



# ANDOVER TOWN COUNCIL

Policy & Resources Committee Meeting Agenda

Tuesday 18 January 2022

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

Cllr R Hughes (Chairman), Cllr S Waue (Vice Chairman), Cllr L Gregori, Cllr N Long, Cllr M Mumford, Cllr R Rowles and Cllr J Sangster.

(copies to all other Members of the Council)

You are hereby summoned to attend a Policy & Resources Committee meeting to be held **at The Lights, Andover on Tuesday 18 January 2022 at 6.30 pm** when it is proposed to transact the following business: -

A handwritten signature in blue ink, appearing to read 'Wendy R Coulter'.

Wendy R Coulter  
Town Clerk

12 January 2022



# ANDOVER TOWN COUNCIL

Policy & Resources Committee Meeting Agenda  
Tuesday 18 January 2022

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 accept apologies for absence.

## **Item 2: Declarations of Interest**

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

## **Item 3: Minutes of the last meeting**

To agree the minutes of the Policy and Resources Committee meeting held on 7 December 2021 - attached at **Appendix A**.

## **Item 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 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 5: Staff Appraisals/Payroll for inclusion in Budget 2022/2023**

To consider a report on staff appraisals and payroll for inclusion in Budget 2022/2023 **Appendix B**.

## **Item 6: Financial Plan (Budget Plan) for 2022/2023**

To consider a financial plan for 2022/2023. Including consideration of all Council Reserves and CIL Monies – report, including Earmarked Reserves and CIL Monies attached at **Appendix C**.

## **Item 7: Draft Budget 2022/2023**

To consider the Draft Budget 2022/2023 to recommend to full Council for final consideration at its meeting on Tuesday 25 January 2022 – Report and Draft Budget attached at **Appendix D**.

## **Item 8: Back to Basics – Part 1**

To consider the first of a series of reports to consider how the Town Council will get 'Back to Basics' and running efficiently – Report Part 1 attached at **Appendix E**.

## **Item 9: Office Accommodation – Options**

To consider a report on options for the future use/location of the Town Council Offices – Report attached at **Appendix F**.

## Item 10: Work Programme

To review and update the current Work Programme attached at **Appendix G**.

## Item 11: Date of the Next Meeting

Members are requested to note the date of the next meeting: **Tuesday 15 February 2022 at 6.30pm.**  
**Venue: The Lights, Andover.**

The Chairman will close the meeting.

# Appendix A: Minutes of the last meeting

# A

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## Time and date

6.30pm, Tuesday, 7 December 2021

## Place

The Lights, Andover

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## Details of Attendance:

### Members of the Committee:

Cllr R Hughes (Chairman) (P)

Cllr S Waue (Vice Chairman) (P)

Cllr L Gregori (P)      Cllr N Long (P)      Cllr M Mumford (P)      Cllr R Rowles (A)

Cllr J Sangster (A)      Cllr B Long (Town Mayor) (Ex Officio) (P)

### Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Clerk) (taking the minutes)

**Borough/County Councillors:** None

**Members of the Public:** None

**Members of the Press:** None

### PR 019/12/21      **APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs J Sangster and R Rowles.

### PR 020/12/21      **DECLARATIONS OF INTEREST**

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

### PR 021/12/21      **MINUTES**

An amendment was requested to the Extraordinary Policy & Resources Committee meeting Minutes of 14 October 2021.

It was proposed by Councillor L Gregori and seconded by Councillor M Mumford that the Minutes of the Policy and Resources Committee meeting held on 5 October 2021 and the amended Extraordinary Policy and Resources meeting held on 14 October 2021, be signed by the Chairman as correct records.

A vote was taken which was unanimous.

**RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 5 October 2021 and the amended Extraordinary Policy and Resources meeting held on 14 October 2021, be signed by the Chairman as correct records.**

**PR 022/12/21 PUBLIC PARTICIPATION**

There were no Members of the Public present at the meeting.

**PR 023/12/21 YEAR END 31 MARCH 2021 – UNDERSPENDS AND OVERSPENDS**

Members noted the report on underspends and overspends and considered the movement of funds from the Budget Year ending 31 March 2021 and addressed them.

It was requested that under Allotments, Budget Head 3050/8 Picket Piece be changed to read Ox Drove and Budget Head 4500/1/10 be changed from Augusta Park to Saxon Heights.

It was commented that due to potential talks to increase the Operational Reserves to up to 6 months, it would be advisable to move the remaining Net Balance of £35,182.42 to Operational Reserves.

It was proposed by Councillor L Gregori and seconded by Councillor N Long that it be recommended to Full Council to move the remaining £35,182.42 to Operational Reserves. A vote was taken which was unanimous.

**RESOLVED: That it be recommended to Full Council to move the remaining £35,182.42 to Operational Reserves.**

**PR 024/12/21 FINANCIAL PLAN FOR 2022/2023**

Members noted the report on the Financial Plan for 2022/2023.

It was proposed by Councillor N Long and seconded by Councillor L Gregori that:

The Staffing Budget remain the same as 2021/2022 and be considered for inclusion in the final Budget.

The Policy and Resources Committee recommend to Full Council that the Operational Reserves be put back to 6 months.

The Draft Budget 2022/2023 be submitted to full Council on 15 December 2021 for further consideration prior to final approval at the full Council meeting to be held on 26 January 2022.

A vote was taken which was unanimous.

**RESOLVED: That:**

**The Staffing Budget remain the same as 2021/2022 and be considered for inclusion in the final Budget.**

**The Policy and Resources Committee recommend to Full Council that the Operational Reserves be put back to 6 months.**

**The Draft Budget 2022/2023 be submitted to full Council on 15 December 2021 for further consideration prior to final approval at the full Council meeting to be held on 26 January 2022.**

**PR 025/12/21 POLICY AND RESOURCES DRAFT BUDGET 2022/2023**

Members considered a Draft Budget for the Policy and Resources Committee for 2022/2023.

It was confirmed that there had been no requests from Members for any large expenditure. The following amendments were suggested; the Election costs be increased back to £10,000.00. and that the Office Rental Budget remains the same at £12,000.00. It was proposed by Councillor M Mumford and seconded by Councillor N Long that the Policy and Resources Draft Budget 2022/2023 with the amendments, be accepted. A vote was taken which was unanimous.

**RESOLVED: That the Policy and Resources Draft Budget 2022/2023 with the amendments, be accepted.**

**PR 026/12/21      DRAFT BUDGET 2022/2023**

Members considered the Draft Budget 2022/2023 as a whole.

It was suggested that Budget line for Pest Control be amended back to £700.00 per allotment site until a replacement contract is in place. The Budget line for the Queen's Jubilee 2022 be increased to £3,000.00.

It was proposed by Councillor N Long and seconded by Councillor M Mumford that the Draft Budget 2022/2023 with the amendments be recommended to Full Council for approval.

A vote was taken which was unanimous.

**RESOLVED: That the Draft Budget 2022/2023 with the amendments be recommended to Full Council for approval.**

**PR 027/12/21      OPENING OFFICES**

Members noted a report regarding the opening of the Town Council Offices.

In light of the rise of the Omicron variant, it was felt that Officers remain working from home where possible until further information is known about the new variant and the Government's reaction to it.

It was proposed by Councillor N Long and seconded by Councillor R Hughes that a further report be brought back to a Policy and Resources Committee in the New Year.

A vote was taken which was unanimous.

**RESOLVED: That a further report be brought back to a Policy and Resources Committee in the New Year.**

**PR 028/12/21      POLICY ON PAPER USAGE**

Members considered a Motion referred from Full Council on the usage of paper, which was proposed by Councillor S Waue and seconded by Councillor R Rowles.

Members considered that to go digital, which would potentially involve the supply of internet access and electronic devices to people, there would be a significant increase in costs. It was suggested that a project could be set up, investigating how this would be delivered and the potential implications that may follow.

It was proposed by Councillor R Hughes and seconded by Councillor N Long that the Policy and Resources Committee do not take this Motion forward.

A vote was taken:

FOR – 4, AGAINST – 1, ABSTENTIONS – 0

**RESOLVED: That the Policy and Resources Committee do not take this Motion forward.**

**PR 029/12/21      WORK PROGRAMME**

Members noted the Committee Work Programme.

The following item was requested to be added:

- Opening Offices

**PR 030/12/21**

**DATE OF NEXT MEETING**

Members noted the date of the next meeting: **Tuesday 11 January 2022, at The Lights, Andover, starting at 6.30pm.**

The Chairman closed the meeting at 7.44pm.

Chairman

Date



# Appendix B: Staff Appraisals/Payroll for Inclusion in Budget 2022/2023

# B

**Produced for:**

Policy and Resources Committee

**Date of Report:**

Tuesday 21 December 2021

**Summary of Key Issues**

To consider recommendations following conclusion of all Staff Appraisals, completed in line with Staff Contracts.

