AMENDMENT TO CURRENT PLANNING APPLICATION

7.0 - 20/02061/FULLN – 08.10.2020 – ANDOVER TOWN (WINTON)

Erection of single storey dwelling:

Land Rear Of 63 & 65, Old Winton Road, Andover

Committee Comment: Objection

The amendment does not mitigate previous objections as below:

- **Concerns that it will be close to the boundary of number 65 Old Winton Road.**
- **Concerns of lack of privacy in the garden of number 65 Old Winton Road.**
- **Out of keeping with surrounding area.**
- **Consideration to be given to the Nitrogen offset impact.**

PC 285/19 Decision Notices

The Decision notices for Lists of 39, 40 & 41 were noted.

PC 286/19 Speed Indicator Sign

Members noted the Speed Indicator Sign (SIDs) update report.

The provision of a £1000 grant towards the costs of purchasing the SIDs by Cllr K North was also noted. It was clarified that the grant would need to be applied for prior to the actual purchase of the 5 x SIDs.

Members discussed the need to set procedures for the maintenance of the SIDs. It was suggested that a working group be established for this purpose and for a report to be brought back to the Planning Committee.

It was proposed by Councillor C Ecclestone and seconded by Councillor R Meyer that the Planning Committee establish a working group, on the administration of Speed Indicator Signs, open to all Councillors, to form a report to come back to the Planning Committee.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori, B Long and R Meyer.

Unanimous

RESOLVED: That the Planning Committee establish a working group, on the administration of Speed Indicator Signs, open to all Councillors, to form a report to come back to the Planning Committee.

Members instructed Officers to send an email to all the Town Councillors, which invited them to join the working group.

PC 287/19 Consultations

1: Consultation – Reform of The Planning System

Members made the following comments for the review of the Consultation Reform of The Planning System:

1) What three words do you associate most with the planning system in England?

Confusing, ineffective, shambolic

2) Do you get involved with planning decisions in your local area?

Yes

3) Our proposals will make it much easier to access plans and contribute your views to planning decisions. How would you like to find out about plans and planning proposals in the future?

By post, Social Media, Notification on lamp posts.

4) What are your top three priorities for planning in your local area?

- More or better local infrastructure (including green spaces, amenities and roads).
- Increasing the affordability of housing.
- The design of new homes and places.

5) Do you agree that Local Plans should be simplified in line with our proposals?

No

6) Do you agree with our proposals for streamlining the development management content of Local Plans, and setting out general development management policies nationally?

No

7) A: Do you agree with our proposals to replace existing legal and policy tests for Local Plans with a consolidated test of “sustainable development”, which would include consideration of environmental impact?

No – Sustainable development consists of economic, social and environmental factors. Emphasis should be on environmental and social factors.

B: How could strategic, cross-boundaries issues be best planned for in the absence of a formal Duty to Cooperate?

Reinforce the duty to co-operate across all Councils.

8) A: Do you agree that a standard method for establishing housing requirements (that takes into account constraints) should be introduced?

No – standard method will not work.

B: Do you agree that affordability and the extent of existing urban areas are appropriate indicators of the quantity of development to be accommodated?

No – issue with definition of affordability.

9) A: Do you agree that there should be automatic outline permission for areas for substantial development (Growth areas) with faster routes for detailed consent?

No – We have had a bad experience of automatic outline permission in Andover.

B: Do you agree with our proposals above for the consent arrangements for Renewal and Protected areas?

No – local needs have got to be considered and some areas should be protected.

C: Do you think there is a case for allowing new settlements to be brought forward under the Nationally Significant Infrastructure Projects regime?

Yes

It was proposed by Councillor C Ecclestone and seconded by R Meyer that the meeting be extended beyond the 2-hour time limit by 1 hour.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori, B Long and R Meyer.

Unanimous

RESOLVED: That the meeting be extended beyond the 2-hour time limit by 1 hour.

10) Do you agree with our proposals to make decision-making faster and more certain?

No – Not a lot of people have access to digital methods.

11) Do you agree with our proposals for accessible, web-based Local Plans?

Yes – Although need to be mindful that not a lot of people have access to digital methods.

12) Do you agree with our proposals for a 30-month statutory timescale for the production of Local Plans?

Yes – 30 months includes examiners process. Taking a long time going back and forth between examiners and district councillors. Need to provide more examiners.

13) A: Do you agree that Neighbourhood Plans should be retained in the reformed planning system?

Yes

B: How can the neighbourhood planning process be developed to meet our objectives, such as in the use of digital tools and reflecting community preferences about design?

With significantly more Government investment, training and digitalise the whole process.

14) Do you agree there should be a stronger emphasis on the build out of developments? And if so, what further measures would you support?

Yes

15) What do you think about the design of new development that has happened recently in your area?

Ugly and poorly designed.

16) Sustainability is at the heart of our proposals. What is your priority for sustainability in your area?

More green and open spaces.

17) Do you agree with our proposals for improving the production and use of design guides and codes?

Yes – Need to improve the development of design guides and codes.

18) Do you agree that we should establish a new body to support design coding and building better places, and that each authority should have a chief officer for design and place-making?

Yes

19) Do you agree with our proposal to consider how design might be given greater emphasis in the strategic objectives for Homes England?

Yes

20) Do you agree with our proposals for implementing a fast-track for beauty?

No

21) When new development happens in your area, what is your priority for what comes with it?

More or better infrastructure (such as transport, schools, health provision)

22) A: Should the Government replace the Community Infrastructure Levy and Section 106 planning obligations with a new consolidated Infrastructure Levy, which is charged as a fixed proportion of development value above a set threshold?

No – Business rates will go to the Government and spent on something else.

B: Should the Infrastructure Levy rates be set nationally at a single rate, set nationally at an area-specific rate, or set locally?

Locally

C: Should the Infrastructure Levy aim to capture the same amount of value overall, or more value, to support greater investment in infrastructure, affordable housing and local communities?

More value

D: Should we allow local authorities to borrow against the Infrastructure Levy, to support infrastructure delivery in their area?

No

23) Do you agree that the scope of the reformed Infrastructure Levy should capture changes of use through permitted development rights?

No

24) A: Do you agree that we should aim to secure at least the same amount of affordable housing under the Infrastructure Levy, and as much on-site affordable provision, as at present?

No – Need more affordable housing in our area.

B: Should affordable housing be secured as in-kind payment towards the Infrastructure Levy, or as a 'right to purchase' at discounted rates for local authorities?

Secured

C: If an in-kind delivery approach is taken, should we mitigate against local authority overpayment risk?

No

D: If an in-kind delivery approach is taken, are there additional steps that would need to be taken to support affordable housing quality?

Yes – We do not agree with an in-kind delivery approach.

25) Should local authorities have fewer restrictions over how they spend the Infrastructure Levy?

Yes

A: If yes, should an affordable housing 'ring-fence' be developed?

Yes, ring-fenced.

26) Do you have any views on the potential impact of the proposals raised in this consultation on people with protected characteristics as defined in section 149 of the Equality Act 2010?

No

2: Consultation – Green Space Strategy 2020 - 2030

Members made the following comments for the review of the Consultation Green Space Strategy 2020 - 2030:

- The Green Space Strategy lacked details and clear vision.
- The time frame is not challenging.
- Need to address how they will overcome the deficit of green space in the wards of Andover.
- There is an absence of partnership work with other authorities such as Andover Town Council.
- No policy to mitigate shortfall of green space.

3: Consultation – Countryside and Wildlife Act 1981

Members made the following comments for the review of the Consultation Countryside and Wildlife Act 1981:

Committee Comment: Objection

- **This is a sensitive area.**

- **If it is happy valley it has the protected Duke of Burgundy butterfly and Drab Looper moth.**

PC 288/19 Design Statement

Members noted the report on Community Planning Grant Application Process.

It was proposed by Councillor C Ecclestone and seconded by Councillor R Meyer that the Design Statement Steering Group complete the online Community Planning Grant Scheme application form.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori and R Meyer.

Against: Councillor B Long.

For 5, Against 1

RESOLVED: That the Design Statement Steering Group complete the online Community Planning Grant Scheme application form.

Members considered a consultation process for the draft Andover Town Conservation Area Design Statement and discussed the Design Statement Progress Chart (version 1.5) which detailed the progress from 15 October 2019 to date.

It was questioned when a decision on the public consultation needed to be made. Members were advised the consultation period was six weeks and that the current progress sheet stated 30 November 2020. It was asked whether this would be going to full Council. Members were advised that no, it would not be going to full Council at this stage, as it was a draft and not a final document. A Member raised a concern regarding what the position of going ahead with a public consultation would be with the Internal Auditor and therefore, would be reluctant to agree with it.

It was questioned whether the Town Council had paid the consultants to do the public consultation. A Member of the Design Steering group, clarified that the consultants had been paid to produce the draft report, which was approved by full Council. The Town Council would be responsible for the public consultation process.

It was questioned whether the Town Council had the money to pay for the consultation and it was confirmed that the only costs would be related to printing of documents and sending of letters to residential businesses within the Conservation area. It was also confirmed that details of the consultation would be put on the Town Council's website, Facebook and a press release to the papers. It was commented that any application for money had to go to full Council and to seek advice from the Town Clerk.

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that the first stage of the public consultation process, subject to the Town Clerk confirming there was enough money in the budget and grant application, to cover the costs, be approved.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone and R Meyer.

Against: Councillors L Gregori and B Long.

For 4, Against 2.

RESOLVED: That the first stage of the public consultation process, subject to the Town Clerk confirming there was enough money in the budget and grant application, to cover the costs, be approved.

PC 289/19 Street Naming

There were no Street Naming Notifications received.

PC 290/19 Communications from Test Valley Borough Council

There were no communications received from Test valley Borough Council.

PC 291/19 Test Valley Borough Council – Northern Area Planning Committee

There were no communications received from Northern Area Planning Committee.

PC 292/19 Communications from Hampshire County Council

There were no communications received from Hampshire County Council.

PC 293/19 Street Trading Licences

There were no Street Trading Licence applications received.

PC 294/19 Programme of Works

Members noted the Programme of Works. It was requested that the following items be added:

- Design Statement Consultation
- Feedback on HCC on revised lamp columns
- Update on SIDs Grant Application

PC 295/19 Items for Consideration at the Next Meeting

There were no items suggested for consideration at the next meeting.

PC 296/19 Date of Next Meeting

Members noted the date of the next meeting: **Monday 9 November 2020 via Zoom starting at 6.00pm.**

The Chairman closed the meeting at 8.58pm

CHAIRMAN

DATE

Appendix E: Payments up to 26 November 2020

E

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/20

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
956	DDALTOOct2020	£144.00	4210/8	30/10/20	Alto Digital Networks Ltd - Photocopying charges 29.07.2020 - 30.10.2020	£144.00
957	BACS:189262127	£89.99	4000/5	11/11/20	AB Computers and Planet PC - Slim External Harddrive for meeting recordings	£89.99
958	BACS:159743827	£250.00	4000/5	20/11/20	AB Computers and Planet PC - Clone laptop harddrive, data transfer, change password for server + general issues with 2 office laptops	£250.00
959	BACS:946865097	£3,435.36	4700/2	02/11/20	Blachere Illuminations - Storage of Xmas Lights 2019-2020	£3,435.36
961	DDBG1Oct2020	£6.66	4210/6	12/10/20	British Gas - Electricity Supply 10.09.2020 - 09.10.2020	£6.66
962	DDBG2Oct2020	£23.05	4210/6	12/10/20	British Gas - Electricity Supply 10.09.2020 - 09.10.2020 2	£23.05
963	DDBG3Nov2020	£11.25	4210/6	03/11/20	British Gas - Electricity Supply 02.10.2020 - 01.11.2020	£11.25
964	DDBG4NOV2020	£22.47	4210/6	10/11/20	British Gas - Electricity Supply 10.10.2020 - 09.11.2020	£22.47
965	DDBG5Nov2020	£6.88	4210/6	10/11/20	British Gas - Electricity Supply 10.10.2020 - 09.11.2020 2	£6.88
966	BACS:969398059	£208.48	4500/1/7/3	10/10/20	Business Stream - Water Charges VR 06.07.2020 - 09.10.2020	£208.48
967	BACS:117087658	£132.64	4500/1/4/3	05/11/20	Business Stream - Water Charges MR 12.08.2020 - 04.11.2020	£132.64
968	BACS:125221802	£68.78	4500/1/1/3	13/10/20	Business Stream - Water Charges AW 02.07.2020 - 12.10.2020	£68.78
970	BACS:455962381	£10.00	4500/1/7/4	23/11/20	Mr G Black - Reimbursement for replacement tap at Vigo Rd Allotment	£10.00
971	BACS:302305318	£110.03	4500/1/3/3	13/10/20	Business Stream - Water supply CW 02.07.2020 - 12.10.2020	£110.03
972	BACS:108475335	£271.13	4500/1/2/3	07/11/20	Business Stream - Water Supply BL 26.08.2020 - 06.07.2020	£271.13
973	BACS:441493610	£646.80		01/11/20	Convenient Hire Limited - Toilet Provision at Allotment Sites	£646.80
1		£92.40	4500/1/1/1		Inv: 139089 AW	
2		£92.40	4500/1/2/1		Inv: 139090 BL	
3		£92.40	4500/1/3/1		Inv: 139091 CW	
4		£92.40	4500/1/4/1		Inv: 139092 MR	
5		£92.40	4500/1/5/1		Inv: 139093 OWR	
6		£92.40	4500/1/7/1		nv: 139094 VR	
7		£92.40	4500/1/6/1		Inv: 139095 TD	

