



# ANDOVER TOWN COUNCIL

To the Members of the **Policy and Resources Committee**:

Cllrs Phil North (**Chairman**), Katherine Bird (**Vice-Chairman**), Zilliah Brooks, David Drew, Karen Hamilton, Steven Hardstaff, Kevin Hughes, Marion Kerley, Geoff McBride and Roy Shukri.

(copies to all other Members of the council)

You are hereby summoned to attend a meeting of the **POLICY and RESOURCES Committee** to be held at Town Council Offices, 66c, High Street, Andover on **Wednesday 12 December 2012 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk  
6 December 2012

**THERE IS NO DISABLED ACCESS TO THE TOWN COUNCIL OFFICES – PLEASE CONTACT THE TOWN CLERK THREE DAYS PRIOR TO THE MEETING IF YOU REQUIRE ACCESS.**

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1 **APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence.

2 **DECLARATIONS OF INTEREST**

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

3 **MINUTES**

To agree the minutes of the Policy and Resources Committee meeting held on 17 October 2012 – attached at **Appendix A**.

4 **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 will be given, 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.

5 **ANNUAL BUDGET**

Members are requested to consider the Draft Outline Budget for the year 2013/2014 attached at **Appendix B**.

6 **FINANCE**

Payment of Accounts at 10 December 2012

To approve the Payment of accounts at 10 December 2012 – papers to follow.

7 **COMMITTEE WORK PROGRAMME**

To discuss items on the current Committee work programme and to make changes as necessary – attached at **Appendix C**.

The Chairman will close the meeting.



# ANDOVER TOWN COUNCIL

# A

## Minutes of Policy & Resources Committee

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### Time and date

7.00pm on Wednesday 17 October 2012

### Place

Town Council Offices, High Street, Andover

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#### Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (A)

Cllr Z Brooks (P)

Cllr D Drew (A)

Cllr A Fitchet (A)

Cllr K Hamilton (P)

Cllr S Hardstaff (A)

Cllr K Hughes (A)

Cllr M Kerley (P)

Cllr G McBride (P)

Cllr R Shukri (A).

Officers Present: Wendy Coulter (Town Clerk) (taking the minutes)

### **PR26/12 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs Bird, Drew, Fitchet, Hardstaff, Hughes and Shukri.

### **PR27/12 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **PR28/12 MINUTES**

The Minutes of the Policy and Resources Meeting held on 26 September 2012 were agreed and signed by the Chairman as a correct record.

### **PR29/12 PUBLIC PARTICIPATION**

Councillor B Long

The Allotment Toilets were cleaned on a weekly basis. Will there continue to be a disabled toilet at Barlows Lane allotment site?

Workflow Programme – horrified at the number of hours the Town Clerk will be expected to work. There are too many committee meetings. It is not acceptable or sustainable to expect the Town Clerk to work at that level.

Cllr North – The workflow programme is a good start, it requires more work to be done on it.

CLlr McBride – We can use the plan to see how work can be plotted. It must be a movable feast, as other priorities will inevitably occur.

#### **PR30/12 ANNUAL BUDGET**

1. Draft Outline Budget

Members considered the Draft Outline Budget for the year 2013/2014.

Amendments were made to the Budget amounts and it was agreed that it would be considered again by the Committee at its next meeting for finalisation prior to submission to full Council for approval.

2. Renewal of Contract with ACE Liftaway for the provision of Toilets

Members considered the renewal of a contract for the provision and maintenance of toilets on Allotment Sites.

It was agreed that the current contract would be extended until March 2013, the end of the financial year. Officers would obtain three quotes for the provision of Toilet Services from other suppliers to be considered by the Allotment Sub-Committee prior to March 2013.

#### **RESOLVED:**

1. **That the Draft Outline Budget for 2013/2014 be revised and considered at the next meeting of the Policy and Resources Committee prior to recommendation to Full Council.**
2. **That the Contract with ACE Liftaway be extended until March 2013. Officers to obtain 3 quotes for the provision of Toilets on Allotment Sites, to be considered by the Allotments Sub-Committee prior to March 2013.**

#### **PR31/12 PROJECT PLAN AND WORKFLOW PROGRAMME**

Members considered a Project Plan and Workflow programme for the business and administration of the Town Council including the Business Plan and application for Quality Council Status.

Councillor McBride explained that he completed project plans as part of his employment. He explained that the Workflow Programme presented was a good start but that more work was required on it. He suggested that he work with the Town Clerk and that a further Plan be brought to the Committee meeting in February 2013.

