



ANDOVER TOWN COUNCIL

Wednesday 28th October 2020

To the Members of Andover Town Council:

You are hereby summoned to attend an EXTRAORDINARY meeting of the Full TOWN COUNCIL called using the power vested in the Chairman of the Town Council under the Local Government Act 1972 Schedule 12, Part 2 (9 (1)).

This meeting will be held **Virtually via Zoom on Wednesday 28 October 2020 at 6.00 pm** when it is proposed to transact the following business:-

Wendy R Coulter
Town Clerk, RFO, DPO

22 October 2020



ANDOVER TOWN COUNCIL

Wednesday 28th October 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

Item No	Contents	Page Number
1	Apologies for Absence	3
2	Declaration of Interests	3
3	Public Participation	3
4	Finance	3
5	Procurement Policy	3
6	Date of next meeting	3
Appendix A	List of Payments up to 19 October 2020	4

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: 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 4: Finance

To **approve** the list of payments up to 19 October 2020 – **Appendix A**

Item 5: Procurement Policy

To **note** that the Town Mayor is instructing the Policy and Resources Committee to consider, as a matter of utmost urgency, the recommendation in the auditor's report of the 3 August 2020. Which is in relation to the process of the design statement implementation.

The recommendation is to formulate an overall Procurement Policy to ensure that Town Council policies for the Awarding of Contracts for works, are followed and cannot be breached.

Item 6: Date of Next Meeting

To **note** the date of the next Council Meeting – Wednesday 25 November 2020 at 6pm via Zoom.

Appendix A: Payments up to 19 October 2020

A

Andover Town Council

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

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
949	BACS:8582 08685	£2,000.00	4190/1	17/09/20	The Abel Foundation - Grant Towards Meeting Room	£2,000.00
924	BACS:4188 49639	£806.40	4700/2	30/09/20	Buchannan Events - Picket Fencing for Chairstmas Tree Xmas 2020	£806.40
925	BACS: 717089819	£646.80		30/09/20	Convenient Hire Limited - Toilet Hire Allotments September 2020	£646.80
1		£92.40	4500/1/1/1		Inv 138551 AW	
2		£92.40	4500/1/2/1		Inv 138552 BL	
3		£92.40	4500/1/3/1		Inv 138553 CW	
4		£92.40	4500/1/4/1		Inv 138554 MR	
5		£92.40	4500/1/5/1		Inv 138555 OWR	
6		£92.40	4500/1/7/1		Inv 138556 VR	
7		£92.40	4500/1/6/1		Inv 138557 TD	
927	BACS:3629 13708	£720.00		30/09/20	Grass and Grounds - Grass Cutting September 2020	£720.00
1		£144.00	4500/1/2/2		Job no 1279 Grass Cutting BL x 3	
2		£144.00	4500/1/3/2		Job no 1280 Grass Cutting CW x 3	
3		£144.00	4500/1/4/2		Job no 1281 Grass Cutting MR x 3	
4		£144.00	4500/1/5/2		Job no 1282 Grass Cutting OWR x 3	
5		£144.00	4500/1/7/2		Job no 1283 Grass Cutting VR x 3	
928	DDMAINS e pt12020	£75.59	4210/7	30/09/20	Mainstream Digital - MSD Care 19.9.20 - 18.12.20	£75.59
929	DDMAINS e pt22020	£46.11	4210/7	30/09/20	Mainstream Digital - Analogue line rental 20.09.2020 - 19.12.2020	£46.11
930	DDMAIN3S EPT2020	£127.79	4210/7	30/09/20	Mainstream Digital - Superfast broadband 27.09.20 - 26.12.20	£127.79
931	BACS:2834 65632	£400.00		30/09/20	M B Pest Services - Pest Control Services Allotments September 2020	£400.00
1		£57.14	4500/1/1/8		Pest Control Sept 2020 AW	
2		£57.14	4500/1/2/8		Pest Control Sept 2020 BL	
3		£57.14	4500/1/3/8		Pest Control Sept 2020 CW	
4		£57.14	4500/1/4/8		Pest Control Sept 2020 MR	
5		£57.14	4500/1/5/8		Pest Control Sept 2020 OWR	
6		£57.14	4500/1/6/8		Pest Control Sept 2020 TD	
7		£57.16	4500/1/7/8		Pest Control Sept 2020 VR	
932	BACS:5556 62899	£35.94	4000/6/2	01/10/20	Custom Studio Ltd - Wesite Hosting October 2020	£35.94
938	DDSAGEO CT2020	£14.40	4000/1	01/10/20	Sage UK Limited - Payroll software hire October 2020	£14.40

Signature

Date



Signature

20/10/20 11:03 AM Vs: 8.48.01

Page 1 of 2

Andover Town Council

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

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
923	DDBG1Sep 12020	£22.08	4210/6	02/10/20	British Gas - Electricity Charges Offices September 2020	£22.08
937	BACS:6347 59984	£403.38	4210/10	02/10/20	Pitney Bowes - Postage and franking machine rental October 2020	£403.38
922	BACS:8627 38288	£5,689.80	4700/2	06/10/20	Blachere Illuminations - Installation & switch-on for xmas lights 2020	£5,689.80
940	BACS:8916 2983	£3,458.10	4210/4	13/10/20	Test Valley Borough Council - Business Rates Part 1 Oct 2020	£3,458.10
926	BACS:5985 0800	£41.06	4210/9	16/10/20	W R Coulter - Reimbursements October 2020 - Ink Cartridges & post-it notes	£41.06
Sub Total		£14,487.45				
		£13,920.88			Confidential	
Total		£28,408.33				

Signature



Signature

Date

20/10/20