Signature

Signature

Date

26/11/20 07:13 PM Vs: 8.50.00

Page 1 of 4

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/20

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
974	BACS:1917 57306	£89.20		26/11/20	W R Coulter - Reimbursements November 2020	£89.20
1		£41.90	4000/5		Movie Editor for video recordings via zoom	
2		£47.30	4210/9		Stationery inc, document wallets, note paper and ink catr	
975	BACS:2595 42030	£25.50	4000/6/1	26/11/20	Custom Studio Ltd - For addition of 2 pecuniary interest forms to website for co-opted members	£25.50
976	BACS:5018 30977	£35.94	4000/6/2	01/11/20	Custom Studio Ltd - Webiste Hosting November 2020	£35.94
977	BACS: 652599442	£2,322.48		01/11/20	Grass and Grounds - Removal of Tyres from all allotment sites	£2,322.48
1		£331.78	4500/1/1/2		Removal of tyres from AW	
2		£331.78	4500/1/2/2		Removal of tyres from BL	
3		£331.78	4500/1/3/2		Removal of tyres from CW	
4		£331.78	4500/1/4/2		Removal of tyres from MR	
5		£331.78	4500/1/5/2		Removal of tyres from OWR	
6		£331.78	4500/1/6/2		Removal of tyres from TD	
7		£331.80	4500/1/7/2		Removal of tyres from VR	
978	BACS:5541 59672	£240.00		31/10/20	Grass and Grounds - Grass Cutting October 2020 Allotments	£240.00
1		£48.00	4500/1/2/2		Job No 1279 - BL Oct 2020	
2		£48.00	4500/1/3/2		Job No 1280 - CW Oct 2020	
3		£48.00	4500/1/4/2		Job No 1281 - MR Oct 2020	
4		£48.00	4500/1/5/2		Job No 1282 - OWR Oct 2020	
5		£48.00	4500/1/7/2		Job No 1283 - VR Oct 2020	
979	BACS:7355 66517	£482.04		10/11/20	Grass and Grounds - Covering for Allotment Plots - all sites	£482.04
1		£68.86	4500/1/1/5		Covering for vacant plots AW	
2		£68.86	4500/1/2/5		Covering for vacant plots BL	
3		£68.86	4500/1/3/5		Covering for vacant plots CW	
4		£68.86	4500/1/4/5		Covering for vacant plots MR	
5		£68.88	4500/1/5/5		Covering for vacant plots OWR	
6		£68.86	4500/1/6/5		Covering for vacant plots TD	
7		£68.86	4500/1/7/5		Covering for vacant plots VR	
980	BACS:4182 00394	£156.00	4500/1/5/2	10/11/20	Grass and Grounds - OWR - Plot clearance 47 removal of fruit cages and plastic waste	£156.00
981	BACS:1611 10607	£114.00	4500/1/7/2	10/11/20	Grass and Grounds - Plot clearance VR 33A removal of rubbish and cover	£114.00
982	BACS:2538 62939	£102.00	4500/1/3/2	10/11/20	Grass and Grounds - Plot clearance CW no 14 clear rubbish and cover	£102.00

Signature

Signature

Date

26/11/20 07:13 PM Vs: 8.50.00

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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
983	BACS:4096 17719	£294.00	4500/1/5/2	10/11/20	Grass and Grounds - Plot Clearance OWR 34/35 clear rubbish and prepare plot and cover	£294.00
984	BACS:9361 64818	£343.00	4700/4	15/10/20	Hampshire Cultural Trust Trading Limited - Hire of costumes for Shilling Fair 2018	£343.00
985	DDMAIN1O CT2020	£4.78	4210/7	31/10/20	Mainstream Digital - Fraud Protection - telephone lines October 2020	£4.78
986	DDMAIN2O CT2020	£111.45	4210/7	31/10/20	Mainstream Digital - 4 SIP Trunk Quaterley Rental 22.10.2020 - 21.01.2021	£111.45
987	BACS:4300 19006	£400.00		31/10/20	M B Pest Services - Pest Control for 7 Allotment Sites October 2020	£400.00
1		£57.14	4500/1/1/8		Pest Control AW Oct 2020	
2		£57.14	4500/1/2/8		Pest Control BL Oct 2020	
3		£57.16	4500/1/3/8		Pest Control CW Oct 2020	
4		£57.14	4500/1/4/8		Pest Control MR Oct 2020	
5		£57.14	4500/1/5/8		Pest Control OWR Oct 2020	
6		£57.14	4500/1/6/8		Pest Control TD Oct 2020	
7		£57.14	4500/1/7/8		Pest Control VR Oct 2020	
988	BACS:6760 6250	£162.00	4500/1/7/2	22/10/20	Merryhill Asbestos Testing & Consulting Ltd - Remove and dispose of asbestos compost bin VR Allotments	£162.00
989	BACS:7779 24132	£282.47	4210/15	29/09/20	Moore's Cleaning Services Ltd - Office cleaning services - September 2020	£282.47
990	BACS:4514 70491	£282.47	4210/15	28/10/20	Moore's Cleaning Services Ltd - Office Cleaning Services - October 2020	£282.47
991	BACS:7036 22144	£282.47	4210/15	26/11/20	Moore's Cleaning Services Ltd - Office Cleaning Services November 2020	£282.47
992	BACS:7079 84379	£263.00	4000/3	19/11/20	Hampshire Hospitals NHSFT - Occupational Health Services for 1 Member of Staff	£263.00
993	DDPEACJa n2021	£797.18	4210/8	18/10/20	Pan European Asset Company - Photocopier lease 01.11.2020 - 31.01.2021	£797.18
1000	BACS:6909 61644	£132.80	4210/10	02/11/20	Pitney Bowes - Postage Charges and franking machine rental October 2020	£132.80
1001	BACS:4629 21752	£1,200.00	4000/4	03/11/20	PKF Littlejohn LLP - External Audit Fees for AGAR YE 31.03.2020	£1,200.00
1002	BACS:7273 85490	£12,075.73	4300/2	29/09/20	Portus & Whitton - Landscape architects services for Andover Town Council Townscape report	£12,075.73
1003	BACS3608 0842	£83.94	4210/17	16/10/20	Restore Datashred - Annual Duty of Care 16.10.2020 - 15.10.2021	£83.94
1004	BACS:3182 63518	£12.00	4210/17	20/11/20	Restore Datashred - Removal of confidential waste November 2020	£12.00
1005	DDSAGEN OV2020	£14.40	4000/1	01/11/20	Sage UK Limited - Payroll software hire November 2020	£14.40

Signature

Signature

Date

26/11/20 07:14 PM Vs: 8.50.00

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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
1006	BACS:1399 5622	£88.56	4210/6	19/10/20	Southern Electric - Electricity Charges 68B High Street October 2020	£88.56
1007	BACS:1290 03657	£300.00	4000/3	31/10/20	Surrey Hills Solicitors - General Advice Retainer October 2020	£300.00
1008	BACS:3625 13315	£1,740.00	4000/3	31/10/20	Surrey Hills Solicitors - All services in connection with Employment Advice 1	£1,740.00
1009	BACS:9835 92361	£2,700.00	4000/3	25/11/20	Surrey Hills Solicitors - All Services in connection with Employment Advice 2	£2,700.00
1010	BACS:5902 40652	£300.00	4000/3	25/11/20	Surrey Hills Solicitors - General Advice retainer November 2020	£300.00
1011	BACS: 241083515	£32.48		24/11/20	Mrs V Warburton - Reimbursements November 2020	£32.48
1		£15.99	4000/5		G-Drive Storage for Meeting Recordings to enable transfi	
2		£16.49	4700/2		Rubber covering for cables for xmas tree	
1020	BACS:9693 80192	£1,332.94	4000/3	01/12/20	Mrs A Loxton - HR Advice and assistance to carry out Grievance Procedure from November 2020	£1,332.94
1021	BACS:6955 49177	£3,600.00	4000/3	19/11/20	T J P Consultancy - All services in connection with Governance for Andover Town Council acting in the capacity of Locum Clerk	£3,600.00
		£14,608.51			Confidential	
Total		£50,448.86				

Signature

Date

Signature

26/11/20 07:14 PM Vs: 8.50.00

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Appendix F: Bank Reconciliation up to 30.09.2020

F

Statement of your account



09292691 | 00474
Miss Wendy Coulter
Andover Town Council
66C High Street
Andover
Hants
SP10 1NG

RECEIVED - 9 SEP 2020



PO Box 7193, Planetary Road, Willenhall WV1 9DG

The charges for the period
4 June to 3 September 2020 are:
total commission charges: £51.15
debit interest: £0.00

We will take these amounts from
your account on 30 SEP 20.

You can ask us to send you details of our charges
and how we work them out. See over the page for details

If your name and address are incorrect or have changed,
please visit www.unity.co.uk/update-your-details/

For foreign payments -

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Your deposits with Unity Trust Bank are eligible for protection
up to £85,000 under the Financial Services Compensation
Scheme (FSCS). For more information about compensation
provided by the FSCS, please visit www.FSCS.org.uk or refer to
our FSCS Information Sheet and Exclusions List at
www.unity.co.uk/fscs

Contact us

Tel. 0345 140 1000

Email: us@unity.co.uk

Web: www.unity.co.uk

Name of account: Andover Town Council

Date: 3 September 2020

Statement 092 (page 1 of 3)

Account number: 20334109

Bank sort code: 608301

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
30 AUG 20	Balance brought forward			462,384.29 *
1 SEP 20	Direct Debit (MAINSTREAM DIGITA	111.45 ✓		
1 SEP 20		38.02 ✓		
1 SEP 20		38.42 ✓		
1 SEP 20		34.93 ✓		
1 SEP 20		10.60 ✓		
1 SEP 20		30.70 ✓		
1 SEP 20	BUCKLE MS CWR 36A TN: 435		30.76 ✓	
1 SEP 20	GODLOVE FAI VR 18 B TN: 521		60.72 ✓	
1 SEP 20	A Hojnacka TD 50 B TN: 462		47.99 ✓	
1 SEP 20	BOGUSLAW BASIAK VR 15 B TN: 522		60.72 ✓	
1 SEP 20	TANDIT CW 30 TN: 408		62.57 ✓	
1 SEP 20	Muzavazi Marjorie CW 12 B TN: 357		38.38 ✓	
1 SEP 20	ANDREW COOK TD 13 B (FURNESS) TN: 463		63.99 ✓	
1 SEP 20	C Black VR 4 B TN: 323		35.52 ✓	
1 SEP 20	C Black VR 4 A TN: 324		10.32 ✓	
1 SEP 20	A Paxton AW 4 TN: 358		61.58 ✓	
1 SEP 20	Ham Emmajayne VR 10 B TN: 525		55.96 ✓	
1 SEP 20	ROBERTSON SJ CW 10 TN: 409		35.77 ✓	
1 SEP 20	WENDY MASON CW 25 TN: 410		60.97 ✓	
1 SEP 20	PHILLIPS E CWR 56, 57 TN: 436		116.00 ✓	
1 SEP 20	P Chilton BL 82 TN: 373		46.94 ✓	
1 SEP 20	MR G A MARSHALL CW 5 TN: 411		76.09 ✓	
1 SEP 20	WINTER JUDITH CW 19 TN: 412		64.77 ✓	
1 SEP 20	T James CW 10 A TN: 586		30.76 ✓	
1 SEP 20	Balance carried forward, cont. overleaf			455,380.98 * S

You can ask us to send you details of our rates and how we work them out.
Abbreviations: * credit balance DR overdrawn S Sub total (intermediate balance)

Registered Office: Unity Trust Bank plc, Four Brindleyplace, Birmingham B1 2JB. Registered in England and Wales number 1713124

Name of account: Andover Town Council

Date: 3 September 2020

Statement 092 (page 2 of 3)

