ANDOVER TOWN COUNCIL

Wednesday 28 April 2021

To the Members of Andover Town Council:

You are hereby summoned to attend an EXTRAORDINARY meeting of the FULL COUNCIL to be held **Virtually via Zoom on Wednesday 28 April 2021 at 6.00pm** when it is proposed to transact the following business: -

Councillor R Rowles
Andover Town Mayor

22 April 2021

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

Please find below the joining details for the Full Council Meeting on 28 April 2021:

https://zoom.us/j/96037395583?pwd=OHU5NVlFOU5XTkU1WjJBTUZMTSt0UT09

Meeting ID: 960 3739 5583

Passcode: 303972

ANDOVER TOWN COUNCIL

Wednesday 28 April 2021

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS: In line with Andover Town Council's "Recording at Meetings" Policy, Members and the public are requested to note that this meeting will be recorded by the Council, and may also be subject to the recording by members of the public.

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Item 1: Apologies for Absence

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

Item 2: Declarations of Interest

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

Item 3: Minutes

The Town Mayor to sign as a correct record the Minutes of the Council Meetings held on 4 March 2021, 24 March 2021 and 6 April 2021 – attached at **Appendix A**.

Item 4: Town Mayor's Announcements

To **receive** the Town Mayor's 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: Finance

To **receive** the list of payments up to 21 April 2021 – attached at **Appendix B.**
To receive the reconciled Bank Account up to 31 March 2021 – attached at **Appendix C.**
To receive the Cash Book up to 31 March 2021 – attached at **Appendix D.**

Item 7: Planning Committee Recommendation

To **receive** and **approve** the Terms of Reference for the St Mary's Ward Development Plan as recommended by Planning Committee - attached at **Appendix E.**

Item 8: Design Statement – Options Report

To receive and consider an Options Report on the Design Statement – report to follow.

Item 9: Exclusion of the Press and Public

To pass a resolution to exclude the Members of the Press and Public from the Meeting at Agenda Item 10, 11 and 12 due to consideration of reports which contain confidential personnel information and the Confidential Internal Audit Report which contains confidential personnel information.

Confidential Items

Item 10: Staffing Review

To update Members on current staffing position and to **consider** a quote to conduct a Staffing Review as recommended from HR report previously accepted – quote report sent under separate cover for Town Council Members only.

Item 11: Confidential Internal Audit Report and Action Plan

To note the confidential Internal Audit Report and to approve the Action Plan – Confidential Audit Report and Action Plan sent under separate cover for Town Council Members only.

Item 12: Judicial Review

To **consider** any matters arising.

The Town Mayor will close the meeting.

Appendix A: Minutes

A

Time and date
6.00 pm on Thursday 4 March 2021

Virtual On-Line Meeting via "Zoom"

Cllr R Rowles - Town Mayor (P)
Cllr L Banville - Deputy Town Mayor (A)

Cllr N Asamoah (A)	Cllr D Coole (P)	Cllr J Coole (A)
Cllr C Ecclestone (P)	Cllr L Gregori (P)	Cllr R Hughes (P)
Cllr B Long (P)	Cllr R Meyer (P) (Arrived at 6.14pm)	Cllr J Sangster (P)
Cllr D Treadwell (A)		

Officers Present:
Tor Warburton (Deputy Clerk)
Caroline Godfrey (Locum Clerk)
Michelle Young (Committee Officer) (Taking the notes)

County/Borough Councillors:
Cllr Z Brooks
Cllr J Cockaday

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.

C 347/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors J Coole and D Treadwell.

C 348/19 DECLARATIONS OF INTEREST

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

C 349/19 INTERNAL AUDIT REPORT AND ACTION PLAN – PART 1

Members received the Internal Auditor's Report and Action Plan Part 1.

It was commented that some of the action plan recommendations in the report were out of

date and would require changing. The Locum Clerk clarified that the report and its action plans referred to the time period contained within the report. It was not for the Council to decide the current actions of the Council, however, it was for the Council to accept or deny the status que as at the point that the Auditor's report was made.
A member requested clarification on the section of the Auditor's report that related to the Transparency Code regulations 2015 and its meaning. The Deputy Clerk clarified that this section related to the Website accessibility. Work had been carried out with the Andover Town Council's website provider, which ensured the website was compliant with the current accessibility regulations. Members were advised that a report would be presented at the next full Council meeting.
It was commented that the Andover Town Council's Internal Auditor would be retiring. The Locum Clerk confirmed that she had already advised colleagues at the Town Council of the Hampshire County Council's external auditing process, which involved an organisation who understood the hierarchy nature of Councils. This would also ensure there would be no gaps in the auditing process.
(Councillor R Meyer joined the meeting at 6.14pm)

It was proposed by Councillor R Rowles and seconded by Councillor D Coole that the Internal Auditor's Report and Action Plan Part 1 attached at Appendix A, be approved.
A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
R Rowles	**X**		
D Coole	**X**		
C Ecclestone		**X**	
L Gregori	**X**		
R Hughes	**X**		
B Long	**X**		
R Meyer		**X**	
J Sangster	**X**		
TOTAL	**6**	**2**	**0**

RESOLVED: That the Internal Auditor's Report and Action Plan Part 1 attached at Appendix A, be approved.

C 350/19 CORPORATE RISK ASSESSMENT 2021-2022

This item was deferred to the next full Council meeting.

C 351/19 DATE OF ELECTOR'S MEETING

Members noted that the Elector's Meeting had been postponed to a future date (TBC) due to Covid-19.

C 352/19 DATE OF NEXT MEETING

Members noted the date of the next Council Meeting – **Wednesday 24 March 2021 via Zoom starting at 6.00pm.**
It was noted that the telephone number used for dialling into the zoom meeting, would be provided also.