**Recommendation 1:****Salary Scale Increments**

All Appraisals have been carried out with all Members of Staff, the Town Mayor and Deputy Town Mayor (also Members of the HR Panel) carried out the Town Clerk's Appraisal.

**Recommendation:**

That the staff be awarded 1 Salary Scale Increment for 2022/2023, accompanying report and breakdown attached at **Annex 1**.

The Town Clerk did not receive an Appraisal in 2020 and therefore did not receive a SPC increment. Following her recent Appraisal it is recommended that she moved immediately to SPC 41 with back pay for 2021 and be awarded SPC 42 from 1 April 2022.

**N.B.** National Joint Council (NJC), Spinal Column (SPC).

The Town Council's salaries are based on the NJC's SPC's.

**Recommendation 2:****Salary Scales**

The current salary scales were set by Council in 2018. Most positions were given the equivalent of a 5 year scale with the exception of the Committee Officer and Deputy Clerk Positions. Both positions have reached the top of the payscale as agreed in 2018.

It is recommended that both receive an increment as both Members of staff have worked exceptionally hard during 2021 and deserve recognition.

It is recommended that in line with the 'Back to Basics' a new Bench Marking exercise be carried out to ensure that the staff are being paid fairly and that any adjustments to salary scales can be made.

**Recommendation 3:****Budget 2022/2023**

The Staffing Budget for 2022/2023 must be carefully considered. Consideration must be taken of the salary increments (including any change in tax, NI and pensions).

Based on the current staff levels the Budget of £215,000 would be sufficient to cover the known increases for salaries, tax, NI and Pensions.

The Payroll Budget of £215,000 would not cover the requirements if the current staffing structure was fully recruited. However, Members should be mindful that Council has made the decision to get 'Back to Basics' and until decisions have been made as to how that will be achieved, full recruitment may not take place.

**Recommendation from Staffing Sub-Committee:**

That the Staffing Budget of £215,000 for payroll and £2,500 for Training be included in the Budget 2022/2023.

**Financial Implications**

The financial implications are addressed within the report.

**Legal and Policy Implications**

The Staffing Contracts state that staff will receive salary increments if their performance is acceptable and at the discretion of the Council.

A Payroll Budget must be approved for inclusion in the Town Council's budget for 2022/2023.

**Recommendations**

**To consider, approve and recommend to Full Council (as appropriate) the recommendations included within the report.**

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: [townclerk@andover-tc.co.uk](mailto:townclerk@andover-tc.co.uk)

Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors

## ANDOVER TOWN COUNCIL - SALARY SCALES 2022 - 2023

Officer Position	Salary Scale	Current Scale	Proposed Scale from 01.04.2022	
Receptionist	SPC 4 - 6	N/A	Not in post	
Admin assistant	SPC 4 - 6	N/A	Not in post	
Allotment Officer 1	SPC 9 - 14	SPC 12	SPC 13	
Allotment Officer 2	SPC 9 - 14	SPC 11	SPC 12	
Community Officer	SPC 9 - 14	N/A	Not in post	
Committee Officer	SPC 17 - 22	SPC 22	SPC 23	Regrading *
Deputy Town Clerk	SPC 27 - 30	SPC 30	SPC 31	Regrading *
Town Clerk & RFO	SPC 29 - 43	SPC 40	SPC 42	Backpay **

N.B. Scale Increments proposed for those currently in post. Any new recruits would normally start at the lowest scale.

\* These 2 positions have reached the top of the PayScale as agreed back in 2018 - Regrading of Posts is recommended

\*\* This post did not receive an Apprialsal in 2020, therefore no increment was awared in 2021. Following recent appraisal it is recommended that backpay for 2021 be awarded and increment SPC 42 be awarded from 01.04.2022

## Totals Required for 2022/2023 for current staff in post

Total For Salaries	£129,895.74
Total for National Insurance	£17,925.62
Total for Tax	£15,262.65
Total for Pensions	£29,608.73
<b>TOTAL PAYROLL REQUIRED</b>	<b>£192,692.74</b>

## Total Required for 2022/2023 if full Staff Structure Recruited

Total for salaries	£188,664.74
Total for National Insurance	£26,035.74
Total for Tax	£19,474.45
Total for Pensions	£41,622.75
	<b>£275,797.68</b>

# Appendix C: Financial Plan (Budget Plan) for 2022/2023

C

<b>Produced for:</b> Policy & Resources Committee	<b>Date of Report:</b> Tuesday 21 December 2021
<b>Summary of Key Issues</b> To consider a financial plan for 2022/2023 to ensure that services provided by the Town Council are considered within the Budget Process for 2022/2023 for final recommendation to full Council. To give consideration to Earmarked Reserves, Operational Reserves and CIL Monies following Council resolution from 15 December 2021.	
<b>Purpose</b> To provide information to the Policy & Resources Committee to assist Members in considering a financial plan and Budget for the 2022/2023 financial year. The full Council will be required to set a legal budget and precept at its meeting on Wednesday 26 January 2022. The financial plan should ensure that all services provided and legal requirements the Town Council must follow are covered within the Budget for 2022/2023. Following the recent meeting of the Town Council on 15 December 2021 it was resolved that the Budget 2022/2023 should also be considered in conjunction with the Operational Reserves, Earmarked Reserves and the CIL Monies.	
<b>What is the Town Council Budget &amp; Precept?</b>  <b><i>The Town Council Budget</i></b> The annual Revenue and Capital Budget sets out the Town Council's spending plans for the financial year and shows how these are to be funded including the contribution required from the Council Tax Payers of the Parish, via the Council Precept. The Budget is an estimate of the resources that the Council will require to meet the running costs of all the services that it provides, to deliver on its strategic aims and target and to meet the needs and priorities of the local community. The Town Council needs to set a Revenue Budget and a Capital Budget each year.  <b><i>The Town Council Precept</i></b> The Town Council Precept is the amount that the Town Council has estimated that it will require to be raised from Council Tax to fund the services that it provides to the local community and is the amount on which the Town Council portion of the Council Tax bill is calculated.  The Town Council must set a Budget every year and the Budget is set in advance of the following year. The Town Council's financial year runs from 1 <sup>st</sup> April to 31 <sup>st</sup> March.	

## Revenue Budget and Capital Budget

### **Revenue Budget**

The Revenue Budget funds the day to day running costs of the Council's services such as salaries and payroll, allotment provision, electricity, stationery, general supplies and services. The net cost after deducting any income receivable to each service from fees and charges and grants is met from the Town Council portion of the Council Tax payable by all households on the Parish.

### **Capital Budget**

The Capital Budget funds one-off investment in Council and community assets such as any buildings or vehicles and is usually funded from the Council's Balances and Reserves and any external funding that may be available.

## **Financial Plan for 2022/2023**

Each Committee, with a delegated Budget responsibility has considered its Budget for the following year, the Draft Budget was submitted to full Council on 15 December 2021 for consideration.

It was resolved that the Budget should be reconsidered with a view to reducing costs and with consideration of the Operational reserves, Earmarked Reserves and CIL Monies.

The Budget Process must include the following, this is in effect a Financial Plan:

- *Timetable for the Budget Process*
- *The inflationary predictions to be used*
- *Salary Review results, to include:*
  - Suggested Pay Rises*
  - Inflationary rise for the past year*
  - Additional responsibilities pay increase*
  - Pay structure [National Joint Council Grading]*
- *Maintenance of new and existing Earmarked Reserves [Statutory Earmarked Reserves highlighted]*
- *Expected expenditure for current activities i.e. Christmas lights, allotments, grants*

*Committee budgets for next year.*

*New items for consideration.*

*Budget recommendation from Budgets and Staffing Committee.*

## **Timetable for the Budget Process**

26 January 2022 – Council – Final approval of Town Council Budget & setting Precept for 2022/2023.

## **Inflationary Predictions to be used**

When this report was first written the rate of inflation in the UK in 2021 was 3%. However, in recent days it has been announced that the inflation rate will be 4%. However, in the past 2 weeks, there has been notification that the inflation rate will rise to 5%. The inflation rate is calculated by the change in the consumer price index (CPI). (Information from the UK Office of National Statistics).

As the draft budget for the Town Council is calculated in 2021, the UK 2021 rate of inflation of 4% will be

used. However, to ensure that the Members can give proper consideration and be aware that inflation may rise to 5%, an additional column showing a 5% rise has been included.

### **Salary Review Results**

A full report on the Staff Appraisals and recommendations is included in the following item. However all staff have had their appraisals completed for 2021. It is recommended that they receive an increment rise following successful appraisals and competition of set targets (SMART objectives set in 2020/2021) and setting new targets for 2021/2022.