Account number: 20334109

Bank sort code: 608301

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
	Balance brought forward			455,380.98 *
1 SEP 20	T James OWR 108 TN: 438	438	55.96	
1 SEP 20	B Nash OWR 26 TN: 439	439	55.96	
1 SEP 20	BEATA WALCZAKKUCHNIA VR 34A TN: 526	526	60.72	
1 SEP 20	BRADY A OWR 28.42 TN: 440	440	111.92	
1 SEP 20	WATTS DA+J TD 38B TN: 466	466	54.39	
1 SEP 20	M Corden OWR 27 TN: 444	444	30.76	
1 SEP 20	Wilson Sukanda VR 39B TN: 527	527	58.36	
1 SEP 20	BRITTEN IJ OWR 21 TN: 442	442	55.96	
1 SEP 20	BRITTEN IJ OWR 18 TN: 443	443	55.96	
1 SEP 20	M Long TD 18B TN: 465	465	54.39	
1 SEP 20	J Mears VR 4B TN: 528	528	60.72	
1 SEP 20	TAYLOR R J W TD 68B TN: 466	466	54.39	
1 SEP 20	RONALD CADDY TD 70B TN: 467	467	54.39	
1 SEP 20	BLACK J M TD 71B, 76B TN: 468	468	108.78	
1 SEP 20	JOSEPH EMERY BL 17 TN: 374	374	28.54	
1 SEP 20	MS H A EDWARDS M CW 10B (E LARK) TN: 413	413	34.57	
1 SEP 20	P Hutchins TD 73A TN: 469	469	54.39	
1 SEP 20	VANDERPLANK TD+H VR 7A TN: 529	529	60.72	
1 SEP 20	HART S TD 67B TN: 470	470	54.39	
1 SEP 20	J ELKHATIB MR 5 TN: 425	425	38.74	
1 SEP 20	Reynolds Edward TD 10A, 20 A/B TN: 471	471	129.97	
1 SEP 20	T LLOYD BL 45 TN: 375	375	29.74	
1 SEP 20	MARTIN D CW 36 TN: 414	414	60.97	
1 SEP 20	D Phillips TD 64B TN: 472	472	54.39	
1 SEP 20	OBDULIA MC GEOGHAN BL 37B TN: 376	376	32.94	
1 SEP 20	PIETR P BL 73 TN: 377	377	32.17	
1 SEP 20	Connie Martin BL 73A TN: 378	378	54.60	
1 SEP 20	G Amenta NR 9 TN: 426	426	77.14	
1 SEP 20	Bagley David OWR 58 TN: 444	444	55.96	
1 SEP 20	HEELAS DAVID BL 91 TN: 379	379	58.14	
1 SEP 20	Samways Katarzyna TD 74A TN: 473	473	54.39	
1 SEP 20	Samways Katarzyna TD 74B TN: 474	474	54.39	
1 SEP 20	WAYNE CUTTING AW 22 TN: 359	359	61.58	
1 SEP 20	Wright Marie AW 13 TN: 260	260	61.58	
1 SEP 20	NORRIDGE D G CJ TO 9A TN: 475	475	54.39	
1 SEP 20	MATTHEWS WJ BL 11 TN: 380	380	58.14	
1 SEP 20	DAVID DIXON VR 17A TN: 530	530	58.74	
2 SEP 20	J Goddard MR 12 TN: 427	427	58.74	
2 SEP 20	ALLEN BR+AR TD 67A TN: 476	476	29.19	
2 SEP 20	MRS Z S BAMFORD AW 9B TN: 361	361	27.98	
2 SEP 20	J McLeod CW 22 TN: 415	415	35.77	
2 SEP 20	Steven Brady OWR 24 TN: 445	445	55.96	
2 SEP 20	S Gill TD 28A TN: 477	477	54.39	
2 SEP 20	S Gill TD 28B TN: 478	478	54.39	
2 SEP 20	MR ANDREW R HOWELL VR 26D TN: 531	531	60.72	
2 SEP 20	McNulty Debbie OWR 61A TN: 446	446	57.32	
2 SEP 20	BIRCH R TD 12B TN: 479	479	54.39	
2 SEP 20	MURPHY L VR 37B TN: 532	532	35.52	
3 SEP 20	Direct Debit (MARKETPLACE MERCH	24.50	TN: 950	
	Balance carried forward, cont. overleaf			458,036.59 *
				458,012.09 * S

You can ask us to send you details of our rates and how we work them out.

Abbreviations: * credit balance DR overdrawn S sub total (intermediate balance)

Registered Office: Unity Trust Bank plc, Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales Number 1713124

Name of account: Andover Town Council

Date: 3 September 2020

Statement 092 (page 3 of 3)

RECEIVED - 9 SEP 2020



Account number: 20334109

Bank sort code: 608301

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
	Balance brought forward			458,012.09 *
3 SEP 20	Direct Debit (VODAFONE LTD)	27.41 ✓	TN: 951	
3 SEP 20	SMITH DS HS TD 73 B TN: 480	480	54.39 ✓	
3 SEP 20	HINE CJ+EM OWR 54 TN: 447	447	58.14 ✓	
3 SEP 20	HINE CJ+EM OWR 74 TN: 448	448	58.14 ✓	
3 SEP 20	MISS S G KEAR BL 83 A TN: 381	381	28.74 ✓	
- 3 SEP 20	I Ross VR 24 C TN: 535	535	60.72 ✓	
- 3 SEP 20	SHAW GP AJ VR 1A TN: 534	534	60.72 ✓	
3 SEP 20	Read Catherine TD 49 B TN: 491	491	54.39 ✓	
3 SEP 20	E Male MR 5A TN: 428	428	38.34 ✓	
- 3 SEP 20	MRS BARBARA A TREV OWR 11 B TN: 449	449	55.96 ✓	
3 SEP 20	PIECZYKOLA JA TD 19 B TN: 482	482	11.20 ✓	
3 SEP 20	Gates Leonard BL 40 TN: 584	584	45.34 ✓	
- 3 SEP 20	MANNING D L/CA/VR 10 A TN: 535	535	55.12 ✓	
3 SEP 20	UNITY (SOUTHERN) LTD VR 49 TN: 536	536	60.72 ✓	
3 SEP 20	J Goddard MR 1D TN: 429	429	58.74 ✓	
	Balance carried forward			458,685.34 *
				458,685.34 *

09232691 | 00474 | 00002 | 00002 |

You can ask us to send you details of our rates and how we work them out.
Abbreviations: * credit balance DR overdrawn S sub total (intermediate balance)

Registered Office : Unity Trust Bank plc, Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales Number 1713124



Customer: Andover Town Council

Account: 60-83-01 20334109

Statement 93 from 04 Sep 2020 to 30 Sep 2020

Date	Description	Serial No	Debits	Credits	Balance
04Sep2020	Brought forward balance			458,685.34	458,685.34
04Sep2020	Direct Debit (NEST)		(708.33)	TN: 587	457,977.01
04Sep2020	WILLIAMS L A TD 69 B TN: 483			35.47	458,012.48
- 04Sep2020	Louise C Hearne BL 70 B TN: 382			68.14	458,080.62
04Sep2020	A Wood TD 52 A TN: 484			54.39	458,135.01
04Sep2020	ANGUS-SMITH CW 28 TN: 416			60.97	458,195.98
04Sep2020	ANGUS-SMITH CW 29 TN: 417			60.97	458,256.95
04Sep2020	JOHN ROCHE TD 77 A TN: 485			54.39	458,311.34
- 04Sep2020	Verdier Stephen TD 11 B TN: 486			54.39	458,365.73
04Sep2020	VEAL HC 3 AW 1 + 2 TN: 362			72.76	458,438.49
07Sep2020	PUMFREY L J TD 10 B TN: 487			39.87	458,478.36
- 07Sep2020	ADRIAN TRENFIELD MR 16 TN: 585			* 58.74	458,537.10
07Sep2020	MURPHY L VR 37 A TN: 537			35.52	458,572.62
07Sep2020	GOVAN S&M BL 43 + 44 TN: 383			118.28	458,688.90
07Sep2020	A Karabulut TD 46 A + 46 B TN: 488			108.78	458,797.68
07Sep2020	STREETS M & A BL 67 TN: 384			58.14	458,855.82
- 07Sep2020	JOKIEL P C & C T OWR 52 TN: 450			55.96	458,911.78
07Sep2020	Cooper Caroline BL 12 TN: 385			58.14	458,969.92
07Sep2020	J Lee OWR 43 + 44 + 50 TN: 451			167.88	459,137.80
07Sep2020	MR CHRIS SURAWY AW 5 TN: 363			61.58	459,199.38
- 07Sep2020	A Kent-Stallwood BL 15 TN: 386			58.14	459,257.52
- 07Sep2020	G Battrick VR 38 A 38 B TN: 538			121.44	459,378.96
07Sep2020	Lowe Alice VR 38 TN: 539			60.72	459,439.68
- 07Sep2020	WEST KR&SE BL 79 TN: 387			58.14	459,497.82
07Sep2020	A SMITH TD 3 A TN: 489			35.31	459,533.13
07Sep2020	B/P to: HMRC Cumbernauld		(2,756.29)	TN: 886	456,776.84
- 07Sep2020	ROBSON IG&JM TD 70 A TN: 490			54.39	456,831.23
- 07Sep2020	CANTILLON W TD 66 A TN: 491			29.19	456,860.42
- 07Sep2020	T Herbert VR 35 A + 36 A TN: 540			71.04	456,931.46
07Sep2020	Seal Melvyn CW 18 TN: 418			49.77	456,981.23
- 07Sep2020	BURCH ID&Y VR 18 TN: 541			60.72	457,041.95
- 07Sep2020	BURCH ID&Y VR 28 TN: 542			60.72	457,102.67
- 07Sep2020	BURCH ID&Y VR 24 TN: 543			60.72	457,163.39

07Sep2020	Marie Elizabeth Lemin	CW 4	TN: 419	60/57	✓	457,223.96
07Sep2020	Kidd Michael	TD 63B	TN: 492	38/47	✓	457,262.43
07Sep2020	NICHOLAS TURNER-HOWE	VR 27B	TN: 544	60/72	✓	457,323.15
08Sep2020	T Simmonds	AW 20	TN: 364	36/38	✓	457,359.53
08Sep2020	S Kidman	CW 38	TN: 420	60/97	✓	457,420.50
08Sep2020	A Martinez Benaver	MR 24	TN: 430	42/74	✓	457,463.24
08Sep2020	ANDOVER TREE	VR 43A	TN: 545	78/44	✓	457,541.68
08Sep2020	WILLIAMS L A	TD 69B	TN: 493	18/92	✓	457,560.60
08Sep2020	DEWEY S & A	AW 9C	TN: 365	27/98	✓	457,588.58
08Sep2020	BREWER SJ & MA	TD 37B	TN: 494	54/39	✓	457,642.97
09Sep2020	SMART A	TD 19A	TN: 495	54/39	✓	457,697.36
09Sep2020	E Slinger	BL 28	TN: 388	50/94	✓	457,748.30
09Sep2020	RIERA J M	VR 22B	TN: 546	49/78	✓	457,798.08
09Sep2020	R Wright	TD 1B + 1A	TN: 496	108/78	✓	457,906.86
09Sep2020	MR IVAN L FOSTER	BL 92	TN: 389	46/74	✓	457,953.60
09Sep2020	A Smith	TD 40A	TN: 497	54/39	✓	458,007.99
09Sep2020	D Mann	MR 6	TN: 431	58/74	✓	458,066.73
09Sep2020	D Mann	MR 7	TN: 432	56/74	✓	458,123.47
09Sep2020	Harrison Glenn	AW 10B	TN: 366	36/78	✓	458,160.25
09Sep2020	K Kirby	DWR 5A	TN: 452	55/96	✓	458,216.21
09Sep2020	K Kirby	DWR 12B	TN: 453	47/27	✓	458,263.48
09Sep2020	TWIGG D P	CW 30	TN: 421	60/97	✓	458,324.45
09Sep2020	BROWN N W	CW 13	TN: 422	60/57	✓	458,385.02
10Sep2020	GROOMBRIDGE DM	TD 14B	TN: 498	54/39	✓	458,439.41
10Sep2020	B/P to: Chat Together CIC		(2,400.00) TN: 8		★	456,039.41
10Sep2020	MR + MRS ILSLEY	MR 8	TN: 433	58/74	✓	456,098.15
11Sep2020	B Bullingham	DWR 15A	TN: 454	57/00	✓	456,155.15
11Sep2020	WILSON S	TD 12A	TN: 499	45/71	✓	456,200.86
14Sep2020	I Lima Da Silva	VR 31A	TN: 547	75/52	✓	456,276.38
14Sep2020	COLEMAN RSG	VR 12B	TN: 549	60/72	✓	456,337.10
14Sep2020	C Stockwell	TD 48B	TN: 500	47/19	✓	456,384.29
14Sep2020	P Mutton	DWR 4A	TN: 455	30/76	✓	456,415.05
14Sep2020	Direct Debit (MAINSTREAM DIGITAL)		(4/78) TN: 910			456,410.27
14Sep2020	Direct Debit (FDMS)		(25/29) TN: 952			456,384.98
14Sep2020	R Gibb	VR 25C	TN: 549	55/68	✓	456,440.66
14Sep2020	A Hampton	TD 72A	TN: 501	54/39	✓	456,495.05
14Sep2020	HORSNELL PR	VR 30C	TN: 550	60/72	✓	456,555.77
14Sep2020	S Clark	TD 72B	TN: 502	54/39	✓	456,610.16
14Sep2020	BRADLEY	TD 65C	TN: 503	54/39	✓	456,664.55
14Sep2020	ROSE WAREHAM	TD 41A	TN: 504	29/19	✓	456,693.74
15Sep2020	MORRISON P	TD 60	TN: 505	55/99	✓	456,749.73
15Sep2020	PARK G	BL 51	TN: 390	24/13	✓	456,773.86
15Sep2020	L Drouin	TD 23A	TN: 506	54/39	✓	456,828.25
15Sep2020	L Drouin	TD 06A 06B	TN: 507	108/78	✓	456,937.03
15Sep2020	R Knight	TD 4A, 4B	TN: 508	93/18	✓	457,030.21