C 353/19 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor R Rowles and seconded by Councillor D Coole that the Press and Public be excluded from the Meeting at Item 8 & 9, due to consideration of reports which contain confidential personnel information and the Confidential Internal Audit Report which contains confidential personnel information.
A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
R Rowles	**X**		
D Coole	**X**		
C Ecclestone		**X**	
L Gregori	**X**		
R Hughes	**X**		
B Long	**X**		
R Meyer		**X**	
J Sangster	**X**		
TOTAL	**6**	**2**	**0**

RESOLVED: That the Press and Public be excluded from the Meeting at Items 8 & 9, due to consideration of reports which contain confidential personnel information and the Confidential Internal Audit Report which contains confidential personnel information.

C 354/19 INTERNAL AUDITOR'S REPORT (CONFIDENTIAL) - PART 2

Members considered a report on the Internal Auditor's Report Part 2.

C 355/19 BANKING ARRANGEMENTS

Members considered a report on the Banking Arrangements.

The Town Mayor closed the meeting at 7.23pm.

Town Mayor Date

Time and date
6.02 pm on Wednesday 24 March 2021

Place
Virtual On-Line Meeting via "Zoom"

Cllr R Rowles - Town Mayor (P)
Cllr L Banville - Deputy Town Mayor (A)

Cllr N Asamoah (A)	Cllr D Coole (P)	Cllr J Coole (A)
Cllr C Ecclestone (P)	Cllr L Gregori (P)	Cllr R Hughes (P)
Cllr B Long (P)	Cllr R Meyer (A)	Cllr J Sangster (P)
Cllr D Treadwell (P)		

Officers Present:
Wendy Coulter (Town Clerk)
Caroline Godfrey (Locum Clerk)
Tracy Predeth (Locum Clerk)
Michelle Young (Committee Officer) (Taking the notes)

County/Borough Councillors:
Cllr I Anderson
Cllr Z Brooks
Cllr k Hamilton
Cllr N Matthews

Members of the Public: 11
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.

C 358/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors J Coole and N Asamoah.

C 359/19 DECLARATIONS OF INTEREST

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

C 360/19 MINUTES

Members debated the Minutes and three amendments were requested to be made.

It was proposed by Councillor R Rowles and seconded by Councillor D Coole that Councillor D Coole's name be removed from the Town Mayor's section in the Minutes of the Council Meeting on 21 October 2020.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	**X**		
C Ecclestone	**X**		
L Gregori	**X**		
R Hughes	**X**		
B Long	**X**		
R Rowles	**X**		
J Sangster	**X**		
D Treadwell	**X**		
TOTAL	**8**	**0**	**0**

RESOLVED: That Councillor D Coole's name be removed from the Town Mayor's section In the Minutes of the Council Meeting on 21 October 2020.

It was proposed by Councillor R Hughes and seconded by Councillor D Coole that a motion be received to amend the resolution to accept the previous Minutes (at item 3) to propose that the Council hear Councillor B Long's Acceptance of Office, the Chairman did not recognise the motion to amend.
A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	**X**		
C Ecclestone	**X**		
L Gregori	**X**		
R Hughes	**X**		
B Long	**X**		
R Rowles	**X**		
J Sangster	**X**		
D Treadwell	**X**		
TOTAL	**8**	**0**	**0**

RESOLVED: That a motion be received to amend the resolution to accept the previous Minutes (at item 3) to propose that the Council hear Councillor B Long's Acceptance of Office, the Chairman did not recognise the motion to amend.

It was proposed by Councillor C Ecclestone and seconded by Councillor D Coole that the Extraordinary Council Minutes of 15 December 2020, section C 320/19, be amended to state that Councillor C Ecclestone was excluded from the meeting.
A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	**X**		
C Ecclestone	**X**		
L Gregori		**X**	
R Hughes		**X**	
B Long		**X**	

R Rowles		**X**	
J Sangster			**X**
D Treadwell	**X**		
TOTAL	**3**	**4**	**1**

Motion not carried

It was proposed by Councillor R Rowles and seconded by Councillor D Coole that the Minutes of the Council Meetings held on 13 March 2020, 5 November 2020, 15 December 2020, 21 January 2021, 26 January 2021 and the amended Minutes of 21 October 2020 be signed by the Chairman as a correct record.
A recorded vote was as follows:

COUNCILLOR	**FOR**	**AGAINST**	**ABSTENTION**
D Coole	**X**		
C Ecclestone		**X**	
L Gregori	**X**		
R Hughes	**X**		
B Long	**X**		
R Rowles	**X**		
J Sangster	**X**		
D Treadwell		**X**	
TOTAL	**6**	**2**	**0**

RESOLVED: That the Minutes of the Council Meetings held on 13 March 2020, 5 November 2020, 15 December 2020, 21 January 2021, 26 January 2021 and the amended Minutes of 21 October 2020 be signed by the Chairman as a correct record.

C 361/19 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor expressed his thanks to all the volunteers for helping out with the progress of the Covid vaccine.
The Town Mayor also thanked Tesco for his invite to congratulate their longest serving employee of 74 years and the re-opening of the store with its new layout.

C 362/19 PUBLIC PARTICIPATION

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

Member of Public 1:
I have noticed that the recording of all the Councillors' training is not on the website. Is there a list of all the Councillors' training?

Chairman's Response:
Yes, it was included on the agenda of a previous meeting.

Member of Public 1:
I would suggest that all Councillors get involved in training if they want to progress in their role as Councillors.

Councillor D Coole:
Mr A Holloway, whom was awarded the title of Honorary Freeman of the Town of Andover, sadly passed away on 12 February 2021. Mr Holloway was the longest serving shop keeper in Andover.

Member of Public 2:
I would like to thank the Officers for replying to my questions under the Freedom of Information Act and for being more open than Test Valley Borough Council (TVBC) Officers, particularly with regards to Councillor training. I asked the same questions under the Freedom of Information Act to the TVBC and they have not answered.