The Payroll Budget for 2021/2022 was set at £218,000 which included budgeting for pensions, tax, staff training and staff travel.

The Town Council agreed some years ago to base the staff salary scale on the National Joint Council (NJC) Salary Scale. This is a nationally recognised salary scale for local government workers and is based on the type of job and skills to carry out the job. NJC payscales are used widely in the voluntary and community sector, although they are local government scales negotiated by the employer and trade union sides of the National Joint Council for Local Government Services.

The Town Councils employee contracts state that, unless there is good reason not to, provided all requirements set have been achieved by the employee, they will receive a salary increment each year until they reach the top of their scale.

It should be noted that negotiations continue with regard to increases to the NJC Pay Structure. At the time of writing a 1.75% pay increase on all Payscales has been offered but has been rejected. If an update is available at the next meeting, this will be included in any Payroll Budget calculations.

Recently the Town Council agreed that it would 'return to basics' with regard to its services and output. Therefore, it is assumed that there will be no recruitment of staff for 2022/2023. Therefore the current level of staff will be maintained.

This has been taken into account with regard to the proposed Staffing Budget for 2022/2023.

Payroll Budget for 2021/2022 - £218,000

Proposed Budget for 2022/2023 - £218,000

Please see **Appendix B** for full report on Payroll for 2022/2023.

### **Earmarked Reserves**

Andover Town Council's 'Financial Reserves' Policy explains what General Reserves are and what Earmarked Reserves are:

"3.1. Reserves can be categorised as 'general' (held to cushion the impact of uneven cash flows or unexpected events) or 'earmarked' (held for a specific purpose).

3.2. Earmarked or 'specific' Reserves can be held for several reasons. As the name suggests these represent amounts which are 'earmarked' for specific items of expenditure to meet known or predicted liabilities or projects. Specific Reserves can be used to "smooth" the effects of certain expenditure commitments over a period of time thereby reducing the impact of significant expenditure in any one year. 'Earmarked' Reserves

are typically held for four main reasons:

1. Renewals

Used to plan and finance an effective programme of equipment replacement, planned property repair and maintenance or grounds maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.

2. Carry Forward of Under-spend

Some expenditure budgeted for projects in a given financial year cannot be spent in that year. Reserves are used as a mechanism to carry forward these resources.

3. Insurance Reserve

To enable the Council to meet the excesses not covered by insurance.

## Other Earmarked Reserves

3.1. May be set up from time to time to meet known or predicted liabilities.

3.2. General Reserves are often referred to as the 'working balance' and is money which is not earmarked for specific purposes but rather a sum of money held in anticipation of uneven cash flow or set aside to deal with unexpected events or emergencies. This is usually created through surpluses as a result of activities being postponed, cancelled or coming in under budget. Reserves of this nature can be spent or earmarked at the discretion of Members, subject to approval by Council. The 'General' or 'Emergency' Reserve needs to be regularly reviewed using a risk based assessment".

## Statutory Earmarked Reserves

Statutorily the Town Council must have sufficient Earmarked Reserves set aside to cover the cost of Elections and By-elections.

Elections were held in May 2019 and so far the Town Council has been billed for these costs (shown on the Earmarked Reserves).

In 2021 there were by-elections and the costs for these were - £15,972.47.

The Budget for Elections in 2021/2022 was £10,000, therefore £5,972.47 will be deducted from Earmarked Reserves at the end of the financial year 31 March 2022.

The Town Council must ensure that it has sufficient funds to cover the next Election in 2023 plus any further By-elections. The figure to be included in the Budget for 2022/2023 will be suggested now the final Election costs for this year are known.

## Operating Costs

The Town Council's Financial Reserves Policy states that it must ensure it has 6 months operating costs in its General Reserves. Town Council's Operational Budget is £364,430. Therefore 6 months operating costs is £182,215.

Full Council resolved at its meeting on 15 December 2021 to return the Operating Costs to 6 months. Attached at **Annex 1** are the Earmarked Reserves agreed at Full Council on 26 January 2021 and amended Earmarked Reserves showing the Election Costs and removal of unused monies which were set aside in January 2021.

## **CIL Monies**

It was resolved at full Council on 15 December 2021 that the CIL Monies be considered with the Budget for 2022/2023.

Regulation 59C from the 2013 amendment to the CIL Regulations outlines how Town and Parish Councils can spend the Neighbourhood Portion of the Community Infrastructure Levy (CIL).

59C. A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding –

- a) The provision, improvement, replacement, operation or maintenance of infrastructure; or
- b) Anything else that is concerned with addressing the demands that development places on an area.

The Town Council currently has £117,187.83 set aside as CIL monies.

## **Breakdown of Monies set aside**

Cil Monies - £117,187.83

Earmarked Reserves (amended to show Election costs and removal of unused monies) - £201,012.65

Operational Reserves - £182,215

**TOTAL REQUIRED - £500,415.48**

**TOTAL in BANK @ 21 December 2021 - £622,930.01**

## **Expected Expenditure 2021/2022**

The spreadsheet at **Appendix D** shows the draft Budget 2022/2023 and includes the expected expenditure by 31.03.2022.

## **Draft Budgets by Committee for 2022/2023**

The Town Council's Committees have considered their Budgets and the whole draft Budget was presented to the full Council on 15 December 2021 for consideration. It was requested that the Policy and Resources Committee consider ways to reduce the Budget.

## **New Items for Consideration**

The full Draft Budget 2022/2023 was submitted to the Council on 15 December 2021. There were no requests for additional items.

It was requested that monies be included for the new Allotment Sites for the provision of equipment if necessary.

## **Recommendations**

It is recommended that the Staffing Budget be considered for inclusion in the final Budget. Please see **Appendix B**.

The Draft Budget to be submitted to full Council on 25 January 2022 for final approval and Precept setting.



Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: [townclerk@andovertc.co.uk](mailto:townclerk@andovertc.co.uk)

Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors

**ANDOVER TOWN COUNCIL - EARMARKED RESERVES SCHEDULE**

Minute No	Title of Earmarked Reserve	Purpose	Management & Control						Balance (£)
			Amount set aside (£)	Date set aside	Date of expenditure	TN	Amount	Supplier	
C0132/10	Cost of Elections	To ensure funds available to cover cost of elections	£101,879.50	31.03.2019					
	Cost of Elections	Uncontested Parish Elections 2019	£101,879.50	31.03.2019	28.05.2019	158	£57.60	Test Valley Borough Council	£0.00
	Cost of Elections	To ensure funds available to cover cost of elections	£20,000.00	31.03.2020					£0.00
	Cost of Elections	Dowlands Ward By-Election			06.03.2020	578	£6,860.57	Test Valley Borough Council	£0.00
	Cost of Elections	Harroway Ward By-Election Part 1			20.03.2020	660	£6,860.57	Test Valley Borough Council	£0.00
	Cost of Elections	Harroway Ward By-Election Part 2			31.03.2020	652	£10,088.44	Test Valley Borough Council	£0.00
	Cost of Elections 2023							Bawden	£60,000.00
	Cost of By-Elections								£38,012.32
C.../19	Community Notice Boards	Remove from Earmarked Reserves	£2,500.00	31.03.2013	31.03.2020				£0.00
C 029/17 & C 105/17	Office Accommodation	One off costs to update and renovate new office accommodation at 68B - additional costs approved to be taken from Operational Reserves as per Minute No		29.03.2018	May-18				
AC 088/18	Christmas Lights - power column for Christmas Tree	One off cost for a power column purchase and installation following change in legislation (HCC)	£5,000.00	25.01.2018	23.08.2019		-£7,682.45		£0.00
	Christmas Lights - power columns for extension to lighting scheme	One off cost to purchase and install power columns to enable lighting trees in the Town for Christmas	£7,000.00	31.03.2019			£5,982.00	Test Valley Borough Council	-£982.00
AC 022/18	Christmas Lights - Structural survey	To carry out a structural survey (legislation)	£2,500.00	25.01.2018	Aug-18				£7,000.00
	Christmas Lights - Replacement/upgrade of eye-bolts	To provide replacement/upgrade of eye-bolts (legislation)	£5,000.00	25.01.2018			£1,260.00		£1,240.00
	Christmas Lights - Installation of additional commando sockets on additional columns	To install additional commando sockets on new columns to extend the scheme	£3,500.00	25.01.2018					£5,000.00
									£3,500.00