15Sep2020	LAIRD MR	TD 7A, 7B	TN: 509	108.78	✓	457,138.99	
15Sep2020	Credit	DWR 3A, 7B, 16B, 23, 30, 172	31A, 31B, 32A, 48, 51	495.57	✓	457,634.56	TN: 31
15Sep2020	Credit	DWR 2B, 6B, 17, 22, 29	173 32B, 37, 38, 40, 45	529.38	✓	458,160.94	54.60
15Sep2020	Credit	OWR 1A, 9B, 39, 46	174	194.68	✓	458,355.62	
15Sep2020	Credit	MR 1, 17, 18, 21, 35B	175	202.90	✓	458,558.52	TN: 31
15Sep2020	Credit	VR 5A 5B 8A 8B 11B, 19A	176 19B, 29A, 36B, 40B, 46	485.65	✓	459,044.17	TN: 31
15Sep2020	Credit	VR 11A, 12A, 14A, 16A, 22A, 177	42A TN: 341	341.46	✓	459,385.63	TN: 31
15Sep2020	RAMCHURN P & D	BL 69	TN: 391	58.14	✓	459,443.77	TN: 31
15Sep2020	J Hill	OWR 16A	TN: 456	44.35	✓	459,488.12	
16Sep2020	Direct Debit (SAGE SOFTWARE LTD)		(14/40) TN: 953			459,473.72	
16Sep2020	Morris Joshua	TD 65A	TN: 510	54.39	✓	459,528.11	
16Sep2020	PIECZYKOLA JA	TD 19B	TN: 511	35.99	✓	459,564.10	
16Sep2020	D Grainger	DWR 1B	TN: 457	24.76	✓	459,588.86	
17Sep2020	MRS GR & MR NAS	VR 13A	TN: 551	60.72	✓	459,649.58	
17Sep2020	Credit	TD 3B, 25A, 27B, 34, 36B, 178	43A 44A 43B 44B 46B 47A 48A 49A	444.40	✓	460,093.98	68A, 69
17Sep2020	Credit	TD 22A, 24A, 24B, 37A 33	179 35, 48, 47A 48A 49A	490.71	✓	460,584.69	63A, 42
17Sep2020	Credit	TD 8A 9B 11A 25B 47B	180 50A 75A 75B TN: 338	316.52	✓	460,901.21	TN: 5
17Sep2020	Credit	BL 9, 21, 41, 55, 56, 58, 72A 181	81, 85, 86 TN: 337	469.54	✓	461,370.75	TN: 5
17Sep2020	Credit	BL 2, 8, 9A, 18, 29, 30, 34	182 35, 53, 57, 88 TN: 338	525.26	✓	461,896.01	TN: 5
17Sep2020	Credit	BL 1, 18, 13, 19, 31, 87	183	273.10	✓	462,169.11	TN: 5
17Sep2020	Credit	OW 2B, 7, 8, 9, 11B, 17A, 26	184 27, 32, 33 TN: 330	446.80	✓	462,615.91	TN: 5
17Sep2020	Credit	AW 3, 7, 14A, 14B, 15B, 18	185 TN: 326	276.12	✓	462,892.03	TN: 5
17Sep2020	Credit	TD 76A	186 TN: 339	29.19	✓	462,921.22	TN: 5
17Sep2020	Credit	DWR 49, 61B	187 TN: 577 TN: 335	85.12	✓	463,006.34	?
17Sep2020	BOLT HJ	VR 27A, 27AA	TN: 552	96.24	✓	463,102.58	- MOD
17Sep2020	ASSLINGER-MOLNER	BL 46	TN: 392	45.66	✓	463,148.24	61.5
18Sep2020	Rogers Christopher	VR 29C 30B	TN: 553	111.44	✓	463,259.68	AW
18Sep2020	A Paxton	AW 16	TN: 367	61.58	✓	463,321.26	
18Sep2020	E Dezso-Feher	BL 78	TN: 393	58.14	✓	463,379.40	
18Sep2020	MR STEPHEN M COELH	BL 14	TN: 394	58.14	✓	463,437.54	
18Sep2020	HELLYER DC	BL 63	TN: 395	58.14	✓	463,495.68	
21Sep2020	SARAH RICHARDSON	AW 8	TN: 368	61.58	✓	463,557.26	
21Sep2020	S Hennen	TD 2B	TN: 512	54.53	✓	463,611.79	
21Sep2020	J Browne-Cole	TD 21B	TN: 513	17.56	✓	463,629.35	54.39
21Sep2020	PYATT JAV	TD 61A 62A	TN: 514	107.69	✓	463,737.04	
21Sep2020	F Ireland	VR 48	TN: 554	60.72	✓	463,797.76	
21Sep2020	DENNIS J+D	TD 45A	TN: 515	54.39	✓	463,852.15	
21Sep2020	DAVIS HILL J	TD 62B	TN: 516	54.39	✓	463,906.54	
21Sep2020	SALLY O'CONNOR	AW 6	TN: 369	61.58	✓	463,968.12	
21Sep2020	MRS ANN D KEMP	BL 38, 39	TN: 396	117.08	✓	464,085.20	
21Sep2020	A Hobbs	BL 84	TN: 397	32.94	✓	464,118.14	
22Sep2020	S Ilsley	OWR 9A	TN: 458	55.96	✓	464,174.10	
22Sep2020	JOANNA BALDWIN	AW 12A	TN: 370	36.38	✓	464,210.48	
23Sep2020	O'CONNOR A & C	AW 23	TN: 371	61.58	✓	464,272.06	
23Sep2020	DOMINGOS BATISTA	VR 15A	TN: 555	60.72	✓	464,332.78	

24Sep2020	M Spencer	TD 18A	TN: 517	54.39	✓	464,387.17
24Sep2020	Direct Debit (NEST)			(87.14)	✓	TN: 9 463,517.03
24Sep2020	GAVIN LOVERIDGE	AW 10A	TN: 372	30.98	✓	463,548.01
24Sep2020	VIRT HEAL GR LTD	BL 36	TN: 398	58.14	✓	463,606.15 (Shumb.)
24Sep2020	Abigail Noakes	BL 7	TN: 399	58.14	✓	463,664.29
25Sep2020	H Bedwell	TD 64A	TN: 518	54.39	✓	463,718.68
25Sep2020	Nash Gemma	VR 23B	TN: 556	60.72	✓	463,779.40
25Sep2020	P Peacock	CW 2A	TN: 423	35.77	✓	463,815.17
25Sep2020	David Jeans	OWR 14B	TN: 459	55.96	✓	463,871.13
25Sep2020	Elbourn Joanne	CW 34	TN: 424	63.77	✓	463,934.90
25Sep2020	OWEN WL+RT PLB	MR 20	TN: 434	58.74	✓	463,993.64
25Sep2020	J Cartney	BL 33	TN: 400	32.94	✓	464,026.58
28Sep2020	G Sleeman-Hiscock	BL 50	TN: 401	25.62	✓	464,052.20
28Sep2020	SIMMONDS M A	BL 52	TN: 402	7.74	✓	464,059.94
28Sep2020	S Love	VR 20B	TN: 557	50.72	✓	464,110.66
28Sep2020	M White	VR 3A	TN: 558	34.76	✓	464,145.42
28Sep2020	M Long	TD 21B (Coleman)	TN: 519	54.39	✓	464,199.81
28Sep2020	JOHN HALL	VR 44A 44B	TN: 559	110.78	✓	464,310.59
28Sep2020	WOODGATE M 2009	BL 20	TN: 403	58.14	✓	464,368.73
28Sep2020	NICOLA GRIFFITHS	TD 77B	TN: 520	54.39	✓	464,423.12
28Sep2020	CLAPCOTT L	VR 6B	TN: 560	60.72	✓	464,483.84
28Sep2020	TONY TRICKETT	BL 68	TN: 404	58.14	✓	464,541.98
29Sep2020	Direct Debit (BG BUSINESS)			(19.86)	✓	TN: 9 464,522.12
29Sep2020	Direct Debit (BG BUSINESS)			(6.88)	✓	TN: 9 464,515.24
29Sep2020	Credit	VR-7B, 24A, 24B, 28A 28B 188	336.47 + ?	TN: 347	397.87	464,913.11 *TN: 55
29Sep2020	Credit	BL 25, 26, 27, 32, 42, 47, 48, 189	65, 71A, 71B, 77, 89, 190	612.36	✓	465,525.47 90, 935
29Sep2020	Credit	MR 11+13+14+15+22	190	TN: 344	258.90	465,784.37 TN: 55
29Sep2020	Credit	CW 31	191	TN: 343	35.77	465,820.14 TN: 55
29Sep2020	Credit	TD 23B + 6A + 6B	192	TN: 346	112.77	465,932.91 TN: 55
29Sep2020	Credit	OWR 7A+8A+11A+53	193	TN: 345	186.78	466,119.69 TN: 55
29Sep2020	JOSEPH TITLEY	BL 75	TN: 405	58.14	✓	466,177.83
29Sep2020	R Harries	OWR 5B	TN: 460	55.96	✓	466,233.79
29Sep2020	PARK G	BL 51	TN: 406	34.00	✓	466,267.79
30Sep2020	AYRES JC&MJ	VR 6A	TN: 561	60.72	✓	466,328.51
* 30Sep2020	Jan-Szk&Szk	OWR 33	TN: 461	50.00	✓	466,378.51
30Sep2020	Manual Credit - Handling Charge			(0.80)	✓	TN: 9 466,378.21
30Sep2020	Transfer to 20334112			(80,000.00)	✓	TN: 386,378.21
30Sep2020	Service Charge			(51.15)	✓	TN: 9 386,327.06

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Bank Account Reconciled Statement

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

Statement Number	104	Bank Statement No.	104
Statement Opening Balance	£462,384.29	Opening Date	01/09/20
Statement Closing Balance	£386,327.06	Closing Date	30/09/20
True/ Cashbook Closing Balance	£386,327.06		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/09/20	BACS CW 36	Allotment Rental	0.00	60.97	462,445.26
01/09/20	BACS:3858207			0.00	459,780.33
01/09/20	BACS:457904846			0.00	458,192.31
01/09/20	BACS:672109773			0.00	457,426.89
01/09/20	BACS:690562791			0.00	456,386.29
01/09/20	BACS:847740432			0.00	454,595.59
01/09/20	BACSAW13	Allotment Rental	0.00	61.58	454,657.17
01/09/20	BACSAW1B	Allotment Rental	0.00	36.38	454,693.55
01/09/20	BACSAW22	Allotment Rental	0.00	61.58	454,755.13
01/09/20	BACSAW4	Allotment Rental	0.00	61.58	454,816.71
01/09/20	BACSB11	Allotment Rental	0.00	58.14	454,874.85
01/09/20	BACSB17	Allotment Rental	0.00	28.54	454,903.39
01/09/20	BACSB137B	Allotment Rental	0.00	32.94	454,936.33
01/09/20	BACSB145	Allotment Rental	0.00	29.74	454,966.07
01/09/20	BACSB173	Allotment Rental	0.00	32.17	454,998.24
01/09/20	BACSB173A	Allotment Rental	0.00	54.60	455,052.84
01/09/20	BACSB182	Allotment Rental	0.00	46.94	455,099.78
01/09/20	BACSB191	Allotment Rental	0.00	58.14	455,157.92
01/09/20	BACSCW10	Allotment Rental	0.00	35.77	455,193.69
01/09/20	BACSCW16B	Allotment Rental	0.00	34.57	455,228.26
01/09/20	BACSCW19	Allotment Rental	0.00	64.77	455,293.03
01/09/20	BACSCW20	Allotment Rental	0.00	62.57	455,355.60
01/09/20	BACSCW25	Allotment Rental	0.00	60.97	455,416.57
01/09/20	BACSCW5	Allotment Rental	0.00	76.09	455,492.66
01/09/20	BACSMR5	Allotment Rental	0.00	38.74	455,531.40
01/09/20	BACSMR9	Allotment Rental	0.00	77.14	455,608.54
01/09/20	BACSOWR10	Allotment Rental	0.00	55.96	455,664.50
01/09/20	BACSOWR10A	Allotment Rental	0.00	30.76	455,695.26
01/09/20	BACSOWR18	Allotment Rental	0.00	55.96	455,751.22
01/09/20	BACSOWR20	Allotment Rental	0.00	55.96	455,807.18

Bank Account Reconciled Statement

01/09/20	BACSOWR26	Allotment Rental	0.00	55.96	455,863.14
01/09/20	BACSOWR27	Allotment Rental	0.00	30.76	455,893.90
01/09/20	BACSOWR2842	Allotment Rental	0.00	111.92	456,005.82
01/09/20	BACSOWR36A	Allotment Rental	0.00	30.76	456,036.58
01/09/20	BACSOWR58	Allotment Rental	0.00	55.96	456,092.54
01/09/20	BACSTD10A20A20 B	Allotment Rental	0.00	129.97	456,222.51
01/09/20	BACSTD13B	Allotment Rental	0.00	63.99	456,286.50
01/09/20	BACSTD18B	Allotment Rental	0.00	54.39	456,340.89
01/09/20	BACSTD38B	Allotment Rental	0.00	54.39	456,395.28
01/09/20	BACSTD50B	Allotment Rental	0.00	47.99	456,443.27
01/09/20	BACSTD64B	Allotment Rental	0.00	54.39	456,497.66
01/09/20	BACSTD67B	Allotment Rental	0.00	54.39	456,552.05
01/09/20	BACSTD68B	Allotment Rental	0.00	54.39	456,606.44
01/09/20	BACSTD70B	Allotment Rental	0.00	54.39	456,660.83
01/09/20	BACSTD71B76B	Allotment Rental	0.00	108.78	456,769.61
01/09/20	BACSTD73A	Allotment Rental	0.00	54.39	456,824.00
01/09/20	BACSTD74A	Allotment Rental	0.00	54.39	456,878.39
01/09/20	BACSTD74B	Allotment Rental	0.00	54.39	456,932.78
01/09/20	BACSTD9A	Allotment Rental	0.00	54.39	456,987.17
01/09/20	BACSVR10B	Allotment Rental	0.00	55.96	457,043.13
01/09/20	BACSVR14B	Allotment Rental	0.00	60.72	457,103.85
01/09/20	BACSVR15B	Allotment Rental	0.00	60.72	457,164.57
01/09/20	BACSVR17A	Allotment Rental	0.00	56.74	457,221.31
01/09/20	BACSVR18B	Allotment Rental	0.00	60.72	457,282.03
01/09/20	BACSVR34A	Allotment Rental	0.00	60.72	457,342.75
01/09/20	BACSVR39B	Allotment Rental	0.00	58.36	457,401.11
01/09/20	BACSVR4A	Allotment Rental	0.00	10.32	457,411.43
01/09/20	BACSVR4B	Allotment Rental	0.00	35.52	457,446.95
01/09/20	BACSVR7A	Allotment Rental	0.00	60.72	457,507.67
01/09/20	BAVCSOWR5657	Allotment Rental	0.00	116.00	457,623.67
01/09/20	DDMAINJul1	Mainstream Digital	111.45	0.00	457,512.22
02/09/20	BACS VR 26D	Allotment Rental	0.00	60.72	457,572.94
02/09/20	BACSAW9B	Allotment Rental	0.00	27.98	457,600.92
02/09/20	BACSCW22	Allotment Rental	0.00	35.77	457,636.69
02/09/20	BACSMR12	Allotment Rental	0.00	58.74	457,695.43
02/09/20	BACSOWR24	Allotment Rental	0.00	55.96	457,751.39
02/09/20	BACSOWR61A	Allotment Rental	0.00	57.32	457,808.71