C 363/19 DESIGN STATEMENT

Members received the Design Statement Report and noted the Public Comments and the Test Valley Borough Council Design Statement Consultation Response Letter.

A question was raised regarding the extra workload that would be created for the Officers. It was clarified that with the added support of the Locum Clerks, the Officers workload would not directly be impacted. A question was raised as to why the Design Statement project was being removed from the Planning Committee. It was confirmed that any item that serves the whole town should come under full Council's responsibility and be seen to be led by full Council.

It was proposed by Councillor R Rowles and seconded by Councillor R Hughes that:

- The Council thanks the Planning Department for its work to date.
- That Council will from this date forward lead on the Andover Design Statement project.
- That the Town Clerk will liaise with the officer support network previously approved by Council to provide a next steps proposal to Council.
- The Internal Auditors report on the matter will be discussed in confidential session at a future Full Council meeting as previously resolved.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole		**X**	
C Ecclestone		**X**	
L Gregori	**X**		
R Hughes	**X**		
B Long	**X**		
R Rowles	**X**		
J Sangster	**X**		
D Treadwell		**X**	
TOTAL	**5**	**3**	**0**

RESOLVED: That

- **The Council thanks the Planning Department for its work to date.**
- **That Council will from this date forward lead on the Andover Design Statement project.**
- **That the Town Clerk will liaise with the officer support network previously approved by Council to provide a next steps proposal to Council.**
- **The Internal Auditors report on the matter will be discussed in confidential session at a future Full Council meeting as previously resolved.**

C 364/19 YOUTH AND COMMUNITY DEVELOPMENT SERVICE

Members considered the Youth and Community Development Service Report.
Questions were raised concerning the budget, what powers Andover Town Council had to take on the responsibility and the purpose of the report. It was clarified that the report provided a starting point with the specification of the role. It was not about approval of spending funds. A tender process would be followed to appoint a service provider to develop and deliver a range of youth and community-based initiatives in the Andover Town Council area and to identify where the gaps are.
It was proposed by Councillor R Rowles and seconded by Councillor J Sangster that the Contract Specification be approved for publication.
A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole		**X**	
C Ecclestone		**X**	
L Gregori		**X**	
R Hughes		**X**	
B Long		**X**	
R Rowles	**X**		
J Sangster	**X**		
D Treadwell		**X**	
TOTAL	**2**	**6**	**0**

Motion not carried.

C 365/19 CORPORATE RISK ASSESSMENT 2021-2022

This item was deferred as there was no seconder to the proposal to accept the Corporate Risk Assessment 2021-2022.

C 366/19 FINANCE

Members noted the List of Payments up to 25 February 2021.

It was proposed by Councillor R Rowles and seconded by Councillor D Coole that the Reconciled Bank Statement up to 31 January 2021 be approved.
A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	**X**		

C Ecclestone		**X**	
L Gregori	**X**		
R Hughes	**X**		
B Long	**X**		
R Rowles	**X**		
J Sangster	**X**		
D Treadwell	**X**		
TOTAL	**7**	**1**	**0**

RESOLVED: That the Reconciled Bank Statement up to 31 January 2021 be approved.

Members noted the Cashbook up to 31 January 2021.

C 367/19 COMMITTEE MINUTES

The following Committee Minutes were received and noted:
Allotment Committee – 14 December 2020
Planning Committee – 11 January 2021
Planning Committee – 1 February 2021
Planning Committee - 15 February 2021

C 368/19 ANDOVER TOWN WEBSITE

Members noted the Andover Town Council Website report.
Further to the recommendations of the Internal Auditor's report, a quote of £785 + VAT, was obtained from the Andover Town Council's contracted web designer, for work involved which ensured the website was compliant with the current Accessibility Regulations.
It was proposed by Councillor R Rowles and seconded by Councillor C Ecclestone that the quote of £785 + VAT, be approved to ensure Andover Town Council is compliant with current legislation as per the Auditor's report.
A recorded vote was as follows:

COUNCILLOR	**FOR**	**AGAINST**	**ABSTENTION**
D Coole		**X**	
C Ecclestone	**X**		
L Gregori	**X**		
R Hughes	**X**		
B Long	**X**		
R Rowles	**X**		
J Sangster		**X**	
D Treadwell	**X**		
TOTAL	**6**	**2**	**0**

RESOLVED: That the quote of £785 + VAT, be approved to ensure Andover Town Council is compliant with current legislation as per the Auditor's report.

C 369/19 PLANNING COMMITTEE DATES

Members received the Planning Committee's recommendation to change the meeting dates, which would enable the timely comments to the Planning Authority (Test Valley Borough Council) and coincide more appropriately with the Northern Area Planning Committee dates.

It was proposed by Councillor C Ecclestone and seconded by Councillor L Gregori that the change of Planning Committee Meeting dates be accepted and approved.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	**X**		
C Ecclestone	**X**		
L Gregori	**X**		
R Hughes	**X**		
B Long	**X**		
R Rowles	**X**		
J Sangster	**X**		
D Treadwell	**X**		
TOTAL	**8**	**0**	**0**

RESOLVED: That the change of Planning Committee Meeting dates be accepted and approved.

C 370/19 AMENDMENT TO THE PLANNING COMMITTEE TERMS OF REFERENCE

This item was deferred to a future meeting.

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

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	**X**		
C Ecclestone	**X**		
L Gregori	**X**		
R Hughes	**X**		
B Long	**X**		
R Rowles	**X**		
J Sangster	**X**		
D Treadwell	**X**		
TOTAL	**8**	**0**	**0**

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

C 371/19 ATTENDANCE AT TOWN COUNCIL MEETINGS

Members noted the Attendance Record.

C 372/19 DATE OF NEXT MEETING

Members noted the date of the next Council Meeting – **Wednesday 12 May 2021 via Zoom starting at 6.00pm.**
It was noted that the telephone number used for dialling into the zoom meeting, would be provided also.