	Property Purchases Fund	Funds set aside for a new building purchase/build	£152,000.00	31.03.2019						
	Property Purchases Fund	Funds set aside for a new building purchase/build	£152,001.00	31.03.2020	25.01.2021				Transferred to new Allotments (2) - Additional Allotment Sites Fund	
	Property Purchases Fund	Funds set aside for a new building purchase/build			25.01.2021		n/a	£50,000.00		
	Allotments - Removal of non-essential Hedges	One off cost to remove non-essential hedges and trees around boundaries of allotment sites	£7,000.00	25.01.2018				£15,000.00	Transfer revenue budget	£87,000.00
	Allotments - Replacement Fencing and gates on all sites	To replace and upgrade all fencing and gates on all 7 allotment sites to improve security	£70,000.00	25.01.2018						£7,000.00
AC16/19	Allotments - Replacement Fencing and gates on all sites	Replacement of entry gates at Vigo Road Allotments			16.09.2019		312	£1,744.98	Bawden	£0.00
	Allotments - Replacement Fencing and gates on all sites				19.01.2021		n/a	£50,000.00	Transferred to new Allotments - Additional Allotment Sites Fund	£0.00
	Allotments - Replacement Fencing and gates on all sites				25.01.2021		n/a	£18,255.02	Transferred to Allotments (2) - Replacement Fencing and gates on all sites	£0.00
	Allotments - Upgrade access roads/tracks	To upgrade all tracks/access roads on allotment sites	£4,800.00	25.01.2018						£4,800.00
	Allotments - Upgrade piping/water supplies	To upgrade piping/water supplies on all allotment sites	£7,000.00	25.01.2018						£7,000.00
	Allotments - Installation of toilets on all 7 sites	To install permanent toilets on all allotment sites	£7,000.00	25.01.2018						£7,000.00
	Allotments - Upgrade of car parking facilities on all sites	To upgrade car parking facilities on all allotment sites	£4,000.00	25.01.2018						£4,000.00
	Allotments - Installation of security systems	To install security systems on allotment sites to minimise theft and ensure safety of allotment holders	£200.00	25.01.2018						£200.00
BS.....	Allotments - Additional Allotment Sites Fund	To assist with the provision of additional Allotment Sites for Andover	£50,000.00	19.01.2021	25.01.201			£50,000.00	Transferred to Allotments (2) - Replacement Fencing and gates on all sites	£0.00

	Allotments (2) - Replacement Fencing and gates on all sites	To replace and upgrade all fencing and gates on all 7 allotment sites to improve security	£68,255.02	25.01.2021								£68,255.02
BS.....	Allotments (2) - Additional Allotment Sites Fund	To assist with the provision of additional Allotment Sites for Andover	£50,000.00	25.01.2021								£50,000.00
	Grants Project	One-off Grants Project for Andover Community	£10,000.00	25.01.2018								
EC 067/19	Grants Project	One-off Grants Project for Andover Community								£10,000.00	Transfer to Operational Reserves	£0.00
	Events - A-Fest	Monies set aside to Fund A-Fest in 2020	£2,000.00	31.03.2019								
EC 067/19	Events - A-Fest	Monies set aside to Fund A-Fest in 2020								£2,000.00	Transfer to Operational Reserves	£0.00
	Youth Council	Future Youth Events	£1,800.00	31.03.2019								
	Youth Council	Future Youth Events										
	Defibrillator	For future provision of Defibrillators	£5,000.00	31.03.2019	30.04.2019					£1,800.00	Transfer to Operational Reserves	£0.00
	Bus Shelters	Running costs for Bus Shelters if transferred to the Town Council	£10,000.00	25.01.2018	25.01.2021					£3,927.99	AEDdonate	£1,072.01
C 211/19	Vigo Park	Provision of facilities in Vigo Park								£10,000.00	Transfer to Legal Expenses	£0.00
BS 100/19	Vigo Park	Provision of facilities in Vigo Park	£27,000.00	14.10.2020	25.01.2021					27,000.00	Transfer to Legal Expenses	£0.00
C 211/19	Public Conveniences	Provision of PC's in the Town Centre										£0.00
BS 100/19	Public Conveniences	Provision of PC's in the Town Centre	£8,500.00	14.10.2020	25.01.2021					8,500.00	Transfer to Legal Expenses	£0.00
C 211/19	Contribution to Tourism	To assist with the provision of Tourism in Andover										£0.00
BS 100/19	Cemeteries		£3,000.00	14.10.2020	25.01.2021							£0.00
BS 100/19	Public Realm		£5,000.00	14.10.2020	25.01.2021					3,000.00	Transfer to Legal Expenses	£0.00
BS 100/19	St Mary's Ward Neighbourhood Plan		£5,000.00	14.10.2020	25.01.2021					5,000.00	Transfer to Legal Expenses	£0.00
BS 100/19	Other Wards Neighbourhood Plan		£5,000.00	14.10.2020	25.01.2021					5,000.00	Transfer to Legal Expenses	£0.00
BS .....	Legal Expenses	Provision of costs for any potential legal expenses- Judicial Review	£0.00	19.01.2021								£0.00

BS .....	Legal Expenses and HR consulting and support costs	Provision of costs for any potential legal expenses- Judicial Review and HR consulting and support costs	£63,500.00	25.01.2021							£63,500.00
	Revenue Budget	One of transfer to support 2021-2022 operational budget	£15,000.00	2501.2021							£15,000.00
											£428,597.35

ANDOVER TOWN COUNCIL - EARMARKED RESERVES SCHEDULE

Minute No	Title of Earmarked Reserve	Purpose	Management & Control						Balance (£)
			Amount set aside (£)	Date set aside	Date of expenditure	TN	Amount	Supplier	
C0132/10	Cost of Elections	To ensure funds available to cover cost of elections	£101,879.50	31.03.2019					
	Cost of Elections	Uncontested Parish Elections 2019	£101,879.50	31.03.2019	28.05.2019	158	£57.60	Test Valley Borough Council	£0.00
	Cost of Elections	To ensure funds available to cover cost of elections	£20,000.00	31.03.2020					£0.00
	Cost of Elections	Dowlands Ward By-Election			06.03.2020	578	£6,860.57	Test Valley Borough Council	£0.00
	Cost of Elections	Harroway Ward By-Election Part 1			20.03.2020	660	£6,860.57	Test Valley Borough Council	£0.00
	Cost of Elections	Harroway Ward By-Election Part 2			31.03.2020	652	£10,088.44	Test Valley Borough Council	£0.00
	Cost of Elections 2023								£60,000.00
	Cost of By-Elections	By Elections 2020	£38,069.92						£0.00
	Cost of By-Elections 2020/21	By-Elections 2021			31.03.2021	1513	£14,647.93	Test Valley Borough Council	£0.00
	Cost of By-Elections 2021	By-Elections 2021			31.03.2022		£4,328.11	Test Valley Borough Council	£19,093.88
C .... /19	Community Notice Boards	Remove from Earmarked Reserves	£2,500.00	31.03.2013	31.03.2020				£0.00
C 029/17 & C 105/17	Office Accommodation	One off costs to update and renovate new office accommodation at 688 - additional costs approved to be taken from Operational Reserves as per Minute No							
				29.03.2018	May-18		-£7,682.45		£0.00
AC 088/18	Christmas Lights - power column for Christmas Tree	One off cost for a power column purchase and installation following change in legislation (HCC)	£5,000.00	25.01.2018	23.08.2019		£5,982.00	Test Valley Borough Council	-£982.00
	Christmas Lights - power columns for extension to lighting scheme	One off cost to purchase and install power columns to enable lighting trees in the Town for Christmas	£7,000.00	31.03.2019					£0.00
	Christmas Lights - power columns for extension to lighting scheme	One off cost to purchase and install power columns to enable lighting trees in the Town for Christmas			31.03.2020		£3,166.26	Blachere	£3,833.74
AC 022/18	Christmas Lights - Structural survey	To carry out a structural survey (legislation)	£2,500.00	25.01.2018	Aug-18		£1,260.00		£1,240.00