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Andover Town Council

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Bank Account Reconciled Statement

02/09/20	BACSTD12B	Allotment Rental	0.00	54.39	457,863.10
02/09/20	BACSTD28A	Allotment Rental	0.00	54.39	457,917.49
02/09/20	BACSTD28B	Allotment Rental	0.00	54.39	457,971.88
02/09/20	BACSTD67A	Allotment Rental	0.00	29.19	458,001.07
02/09/20	BACSVR37B	Allotment Rental	0.00	35.52	458,036.59
03/09/20	BACsBL40	Allotment Rental	0.00	45.34	458,081.93
03/09/20	BACsBL83A	Allotment Rental	0.00	28.74	458,110.67
03/09/20	BACSMR10	Allotment Rental	0.00	58.74	458,169.41
03/09/20	BACSMR5A	Allotment Rental	0.00	38.34	458,207.75
03/09/20	BACsOWR11B	Allotment Rental	0.00	55.96	458,263.71
03/09/20	BACSOWR54	Allotment Rental	0.00	58.14	458,321.85
03/09/20	BACSOWR74	Allotment Rental	0.00	58.14	458,379.99
03/09/20	BACSTD19B	Allotment Rental	0.00	11.20	458,391.19
03/09/20	BACSTD49B	Allotment Rental	0.00	54.39	458,445.58
03/09/20	BACSTD73B	Allotment Rental	0.00	54.39	458,499.97
03/09/20	BACSVR10A	Allotment Rental	0.00	55.12	458,555.09
03/09/20	BACSVR1A	Allotment Rental	0.00	60.72	458,615.81
03/09/20	BACSVR24C	Allotment Rental	0.00	60.72	458,676.53
03/09/20	BACSVR49	Allotment Rental	0.00	60.72	458,737.25
03/09/20	DDMPMCCSept2020	Marketplace Merchant	24.50	0.00	458,712.75
03/09/20	DDVODASEPT2020	Vodafone Ltd	27.41	0.00	458,685.34
04/09/20	BACSAW1&2	Allotment Rental	0.00	72.76	458,758.10
04/09/20	BACsBL70B	Allotment Rental	0.00	68.14	458,826.24
04/09/20	BACSCW28	Allotment Rental	0.00	60.97	458,887.21
04/09/20	BACSCW29	Allotment Rental	0.00	60.97	458,948.18
04/09/20	BACSTD11B	Allotment Rental	0.00	54.39	459,002.57
04/09/20	BACSTD52A	Allotment Rental	0.00	54.39	459,056.96
04/09/20	BACSTD69B	Allotment Rental	0.00	35.47	459,092.43
04/09/20	BACSTD77A	Allotment Rental	0.00	54.39	459,146.82
04/09/20	DDNESTSept20	NEST Pensions	708.33	0.00	458,438.49
07/09/20		Allotment Rental	0.00	60.72	458,499.21
07/09/20	BACS OWR 52	Allotment Rental	0.00	55.96	458,555.17
07/09/20	BACS:470021189	H M Revenue & Customs	2,756.29	0.00	455,798.88
07/09/20	BACSAW5	Allotment Rental	0.00	61.58	455,860.46
07/09/20	BACsBL12	Allotment Rental	0.00	58.14	455,918.60
07/09/20	BACsBL15	Allotment Rental	0.00	58.14	455,976.74
07/09/20	BACsBL43&44	Allotment Rental	0.00	116.28	456,093.02

Bank Account Reconciled Statement

07/09/20	BACSDL67	Allotment Rental	0.00	58.14	456,151.16
07/09/20	BACSDL79	Allotment Rental	0.00	58.14	456,209.30
07/09/20	BACSCW18	Allotment Rental	0.00	49.77	456,259.07
07/09/20	BACSCW4	Allotment Rental	0.00	60.57	456,319.64
07/09/20	BACSMR16	Allotment Rental	0.00	58.74	456,378.38
07/09/20	BACSOWR434450	Allotment Rental	0.00	167.88	456,546.26
07/09/20	BACSTD10B	Allotment Rental	0.00	39.87	456,586.13
07/09/20	BACSTD3A	Allotment Rental	0.00	35.31	456,621.44
07/09/20	BACSTD46A46B	Allotment Rental	0.00	108.78	456,730.22
07/09/20	BACSTD63B	Allotment Rental	0.00	38.47	456,768.69
07/09/20	BACSTD66A	Allotment Rental	0.00	29.19	456,797.88
07/09/20	BACSTD70A	Allotment Rental	0.00	54.39	456,852.27
07/09/20	BACSVR1B	Allotment Rental	0.00	60.72	456,912.99
07/09/20	BACSVR27BB	Allotment Rental	0.00	60.72	456,973.71
07/09/20	BACSVR2A	Allotment Rental	0.00	60.72	457,034.43
07/09/20	BACSVR35A36A	Allotment Rental	0.00	71.04	457,105.47
07/09/20	BACSVR37A	Allotment Rental	0.00	35.52	457,140.99
07/09/20	BACSVR38A38B	Allotment Rental	0.00	121.44	457,262.43
07/09/20	BACSVR3B	Allotment Rental	0.00	60.72	457,323.15
08/09/20	BACS CW 24	Allotment Rental	0.00	42.74	457,365.89
08/09/20	BACSAW20	Allotment Rental	0.00	36.38	457,402.27
08/09/20	BACSAW9C	Allotment Rental	0.00	27.98	457,430.25
08/09/20	BACSCW38	Allotment Rental	0.00	60.97	457,491.22
08/09/20	BACSTD37B	Allotment Rental	0.00	54.39	457,545.61
08/09/20	BACSTD69B	Allotment Rental	0.00	18.92	457,564.53
08/09/20	BACSVR43A	Allotment Rental	0.00	78.44	457,642.97
09/09/20	BACSAW10B	Allotment Rental	0.00	36.78	457,679.75
09/09/20	BACSDL28	Allotment Rental	0.00	50.94	457,730.69
09/09/20	BACSDL92	Allotment Rental	0.00	46.74	457,777.43
09/09/20	BACSCW13	Allotment Rental	0.00	60.57	457,838.00
09/09/20	BACSCW30	Allotment Rental	0.00	60.97	457,898.97
09/09/20	BACSMR6	Allotment Rental	0.00	58.74	457,957.71
09/09/20	BACSMR7	Allotment Rental	0.00	56.74	458,014.45
09/09/20	BACSOWR12B	Allotment Rental	0.00	47.27	458,061.72
09/09/20	BACSOWR5A	Allotment Rental	0.00	55.96	458,117.68
09/09/20	BACSTD19A	Allotment Rental	0.00	54.39	458,172.07
09/09/20	BACSTD1A1B	Allotment Rental	0.00	108.78	458,280.85

Bank Account Reconciled Statement

09/09/20	BACSTD40A	Allotment Rental	0.00	54.39	458,335.24
09/09/20	BACSVR22B	Allotment Rental	0.00	49.78	458,385.02
10/09/20	BACS:906157629	Chat Together CIC	2,400.00	0.00	455,985.02
10/09/20	BACSMR8	Allotment Rental	0.00	58.74	456,043.76
10/09/20	BACSTD14B	Allotment Rental	0.00	54.39	456,098.15
11/09/20	BACSOWR15A	Allotment Rental	0.00	57.00	456,155.15
11/09/20	BACSTD12A	Allotment Rental	0.00	45.71	456,200.86
14/09/20	BACSOWR4R	Allotment Rental	0.00	30.76	456,231.62
14/09/20	BACSTD41A	Allotment Rental	0.00	29.19	456,260.81
14/09/20	BACSTD48B	Allotment Rental	0.00	47.19	456,308.00
14/09/20	BACSTD65C	Allotment Rental	0.00	54.39	456,362.39
14/09/20	BACSTD72A	Allotment Rental	0.00	54.39	456,416.78
14/09/20	BACSTD72B	Allotment Rental	0.00	54.39	456,471.17
14/09/20	BACSVR12B	Allotment Rental	0.00	60.72	456,531.89
14/09/20	BACSVR25C	Allotment Rental	0.00	55.68	456,587.57
14/09/20	BACSVR30C	Allotment Rental	0.00	60.72	456,648.29
14/09/20	BACSVR31A	Allotment Rental	0.00	75.52	456,723.81
14/09/20	DDFDMSCCSept20	Marketplace Merchant	25.29	0.00	456,698.52
14/09/20	DDMAIN AUG20202	Mainstream Digital	4.78	0.00	456,693.74
15/09/20	389516577		80,000.00	0.00	376,693.74
15/09/20	BACSB151	Allotment Rental	0.00	24.13	376,717.87
15/09/20	BACSB169	Allotment Rental	0.00	58.14	376,776.01
15/09/20	BACSOWR16A	Allotment Rental	0.00	44.35	376,820.36
15/09/20	BACSTD23A	Allotment Rental	0.00	54.39	376,874.75
15/09/20	BACSTD26A&26B	Allotment Rental	0.00	108.78	376,983.53
15/09/20	BACSTD2A&4B	Allotment Rental	0.00	93.18	377,076.71
15/09/20	BACSTD60	Allotment Rental	0.00	55.99	377,132.70
15/09/20	BACSTD7A&7B	Allotment Rental	0.00	108.78	377,241.48
15/09/20	CHQMR11.09.2020	Allotment Rental	0.00	202.90	377,444.38
15/09/20	CHQOWR111.09.20	Allotment Rental	0.00	526.38	377,970.76
15/09/20	CHQOWR211.09.20	Allotment Rental	0.00	194.68	378,165.44
15/09/20	CHQOWR311.09.20	Allotment Rental	0.00	495.57	378,661.01
15/09/20	CHQVR111.09.2020	Allotment Rental	0.00	485.65	379,146.66
15/09/20	CHQVR211.09.2020	Allotment Rental	0.00	341.46	379,488.12
16/09/20	BACSOWR1B	Allotment Rental	0.00	24.76	379,512.88
16/09/20	BACSTD19B	Allotment Rental	0.00	35.99	379,548.87

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Andover Town Council

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Bank Account Reconciled Statement

16/09/20	BACSTD65A	Allotment Rental	0.00	54.39	379,603.26
16/09/20	DDSAGESept2020	Sage UK Limited	14.40	0.00	379,588.86
17/09/20	BACSB146	Allotment Rental	0.00	45.66	379,634.52
17/09/20	BACSVR13A	Allotment Rental	0.00	60.72	379,695.24
17/09/20	BACSVR27A27AA	Allotment Rental	0.00	96.24	379,791.48
17/09/20	CHQAW14.09.2020	Allotment Rental	0.00	276.12	380,067.60
17/09/20	CHQBL114.09.2020	Allotment Rental	0.00	469.54	380,537.14
17/09/20	CHQBL214.09.2020	Allotment Rental	0.00	525.26	381,062.40
17/09/20	CHQBL314.09.2020	Allotment Rental	0.00	273.10	381,335.50
17/09/20	CHQCW14.09.2020	Allotment Rental	0.00	446.80	381,782.30
17/09/20	CHQOWR114.09.2020	Allotment Rental	0.00	85.12	381,867.42
17/09/20	CHQTD114.09.2020	Allotment Rental	0.00	490.71	382,358.13
17/09/20	CHQTD14.09.2020	Allotment Rental	0.00	29.19	382,387.32
17/09/20	CHQTD214.09.2020	Allotment Rental	0.00	444.40	382,831.72
17/09/20	CHQTD314.09.2020	Allotment Rental	0.00	316.52	383,148.24
18/09/20	BACSAW16	Allotment Rental	0.00	61.58	383,209.82
18/09/20	BACSB14	Allotment Rental	0.00	58.14	383,267.96
18/09/20	BACSB163	Allotment Rental	0.00	58.14	383,326.10
18/09/20	BACSB178	Allotment Rental	0.00	58.14	383,384.24
18/09/20	BACSVR29C30B	Allotment Rental	0.00	111.44	383,495.68
21/09/20	BACSAW6	Allotment Rental	0.00	61.58	383,557.26
21/09/20	BACSAW8	Allotment Rental	0.00	61.58	383,618.84
21/09/20	BACSB138&39	Allotment Rental	0.00	117.08	383,735.92
21/09/20	BACSB184	Allotment Rental	0.00	32.94	383,768.86
21/09/20	BACSTD21B	Allotment Rental	0.00	17.56	383,786.42
21/09/20	BACSTD2B	Allotment Rental	0.00	54.53	383,840.95
21/09/20	BACSTD45A	Allotment Rental	0.00	54.39	383,895.34
21/09/20	BACSTD61A&62A	Allotment Rental	0.00	107.69	384,003.03
21/09/20	BACSTD62B	Allotment Rental	0.00	54.39	384,057.42
21/09/20	BACSVR48	Allotment Rental	0.00	60.72	384,118.14
22/09/20	BACSAW12A	Allotment Rental	0.00	36.38	384,154.52
22/09/20	BACSOWR9A	Allotment Rental	0.00	55.96	384,210.48
23/09/20	BACSVR15A	Allotment Rental	0.00	60.72	384,271.20
24/09/20	BACSAW10A	Allotment Rental	0.00	30.98	384,302.18
24/09/20	BACSB136	Allotment Rental	0.00	58.14	384,360.32
24/09/20	BACSB17	Allotment Rental	0.00	58.14	384,418.46
24/09/20	BACSTD18A	Allotment Rental	0.00	54.39	384,472.85