C 373/19 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor R Rowles and seconded by Councillor B Long that the Press and Public be excluded from the Meeting at Item 17, due to consideration due to consideration of a Judicial Review which contains confidential information.
A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
R Rowles	**X**		
D Coole	**X**		
C Ecclestone		**X**	
L Gregori	**X**		
R Hughes	**X**		
B Long	**X**		
J Sangster	**X**		
D Treadwell	**X**		
TOTAL	**7**	**1**	**0**

RESOLVED: That the Press and Public be excluded from the Meeting at item 17, due to consideration due to consideration of a Judicial Review which contains confidential information.

C 374/19 JUDICAL REVIEW

Members proceeded to discuss the Judicial Review in the Confidential session.
(The Proper Officer and Committee Officer left the meeting at 8.00pm, due to the confidential nature of the Judicial Review)

The Town Mayor closed the meeting at 8.30pm.

Town Mayor Date

Extraordinary Minutes Council

Time and date
6.00pm on Wednesday 6 April 2021

Virtual On-Line Meeting via "Zoom"

Cllr R Rowles - Town Mayor (P)
Cllr L Banville - Deputy Town Mayor (A)

Cllr N Asamoah (A)	Cllr D Coole (P)	Cllr J Coole (A)
Cllr C Ecclestone (P)	Cllr L Gregori (P)	Cllr R Hughes (P)
Cllr B Long (P)	Cllr R Meyer (A)	Cllr J Sangster (P)
Cllr D Treadwell (A)		

Officers Present:
Wendy Coulter (Town Clerk)
Caroline Godfrey (Locum Clerk)
Tracy Predeth (Locum Clerk)
Michelle Young (Committee Officer) (Taking the notes)

County/Borough Councillors:
Cllr I Anderson
Cllr N Matthews

Members of the Public: 1
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.

C 375/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors J Coole, N Asamoah and D Treadwell.

C 376/19 DECLARATIONS OF INTEREST

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

C 377/19 TOWN MAYOR'S ANNOUNCEMENTS

There were no Town Mayor's Announcements presented.

C 378/19 PUBLIC PARTICIPATION

There were no comments received or questions asked from Members of the Public present at the meeting.

C 379/19 FINANCE

Members noted the List of Payments up to 25 March 2021.
A member queried a number of small payments to British Gas. It was clarified that these related to 3 gas metres and 1 electric metre within the Town Council offices.

C 380/19 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor R Rowles and seconded by Councillor R Hughes that the Press and Public be excluded from the Meeting at Item 7, Internal Auditor – Design Statement, as per Council Resolution of 16 September 2020 and Agenda Item 8 due to consideration of a Judicial Review which contained confidential information.
A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
R Rowles	**X**		
D Coole	**X**		
C Ecclestone		**X**	
L Gregori	**X**		
R Hughes	**X**		
B Long	**X**		
J Sangster	**X**		
TOTAL	**6**	**1**	**0**

RESOLVED: That the Press and Public be excluded from the Meeting at Item 7, Internal Auditor – Design Statement, as per Council Resolution of 16 September 2020 and Agenda Item 8 due to consideration of a Judicial Review which contained confidential information.

C 381/19 INTERNAL AUDIT – DESIGN STATEMENT REPORT

Members considered a report from the Internal Auditor regarding the Design Statement.

C 382/19 JUDICIAL REVIEW

Members received an update regarding the potential Judicial Review and considered the next steps.
(The Proper Officer and Committee Officer left the meeting at 6.38pm, due to the confidential nature of the Judicial Review)

The Town Mayor closed the meeting at 7.49pm.

Town Mayor Date

Appendix B: Payments up to 21 April 2021

B

Andover Town Council

Expenditure transactions - payments approval list **Start of year 01/04/20**

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
876	BACS:1	£390.00	4500/1/6/2	17/08/20	Grass and Grounds - Job No 2031 - Fell Ivy clad tree at TD Allotment	£390.00
1195	BACS:	£480.00		21/08/20	Grass and Grounds - Grass Cutting July 2020	£2,274.00
1		£96.00	4500/1/2/2		Job NO 1279 Grass Cut BL x 2 July 2020	
2		£96.00	4500/1/3/2		Job NO 1280 Grass Cut CW x 2 July 2020	
3		£96.00	4500/1/4/2		Job NO 1281 Grass Cut MR x 2 July 2020	
4		£96.00	4500/1/5/2		Job NO 1282 Grass Cut OWR x 2 July 2020	
5		£96.00	4500/1/5/2		Job NO 1282 Grass Cut OWR x 2 July 2020	
1196	BACS:	£234.00	4500/1/7/2	21/08/20	Grass and Grounds - GM VR Strim, cover, clear rubbish plot 31b	£2,274.00
1197	BACS:	£234.00	4500/1/3/2	21/08/20	Grass and Grounds - GM clear rubbish, tidy and cover plot 11a CW	£2,274.00
1198	BACS:	£840.00	4500/1/4/2	07/01/21	Grass and Grounds - Job No 1281 GM Mylen Rd Hedge Cut	£2,274.00
1199	BACS:	£384.00	4500/1/5/2	26/02/21	Grass and Grounds - GM OWR - clear plot and removal of shed and dangerous glass plot 5b	£2,274.00
1214	BACS:	£12.00	4210/17	20/03/21	Restore Datashred - Confidential Waste Service March 2021	£12.00
1207	BACS:	£2,971.21	4210/12	24/03/21	W.P.S Insurance Brokers & Risk Services Ltd - Royal & Sun Alliance Insurance Cover 01.04.21 - 31.03.22	£3,741.61
1208	BACS:	£770.40	4210/12	29/03/21	W.P.S Insurance Brokers & Risk Services Ltd - Cyber Insurance Renewal 01.04.2021 - 31.03.21	£3,741.61
1200	BACS:	£54.00	4500/1/5/2	30/03/21	Grass and Grounds - Clear broken glass from plots 1, 2, 12a, 12b, 19 + 2 OWR	£2,274.00
1201	BACS:	£48.00	4500/1/3/2	30/03/21	Grass and Grounds - GM CW fix hole in fence next to plot 1	£2,274.00
1202	BACS:	£676.20		31/03/21	Convenient Hire Limited - Provision of toilets x 7 sites	£676.20
1		£96.60	4500/1/1/1		Inv 200065 AW	
2		£96.60	4500/1/2/1		Inv 200066 BL	
3		£96.60	4500/1/3/1		Inv 200067 CW	
4		£96.60	4500/1/4/1		Inv 200068 MR	
5		£96.60	4500/1/5/1		Inv 200069 OWR	
6		£96.60	4500/1/7/1		Inv 200070 VR	
7		£96.60	4500/1/6/1		Inv 200071 TD	
1203	DDMAINM AR20211	£75.59	4210/7	31/03/21	Mainstream Digital - MSD Care 19.03.21-18.06.21	£75.59
1204	DDMAINM AR20212	£46.11	4210/7	31/03/21	Mainstream Digital - Sapphire analogue line rental 20.03.21-19.06.21	£46.11