	Christmas Lights - Replacement/upgrade of eye-bolts	To provide replacement/upgrade of eye-bolts (legislation)	£5,000.00	25.01.2018						£5,000.00
	Christmas Lights - Installation of additional commando sockets on additional columns	To install additional commando sockets on new columns to extend the scheme	£3,500.00	25.01.2018						£3,500.00
	Property Purchases Fund	Funds set aside for a new building purchase/build	£152,000.00	31.03.2019					£152,000.00	Moved to other EM Reserves £0.00
	Allotments - Removal of non-essential Hedges	One off cost to remove non-essential hedges and trees around boundaries of allotment sites	£7,000.00	25.01.2018						£7,000.00
	Allotments - Replacement Fencing and gates on all sites	To replace and upgrade all fencing and gates on all 7 allotment sites to improve security	£70,000.00	25.01.2018						
AC 16/19		Replacement of entry gates at Vigo Road Allotments			16.09.2019	312		£1,744.98	Bawden	£68,255.02
	Allotments - Upgrade access roads/tracks	To upgrade all tracks/access roads on allotment sites	£4,800.00	25.01.2018						£4,800.00
	Allotments - Upgrade piping/water supplies	To upgrade piping/water supplies on all allotment sites	£7,000.00	25.01.2018						£7,000.00
	Allotments - Installation of toilets on all 7 sites	To install permanent toilets on all allotment sites	£7,000.00	25.01.2018						£7,000.00
	Allotments - Upgrade of car parking facilities on all sites	To upgrade car parking facilities on all allotment sites	£4,000.00	25.01.2018						£4,000.00
	Allotments - Installation of security systems	To install security systems on allotment sites to minimise theft and ensure safety of allotment holders	£200.00	25.01.2018						£200.00
	Grants Project	One-off Grants Project for Andover Community	£10,000.00	25.01.2018						
EC 067/19		One-off Grants Project for Andover Community						£10,000.00	Transfer to Operational Reserves	£0.00
	Events - A-Fest	Monies set aside to Fund A-Fest in 2020	£2,000.00	31.03.2019						
EC 067/19		Monies set aside to Fund A-Fest in 2020						£2,000.00	Transfer to Operational Reserves	£0.00
	Youth Council	Future Youth Events	£1,800.00	31.03.2019						
	Youth Council	Future Youth Events						£1,800.00	Transfer to Operational Reserves	£0.00
	Defibrillator	For future provision of Defibrillators	£5,000.00	31.03.2019			30.04.2019	£3,927.99	AEDdonate	£1,072.01

	Bus Shelters	Running costs for Bus Shelters if transferred to the Town Council	£10,000.00	25.01.2018						£10,000.00
C 211/19	Vigo Park	Provision of facilities in Vigo Park								£0.00
BS 100/19	Vigo Park	Provision of facilities in Vigo Park								£0.00
C 211/19	Public Conveniences	Provision of PCs in the Town Centre								£0.00
BS 100/19	Public Conveniences	Provision of PCs in the Town Centre								£0.00
C 211/19	Contribution to Tourism	To assist with the provision of Tourism in Andover								£0.00
BS 100/19	Cemeteries									
BS 100/19	Public Realm									
BS 100/19	St Mary's Ward Neighbourhood Plan									
BS 100/19	Other Wards Neighbourhood Plan									
										£201,012.65



# Appendix D: Draft Budget 2022/2023

# D

**Produced for:**

Policy & Resources Committee

**Date of Report:**

Tuesday 21 December 2021

**Summary of Key Issues**

To consider the Town Council DRAFT Budget for 2022/2023.

To note that Full Council has considered the first draft of the Budget 2022/2023 and requested that it be reduced.

To note that it was requested that Budgets be included for the new allotment sites for equipment.

To consider Earmarked Reserves and CIL Monies together with the setting of the Budget for 2022/2023.

To note that it is expected that the rate of inflation will rise to 5% in 2022 – an additional column has been added in the Budget to reflect this possible increase.

To note that it is known that energy costs will rise by over 50% from April 2022 – this has been anticipated and included in the Budget.

To note, that where possible, the RFO has made reductions to the Draft Budget. However, Members must make the final recommendation to Full Council for the Budget 2022/2023.

To note that the Town Council must agree its Budget for 2022/2023 by 31 January 2022.

**Purpose**

To provide information to assist Members in considering the budget for the 2022/2023 financial year.

The full Council is required to set a legal budget and precept at its meeting in January 2022. It must set its Budget before it can agree the Precept.

**Draft Budget 2022/2023 and Expected Expenditure by 31.03.2022**

Attached at **Annex 1** is the Draft Budget for 2022/2023, included is the expected Expenditure up to 31 March 2022.

It is extremely difficult to predict the Expenditure up to the end of the financial year (31 March) and 'best guess' is used.

Members should note that reductions have been made to the Budget proposal for 2022/2023.

The Band D Tax figure for 2022/2023 is 17,147 @ the current rate of £21.10 = £361,801.70

The Budget proposal for 2022/2023 is £369,548 or with 5% Inflation rise £370,077.50.

It is recommended that the Payroll costs for 2022/2023 remain the same as 2021/2022 and this is reflected in the DRAFT Budget 2022/2023.

Figures have been included to accommodate a potential move to serviced offices. This decision is yet to be made. However, the cost savings are clearly shown in the Draft Budget 2022/2023.

The operational budgets included in the 2022/2023 Budget are either at the same levels as in 2021/2022 or have been increased to mirror current inflation or have been increased to better reflect Net Expenditure in 2020/2021, which is the last year with complete figures.

It should be noted that interest rates are fluctuating dramatically at the current time due to a number of different factors. However, it is currently predicted that interest rates will rise to 5% in 2022. An additional column has been added to show this rise for consideration.

**Draft Budget 2022/2023 and Proposed Precept 2022/2023**

It is calculated that the Draft Budget 2022/2023 will be £369,548. If The 5% Inflation Rise is used, the Budget will be £370,077.50.

The Tax Base for 2022/2023 is 17,147 @ the current rate of £21.10 = £361,801.70

Members may wish to consider further reductions/deductions from the Budget.

**Recommendations**

It is recommended that Policy & Resources Committee make any appropriate amendments to the Draft Budget for 2022/2023 and recommend to Full Council a Budget for 2022/2023.

Note: The person to contact about this report is the Town Clerk and RFO, Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: [townclerk@andover-tc.co.uk](mailto:townclerk@andover-tc.co.uk)

Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors

# DRAFT FINANCIAL BUDGET 2022/2023 For final consideration at P&R Committee 11 January 2022

## INCOME

		Budget	Actual Net @	Balance	Projected	PROPOSED	PROPOSED	2023/2024	2024/2025
2020/2021 Net		2021/2022	30.11.2021	2021/2022	balance by	BUDGET	BUDGET 5% INFLATION	Forecast (4% Increase)	Forecast (5% Increase)
<b>Assets &amp; Communities</b>									
<b>3025 Town Development</b>									
3025/1	Income from Events	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/2	Grants	£2,000.00	£7,124.22	£7,124.22	£0.00	£0.00	£0.00	£0.00	£0.00
3025/3	Sponsorship	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/4	Proms in the park	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/5	A-Fest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/6	Shilling Fair	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>3025 TOTAL</b>		<b>£0.00</b>	<b>£7,124.22</b>	<b>£7,124.22</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>TOTAL EVENTS &amp; PROJECTS</b>									
<b>£2,000.00</b>		<b>£0.00</b>	<b>£7,124.22</b>	<b>£7,124.22</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

		Budget	Actual Net @	Balance	Projected	PROPOSED	PROPOSED	2023/2024	2024/2025
2020/2021 Net		2021/2022	30.11.2021	2021/2022	balance by	BUDGET	BUDGET 5% INFLATION	Forecast (4% Increase)	Forecast (5% Increase)
<b>Policy &amp; Resources</b>									
<b>99 Heating &amp; Lighting</b>									
3000 Precept	£344,204.00	£0.00	£349,584.80	£349,584.80	£349,584.80	£0.00	£0.00	£0.00	£0.00
3001 TVBC Tax Band Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3002 Election Expenses Refund	£2,341.20	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3010 Bank Interest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3020 Insurance Premium Refund	£79.04	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3020 Grants Received	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3021 Cll Monies	£13,346.06	£0.00	£14,050.94	£14,050.94	£14,050.94	£0.00	£0.00	£0.00	£0.00
3115 VAT Write Off	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3116 IT Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3339 Mayors Events	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3998 Funds Held for Youth Council	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

3999 Funds Held for N P	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000 Defibrillator	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4210 Waste Removal	£26.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4211 Photocopying	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4212 Payroll	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>TOTAL Policy &amp; Resources</b>	<b>£359,996.30</b>	<b>£0.00</b>	<b>£363,635.74</b>	<b>£363,635.74</b>	<b>£363,635.74</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

