



# Andover Town Council

Item No. **18**

It is **recommended** for **approval** that the Town Clerk:

1. draft Terms of Reference for Full Council in line with:
  - 1.1. the overall purpose of ensuring that Andover Town Council, its elected members, officers, volunteers and representatives comply with all legislation relevant to the Town Council;
  - 1.2. the reserved matters set out in Appendix A; and
  - 1.3. any other key policies specific to Andover Town Council; and
2. seek approval for the Terms of Reference at Full Council on 17 September 2025.

**To:** Full Council

**From:** Town Clerk and Cllr H Neate

**Date of Report:**

## Background:

Councillors have expressed concern that Andover Town Council does not have current Terms of Reference for the Full Council. Lack of approved Full Council Terms of Reference can lead to a lack of common understanding and inconsistency around decision-making.

## Advice:

The main purpose of Full Council is to ensure that Andover Town Council, its elected members, Offices, volunteers and representatives comply with all legislation relevant to the Town Council. Some matters are reserved for Full Council decision, such as setting the budget and precept, delegation to other committees, and deciding on new Council undertakings. A list of reserved and other matters is shown in **Appendix A**.

The adopted [Andover Town Business Plan 2025-27](#) includes setting justifiable budgets to deliver cost effective services as a priority goal. This includes, at 3.9, reviewing our policies, procedures and protocols to ensure they are simple, straightforward, and not unduly bureaucratic. This will, in turn, support efficient service delivery.

Furthermore, our ambition to sign the Civility and Respect Pledge and apply to the Local Council Award Scheme, also set out in the Business Plan at priority goal 5, means we will need to demonstrate good governance through up-to-date policies and procedures.

Advice from Hampshire Association of Local Councils focuses on the Annual Meeting, Standing Orders, Financial Regulations and the Code of Conduct. Other Councils have separate Terms of Reference for the business of the Council as a corporate body. Examples are [Shepton Mallet Town Council](#), [Abingdon-on-Thames Town Council](#), [Bollington Town Council](#), and [Taunton Town Council](#).

## Legal considerations

Andover Town Council is a Corporate Body under the Local Government Act 1972.

## Financial considerations

There are no financial implications of drafting Full Council Terms of Reference

## Recommendations:

It is **recommended** for **approval** that the Town Clerk:

3. draft Terms of Reference for Full Council in line with:
  - 3.1. the overall purpose of ensuring that Andover Town Council, its elected members, officers, volunteers and representatives comply with all legislation relevant to the Town Council;
  - 3.2. the reserved matters set out in Appendix A; and
  - 3.3. any other key policies specific to Andover Town Council; and
4. seek approval for the Terms of Reference at Full Council on 17 September 2025.

## Appendix A: Reserved matters for Full Council decision

- Set the precept
- Approve the Council's budget
- Approve the Annual Accounts
- Approve the Annual Return including the Governance Statement
- Make, amend or revoke Standing Orders, Financial Regulations, and Scheme of Delegation.
- Adopt or revise the Council's Code of Conduct.
- Confirm by resolution that the Council has satisfied the statutory criteria to exercise the General Power of Competence
- Approve matters of principle or policy
- Nominate or appoint representatives of the Council to outside bodies (except approved conferences or meetings).
- Nominate or appoint representatives of the Council at any inquiry on matters affecting the Council, excluding those matters specific to a committee
- Monitor joint agreements with other authorities and stakeholders
- Make, amend, or revoke byelaws, Andover Town Council Terms of Reference and Scheme of Delegation
- Authorise terms and purpose of any application for borrowing or lending
- Approve purchase, acquisition by other means, lease, sale or disposal of land and property.
- Appoint and dismiss the Town Clerk
- Appoint and dismiss the Responsible Financial Officer if it is a separate post.
- Appoint the internal auditor
- Write-off of bad debts over £5,000
- Assess the outcome of a review of the effectiveness of internal financial controls
- Address recommendations from internal and external auditors.
- Elect the Mayor and Deputy Mayor
- Set number of committees and sub-committees, and the names and number of Members appointed to each committee
- Fill any Member vacancies which occur on Andover Town Council, any committee or sub-committee
- Determine the functions and Terms of Reference of committees and sub-committees
- Set dates of routine meetings of Andover Town Council and its committees
- Have due regard to the [Andover Town Business Plan 2025-27](#)
- Review these Terms of Reference when appropriate