Signature _____ Signature _____

Date 22/4/2021

22/04/21 01:59 PM Vs: 8.56.01 *Page 1*

Andover Town Council

Expenditure transactions - payments approval list **Start of year 01/04/20**

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1205	DDMAINM AR20213	£131.39	4210/7	31/03/21	Mainstream Digital - Fisrt Static IP Quaterly Rental 27.03.21 - 26.06.21	£131.39
1206	DDMAINM AR20214	£6.89	4210/7	31/03/21	Mainstream Digital - Telephone call charges 01.02.21 - 27.02.21	£6.89
1209	BACS:	£300.00	4000/3	31/03/21	Surrey Hills Solicitors - General Adivice March 2021	£300.00
1210	BACS:	£2,430.00	4000/3	31/03/21	Society of Local Council Clerks - LCC Support, Guidance & Advice CG	£2,741.10
1212	BACS:	£400.00		31/03/21	M B Pest Services - Pest Control Services x 7 Allotment Sites March 2021	£400.00
1		£57.14	4500/1/1/8		AW Pest Control March 2021	
2		£57.14	4500/1/2/8		BL Pest Control March 2021	
3		£57.14	4500/1/3/8		CW Pest Control March 2021	
4		£57.14	4500/1/4/8		MR Pest Control March 2021	
5		£57.14	4500/1/5/8		OWR Pest Control March 2021	
6		£57.14	4500/1/6/8		TD Pest Control March 2021	
7		£57.16	4500/1/7/8		VR Pest Control March 2021	
1213	BACS:	£18.64	4500/1/1/5	31/03/21	[redacted] - Replacement Tap at [redacted] Allotment	£18.64
1215	BACS:	£34.98	4500/1/7/5	31/03/21	[redacted] - Replacement Taps + Labour [redacted] March 2021	£34.98
Sub Total		£10,537.41				
		£311.10			Confidential	
Total		£10,848.51				

Signature _____ Signature _____

Date 22/4/2021

22/04/21 01:59 PM Vs: 8.56.01 *Page 2*

Appendix C: Reconciled Bank Account up to 31.03.21

C

Bank Account Reconciled Statement

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

Statement Number	110	Bank Statement No.	110
Statement Opening Balance	£397,888.66	Opening Date	01/03/21
Statement Closing Balance	£367,242.89	Closing Date	31/03/21
True/ Cashbook Closing Balance	£367,242.89		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/03/21	BACS:492706258	[redacted]	2,647.83	0.00	395,240.83
01/03/21	BACS:497472343	[redacted]	1,722.81	0.00	393,518.02
01/03/21	BACS:510301947	[redacted]	1,114.86	0.00	392,403.16
01/03/21	BACS:64937294	[redacted]	781.85	0.00	391,621.31
01/03/21	BACS:839765584	[redacted]	1,652.04	0.00	389,969.27
01/03/21	BACS:86602416	[redacted]	497.25	0.00	389,472.02
01/03/21	DDBGFeb20211	British Gas	6.88	0.00	389,465.14
01/03/21	DDBGFeb20212	British Gas	20.59	0.00	389,444.55
01/03/21	DDICO2021	Information Commisioner	35.00	0.00	389,409.55
01/03/21	DDNESTFeb2021	NEST Pensions	714.79	0.00	388,694.76
02/03/21	BACSMR24	Allotment Rental	0.00	21.36	388,716.12
03/03/21	BACSOWR47	Allotment Rental	0.00	21.96	388,738.08
03/03/21	MMMar20211	Marketplace Merchant	24.50	0.00	388,713.58
04/03/21	BACSOWR34	Allotment Rental	0.00	27.96	388,741.54
05/03/21	BACS:307215238	H M Revenue & Customs	2,230.98	0.00	386,510.56
05/03/21	VodaMarch2021	Vodafone Ltd	30.46	0.00	386,480.10
11/03/21	BACSCW11A	Allotment Rental	0.00	17.88	386,497.98
11/03/21	BACSOWR25	Allotment Rental	0.00	27.97	386,525.95
11/03/21	BACSTD51A	Allotment Rental	0.00	27.18	386,553.13
12/03/21	BACSTD17A	Allotment Rental	0.00	27.18	386,580.31
12/03/21	MMMrCC20212	Marketplace Merchant	60.29	0.00	386,520.02
15/03/21	BACSTD17B	Allotment Rental	0.00	27.18	386,547.20
15/03/21	DDMDMar2021	Mainstream Digital	4.78	0.00	386,542.42
16/03/21	DDSAGEMArch2021	Sage UK Limited	14.40	0.00	386,528.02
18/03/21	BACSCW11A	Allotment Rental	0.00	12.60	386,540.62
18/03/21	BACSOWR88	Allotment Rental	0.00	18.78	386,559.40
22/03/21	BACSOWR36B	Allotment Rental	0.00	15.36	386,574.76
24/03/21	BACSOWR6A	Allotment Rental	0.00	5.12	386,579.88
24/03/21	BACSTD	Allotment Rental	0.00	55.96	386,635.84
26/03/21	BACS:122072975	Hampshire Association of Local Councils	54.00	0.00	386,581.84