	2020/2021 Net	Budget 2021/2022	Actual Net @ 30.11.2021	Balance 2021/2022	Projected balance by 31.03.2022	PROPOSED BUDGET 2022/2023	PROPOSED BUDGET 5% INFLATION*	2023/2024 Forecast (4% Increase)	2024/2025 Forecast (5% Increase)
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<b>3050 Allotment Rents</b>									
3050/1 Admirals Way	£1,288.95	£800.00	£1,210.37	£1,210.37	£1,210.37	£800.00	£800.00	£2,119.00	£2,225.00
3050/2 Barlows Lane	£4,418.63	£5,000.00	£4,826.94	£4,826.94	£5,000.00	£5,000.00	£5,000.00	£7,965.00	£8,363.25
3050/3 Churchill Way	£2,228.46	£2,200.00	£2,094.45	£2,094.45	£2,200.00	£2,200.00	£2,200.00	£3,288.00	£3,452.00
3050/4 Mylen Road	£1,267.42	£1,200.00	£1,302.68	£1,302.68	£1,302.68	£1,200.00	£1,200.00	£1,827.00	£1,918.00
3050/5 Old Winton Road	£3,957.48	£3,700.00	£3,811.65	£3,811.65	£3,811.65	£3,700.00	£3,700.00	£5,920.00	£6,216.00
3050/6 The Drove	£5,598.99	£5,000.00	£6,098.44	£6,098.44	£6,098.44	£5,000.00	£5,000.00	£9,427.00	£9,898.00
3050/7 Vigo Road	£4,866.60	£5,000.00	£3,414.82	£4,626.03	£4,626.03	£5,000.00	£5,000.00	£7,674.00	£8,058.00
3050/8 Ox Drove	n/a	n/a	n/a	n/a	n/a	£550.00	£550.00	£804.00	£844.00
3050/9 Picket Twenty	n/a	n/a	n/a	n/a	n/a	£1,300.00	£1,300.00	£1,974.00	£2,073.00
3050/10 Saxon Heights	n/a	n/a	n/a	n/a	n/a	£504.00	£504.00	£524.00	£550.00
<b>3050 TOTAL</b>	<b>£23,626.53</b>	<b>£22,900.00</b>	<b>£22,759.35</b>	<b>£23,970.56</b>	<b>£24,249.17</b>	<b>£25,254.00</b>	<b>£25,254.00</b>	<b>£41,522.00</b>	<b>£43,597.25</b>

\*5% CANNOT BE ADDED TO INCOME ON ALLOTMENTS 2022/2023 AS INSUFFICIENT NOTICE WILL BE GIVEN

<b>3051 Deposits</b>									
3052 Deposit Credit Interest	£10.40	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3053 Deposit Direct Payment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Received Deposits	£0.00	£0.00	£50.00	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>TOTAL ALLOTMENTS</b>	<b>£23,636.93</b>	<b>£22,900.00</b>	<b>£22,809.35</b>	<b>£23,970.56</b>	<b>£24,249.17</b>	<b>£25,254.00</b>	<b>£25,254.00</b>	<b>£40,998.00</b>	<b>£43,047.25</b>

<b>TOTAL INCOME</b>	<b>£385,633.23</b>	<b>£22,900.00</b>	<b>£393,569.31</b>	<b>£394,730.52</b>	<b>£387,884.91</b>	<b>£25,254.00</b>	<b>£25,254.00</b>	<b>£40,998.00</b>	<b>£43,047.25</b>
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EXPENDITURE		2020/2021 Net	Budget 2021/2022	Actual Net @ 30.11.2021	Balance 2021/2022	Projected balance by 31.03.2022	PROPOSED BUDGET 2022/2023	PROPOSED BUDGET 5% INFLATION	2023/2024 Forecast (4% Increase)	2024/2025 Forecast (5% Increase)
Assets & Communities										
4700 Events & Projects										
4700/2	Christmas Lights	£23,166.26	£22,500.00	£17,646.36	£4,853.64	£0.00	£25,000.00	£23,625.00	£26,000.00	£27,300.00
4700/3	A-Fest	£0.00	£700.00	£700.00	£0.00	£0.00	£800.00	£735.00	£835.00	£880.00
4700/4	Shilling Fair	£1,338.83	£700.00	£0.00	£700.00	£700.00	£800.00	£735.00	£835.00	£880.00
4700/5	Youth Clubs	£0.00	£10,000.00	£0.00	£10,000.00	£10,000.00	£10,000.00	£10,500.00	£10,400.00	£10,920.00
4700/6	Miscellaneous Events	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/7	Armed Forces Day (was Events)	£0.00	£700.00	£0.00	£700.00	£700.00	£800.00	£735.00	£835.00	£880.00
4700/8	Andover Cycling Festival	£0.00	£700.00	£0.00	£700.00	£700.00	£800.00	£735.00	£835.00	£880.00
4700/9	Andover Challenges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/10	WW1 Event (215)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/11	Festival of Motoring	£0.00	£700.00	£0.00	£700.00	£700.00	£800.00	£735.00	£835.00	£880.00
4700/12	Defibrillator Provision	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/13	Community Engagement	£257.40	£600.00	£0.00	£600.00	£600.00	£700.00	£630.00	£730.00	£765.00
4700/14	Andover Carnival	£0.00	£700.00	£0.00	£700.00	£700.00	£800.00	£735.00	£835.00	£880.00
4700/15	Andover Gardening Competition	£0.00	£400.00	£0.00	£400.00	£400.00	£500.00	£420.00	£520.00	£546.00
4700/16	Pancake Day	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£500.00	£520.00	£546.00
4700/17	Tourism	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/18	Water Butt Scheme	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/19	Andover Proms	£0.00	£400.00	£0.00	£400.00	£400.00	£0.00	£0.00	£0.00	£0.00
4700/20	Food Fair	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/21	Gardening Fair/AIB	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£500.00	£520.00	£546.00
4700/22	Queens Jubilee 2022	£0.00	£0.00 n/a	n/a	n/a	£0.00	£7,320.00	£7,320.00	£0.00	£0.00
4700 TOTAL		£24,762.49	£38,100.00	£18,346.36	£19,753.64	£14,900.00	£49,320.00	£47,905.00	£43,700.00	£45,903.00
4190 Grants										
4190/1	Grants	£9,697.22	£10,000.00	£1,990.00	£8,010.00	£0.00	£10,000.00	£10,500.00	£10,000.00	£10,000.00
4190/1/1	Emergency Funding	£3,500.00	£3,000.00	£0.00	£3,000.00	£0.00	£3,000.00	£3,150.00	£3,000.00	£3,000.00
4190/3	Grants Section 137	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

4190 TOTAL		£13,197.22	£5,000.00	£1,990.00	£11,010.00	£0.00	£13,000.00	£13,650.00	£13,000.00	£13,000.00
<b><u>Website &amp; Community Development</u></b>										
4000/6	Website	£422.06	£3,000.00	£854.90	£2,145.10	£0.00	£3,120.00	£3,150.00	£3,245.00	£3,408.00
4000/6/2	Website Hosting	£479.40	£550.00	£359.60	£190.40	£0.00	£570.00	£578.00	£592.00	£622.00
4000/6/3	Newsletter	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000 TOTAL		£901.46	£3,550.00	£1,214.50	£2,335.50	£0.00	£3,690.00	£3,728.00	£3,837.00	£4,030.00
<b><u>Town Mayor</u></b>										
4100/1	Town Mayor Badge & Regalia	£0.00	£50.00	£37.00	£13.00	£0.00	£0.00	£0.00	£0.00	£0.00
4100/1/1	Remembrance Day Wreath	£0.00	£0.00	£0.00	£0.00	£0.00	£52.00	£52.50	£54.00	£56.00
4100/1/3	Town Mayor Charities	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4100/1	Total	£0.00	£50.00	£37.00	£13.00	£0.00	£52.00	£52.50	£54.00	£56.00
<b><u>Venue Hire/Facilities</u></b>										
4100/6	Refreshments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4100/7	Room Hire Fund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4204	New Building Fund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4205	Bus Shelters	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b><u>Assets</u></b>										
4210/3	Rent - Office	£17,071.95	£12,000.00	£11,604.00	£396.00	£0.00	£14,810.00	£12,600.00	£9,360.00	£9,828.00
4210/4	Rates - Office	£5,582.40	£8,000.00	£0.00	£8,000.00	£0.00	£5,000.00	£6,000.00	£2,000.00	£2,100.00
4210/5	Water Rates - Office	£0.00	£300.00	£0.00	£300.00	£0.00	£300.00	£300.00	£0.00	£0.00

4210/6	Heating & Lighting - Office	£945.94	£6,000.00	£631.37	£5,368.63	£3,000.00	£3,000.00	£3,150.00	£0.00	£0.00
4210/7	Telephone & Broadband	£2,928.47	£2,500.00	£1,012.85	£1,487.15	£0.00	£2,600.00	£2,625.00	£2,705.00	£2,840.00
4210/8	Photocopying	£3,456.66	£4,000.00	£2,733.83	£1,266.17	£0.00	£4,160.00	£4,200.00	£4,326.00	£4,542.00
4210/9	Stationery	£557.10	£1,200.00	£217.67	£982.33	£600.00	£800.00	£800.00	£832.00	£874.00
4210/10	Postage	£769.48	£2,000.00	£1,758.33	£241.67	£0.00	£1,500.00	£1,500.00	£1,560.00	£1,638.00
4210/15	Office & Equipment Maintenance	£4,701.63	£3,500.00	£2,305.93	£1,194.07	£0.00	£1,750.00	£1,750.00	£200.00	£210.00
4210/16	New Equipment & Furniture	£365.33	£1,000.00	£884.24	£115.76	£0.00	£2,500.00	£2,500.00	£1,000.00	£1,050.00
4210/17	Waste Removal	£109.95	£700.00	£149.95	£550.05	£532.00	£300.00	£300.00	£312.00	£330.00
		£36,488.91	£41,200.00	£21,298.17	£19,901.83	£4,132.00	£36,720.00	£35,725.00	£22,295.00	£23,412.00