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Andover Town Council

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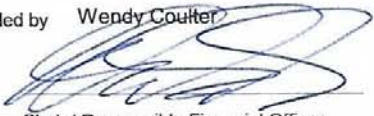
Bank Account Reconciled Statement

24/09/20	DDNESTSept20202	NEST Pensions 2	870.14	0.00	383,602.71
25/09/20	BACS CW 2A	Allotment Rental	0.00	35.77	383,638.48
25/09/20	BACSBLL33	Allotment Rental	0.00	32.94	383,671.42
25/09/20	BACSCW34	Allotment Rental	0.00	63.77	383,735.19
25/09/20	BACSMR20	Allotment Rental	0.00	58.74	383,793.93
25/09/20	BACSOWR14B	Allotment Rental	0.00	55.96	383,849.89
25/09/20	BACSTD64A	Allotment Rental	0.00	54.39	383,904.28
25/09/20	BACSVR23B	Allotment Rental	0.00	60.72	383,965.00
28/09/20	BACS44A44B	Allotment Rental	0.00	110.78	384,075.78
28/09/20	BACSBLL20	Allotment Rental	0.00	58.14	384,133.92
28/09/20	BACSBLL50	Allotment Rental	0.00	25.62	384,159.54
28/09/20	BACSBLL52	Allotment Rental	0.00	7.74	384,167.28
28/09/20	BACSBLL68	Allotment Rental	0.00	58.14	384,225.42
28/09/20	BACSTD21B	Allotment Rental	0.00	54.39	384,279.81
28/09/20	BACSTD77B	Allotment Rental	0.00	54.39	384,334.20
28/09/20	BACSVR20B	Allotment Rental	0.00	50.72	384,384.92
28/09/20	BACSVR3A	Allotment Rental	0.00	34.76	384,419.68
28/09/20	BACSVR6B	Allotment Rental	0.00	60.72	384,480.40
29/09/20	BACSAW23	Allotment Rental	0.00	61.58	384,541.98
29/09/20	BACSBLL51	Allotment Rental	0.00	34.00	384,575.98
29/09/20	BACSBLL75	Allotment Rental	0.00	58.14	384,634.12
29/09/20	BACSOWR5B	Allotment Rental	0.00	55.96	384,690.08
29/09/20	CHQBL24.09.2020	Allotment Rental	0.00	612.36	385,302.44
29/09/20	CHQCW24.09.2020	Allotment Rental	0.00	35.77	385,338.21
29/09/20	CHQMR24.09.2020	Allotment Rental	0.00	258.90	385,597.11
29/09/20	CHQOWR24.09.2020	Allotment Rental	0.00	186.78	385,783.89
29/09/20	CHQTD24.09.2020	Allotment Rental	0.00	112.77	385,896.66
29/09/20	CHQVR24.09.2020	Allotment Rental	0.00	397.87	386,294.53
29/09/20	DDBGSEP20201	British Gas	19.86	0.00	386,274.67
29/09/20	DDBGSEPT20202	British Gas	6.88	0.00	386,267.79
30/09/20	BACSOWR33	Allotment Rental	0.00	50.00	386,317.79
30/09/20	BACSVR6A	Allotment Rental	0.00	60.72	386,378.51
30/09/20	SCUTBSept2020	Unity Trust Bank	51.15	0.00	386,327.36
30/09/20	UTBHCSep2020	Unity Trust Bank	0.30	0.00	386,327.06

Uncleared and unrepresented effects

Bank Account Reconciled Statement

Total

Reconciled by Wendy Couler
Signed 
Clerk / Responsible Financial Officer

Chair

Financial Statement - Cashbook

Statement between 01/04/20 and 30/09/20 inclusive.

Balances at the start of the year

Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£449,254.05
Deposits Unity Trust	£5,212.38
Petty Cash Account	£0.00
Petty Cash Card Unity	£40.22
Total	£454,506.65

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	172,102.00	0.00	172,102.00
3001 TVBC Tax band Grant	2,341.20	0.00	2,341.20
3010 Bank Interest	0.00	0.00	0.00
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	7,589.57	0.00	7,589.57
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	26.00	0.00	26.00
4211 Photocopying	0.00	0.00	0.00
4212 Payroll	0.00	0.00	0.00
Policy & Resources Total	182,058.77	0.00	182,058.77
Allotments			
3050 Allotment Rents	19,228.02	0.00	19,228.02
3051 Allotment Rents	0.00	0.00	0.00
3052 Deposit Credit Interest	10.40	0.00	10.40
3053 Deposit direct payment	0.00	0.00	0.00
Allotments Total	19,238.42	0.00	19,238.42
Total Receipts	201,297.19	0.00	201,297.19
PAYMENTS	Net (£)	Vat (£)	Gross (£)
Events & Projects			
4190 Grants	0.00	0.00	0.00
4700 Town Centre Development	16,122.47	1,927.89	18,050.36
Events & Projects Total	16,122.47	1,927.89	18,050.36

Financial Statement - Cashbook

Statement between 01/04/20 and 30/09/20 inclusive.

Policy & Resources			
400 IT Equipment	0.00	0.00	0.00
4000 Corporate Management	4,224.08	596.45	4,820.53
4100 Democratic Representation	244.00	9.20	253.20
4180 Other Services to the Public	49,736.37	0.00	49,736.37
4200 Administration Rechargeable Staffing	67,675.90	1,432.72	69,108.62
4204 New Building Fund	0.00	0.00	0.00
4205 Bus Shelters	0.00	0.00	0.00
4210 Administration Rechargeable	26,167.74	1,890.02	28,057.76
Policy & Resources Total	148,048.09	3,928.39	151,976.48
Allotments			
3052 Deposits Expenditure	0.00	0.00	0.00
4500 Allotment Service	12,830.39	1,356.55	14,186.94
Allotments Total	12,830.39	1,356.55	14,186.94
Planning/Highways			
4300 Planning/Highways	0.00	0.00	0.00
Planning/Highways Total	0.00	0.00	0.00
Total Payments	177,000.95	7,212.83	184,213.78

Closing Balances

Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£386,327.06
Deposits Unity Trust	£85,222.78
Petty Cash Account	£0.00
Petty Cash Card Unity	£40.22
Total	£471,590.06

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

Andover Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

	Notes
1. The audit of accounts for Andover Town Council for the year ended 31 March 2020 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for, the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Andover Town Council on application to:	
(a) <u>MISS W COULTER - TOWN CLERK & RFO</u> <u>ANDOVER TOWN COUNCIL</u> <u>68B HIGH STREET</u> <u>ANDOVER HAMPSHIRE</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>10AM - 4PM MONDAY - FRIDAY</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of <u>£0.50</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>W. COULTER - TOWN CLERK</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>30 NOVEMBER 2020</u>	(e) Insert the date of placing of the notice

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **ANDOVER TOWN COUNCIL – HA0006**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

29/10/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ANDOVER TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		Yes* means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the finance controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

30 JUNE 2020

and recorded as minute reference:

C231119

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

WWW.andover-tc.gov.uk

Section 2 – Accounting Statements 2019/20 for

ANDOVER TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	340959	316,973	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	273170	319378	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	46352	102261	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	151754	145912	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any)
6. (-) All other payments	191754	160184	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	316973	432516	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	324764	454507	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March. To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5176	5176	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loan from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

8 JUNE 2020

I confirm that these Accounting Statements were approved by this authority on this date:

30 JUNE 2020

as recorded in minute reference:

C 232/19

Signed by Chairman of the meeting where the Accounting Statements were approved

DRAFT 4 FINANCIAL BUDGET 2021/2022

INCOME

	2019/2020 Net	Budget 2020/2021	Actual Net @ 30.09.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
Assets & Communities						
3025 Town Development						
3025/1 Income from Events	£322.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/2 Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/3 Sponsorship	£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
3025/5 A-Fest	£30.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/6 Shilling Fair	£3,450.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025 TOTAL	£3,802.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL EVENTS & PROJECTS	£3,802.00	£0.00	£0.00	£0.00	£0.00	£0.00

	2019/2020 Net	Budget 2020/2021	Actual Net @ 30.09.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
Policy & Resources						
36 Business Rates Refund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
99 Heating & Lighting	£259.60	£0.00	£0.00	£0.00	£0.00	£0.00
3000 Precept	£319,378.35	£0.00	£172,102.00	£172,102.00	£319,378.35	£0.00
3001 TVBC Tax Band Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3002 Election Expenses Refund	£0.00	£0.00	£2,341.20	£2,341.20	£2,341.20	£0.00
3010 Bank Interest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3020 Insurance Premium Refund	£0.00	£0.00	£79.04	£79.04	£79.04	£0.00
3020 Grants Received	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3021 CIL Monies	£73,907.48	£0.00	£13,346.06	£13,346.06	£13,346.06	£0.00
3115 VAT Write Off	£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
3339 Mayors Events	£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
3999 Funds Held for N P	£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
4210 Waste Removal	£0.00	£0.00	£26.00	£26.00	£26.00	£0.00
4211 Photocopying	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4212 Payroll	£779.76	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL Policy & Resources	£394,325.19	£0.00	£187,894.30	£187,894.30	£335,170.65	£0.00

	2019/2020 Net	Budget 2020/2021	Actual Net @ 30.09.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
Allotments						
3050 Allotment Rents						
3050/1 Admirals Way	£911.42	£800.00	£1,203.59	£403.59	£403.59	£800.00
3050/2 Barlows Lane	£4,958.58	£5,500.00	£4,153.13	£-1,346.87	£5,500.00	£5,000.00
3050/3 Churchill Way	£2,219.15	£2,000.00	£1,525.64	£-474.36	£2,000.00	£2,200.00
3050/4 Mylen Road	£1,195.95	£1,300.00	£1,067.94	£-232.06	£1,300.00	£1,200.00
3050/5 Old Winton Road	£3,975.25	£3,600.00	£3,220.03	£-379.97	£3,600.00	£3,700.00
3050/6 The Drove	£5,214.09	£7,000.00	£5,059.10	£-1,940.90	£7,000.00	£5,000.00
3050/7 Vigo Road	£5,017.54	£4,500.00	£4,101.81	£-398.19	£4,500.00	£5,000.00
3050/8 Picket Piece	£0.00	£960.00	£0.00	£-960.00	£-960.00	£960.00
3050/9 Picket Twenty	£0.00	£960.00	£0.00	£-960.00	£-960.00	£960.00
3050 TOTAL	£23,491.98	£26,620.00	£20,331.24	£-6,288.76	£22,383.59	£24,820.00
3051 Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3052 Deposit Credit Interest	£20.78	£0.00	£10.40	£10.40	£10.40	£0.00
3053 Deposit Direct Payment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL ALLOTMENTS	£23,512.76	£25,660.00	£20,341.64	£-6,278.36	£22,393.99	£24,820.00
TOTAL INCOME	£421,639.95	£25,660.00	£208,235.94	£181,615.94	£357,564.64	£24,820.00

EXPENDITURE						
	2019/2020 Net	Budget 2020/2021	Actual Net @ 30.09.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
Assets & Communities						
4700 Events & Projects						
4700/2 Christmas Lights	£22,070.18	£20,000.00	£15,082.97	£4,917.03	£0.00	£25,000.00
4700/3 A-Fest	£1,167.26	£500.00	£2,400.00	£-1,900.00	£-1,900.00	£1,000.00
4700/4 Shilling Fair	£5,404.96	£3,000.00	£1,053.00	£1,947.00	£1,947.00	£1,000.00
4700/5 Youth Clubs	£0.00	£12,000.00	£0.00	£12,000.00	£12,000.00	£12,000.00
4700/6 Miscellaneous Events	£0.00	£0.00	£3,000.00	£-3,000.00	£-3,000.00	£0.00
4700/7 Armed Forces Day (was Events)	£1,243.95	£1,000.00	£0.00	£1,000.00	£1,000.00	£1,000.00
4700/8 Andover Cycling Festival	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00	£1,000.00
4700/9 Andover Challenges	£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
4700/11 Festival of Motoring	£0.00	£2,000.00	£0.00	£2,000.00	£2,000.00	£1,000.00
4700/12 Defibrillator Provision	£3,927.99	£4,000.00	£0.00	£4,000.00	£4,000.00	£0.00
4700/13 Community Engagement	£802.00	£500.00	£0.00	£500.00	£500.00	£600.00
4700/14 Andover Carnival	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00	£1,000.00
4700/15 Andover Gardening Competition	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
4700/16 Pancake Day	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
4700/17 Tourism	£0.00	£5,000.00	£0.00	£5,000.00	£5,000.00	£6,000.00
4700/18 Water Butt Scheme	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
4700/19 Andover Proms	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
4700/20 Food Fair	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
4700/21 Gardening Fair	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
Street Furniture	n/a	n/a	n/a	n/a	£0.00	£5,000.00
Playgrounds	n/a	n/a	n/a	n/a	£0.00	£0.00
Urban Parks & Open Spaces	n/a	n/a	n/a	n/a	£0.00	£0.00
Cemeteries	n/a	n/a	n/a	n/a	£0.00	£0.00
Public Halls	n/a	n/a	n/a	n/a	£0.00	£0.00
Outdoor Sports Facilities	n/a	n/a	n/a	n/a	£0.00	£0.00