Bank Account Reconciled Statement

26/03/21	BACS:135021740	South West Hygiene	162.00	0.00	386,419.84
26/03/21	BACS:232270286	Test Valley Borough Council	642.30	0.00	385,777.54
26/03/21	BACS:238089515	Surrey Hills Solicitors	300.00	0.00	385,477.54
26/03/21	BACS:34791935	Convenient Hire Limited	588.00	0.00	384,889.54
26/03/21	BACS:389848681	Surrey Hills Solicitors	2,640.00	0.00	382,249.54
26/03/21	BACS:437788749	Society of Local Council Clerks	2,484.00	0.00	379,765.54
26/03/21	BACS:515777242	[redacted]	3,600.00	0.00	376,165.54
26/03/21	BACS:536883429	Personnel Selection	374.22	0.00	375,791.32
26/03/21	BACS:563919606	Grass and Grounds	480.00	0.00	375,311.32
26/03/21	BACS:612900130	[redacted]	43.98	0.00	375,267.34
26/03/21	BACS:670711324	Test Valley Borough Council	4,940.10	0.00	370,327.24
26/03/21	BACS:671142757	Surrey Hills Solicitors	90.00	0.00	370,237.24
26/03/21	BACS:725337764	Pitney Bowes	25.15	0.00	370,212.09
26/03/21	BACS:879711994	Moores Cleaning Services Ltd	282.47	0.00	369,929.62
26/03/21	BACS:893070953	Personnel Selection	1,357.44	0.00	368,572.18
26/03/21	BACS:963478070	M B Pest Services	400.00	0.00	368,172.18
26/03/21	BACS:967626291	Restore Datashred	12.00	0.00	368,160.18
26/03/21	BACS:972246149	Custom Studio Ltd	35.94	0.00	368,124.24
26/03/21	DDBGFeb20211	British Gas	10.11	0.00	368,114.13
29/03/21	DDBGFeb20212	British Gas	18.46	0.00	368,095.67
29/03/21	DDNESTMar2021	NEST Pensions	881.41	0.00	367,214.26
30/03/21	BACSVR23A	Allotment Rental	0.00	25.30	367,239.56
30/03/21	DDBGFEB20213	British Gas	6.22	0.00	367,233.34
31/03/21	BACSTD7A	Allotment Rental	0.00	22.65	367,255.99
31/03/21	BACSVR40A	Allotment Rental	0.00	25.30	367,281.29
31/03/21	UTBSCMar2021	Unity Trust Bank	38.40	0.00	367,242.89

Uncleared and unpresented effects

Total

Reconciled by Wendy Coulter

Signed

Clerk / Responsible Financial Officer

Chair

Statement of your account

unity bank

RECEIVED 11 MAR 2021

03067051 | 00460
Miss Wendy Coulter
Andover Town Council
66C High Street
Andover
Hants
SP10 1NG

PO Box 7193, Planetary Road, Willenhall WV1 9DG

The charges for the period
5 December 2020 to 4 March 2021
are:
total commission charges: £38.40
debit interest: £0.00
We will take these amounts from
your account on 31 MAR 21.
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

03067051 | 00460 | 00001 | 00001 |

Name of account: Andover Town Council
Date: 4 March 2021 Statement 100 (page 1 of 1)
Account number: 20334109 Bank sort code: 608301 Type of account: Current T2

Date	Details	Payments	Receipts	Balance
28 FEB 21	Balance brought forward			397,888.66 *
1 MAR 21	Direct Debit (NEST)	714.79		
1 MAR 21	Direct Debit (ICO)	35.00		
1 MAR 21	Direct Debit (BG BUSINESS)	20.59		
1 MAR 21	Direct Debit (BG BUSINESS)	6.88		
1 MAR 21	B/P to: [redacted]	1,114.86		
1 MAR 21	B/P to: [redacted]	497.25		
1 MAR 21	B/P to: [redacted]	1,652.04		
1 MAR 21	B/P to: [redacted]	1,722.81		
1 MAR 21	B/P to: [redacted]	2,647.83		
1 MAR 21	B/P to: [redacted]	781.85		388,694.76 *
2 MAR 21	[redacted]	MR24 TND 643	21.96	388,716.12 *
3 MAR 21	Direct Debit (MARKETPLACE MERCH	24.50		
3 MAR 21	[redacted]	ONR47 TND 644	21.96	388,713.58 *
4 MAR 21	[redacted]		27.96	388,741.54 *
	Balance carried forward	ONR34 TND 645		388,741.54 *

201546

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

Statement of your account

unity bank

RECEIVED - 7 APR 2021

03093351 | 00023
Miss Wendy Coulter
Andover Town Council
66C High Street
Andover
Hants
SP10 1NG

PO Box 7193, Planetary Road, Willenhall WV1 9DG

To learn more about our convenient and easy to use Internet Banking service, call us today on 0345 140 1000.