#### TOTAL Assets & Communities

		£75,350.08	£82,900.00	£42,886.03	£53,013.97	£19,032.00	£102,782.00	£101,060.50	£82,886.00	£86,401.00
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#### Policy & Resources

##### 4000 Corporate Management

4000/1	400 IT Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Accounts Support	£1,444.50	£1,530.00	£1,785.56	£255.56	£255.56	£2,000.00	£2,813.00	£2,080.00	£2,185.00
4000/2	Bank Charges	£867.42	£600.00	£575.69	£24.31	£0.00	£625.00	£907.00	£650.00	£683.00
4000/3	Legal & Professional Fees	£25,590.94	£7,000.00	£9,590.48	£2,590.48	£3,790.48	£8,000.00	£7,350.00	£8,320.00	£8,736.00
4000/4	Legal Costs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000/5	Audit Fees	£2,845.83	£2,400.00	£1,300.00	£1,100.00	£0.00	£2,500.00	£2,988.00	£2,600.00	£2,730.00
4000/6	IT Support & Equipment	£570.58	£2,500.00	£2,647.94	£147.94	£772.06	£3,400.00	£3,400.00	£3,540.00	£3,720.00
		£31,319.27	£14,030.00	£15,899.67	£1,869.67	£4,818.10	£16,525.00	£17,458.00	£17,190.00	£18,054.00

##### 4100 Democratic Representation

4100/1	Members Training & Courses	£1,705.00	£1,500.00	£855.12	£644.88	£0.00	£1,560.00	£1,575.00	£1,620.00	£1,700.00
4100/2	Members Travel	£0.00	£100.00	£0.00	£100.00	£0.00	£100.00	£105.00	£104.00	£110.00
4100/3	Members Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00



4100/4	Public Building Hire	£72.00	£1,200.00	£1,861.34	-£661.34	-£700.00	£2,000.00	£2,000.00	£2,080.00	£2,184.00
	4100 TOTAL	£1,777.00	£2,800.00	£2,716.46	£83.54	-£700.00	£3,660.00	£3,680.00	£3,804.00	£3,994.00
4180	<u>Other Services to the Public</u>									
4180/1	Election Costs	£39,647.93	£10,000.00	£14,328.11	-£4,328.11	-£4,328.11	£10,000.00	£10,000.00	£10,000.00	£10,000.00
	4180 TOTAL	£39,647.93	£10,000.00	£14,328.11	-£4,328.11	-£4,328.11	£10,000.00	£10,000.00	£10,000.00	£10,000.00
4200	<u>Administration Rechargeable Payroll</u>									
4200/1	Payroll	£163,034.74	£215,000.00	£123,117.20	£91,882.80	£65,000.00	£215,000.00	£215,000.00	£223,600.00	£234,780.00
4200/3	Staff Training	£689.00	£2,500.00	£677.00	£1,823.00	£0.00	£2,500.00	£2,500.00	£2,600.00	£2,730.00
4200/4	Staff Travel	£737.58	£500.00	£0.00	£500.00	£300.00	£500.00	£500.00	£520.00	£546.00
	4200 TOTAL	£164,461.32	£218,000.00	£123,794.20	£94,205.80	£65,300.00	£218,000.00	£218,000.00	£226,720.00	£238,056.00
4210	<u>Administration Rechargeable</u>									
4210/2	Office Sundries	£0.00	£250.00	£87.00	£163.00	£100.00	£250.00	£250.00	£260.00	£273.00
4210/11	Subscriptions/Memberships	£3,085.00	£3,100.00	£3,176.00	-£76.00	-£76.00	£3,300.00	£3,255.00	£3,432.00	£3,604.00
4210/12	Insurance	£3,741.61	£4,000.00	£0.00	£4,000.00	£0.00	£4,160.00	£4,200.00	£4,326.00	£4,542.00
4210/14	Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4210/18	Publications	£0.00	£200.00	£123.80	£76.20	£0.00	£210.00	£210.00	£220.00	£230.00
	4210 TOTAL	£6,826.61	£7,550.00	£3,386.80	£4,163.20	£24.00	£7,920.00	£7,915.00	£8,238.00	£8,649.00
	<b>TOTAL POLICY &amp; RESOURCES</b>	<b>£244,032.13</b>	<b>£252,380.00</b>	<b>£160,125.24</b>	<b>£92,254.76</b>	<b>£55,477.79</b>	<b>£256,105.00</b>	<b>£257,053.00</b>	<b>£265,952.00</b>	<b>£278,753.00</b>
4500	<u>Allotments</u>									
	4500 Allotment Service									



4500/1	Allotment Maintenance										
4500/1/1	<b>Admirals Way</b>										
4500/1/1/1	Services	£833.00	£1,100.00	£659.00	£441.00	£0.00	£1,135.00	£1,155.00	£1,180.00	£1,240.00	
4500/1/1/2	Grounds Maintenance	£617.73	£1,600.00	£287.30	£1,312.70	£0.00	£800.00	£800.00	£840.00	£880.00	
4500/1/1/3	Water Charges	£763.18	£400.00	£155.92	£244.08	£0.00	£415.00	£420.00	£432.00	£454.00	
4500/1/1/4	Repairs & Renewals	£275.14	£150.00	£255.00	£105.00	£0.00	£200.00	£158.00	£210.00	£220.00	
4500/1/1/5	Equipment	£57.38	£150.00	£58.12	£91.88	£0.00	£150.00	£158.00	£150.00	£150.00	
4500/1/1/6	Sundries	£0.00	£50.00	£12.85	£37.15	£0.00	£60.00	£52.00	£60.00	£60.00	
4500/1/1/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4500/1/1/8	Pest Control	£628.56	£700.00	£457.12	£242.88	£0.00	£700.00	£735.00	£728.00	£765.00	
4500/1/1	TOTAL	£3,174.99	£4,150.00	£1,885.31	£2,264.69	£0.00	£3,460.00	£3,478.00	£3,600.00	£3,769.00	
4500/1/2	<b>Barlows Lane</b>										
4500/1/2/1	Services	£833.00	£1,100.00	£659.00	£441.00	£0.00	£1,135.00	£1,155.00	£1,180.00	£1,240.00	
4500/1/2/2	Grounds Maintenance	£1,086.48	£2,500.00	£612.00	£1,888.00	£0.00	£1,250.00	£1,250.00	£1,300.00	£1,365.00	
4500/1/2/3	Water Charges	£1,400.27	£1,500.00	£414.10	£1,085.90	£0.00	£1,545.00	£1,575.00	£1,610.00	£1,690.00	
4500/1/2/4	Repairs & Renewals	£235.14	£150.00	£698.75	£548.75	£0.00	£400.00	£400.00	£420.00	£440.00	
4500/1/2/5	Equipment	£227.38	£150.00	£58.12	£91.88	£0.00	£150.00	£158.00	£150.00	£150.00	
4500/1/2/6	Sundries	£0.00	£50.00	£12.85	£37.15	£0.00	£60.00	£52.00	£60.00	£60.00	
4500/1/2/7	Returned Deposits	£28.61	£0.00	£50.00	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4500/1/2/8	Pest Control	£628.56	£700.00	£457.14	£242.86	£0.00	£700.00	£735.00	£728.00	£765.00	
4500/1/2	TOTAL	£4,439.44	£6,150.00	£2,961.96	£3,188.04	£0.00	£5,240.00	£5,325.00	£5,448.00	£5,710.00	
4500/1/3	<b>Churchill Way</b>										
4500/1/3/1	Services	£833.00	£1,100.00	£659.00	£441.00	£0.00	£1,135.00	£1,155.00	£1,180.00	£1,240.00	
4500/1/3/2	Grounds Maintenance	£1,336.48	£2,500.00	£632.00	£1,868.00	£0.00	£1,400.00	£1,400.00	£1,456.00	£1,530.00	
4500/1/3/3	Water Charges	£457.77	£500.00	£78.38	£421.62	£0.00	£515.00	£525.00	£535.00	£562.00	
4500/1/3/4	Repairs & Renewals	£149.64	£150.00	£146.67	£3.33	£0.00	£150.00	£158.00	£150.00	£150.00	
4500/1/3/5	Equipment	£57.38	£150.00	£58.12	£91.88	£0.00	£150.00	£158.00	£150.00	£150.00	
4500/1/3/6	Sundries	£0.00	£50.00	£12.85	£37.15	£0.00	£60.00	£52.00	£60.00	£60.00	
4500/1/3/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4500/1/3/8	Pest Control	£628.56	£700.00	£457.12	£242.88	£0.00	£700.00	£735.00	£728.00	£765.00	
03/01/4500	TOTAL	£3,462.83	£5,150.00	£2,044.14	£3,105.86	£0.00	£4,110.00	£4,183.00	£4,259.00	£4,457.00	
04/01/4500	<b>Mylan Road</b>										
4500/1/4/1	Services	£833.00	£1,100.00	£736.00	£364.00	£0.00	£1,135.00	£1,155.00	£1,180.00	£1,240.00	