**RESOLVED: That the Project Plan and Workflow Programme would be noted and a revised plan would be brought back to the Committee for consideration in February 2013.**

#### **PR32/12 REVISION OF STANDING ORDERS**

The Committee considered an amendment to Standing Orders to assist Members with the process for adding an item to an agenda for a Committee or Council.

The amendment considered was as follows:

1. All requests for items to be included on agendas should be submitted to the Town Clerk direct.
2. The Town Clerk will determine whether the request is appropriate by considering the Town Council's legal duties and obligations
3. All requests must be submitted 10 clear working days before any Committee or Council meeting date to ensure that an informed report can be completed and the item included on the agenda within the legal timeframe for the publication of the agenda.
4. The Town Clerk will determine the appropriate committee to consider the request and discuss with the relevant chairman.

Members agreed that the amendment was acceptable but added the following:

5. Each Committee is responsible for developing its own workplan in consultation with the Town Clerk.

**RESOLVED: That the amendments to Standing Orders be recommended to**

**Full Council for approval:**

1. All requests for items to be included on agendas should be submitted to the Town Clerk direct.
2. The Town Clerk will determine whether the request is appropriate by considering the Town Council's legal duties and obligations
3. All requests must be submitted 10 clear working days before any Committee or Council meeting date to ensure that an informed report can be completed and the item included on the agenda within the legal timeframe for the publication of the agenda.
4. The Town Clerk will determine the appropriate committee to consider the request and discuss with the relevant chairman.
5. Each Committee is responsible for developing its own workplan in consultation with the Town Clerk.

**PR33/12 CUSTOMER STANDARD FOR RESPONDING TO COMMUNICATIONS**

Members were asked to consider recommending to Full Council the adoption of a Service Standard for responding to Communications.

**RESOLVED:** That the following Service Standard be recommended to Full Council for adoption:

1. All letters will be responded to within 10 working days
2. Where additional information is required a letter will be responded to as above advising of the reason for the delay and the expected response period
3. All emails will be acknowledged within 2 working days
4. All emails which require information will be responded to within 10 working days
5. All Freedom of Information requests will be responded to within the Legal Time Frame of 20 working days, not including the date the request is received.
6. The Customer Service Standard applies to the Town Council Office.

**PR34/12 REVIEW OF RISK ASSESSMENT**

Members noted that the Council has a duty under its responsibilities for Corporate Governance to undertake an annual Corporate Risk Assessment.

Members considered the Risk Assessment Action Plan and requested the Town Clerk to include a plan for 'Computer Hacking' and

**RESOLVED:** That the Risk Assessment Action Plan be recommended to Full Council for approval.

**PR35/12 SIGNAGE**

The Town Clerk reported that she would be making further correspondence with Test Valley borough Council on the progression of the transfer of the management and maintenance of the Town Centre signage to the Town Council.

**PR36/12 PARISH BOUNDARIES**

Members considered and noted a report on the implications of the inclusion of Augusta Park within the Parish of Andover.

**PR37/12 FINANCE**

Payment of Accounts at 15 October 2012

Members noted the payment of accounts up to 15 October 2012 – recorded below:

Supplier	Description of goods/services	Total Paid
Baxter Confidential	Waste recycling	£78.00
Blachere Illuminations	Christmas Lights Project	£897.00
Custom Studio	Web hosting, Pecuniary Interest section	£351.94
Danwood	Photocopier rent and copying	£187.54

EdgeDesigns Ltd	Accounting software	£213.60
Network Waste	Waste Recycling (Allotments)	£72.00
Test Valley Borough Council	Grant for Christmas Switch-on	£5,000.00
Viking Supplies	Stationery	£123.49
	<b>TOTAL</b>	<b>£6923.57</b>

**PR38/12 WORK PROGRAMME**

Members discussed items on the current work programme and made the following changes:

To add an update report on signage to the December meeting.

To change the January date to February on the work programme.

To add the Town Clerk's Workflow programme and Project Plan to the February meeting.

The Chairman closed the meeting at 8.45pm.