Dog & Litter Bins	n/a	n/a	n/a	n/a	£0.00	£0.00
4700 TOTAL	£34,616.34	£53,000.00	£21,535.97	£31,464.03	£26,547.00	£57,600.00
4190 Grants						
4190/1 Grants	£7,750.00	£5,000.00	£0.00	£5,000.00	£0.00	£15,000.00
4190/1/1 Emergency Funding	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00
4190/3 Grants Section 137	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4190 TOTAL	£7,750.00	£5,000.00	£0.00	£5,000.00	£0.00	£20,000.00
TOTAL Assets & Communities	£42,366.34	£58,000.00	£21,535.97	£31,464.03	£26,547.00	£33,500.00
	2019/2020 Net	Budget 2020/2021	Actual Net @ 30.09.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
Policy & Resources						
4000 Corporate Management						
400 IT Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000/1 Accounts Support	£122.00	£1,020.00	£1,099.50	£-79.50	£-79.50	£1,530.00
4000/2 Bank Charges	£845.04	£400.00	£379.13	£20.87	£0.00	£600.00
4000/3 Legal & Professional Fees	£4,960.00	£6,000.00	£1,650.00	£4,350.00	£0.00	£7,000.00
4000/4 Audit Fees	£2,116.66	£2,200.00	£95.83	£2,104.17	£0.00	£2,400.00
4000/5 IT Support & Equipment	£1,662.44	£2,500.00	£229.37	£2,270.63	£0.00	£2,500.00
	£9,706.14	£12,120.00	£3,453.83	£8,666.17	£-79.50	£14,030.00
4000/6 Website & Community Development						
4000/6/1 Website	£1,078.02	£2,000.00	£225.00	£1,775.00	£0.00	£3,000.00
4000/6/2 Website Hosting	£431.48	£500.00	£329.65	£170.35	£0.00	£550.00
4000/6/3 Newsletter	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000 TOTAL	£1,509.50	£2,500.00	£554.65	£1,945.35	£0.00	£3,550.00
4100 Democratic Representation						
4100/1 Town Mayor	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4100/1/1 Town Mayor Badge & Regalia	£0.00	£50.00	£0.00	£50.00	£50.00	£0.00
4100/1/2 Remembrance Day Wreath	£0.00	£0.00	£0.00	£0.00	£-36.00	£50.00
4100/1/3 Town Mayor Charities	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4100/1 Total	£0.00	£50.00	£0.00	£50.00	£14.00	£50.00
4100/2 Members Training & Courses	£908.91	£1,500.00	£30.00	£1,470.00	£0.00	£1,500.00
4100/3 Members Travel	£0.00	£100.00	£0.00	£100.00	£100.00	£100.00
4100/4 Public Building Hire	£1,070.25	£1,000.00	£72.00	£928.00	£928.00	£1,500.00
Funds Held for Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4100/6 Refreshments	£91.98	£100.00	£0.00	£150.00	£150.00	£100.00
4100/7 Room Hire Fund	£670.31	£200.00	£0.00	£200.00	£200.00	£0.00
4100 TOTAL	£2,741.45	£2,950.00	£102.00	£2,898.00	£1,378.00	£3,200.00
4180 Other Services to the Public						
4180/1 Election Costs	£13,769.14	£25,000.00	£39,647.93	£-14,647.93	£-14,647.93	£25,000.00
4180 TOTAL	£13,769.14	£25,000.00	£39,647.93	£-14,647.93	£-14,647.93	£25,000.00
	2019/2020 Net	Budget 2020/2021	Actual Net @ 30.09.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
4200 Administration Rechargeable Payroll						
4200/1 Payroll	£144,531.27	£210,886.00	£97,258.53	£113,627.47	£58,886.00	£215,000.00
4200/3 Staff Training	£360.00	£1,500.00	£445.00	£1,055.00	£1,055.00	£2,500.00
4200/4 Staff Travel	£74.48	£200.00	£525.18	£-325.18	£-400.00	£500.00
4200 TOTAL	£144,965.75	£212,586.00	£98,228.71	£114,357.29	£59,541.00	£218,000.00
4204 New Building Fund	£0.00	£6,000.00	£0.00	£6,000.00	£6,000.00	£10,000.00
4205 Bus Shelters	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	£0.00	£6,000.00	£0.00	£6,000.00	£6,000.00	£10,000.00
	2019/2020 Net	Budget 2020/2021	Actual Net @ 30.09.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
4210 Administration Rechargeable						
4210/2 Office Sundries	£74.52	£250.00	£0.00	£250.00	£250.00	£250.00

4210/3	Rent - Office	£14,017.00	£12,000.00	£9,230.85	£2,769.15	£0.00	£12,000.00
4210/4	Rates - Office	£0.00	£8,000.00	£3,458.10	£4,541.90	£0.00	£8,000.00
4210/5	Water Rates - Office	£0.00	£300.00	£0.00	£300.00	£0.00	£300.00
4210/6	Heating & Lighting - Office	£5,889.55	£3,500.00	£570.98	£2,929.02	£0.00	£6,000.00
4210/7	Telephone & Broadband	£1,704.11	£2,500.00	£2,337.84	£162.16	£0.00	£2,500.00
4210/8	Photocopying	£4,312.30	£4,000.00	£1,724.08	£2,275.92	£0.00	£4,500.00
4210/9	Stationery	£940.46	£1,200.00	£377.20	£822.80	£0.00	£1,200.00
4210/10	Postage	£1,888.93	£1,700.00	£896.52	£803.48	£0.00	£2,000.00
4210/11	Subscriptions/Memberships	£2,835.00	£3,000.00	£3,030.00	£-30.00	£-30.00	£3,100.00
4210/12	Insurance	£0.00	£4,000.00	£0.00	£4,000.00	£0.00	£4,000.00
4210/14	Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4210/15	Office & Equipment Maintenance	£3,601.98	£3,000.00	£3,154.29	£-154.29	£-154.29	£3,500.00
4210/16	New Equipment & Furniture	£350.71	£1,000.00	£131.40	£868.60	£0.00	£1,000.00
4210/17	Waste Removal	£536.43	£700.00	£0.00	£700.00	£700.00	£700.00
4210/18	Publications	£99.95	£200.00	£0.00	£200.00	£0.00	£200.00
4210 TOTAL		£36,250.94	£45,350.00	£24,911.26	£20,438.74	£765.71	£49,250.00
TOTAL POLICY & RESOURCES		£208,942.92	£306,506.00	£166,898.38	£139,657.62	£52,971.28	£318,780.00

		2019/2020 Net	Budget 2020/2021	Actual Net @ 30.09.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
Allotments							
4500 Allotment Service							
4500/1	Allotment Maintenance						
4500/1/1	Admirals Way						
4500/1/1/1	Services	£898.64	£1,000.00	£458.50	£541.50	£0.00	£1,100.00
4500/1/1/2	Grounds Maintenance	£943.00	£1,500.00	£341.25	£1,158.75	£0.00	£1,600.00
4500/1/1/3	Water Charges	£275.47	£300.00	£321.70	£-21.70	£-21.70	£400.00
4500/1/1/4	Repairs & Renewals	£16.71	£150.00	£257.50	£-107.50	£-107.50	£150.00
4500/1/1/5	Equipment	£107.52	£150.00	£0.00	£150.00	£150.00	£150.00
4500/1/1/6	Sundries	£39.49	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/1/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

4500/1/1/8	Pest Control	£619.04	£690.00	£342.84	£347.16	£0.00	£700.00
4500/1/1	TOTAL	£2,899.87	£3,840.00	£1,721.79	£2,118.21	£70.80	£4,150.00
4500/1/2	Barlows Lane						
4500/1/2/1	Services	£920.92	£1,000.00	£458.50	£541.50	£0.00	£1,100.00
4500/1/2/2	Grounds Maintenance	£1,743.67	£2,500.00	£770.00	£1,730.00	£0.00	£2,500.00
4500/1/2/3	Water Charges	£1,354.01	£700.00	£1,129.14	£-429.14	£-429.14	£1,500.00
4500/1/2/4	Repairs & Renewals	£614.79	£150.00	£217.50	£-67.50	£-67.50	£150.00
4500/1/2/5	Equipment	£107.52	£150.00	£0.00	£150.00	£150.00	£150.00
4500/1/2/6	Sundries	£39.49	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/2/7	Returned Deposits	£50.00	£0.00	£28.61	£-28.61	£-28.61	£0.00
4500/1/2/8	Pest Control	£619.04	£690.00	£342.84	£347.16	£0.00	£700.00
4500/1/2	TOTAL	£5,449.44	£5,240.00	£2,946.59	£2,293.41	£-325.25	£6,150.00
4500/1/3	Churchill Way						
4500/1/3/1	Services	£920.92	£1,000.00	£458.50	£541.50	£0.00	£1,100.00
4500/1/3/2	Grounds Maintenance	£1,572.67	£2,500.00	£935.00	£1,565.00	£0.00	£2,500.00
4500/1/3/3	Water Charges	£508.91	£500.00	£218.29	£281.71	£0.00	£500.00
4500/1/3/4	Repairs & Renewals	£268.71	£150.00	£132.00	£18.00	£18.00	£150.00
4500/1/3/5	Equipment	£107.52	£150.00	£0.00	£150.00	£150.00	£150.00
4500/1/3/6	Sundries	£39.49	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/3/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/3/8	Pest Control	£619.02	£690.00	£342.84	£347.16	£0.00	£700.00
03/01/4500	TOTAL	£4,037.24	£5,040.00	£2,086.63	£2,953.37	£218.00	£5,150.00
04/01/4500	Mylen Road						
4500/1/4/1	Services	£920.92	£1,000.00	£458.50	£541.50	£0.00	£1,100.00
4500/1/4/2	Grounds Maintenance	£1,576.00	£2,650.00	£550.00	£2,100.00	£0.00	£2,600.00
4500/1/4/3	Water Charges	£270.76	£800.00	£391.77	£408.23	£0.00	£600.00
4500/1/4/4	Repairs & Renewals	£64.21	£150.00	£313.00	£-163.00	£-163.00	£150.00
4500/1/4/5	Equipment	£107.52	£150.00	£0.00	£150.00	£150.00	£150.00
4500/1/4/6	Sundries	£64.69	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/4/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/4/8	Pest Control	£619.02	£690.00	£342.84	£347.16	£0.00	£700.00
4500/1/4	TOTAL	£3,623.12	£5,490.00	£2,056.11	£3,433.89	£37.00	£5,350.00

		2019/2020 Net	Budget 2020/2021	Actual Net @ 30.09.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
4500/1/5	Old Winton Road						
4500/1/5/1	Services	£920.92	£1,000.00	£458.50	£541.50	£0.00	£1,100.00
4500/1/5/2	Grounds Maintenance	£1,741.00	£2,500.00	£450.00	£2,050.00	£0.00	£2,500.00
4500/1/5/3	Water Charges	£568.57	£1,000.00	£540.53	£459.47	£0.00	£800.00
4500/1/5/4	Repairs & Renewals	£186.71	£150.00	£85.00	£65.00	£65.00	£150.00
4500/1/5/5	Equipment	£107.52	£150.00	£0.00	£150.00	£150.00	£150.00
4500/1/5/6	Sundries	£39.49	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/5/7	Returned Deposits	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/5/8	Pest Control	£619.04	£690.00	£342.84	£347.16	£0.00	£700.00
4500/1/5	TOTAL	£4,233.25	£5,540.00	£1,876.87	£3,663.13	£265.00	£5,450.00
4500/1/6	The Drove						
4500/1/6/1	Services	£850.96	£1,000.00	£490.91	£509.09	£0.00	£1,100.00
4500/1/6/2	Grounds Maintenance	£1,382.80	£2,700.00	£1,705.00	£995.00	£0.00	£2,500.00
4500/1/6/3	Water Charges	£0.00	£2,500.00	£0.00	£2,500.00	£0.00	£1,500.00
4500/1/6/4	Repairs & Renewals	£271.71	£150.00	£0.00	£150.00	£150.00	£150.00
4500/1/6/5	Equipment	£107.52	£150.00	£0.00	£150.00	£150.00	£150.00
4500/1/6/6	Sundries	£39.49	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/6/7	Returned Deposits	£150.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/6/8	Pest Control	£676.22	£690.00	£342.86	£347.14	£0.00	£700.00
4500/1/6	TOTAL	£3,478.70	£7,240.00	£2,538.77	£4,701.23	£350.00	£6,150.00
4500/1/7	Vigo Road						
4500/1/7/1	Services	£990.88	£1,000.00	£458.50	£541.00	£0.00	£1,100.00
4500/1/7/2	Grounds Maintenance	£1,588.00	£2,500.00	£670.00	£1,830.00	£0.00	£2,500.00
4500/1/7/3	Water Charges	£698.09	£1,200.00	£561.63	£638.37	£0.00	£1,000.00
4500/1/7/4	Repairs & Renewals	£226.74	£150.00	£0.00	£150.00	£150.00	£150.00
4500/1/7/5	Equipment	£1,742.70	£150.00	£0.00	£150.00	£150.00	£150.00
4500/1/7/6	Sundries	£39.50	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/7/7	Returned Deposits	£0.00	£0.00	£100.00	£-100.00	£-100.00	£0.00
4500/1/7/8	Pest Control	£561.97	£690.00	£342.94	£347.06	£0.00	£700.00
4500/1/7	TOTAL	£5,847.88	£5,740.00	£2,133.07	£3,606.43	£250.00	£5,650.00
4500/1/8	Picket Piece						
4500/1/8/1	Services	£0.00	£1,000.00	£0.00	£1,000.00	£0.00	£1,000.00
4500/1/8/2	Grounds Maintenance	£0.00	£500.00	£0.00	£500.00	£0.00	£500.00
4500/1/8/3	Water Charges	£0.00	£500.00	£0.00	£500.00	£0.00	£500.00
4500/1/8/4	Repairs & Renewals	£0.00	£150.00	£0.00	£150.00	£0.00	£150.00
4500/1/8/5	Equipment	£0.00	£150.00	£0.00	£150.00	£0.00	£150.00
4500/1/8/6	Sundries	£0.00	£50.00	£0.00	£50.00	£0.00	£50.00
4500/1/8/7	Pest Control	£0.00	£690.00	£0.00	£690.00	£0.00	£700.00
	TOTAL	£0.00	£3,040.00	£0.00	£3,040.00	£0.00	£3,050.00
4500/1/9	Picket Twenty						
4500/1/9/1	Services	£0.00	£1,000.00	£0.00	£1,000.00	£0.00	£1,000.00
4500/1/9/2	Grounds Maintenance	£0.00	£500.00	£0.00	£500.00	£0.00	£500.00
4500/1/9/3	Water Charges	£0.00	£500.00	£0.00	£500.00	£0.00	£500.00
4500/1/9/4	Repairs & Renewals	£0.00	£150.00	£0.00	£150.00	£0.00	£150.00
4500/1/9/5	Equipment	£0.00	£150.00	£0.00	£150.00	£0.00	£150.00
4500/1/9/6	Sundries	£0.00	£50.00	£0.00	£50.00	£0.00	£50.00
4500/1/9/7	Pest Control	£0.00	£690.00	£0.00	£690.00	£0.00	£700.00
	TOTAL	£0.00	£3,040.00	£0.00	£3,040.00	£0.00	£3,050.00
4500/1	TOTAL ALLOTMENTS	£29,569.50	£41,170.00	£15,359.83	£25,810.17	£865.55	£44,150.00
4300	Planning/Highways						
4300	Planning/Highways	N/A	£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
4300/2	Design Statement/NP	N/A	£0.00	£0.00	£0.00	£0.00	£0.00
4300	Total		£0.00	£0.00	£0.00	£0.00	£0.00
Total Income			£421,639.95	£25,660.00	£208,235.94	£181,615.94	£357,564.64
Total Expenditure			£280,878.76	£405,676.00	£203,794.18	£196,931.82	£80,383.83
TOTAL NET BALANCE			£140,761.19	-£380,016.00	£4,441.76		

