



ANDOVER TOWN COUNCIL

Full Council Meeting

Upper Guildhall, Andover

17th May 2023 - 6:30 PM

To the Members of Andover Town Council:

You are hereby summoned to attend a meeting when it is proposed to transact the following business:

AGENDA

ITEM	DETAIL	Item Lead	Enc.
1. Election of Mayor	To elect the Town Mayor: i. To receive proposal(s) for the position of Town Mayor. (Proposer and Seconder to make a short statement to support the proposition) ii. To receive the new Town Mayor's Acceptance of Office form. iii. The newly elected Town Mayor will take the Chair and make a short statement on his/her appointment. iv. To receive a Vote of Thanks for the retiring Town Mayor	Previous Mayor	
2. Election of Deputy Mayor	To elect the Deputy Town Mayor: i. To receive proposal(s) for the position of Deputy Town Mayor. (Proposer and Seconder to make a short statement to support the proposition) ii. To receive the new Town Mayor's Acceptance of Office form. iii. The newly elected Deputy Town Mayor will make a short statement on his/her appointment.	Mayor	
3. Apologies	To note apologies for absence.	Mayor	
4. Public session	To receive questions from members of the public and to respond if appropriate or to direct officers to respond in writing after the meeting.	Mayor	
5. Members' Accept of Office Forms	To confirm members have signed their Acceptance of Office forms, and for the Town Clerk to receive, and witness signature of any outstanding forms.	Mayor	
6. External reports Each speaker will be limited to three minutes.	To receive verbal reports from: <ul style="list-style-type: none"> • County and Borough Councillors • Other organisations on matters directly relating to Andover Town. 	Mayor	
7. Acceptance of Office	To receive Councillors' Acceptance of Office forms or to resolve that they be provided at the next meeting.	Mayor	
8. Interests	To receive pecuniary and non-pecuniary declarations of interest forms and note any relevant to agenda items.	Mayor	

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9. Dispensations for interests	To consider dispensation requests for Councillors who are allotment holders.	Mayor	✓
10. Minutes	To approve the minutes of the last meeting.	Mayor	✓
11. Adopt GPC	To confirm eligibility for General Power of Competence .	Mayor	✓
12. Contractual & delegated payments	To note the payments already made : From: 01 st April 2023 To: 05 th May 2023	RFO	✓
13. Payments for approval	To approve the payments to be made : From: 01 st April 2023 To: 05 th May 2023	RFO	✓
14. Financial Reports	To receive and approve the following papers: a. Bank Statements and Bank Reconciliation b. Cashbook c. Budget d. Earmarked Reserves	RFO	✓
15. Policies	To receive and approve the following policies: a) Beekeeping Policy .	Mayor	✓
16. Code of Conduct	To review and adopt the Code of Conduct	Mayor	✓
17. Standing Orders	To review and adopt the revised Standing Orders .	Mayor	✓
18. Financial Regulations	To review and re-adopt the Financial Regulations. Link to document to follow by email.	Mayor	✓
19. Delegation arrangements	To review the Council's delegation arrangements to (Committees, sub-committees, staff & other authorities)	Mayor	✓
20. Terms of Reference	To review the Terms of Reference a. Policy and Resources Committee b. Planning Committee c. HR Panel d. Community and Events Committee e. Allotments Committee	Mayor	✓
21. Appointment to committees	To appoint members to existing committees / working groups / panels	Mayor	✓
22. New Committees	To appoint any new committees in accordance with Standing Order no.4.	Mayor	✓
23. Signatories	To consider new Member signatories for the banks.	Mayor	✓
24. Contracts	To review contract arrangements with other local authorities, not-for-profit bodies & businesses.	Mayor	✓
25. Contract contacts	To review representation on or work with external bodies and arrangements for reporting back.	Mayor	✓
26. Asset Register	To note the Asset Register as reviewed in April.	Mayor	✓
27. Insurance	To review insurance cover held by the Council and to decide on any action if necessary. (sent by email.)	Mayor	✓
28. Subscriptions	To review and re-confirm the Council's and/or staffs' subscriptions to other bodies;	Mayor	✓

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29. Review of Policies	To approve a schedule to review policies, procedures and practices:	Mayor	✓
30. S.137	Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.	Mayor	✓
31. Meeting Dates	To consider the timing of ordinary meetings of Council until the next annual meeting. (with TVBC meetings.)	Mayor	✓
32. Councillor Training	To approve costs and decide on Training giver .	Mayor	✓
33. Councillor reports	To receive any reports from Town Council Members.	Mayor	
34. Questions from councillors	To receive written questions from Councillors as per Standing Order 9 (i)	Mayor	
35. Next meeting	To note the date of the next meeting is Wednesday 14 June 2023 to be held at the Upper Guildhall, Andover, at 6.30pm.	Mayor	

Signed: *Gail Foster* - Town Clerk. 11th May 2023.