Chairman

Date

ANDOVER TOWN COUNCIL								
PROPOSED DRAFT BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2014 VERSION 5								
Account Code	Description	2012/13	2012/13	2012/13	2012/13	2013/14	2013/14	Notes to the budget
		Budget	Actual Income @ 30/09/12	Actual Expenditure @ 30/11/2012	Projected position at 31/03/13	Estimated Budget Income	Estimated Budget 2013/14	
4000	<b>Corporate Management</b>	£		£	£		£	
4000/1	Accounts Support	300	0	178	300	0	520	Accounts Software package and support this includes off site backup
4000/2	Bank Charges	0		6	20	0	20	To cover bank charges re bounced cheques re allotments
4000/3	Legal and Professional Fees	1,000		448	1,000	0	1,500	
4000/4	Audit Fees	1,600		750	1,600	0	1,800	The External Audit fees are set by the Audit Commission. This figure also includes Internal Audit Fees.
4000/5	IT Support & Equipment	600		245	600	0	600	
4000/6/1	Website	5,000		3,472	5,000	0	3,000	
4000/6/2	Community Development/Engagement					0	2,000	
	<b>GROSS EXPENDITURE</b>	<b>8,500</b>	<b>0</b>	<b>5,098</b>	<b>8,520</b>	<b>0</b>	<b>9,440</b>	
4100	<b>Democratic Representation</b>	£		£	£		£	
4100/1	Chairmans Allowance	500		18	300	0	100	
4100/2	Members Courses/ Training	1,000		90	500	0	500	
4100/3	Members Travel	200		0	50	0	100	
4100/4	Public Building Hire	1,000		162	500	0	700	
	<b>GROSS EXPENDITURE</b>	<b>2,700</b>	<b>0</b>	<b>270</b>	<b>1,350</b>	<b>0</b>	<b>1,400</b>	

ANDOVER TOWN COUNCIL								
PROPOSED DRAFT BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2014 VERSION 5								
Account Code	Description	2012/13	2012/13	2012/13	2012/13	2013/14	2013/14	Notes to the Budget
		Budget	Actual Income @ 30/09/12	Actual Expenditure @ 30/11/2012	Projected position @ 31/03/13	Estimated Budget Income	Estimated Budget 2013/14	
4200	<b>Administration Rechargeable Staffing</b>	£		£	£		£	
4200/1	Salaries Corporate	52,000		25,333	52,000	0	45,000	Increase due to compulsory pension contribution in 2012
4200/2	Salaries Allotments			0	0	0	10,000	
4200/3	Staff Training	1,000		132	1,000	0	1,000	
4200/4	Staff Travel	500		45	400	0	400	
4210	<b>Administration Rechargeable</b>							
4210/1	Petty Cash	250		84	250	0	250	
4210/2	Office Sundries	250		148	250	0	250	
4210/3	Rent - Office	5,500		3,667	5,500	0	5,500	
4210/4	Rates - Office	2,500		2,565	2,565	0	2,700	
4210/5	Water Rates - Office	700		0	500	0	500	
4210/6	Heating & Lighting Office	1,000		549	1,000	0	1,200	
	Office Waste removal			196	500	0	500	
4210/7	Telephone	1,200		1,048	2,000	0	2,000	
4210/8	Photocopying	2,100		1,321	2,100	0	2,100	
4210/9	Stationery	700		551	700	0	800	
4210/10	Postage	750		367	750	0	800	
4210/11	Subscriptions	2,500		2,488	2,488	0	2,500	
4210/12	Insurance	2,000		1,917	2,000	0	2,200	Additional event insurance
4210/13	Staff Advertising	100		0	0	0	150	
4210/14	Other Advertising	200		0	0	0	200	
4210/15	Office Equipment Maintenance	200		140	200	0	250	
4210/16	New Equipment and Furniture			38		0	250	
4250	<b>Other Expenditure</b>							
4250/1	Signage	1,000	0	0	1,000	0	1,000	
4250/2	Grit Bins	1,000	0	0	500	0	500	
	<b>TOTAL EXPENDITURE</b>	<b>75,450</b>	<b>0</b>	<b>40,587</b>	<b>75,703</b>	<b>0</b>	<b>80,050</b>	

ANDOVER TOWN COUNCIL								
PROPOSED DRAFT BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2014 VERSION 5								
Account Code	Description	2012/13	2012/13	2012/13	2012/13	2013/14	2013/14	Notes to the Budget
		Budget	Actual Income @ 30/11/12	Actual Expenditure @ 30/11/2012	Projected position @ 31/03/13	Estimated Budget Income	Estimated Budget 2013/14	
4190	<b>Grant Aid</b>	£			£		£	
4190/1	Grants	1,000		0	1,000		1,000	
4190/2	Grants Section 137	0		0	0		0	
4190/3	Christmas Lights Switch On	5,000		5,000	5,000		5,000	
	<b>Total Grant Aid Expenditure</b>	<b>6,000</b>	<b>0</b>	<b>5,000</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	
4180	<b>Other Services to the public</b>							
4180/1	Elections	8,000		0	8,000	0	8,000	The Council sets aside in reserves a sum of money equivalent to 25% of its election costs or for the cost of a by-election.
	<b>GROSS EXPENDITURE</b>	<b>8,000</b>	<b>0</b>	<b>0</b>	<b>8,000</b>	<b>0</b>	<b>8,000</b>	
	<b>Other Income</b>							
100	Precept	-131,124	-131,124		-131,124			
105	Bank Interest Received	-250	-149	0	-255	-250		
	<b>GROSS INCOME</b>	<b>-131,374</b>	<b>-131,273</b>	<b>0</b>	<b>-131,379</b>	<b>-250</b>	<b>0</b>	