ANDOVER TOWN COUNCIL

GRANT FUNDING APPLICATION FORM

Part 1 – Organisation Details

Name of applicant Organisation:	Unity
Project Name:	Andover Covid Vaccination Programme
Project Location:	The Lights and local Car Parks
Project Start Date:	Mid December to be confirmed
Project Completion Date:	Late April to be confirmed
Total Cost of Project:	£12,000
Funding Requested:	£6,000

Contact Name:

Registered Charity ☒ Yes ☐ No | Registration No?

If No, state type of organisation:

Organisation Address:

Email Address:

Telephone Number:

Organisation's bank account address:

Organisations Bank Account No & Sort Code; Payment via BACS

Please provide the following information:

Please tick

- A location plan or site plan, if applicable
- Copy of organisation's latest certified accounts
- Copy of constitution or set of rules
- Evidence of any permissions or consents

☐
☒
☒
☐

PART 2 – BUDGET DETAILS

Costs

Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
2 x pt Workers (based on total 50 hours per week x 18 weeks) inc. on costs	15,300	0	15,300
Overheads (admin, phone, insurance, office, payroll) based on £30 per week	540	0	540

Travel based on to/from surgeries (10 miles per week x 45p per mile)	81	0	81
Management	350	0	350
TOTAL PROJECT COSTS	£16,271	£	£16,271

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Hampshire County Council	£4,000 tbc	
Test Valley Borough Council	£2,000	
Town or Parish Council		
(Please state which Town or Parish Council)		
National Lottery		
(Please state which fund)Rotarians x 2, Freemasons.....		
Other (please provide details)		

PART 3 – GRANT PROPOSAL

Description of Activity – Please provide a brief description of the activities to be funded by the proposed grant.

Unity are being asked to help with the recruitment and co-ordination of a range of volunteers (approximately 27 – 30 per day) to supervise, meet and greet, marshall and provide care and support for local residents on a rolling 7 day programme commencing mid December to support the Covid Immunisation Programme for the Andover area.

Details of Activity – Please provide additional details in support of your application, including why the grant is needed.

This programme will continue for a number of months until end of April.

This service will enable every Andover resident to access the Covid vaccination which is based on around 2,000 patients per week.

Commencing immediately, Unity need to recruit, screen and induct volunteers over 4 shifts per day (possibly starting before 8am – 7.30pm) x 7 days per week with Unity providing ongoing support as well as co-ordination. The recruitment process will need to roll on to ensure that cover is available when volunteers may be unable to commit.

Unity provide promotion and recruitment of volunteers as part of their standard Volunteer Centre service but this does not include the need to screen or induct volunteers or provide operational management and support. Under normal circumstances, this role would be taken on by the charity or group seeking volunteers. However, Health services will run the vaccination programme and will need this additional help to ensure the smooth running as timings for patients will be absolutely critical. Without a formal shift pattern and support for volunteers, timings may slip particularly in the most vulnerable age groups and this in turn may render vaccinations unusable as they ‘spoil’ if not used within an hour of preparation.

This is an unprecedented programme for the residents of Andover and will require an army of volunteers to help.

Please provide a general description of the people in Andover who will benefit:

Commencing with the over 80’s cohort, there will be various cohorts related to older ages in the first instance. We expect that priorities will also be given to clinically extremely vulnerable and clinically vulnerable as well as health and social care providers. All adult residents will be able to access this service.

Approximately **how many** local residents will benefit?

ALL Andover and Area Residents =
50,000 +

Your financial Situation


All application must be accompanied by the following financial information. **If you do not supply this information your application will not be considered.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position
- Photocopy of bank statements covering the last year
- A statement of your capital assets if any.

DECLARATION

This grant aid application should be signed by **two** members of your Organisation’s Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed: Dorothy Baverstock	Date: 30 th November 2020
Position in organisation: Chairman	
Signed: 	Date: 30 th November 2020
Position in organisation: Chief Executive	

Please return the form to:
Committee Officer
Andover Town Council, First Floor Offices, 68B, High Street, Andover, Hampshire SP10 1NG
Telephone No: 01264 335592

OR

Electronic copies to: **info@andovertc.co.uk**

Please refer to the Grants Guidelines when completing this application.

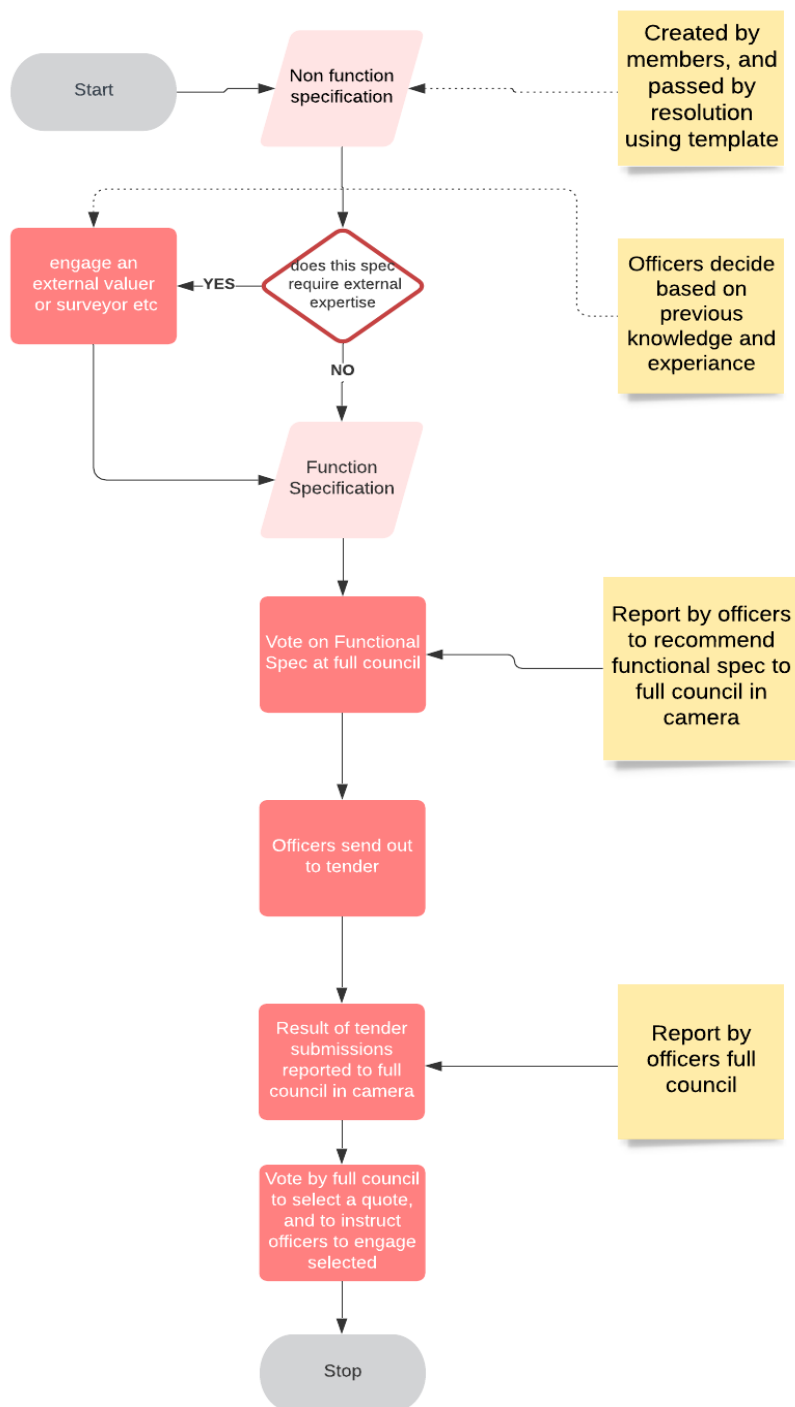
All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council’s public records.

FOR OFFICE USE ONLY
Date received
Grant awarded
Amount

Procurement Process Flow Chart

Richard Rowles | October 23, 2020



Appendix L: Members Training Update

L

COUNCILLOR ATTENDANCE FOR TRAINING

Councillor	09.05.2019 The Knowledge	23.05.2019 Core Skills	20.06.2019 Basic Planning	24.06.2019 Safeguard Training	04.07.2019 Local Council Finance	5 Courses
N Asamoah (Joined Council 21.10.2020)	N/A	N/A	N/A	N/A	N/A	N/A
L Banville	1	1	1	0	0	3
S Blackmore (Left Council 06.01.2020)	0	1	0	0	0	1
A Buckenham (Left Council 13.02.2020)	N/A	N/A	N/A	N/A	N/A	N/A
D Coole	1	0	1	0	1	3
J Coole	1	0	1	0	1	3
G Davis (Left Council 08.06.2020)	1	1	1	0	1	4
D Day (Left Council November 2019)	0	0	0	0	0	0
C Ecclestone	0	0	0	0	0	0
K Farrer (Left Council May 2020)	1	1	0	0	0	2
A Fitchet (Left Council 02.10.2019)	1	0	0	0	0	0
L Gregori (Joined Council 06.02.2020)	N/A	N/A	N/A	N/A	N/A	N/A
V Harber (Left Council 13.12.2019)	1	1	0	0	0	2
R Hughes (Joined Council 06.02.2020)	N/A	N/A	N/A	N/A	N/A	N/A
M James (Left Council May 2020)	1	1	1	0	1	4
B Long (Joined Council 12.03.2020)	N/A	N/A	N/A	N/A	N/A	N/A
R Meyer	1	1	1	0	1	4
R Rowles	1	1	1	0	1	4
J Sangster (Joined Council 21.10.2020)	N/A	N/A	N/A	N/A	N/A	N/A
P Scott (Left Council Nov 2019)	1	0	0	0	0	1

D Treadwell	0	1	0	0	1	3
A Watts (Left Council 17.07.2020)	1	1	1	0	1	4

Appendix M: Attendance at Council Meetings

M

Councillor						19 Meetings
	21.10.2020	05.11.2020	27.01.2021	24.03.2021	12.05.2021	
N Asamoah (Joined 21.10.2020)	N/A	1				
L Banville	1	1				14
D Coole	1	1				15
J Coole	1	1				14
C Ecclestone	1	1				12
L Gregori (Joined 06.02.2020)	1	1				6
R Hughes (Joined 06.02.2020)	1	1				6
B Long (Joined 19.03.2020)	1	1				4
R Meyer	1	1				15
R Rowles	1	1				14
J Sangster (Joined 21.10.2020)	N/A 1	1				
D Treadwell	1	1				15
Meeting TOTALS	10	12				

Key

(Joined/left Committee 02.01.2018) - Indicates when a Member joined or left a committee.

Meeting TOTALS – the number of Members at the meeting

N/Q – Not quorate

N/A – Not applicable

NM** - No meeting (Coronavirus)

ZM – Zoom Meeting