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

03093351 | 00023 | 00001 | 00001 |

Name of account: Andover Town Council
Date: 30 March 2021 Statement 101 (page 1 of 2)
Account number: 20334109 Bank sort code: 608301 Type of account: Current T2

Date	Details	Payments	Receipts	Balance
4 MAR 21	Balance brought forward			388,741.54 *
5 MAR 21	Direct Debit (VODAFONE LTD)	30.46		
5 MAR 21	B/P to: HMRC Cumbernauld	2,230.98		386,480.10 *
11 MAR 21	[redacted]		17.88	
11 MAR 21	[redacted]		27.18	
11 MAR 21	[redacted]		27.97	386,553.13 *
12 MAR 21	Direct Debit (FDMS)	60.29		
12 MAR 21	[redacted]		27.18	386,520.02 *
15 MAR 21	Direct Debit (MAINSTREAM DIGITA	4.78		
15 MAR 21	[redacted]		27.18	386,542.42 *
16 MAR 21	Direct Debit (SAGE SOFTWARE LTD	14.40		386,528.02 *
18 MAR 21	[redacted]		12.60	
18 MAR 21	[redacted]		18.78	386,559.40 *
22 MAR 21	[redacted]		15.36	386,574.76 *
24 MAR 21	[redacted]		5.12	
24 MAR 21	[redacted]		55.96	386,635.84 *
26 MAR 21	Direct Debit (BG BUSINESS)	10.11		
26 MAR 21	[redacted]	3,600.00		
26 MAR 21	B/P to: Test Valley BC	642.30		
26 MAR 21	B/P to: Test Valley BC	4,940.10		
26 MAR 21	B/P to: Southwest Hygiene	162.00		
26 MAR 21	B/P to: Surrey Hills Solic	90.00		
26 MAR 21	B/P to: Surrey Hills Solic	2,640.00		
26 MAR 21	B/P to: Surrey Hills Solic	300.00		
26 MAR 21	B/P to: SLCCEnterprisesLtd	2,484.00		
	Balance carried forward, cont. overleaf			371,767.33 * S

201546

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

16564 +02

Name of account: Andover Town Council
Date: 30 March 2021 Statement 101 (page 2 of 2)
Account number: 20334109 Bank sort code: 608301 Type of account: Current T2

Date	Details	Payments	Receipts	Balance
	Balance brought forward			371,767.33 *
26 MAR 21	B/P to: RestoreDatashred	12.00		
26 MAR 21	B/P to: Purchase Power	25.15		
26 MAR 21	B/P to: PersonnelSelection	1,357.44		
26 MAR 21	B/P to: PersonnelSelection	374.22		
26 MAR 21	B/P to: Moores Cleaning	282.47		
26 MAR 21	B/P to: MB Pest Services	400.00		
26 MAR 21	B/P to: HALC	54.00		
26 MAR 21	B/P to: GrassGrounds	480.00		
26 MAR 21	B/P to: Custom Studio	35.94		
26 MAR 21	B/P to: Wendy R Coulter	43.98		
26 MAR 21	B/P to: ConvenientHireltd	588.00		368,114.13 *
29 MAR 21	Direct Debit (NEST)	881.41		
29 MAR 21	Direct Debit (BG BUSINESS)	18.46		
29 MAR 21	Direct Debit (BG BUSINESS)	6.22		367,208.04 *
30 MAR 21	[redacted]		25.30	367,233.34 *
	Balance carried forward	VR 23A TN656		367,233.34 *

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

unity trust bank

Andover Town Council

Transaction listing for account 60-83-01 20334109 from 01 Mar 2021 to 31 Mar 2021

Date	Time	Description	Serial No	Debits	Credits	Balance
31Mar2021	19:09	Service Charge		(38.40)		367,242.89
31Mar2021	10:39	[redacted] TD 77A TN 657			22.65	367,281.29
31Mar2021	03:12	[redacted] VR 40A TN 658			25.30	367,258.64

Appendix D: Cash Book up to 31.03.21

D

Financial Statement - Cashbook

Statement between 01/04/20 and 31/03/21 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	2,000.00	0.00	2,000.00
Events & Projects Total	2,000.00	0.00	2,000.00
Policy & Resources			
36 Business Rates Refund	0.00	0.00	0.00
99 Heating & Lighting	0.00	0.00	0.00
3000 Precept	344,204.00	0.00	344,204.00
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	79.04	0.00	79.04
3020 Grants Received	0.00	0.00	0.00
3021 CIL Monies	13,346.06	0.00	13,346.06
3100 VAT Refund	10,440.00	0.00	10,440.00
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	370,436.30	0.00	370,436.30
Allotments			
3050 Allotment Rents	23,626.53	0.00	23,626.53
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	23,636.93	0.00	23,636.93
Total Receipts	396,073.23	0.00	396,073.23

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Events & Projects			
4190 Grants	9,697.22	0.00	9,697.22
4700 Town Centre Development	30,662.49	4,681.12	35,343.61
Events & Projects Total	40,359.71	4,681.12	45,040.83
Policy & Resources			

Financial Statement - Cashbook

Statement between 01/04/20 and 31/03/21 inclusive.

400 IT Equipment	0.00	0.00	0.00
4000 Corporate Management	33,058.23	4,823.95	37,882.18
4100 Democratic Representation	1,949.00	350.20	2,299.20
4180 Other Services to the Public	49,736.37	0.00	49,736.37
4200 Administration Rechargeable Staffing	165,408.12	3,142.27	168,550.39
4204 New Building Fund	0.00	0.00	0.00
4205 Bus Shelters	0.00	0.00	0.00
4210 Administration Rechargeable	48,436.83	2,779.65	51,216.48
Policy & Resources Total	298,588.55	11,096.07	309,684.62
Allotments			
3052 Deposits Expenditure	0.00	0.00	0.00
4500 Allotment Service	28,169.29	2,999.12	31,168.41
Allotments Total	28,169.29	2,999.12	31,168.41
Planning/Highways			
4300 Planning/Highways	10,167.51	2,012.62	12,180.13
Planning/Highways Total	10,167.51	2,012.62	12,180.13
Total Payments	377,285.06	20,788.93	398,073.99

Closing Balances

Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£367,242.89
Deposits Unity Trust	£85,222.78
Petty Cash Account	£0.00
Petty Cash Card Unity	£40.22
Total	£452,505.89

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£367,242.89
Deposits Unity Trust	£85,222.78
Petty Cash Account	£0.00
Petty Cash Card Unity	£40.22
Total	£452,505.89

Appendix E: Terms of Reference for St Mary's Ward Development Plan

E

Andover Town Council

Terms of Reference - Neighbourhood Development Plan for St Mary's Ward

Purpose of the Group

To Prepare a Neighbourhood Development Plan for St Mary's Ward, in consultation with the wider community, local groups and interested parties.