<b>ANDOVER TOWN COUNCIL</b>								
<b>PROPOSED DRAFT BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2014 VERSION 5</b>								
Account Code	Description	2012/13	2012/13	2012/13	2012/13	2013/14	2013/14	Notes to the Budget
		Budget	Actual Income @ 30/11/12	Actual Expenditure @ 30/11/2012	Projected position @ 31/03/13	Estimated Budget Income	Estimated Budget 2013/14	
4500	<b>Allotments</b>			£		£	£	
4500/1	Allotment maintenance	18,000						All * are new Budget Headings
4500/1/1/1	Allotment Services			3,611	9,000		7,000	
4500/1/1/2	Grounds Maintenance			5,765	11,000		8,000	Potential Health and safety priorities
4500/1/1/3	Water Charges*			617	1,200	-1,200	2,000	
4500/1/1/4	Repairs and Renewals*			1,590	2,000		2,000	
4500/1/1/5	Equipment*			565			500	
4500/1/1/6	Sundries*			215	400		500	
	<b>GROSS EXPENDITURE</b>	<b>18,000</b>	<b>0</b>	<b>12,364</b>	<b>23,600</b>	<b>-1,200</b>	<b>20,000</b>	
3050	Income - Allotments	-14,580	-11,164		-11,164	-18,000		
	<b>NET EXPENDITURE</b>	<b>3,420</b>	<b>N/A</b>	<b>N/A</b>	<b>12,436</b>	<b>-19,200</b>	<b>20,000</b>	

## ANDOVER TOWN COUNCIL

## PROPOSED DBUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2014 VERSION 5

Account Code	Description	2012/13	2012/13	2012/13	2012/13	2013/14	2013/14	Notes to the Budget
		Budget	Actual Income @ 30/11/12	Actual Expenditure @ 30/11/2012	Projected position @ 31/03/13	Estimated Budget Income	Estimated Budget 2013/14	
4700	<b>Town Development</b>			£		£	£	
4700/1	Notice Boards	2,000		528	2,000	-	-	
4700/2	Christmas Lights	22,000	-	-	22,000	-	20,000	
4700/3	Town Council Events	5,000	534	5,840	6,500		1,000	
4700/4	Development of Town Plan	1,000		-	-		-	
	Development of Town Centre						5,000	
4700/5	Youth Development	1,000		-	500		1,000	
	<b>TOTAL EXPENDITURE</b>	<b>31,000</b>	<b>-</b>	<b>6,368</b>	<b>31,000</b>	<b>-</b>	<b>27,000</b>	
3025	Grants Received			-	7,500			
	<b>TOTAL INCOME</b>	<b>-</b>	<b>534</b>	<b>-</b>	<b>7,500</b>	<b>-</b>	<b>-</b>	

Andover Town Council						
Proposed Draft Consolidated Budget for 2013/2014 Version 5						
	2012/13	2012/13	2012/13	2012/13	2013/14	2013/14
	Budget	Actual Income @ 30/09/12	Actual Expenditure @ 30/11/2012	Projected position @ 31/03/13	Estimated Budget Income	Estimated Budget 2013/14
	£	£	£	£	£	£
<b>Services</b>						
<b>Central Services</b>						
Corporate Management	£8,500	£0	£5,098	£8,520	£0	£9,440
Democratic Representation	£2,700	£0	£270	£1,350	£0	£1,400
Administration Rechargeable	£75,450	£0	£40,587	£75,703	£0	£80,050
Grant Aid	£6,000	£0	£5,000	£6,000	£0	£6,000
Other Services to the Public	£8,000	£0	£0	£8,000	£0	£8,000
<b>TOTAL COST OF CENTRAL SERVICES</b>	<b>£100,650</b>	<b>£0</b>	<b>£50,955</b>	<b>£99,573</b>	<b>£0</b>	<b>£104,890</b>
<b>Allotments</b>						
Allotment Expenditure	£18,000	£0	£12,364	£23,600	-£1,200	£20,000
Allotment Income	-£14,580	-£11,164	£0	-£11,164	-£18,000	£0
<b>NET COST OF ALLOTMENT SERVICES</b>	<b>£3,420</b>	<b>-£11,164</b>	<b>£12,364</b>	<b>£12,436</b>	<b>-£19,200</b>	<b>£20,000</b>
<b>Town Development</b>						
Town development	£31,000	£534	£6,368	£31,000	£0	£27,000
Grants Received	£0	£0	£0	-£7,500	£0	£0
<b>TOTAL COST OF TOWN DEVELOPMENT</b>	<b>£31,000</b>	<b>£534</b>	<b>£6,368</b>	<b>£23,500</b>	<b>£0</b>	<b>£27,000</b>
<b>NET COST OF SERVICES</b>	<b>£135,070</b>	<b>-£10,630</b>	<b>£69,686</b>	<b>£135,509</b>	<b>-£19,200</b>	<b>£151,890</b>
Interest Income	-£250	-£149	£0	-£255	-£250	£0
<b>NET OPERATING COST</b>	<b>£134,820</b>	<b>-£10,779</b>	<b>£69,686</b>	<b>£135,254</b>	<b>-£19,450</b>	<b>£151,890</b>