Objectives of the Group

To facilitate the process of achieving an adopted Neighbourhood Development Plan for the future development and sustainability of St Mary's Ward in the Town of Andover.

The Neighbourhood Plan will be produced with due consideration for the needs of all residents and businesses in the area, now and in the future.

The Neighbourhood Plan will seek to improve the social, economic and environmental well- being of the area and those residing within it.

Membership & Governance

The Steering Group shall achieve the following goals in partnership with the Town Council:

- Manage and co-ordinate the production of a draft Neighbourhood Plan that is representative of local views.
- Co-ordinate effective engagement with all members of the community on a number of aspects relating to the Neighbourhood Plan.
- Effectively communicate findings, ideas and approaches for the Neighbourhood Plan to the Town Council and the wider community.
- Identify support, resources and funding needed for stages of the process.
- Manage the decision making process in an open, transparent and accessible way.
- Identify areas, or specific sites, to accommodate development, that may be necessary, considering the Test Valley Borough Policy.
- Consider growth that is suitable for the Town of Andover as part of maintaining a balanced and happy community.
- Produce appropriate timescales and delivery mechanisms for the Neighbourhood Plan.
- Produce a Neighbourhood Plan that is consistent with national and District policies.
- To take the Neighbourhood Plan to adoption by the Borough Council.

Membership of the Steering Group will comprise of four Town Councillors initially and three volunteers drawn from the local community who expressed an interest during the initial consultation with a maximum of 10 members at any one time.

The Steering Group shall elect its own officers in accordance with a clear structure to be publicly available.

The Steering Group shall appoint Working Groups to operate on its behalf.

Involvement in the Working Groups shall be drawn from volunteers in the community that live, operate a business, or hold a specific interest in the Town of Andover and have expressed an interest in taking part.

They will be expected to exercise balanced consideration for the needs of all aspects of the local community.

Members may be excluded from the Steering Group or Working Group for conduct and behaviour that is disruptive and does not promote the aims and objectives of the Steering Group or Working Group.

Exclusion of members will by a majority vote of the Steering Group.

The Steering Group shall not be affiliated to any political party, but will welcome the involvement of councillors as community representatives.

Declarations of Interest will be dealt with as per the Town Council's Standing Orders, in that anyone who has a pecuniary interest in the policy/project under discussion will be asked to declare it, and if deemed necessary will not take part in that discussion.

This may include membership of an organisation, ownership of land or a business, or any other matter that may be considered to be relevant.

Such declarations shall be recorded and be publicly available

Members of the Steering Group will debate the issues and policies inherent in the production of the Plan in consultation with the community.

Members with particular expertise in certain areas will head up specific projects / policies.

Organisations and businesses may assist in the production of the Neighbourhood Plan and may contribute to the cost of producing it.

Details of any donations or assistance must be made publicly available and must not influence the recommendations of the plan.

When required, members can be replaced or invited to attend to further a project or policy, or if a member is not willing or able to continue as a member of the Steering Group.

The community will be encouraged to share knowledge and contribute during the process. A minimum of seven voting members of The Steering Group will represent a quorum enabling the aims and objectives of the Group to be considered.

Votes are only available for members of The Steering Group.

The Working Groups shall meet as and when necessary for their particular project.

At least 5 clear working days' notice shall be provided for each Working Group meeting with discussion topics circulated at the same time.

Discussion topics and agendas for any meetings that the public may attend should be made publicly available at least 5 clear days prior to the meeting.

Reporting and Feedback

The Steering Group shall aim to meet once per calendar month, or as may be required, with a minimum of seven days' notice given prior to a meeting taking place.

Agenda items should be agreed with the chairperson(s) at least seven clear working days and will be circulated at least five clear working days prior to the meeting.

Any meeting of the 'Neighbourhood Plan Steering Group' must be public with the time, date and location of the meeting announced 7 days' prior. Notice of any meeting is to be given by email circulation to Andover Town councillors and the placing of a notice advising the time/date and location of the meeting on the Public Noticeboard. A nominated individual shall maintain minutes of each meeting to be made reasonably available to the members of the Steering Group within seven days of the meeting and to members of the public within fourteen days of the meeting.

Any matters of disagreement at a meeting may be decided upon by a majority of votes. Voting by Members of the Steering Group will be by a show of hands, and a majority decision adopted, with a quorum of six required for any vote, the Chairman having a casting vote if necessary.

All meetings, minutes and notices will be in the public domain and will be put on the Town Council's website and Public Notice Boards, copies will be kept by the Town Clerk for public inspection. Meetings are open to all members of the Town to attend and all groups and interested parties will be encouraged to participate

Any contentious issue not able to be dealt with by the Steering Group, will be put to the Town Council for resolution.

Resources and Finance

Grant funding applications from the Sustainable Community Locality Fund will be applied for as well as investigating other funding streams. Mentoring and guidance from Officers at Test Valley Borough Council to ensure that we achieve the best possible outcome for the Town will also be applied for. Subsequent resources required will be determined by the Steering Group.

The Town Council should oversee the expenditure and programme of work as advised by the Steering Group, in consultation with the community. Any recommendation to amend the numbers of the Steering Group, or change the projects/policies already confirmed, will be referred to the Town Council for a decision.

Monitoring & Review

Monitoring of the plan will be ongoing, with regular reports from the Steering Group, and progress will be monitored by the Town Council. The adoption of a Neighbourhood Development Plan is vital to ensure a vibrant, sustainable and environmentally healthy town for future generations.