Town Precept	-£131,124	-£131,124	£0	-£131,124		
Shortfall /Suplus	£3,696			£4,130		£132,440
<b>Andover Town Council</b>						
<b>Proposed Draft Consolidated Budget for 2013/2014 Version 5</b>						
<b>Budget Summary account</b>						
	<b>Budget 2012/13</b>		<b>Net Actual Expenditure @</b>	<b>Projected Position @ 31/03/13</b>		<b>Projected Position @ 31/03/14</b>
<b>BUDGET SHORTFALL/SURPLUS</b>	£3,696			£4,130		£132,440
<b>PROPOSED PRECEPT 2013/14</b>						131,124
<b>BUDGET SHORTFALLL 2013/14</b>						1,316
<b>Impact on Council Reserves</b>						
Actual Reserves @ 01/04/2012				88,067		
Adjusted for shorfall or surplus at 31/03/13				- 4,130		
Projected Reserves at 31/03/13				83,937		83,937
Less projected shorfall at 31/03/14						1,316
<b>Projected Reserve at 31/03/14</b>						82,621
<b>Precept calculation</b>				<b>2012/13</b>		<b>2013/14</b>
Tax base Calculation						
Tax base as per TVBC (2012/2013)				13,312		13,312
Average Band D Households				-£ 9.85		£ 9.85

## POLICY & RESOURCES WORK PROGRAMME: 12 DECEMBER 2012

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
12 December 2012	Annual Budget	STAT	To finalise any changes to Council Budgets	Recommend Budget to Full Council
12 December 2012	Precept	STAT	To finalise any changes to Precept level	Recommend Precept Level to Full Council
12 December 2012	Budgetary Requirements for Farmers' Market	P&R	To consider whether the Town Council can provide monetary assistance to FM.	
6 February 2013	Review of Business Plan	P&R	To review the Council's progress with regard to the Business Plan – to prepare for Annual Report	
6 February 2013	Internal Audit	STAT	To review arrangements for Internal Audit as necessary	
6 February 2013	Annual Report	STAT	To review the Annual Report prior to Annual Meeting of Electors	
6 February 2013	Town Clerk's Workflow Programme & Project Plan	P&R	To review Town Clerk's workflow programme & project plan. To monitor work load.	
6 February 2013	Town Centre Signage	P&R	To receive an update on the management of the signage.	
27 March 2013	Review of Standing Orders	STAT	To review Standing Orders	Recommend any amendments to Full Council
27 March 2013	Review of Financial Regulations	STAT	To review Financial Regulations	Recommend any amendments to Full Council
29 May 2013	Accounts for the year ended 31 March 2013	STAT	To approve the Accounts for the Year Ended 31 March 2013.	

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
29 May 2013	To receive the Internal Auditors Report	STAT	To approve the Action Plan arising from the Internal Auditors Report	Recommend to Full Council
29 May 2013	Annual Return Preparation	STAT	To review Internal Audit Report and consider Accounts for Annual Return	Recommend to Full Council
31 July 2013	Quality Council Review	P&R	To monitor progress of Town Council's Quality Council application preparations	
25 September 2013	Corporate Risk Assessment	STAT	To review the Town Council's Corporate Risk Assessment	Recommend to Full Council
30 October 2013	Annual Budget	STAT	To prepare and recommend to Council the Annual Budget for 2014/2015	
11 December 2013	Annual Budget	STAT	To finalise any changes to the Budget for 2014/2015	Recommend to Full Council