4500/1/1/4/2	Grounds Maintenance	£1,266.48	£2,600.00	£612.00	£1,988.00	£0.00	£1,300.00	£1,300.00	£1,352.00	£1,420.00
4500/1/1/4/3	Water Charges	£502.30	£600.00	£264.11	£335.89	£0.00	£620.00	£630.00	£645.00	£678.00
4500/1/1/4/4	Repairs & Renewals	£330.64	£150.00	£180.00	£30.00	£0.00	£300.00	£158.00	£312.00	£328.00
4500/1/1/4/5	Equipment	£57.38	£150.00	£58.12	£91.88	£0.00	£150.00	£158.00	£150.00	£150.00
4500/1/1/4/6	Sundries	£0.00	£50.00	£12.85	£37.15	£0.00	£60.00	£52.00	£60.00	£60.00
4500/1/1/4/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/1/4/8	Pest Control	£628.54	£700.00	£457.12	£242.88	£0.00	£700.00	£735.00	£728.00	£765.00
4500/1/1/4	TOTAL	£3,618.34	£5,350.00	£2,320.20	£3,029.80	£0.00	£4,265.00	£4,188.00	£4,427.00	£4,641.00
4500/1/1/5	Old Winton Road									
4500/1/1/5/1	Services	£833.00	£1,100.00	£659.00	£441.00	£0.00	£1,135.00	£1,155.00	£1,180.00	£1,240.00
4500/1/1/5/2	Grounds Maintenance	£1,141.48	£2,500.00	£652.00	£1,848.00	£0.00	£1,300.00	£1,300.00	£1,352.00	£1,420.00
4500/1/1/5/3	Water Charges	£703.06	£800.00	£278.23	£521.77	£0.00	£825.00	£840.00	£858.00	£900.00
4500/1/1/5/4	Repairs & Renewals	£102.64	£150.00	£85.00	£65.00	£0.00	£150.00	£158.00	£150.00	£150.00
4500/1/1/5/5	Equipment	£227.40	£150.00	£58.12	£91.88	£0.00	£150.00	£158.00	£150.00	£150.00
4500/1/1/5/6	Sundries	£0.00	£50.00	£12.90	£37.10	£0.00	£60.00	£52.00	£60.00	£60.00
4500/1/1/5/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/1/5/8	Pest Control	£628.54	£700.00	£457.12	£242.88	£0.00	£700.00	£735.00	£728.00	£765.00
4500/1/1/5	TOTAL	£3,636.12	£5,450.00	£2,202.37	£3,247.63	£0.00	£4,320.00	£4,398.00	£4,478.00	£4,685.00
4500/1/1/6	The Drove									
4500/1/1/6/1	Services	£865.41	£1,100.00	£659.00	£441.00	£0.00	£1,135.00	£1,155.00	£1,180.00	£1,240.00
4500/1/1/6/2	Grounds Maintenance	£1,656.48	£2,500.00	£1,580.96	£919.04	£0.00	£1,600.00	£1,600.00	£1,664.00	£1,747.00
4500/1/1/6/3	Water Charges	£510.95	£1,500.00	£3,155.79	£1,655.79	£0.00	£2,500.00	£2,500.00	£2,600.00	£2,730.00
4500/1/1/6/4	Repairs & Renewals	£17.64	£150.00	£170.00	£20.00	£0.00	£150.00	£158.00	£150.00	£150.00
4500/1/1/6/5	Equipment	£142.38	£150.00	£58.13	£91.87	£0.00	£150.00	£158.00	£150.00	£150.00
4500/1/1/6/6	Sundries	£0.00	£50.00	£12.85	£37.15	£0.00	£60.00	£52.00	£60.00	£60.00
4500/1/1/6/7	Returned Deposits	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/1/6/8	Pest Control	£628.56	£700.00	£457.18	£242.82	£0.00	£700.00	£735.00	£728.00	£765.00
4500/1/1/6	TOTAL	£3,871.42	£6,150.00	£6,093.91	£56.09	£0.00	£6,295.00	£6,358.00	£6,532.00	£6,842.00
2020/2021 Net	Budget	2021/2022	Actual Net @	Balance	Projected	2023/2024	2024/2025			
			30.11.2021	2021/2022	31.03.2022	PROPOSED BUDGET	PROPOSED BUDGET	INFLATION	Forecast (4% Increase)	Forecast (5% Increase)
4500/1/1/7	Vigo Road									
4500/1/1/7/1	Services	£833.00	£1,100.00	£582.00	£518.00	£0.00	£1,135.00	£1,155.00	£1,180.00	£1,240.00



4500/1/7/2	Grounds Maintenance	£1,216.50	£2,500.00	£837.00	£1,663.00	£0.00	£2,000.00	£2,000.00	£2,100.00	£2,200.00
4500/1/7/3	Water Charges	£1,107.93	£1,000.00	£4,238.95	-£3,238.95	£0.00	£2,500.00	£2,000.00	£2,600.00	£2,730.00
4500/1/7/4	Repairs & Renewals	£27.66	£150.00	£523.38	-£373.38	£0.00	£150.00	£158.00	£150.00	£150.00
4500/1/7/5	Equipment	£142.38	£150.00	£58.13	£91.87	£0.00	£150.00	£158.00	£150.00	£150.00
4500/1/7/6	Sundries	£0.00	£50.00	£12.85	£37.15	£0.00	£60.00	£52.00	£60.00	£60.00
4500/1/7/7	Returned Deposits	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/7/8	Pest Control	£628.68	£700.00	£457.20	£242.80	£0.00	£700.00	£735.00	£728.00	£765.00
4500/1/7	TOTAL	£4,056.15	£5,650.00	£6,709.51	-£1,059.51	£0.00	£6,695.00	£6,258.00	£6,968.00	£7,295.00
4500/1/8	<b>Ox Drove</b>									
4500/1/8/1	Services	£0.00	£500.00	£0.00	£500.00	£500.00	£0.00	£0.00	£0.00	£0.00
4500/1/8/2	Grounds Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£500.00	£0.00	£0.00
4500/1/8/3	Water Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£300.00	£300.00	£312.00	£328.00
4500/1/8/4	Repairs & Renewals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/8/5	Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00	£150.00	£150.00	£150.00
4500/1/8/6	Sundries	£0.00	£0.00	£0.00	£0.00	£0.00	£60.00	£60.00	£60.00	£60.00
4500/1/8/7	Pest Control	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£728.00	£765.00
4500/1/9	<b>Picket Twenty</b>	£0.00	£500.00	£0.00	£500.00	£500.00	£1,010.00	£1,010.00	£1,250.00	£1,303.00
4500/1/9/1	Services	£0.00	£500.00	£0.00	£500.00	£500.00	£0.00	£0.00	£0.00	£0.00
4500/1/9/2	Grounds Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£0.00	£0.00
4500/1/9/3	Water Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£300.00	£300.00	£312.00	£328.00
4500/1/9/4	Repairs & Renewals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/9/5	Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00	£150.00	£150.00	£150.00
4500/1/9/6	Sundries	£0.00	£0.00	£0.00	£0.00	£0.00	£60.00	£60.00	£60.00	£60.00
4500/1/9/7	Pest Control	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£728.00	£765.00
4500/1/10	<b>Saxon Heights</b>	£0.00	£500.00	£0.00	£500.00	£500.00	£510.00	£1,010.00	£1,250.00	£1,303.00
4500/1/10/1	Services	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/10/2	Grounds Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£0.00	£0.00
4500/1/10/3	Water Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£300.00	£300.00	£312.00	£328.00
4500/1/10/4	Repairs & Renewals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/10/5	Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00	£150.00	£150.00	£150.00
4500/1/10/6	Sundries	£0.00	£0.00	£0.00	£0.00	£0.00	£60.00	£60.00	£60.00	£60.00

4500/1/10/7	Pest Control	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£728.00	£765.00
		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£510.00	£1,010.00	£1,250.00	£1,250.00	£1,303.00
4500/1	TOTAL ALLOTMENTS	£26,259.29	£39,050.00	£24,217.40	£14,832.60	£1,000.00	£35,915.00	£37,218.00	£38,462.00	£41,308.00		
		2020/2021 Net	Budget 2021/2022	Actual Net @ 30.11.2021	Balance 2021/2022	Projected balance by 31.03.2022	PROPOSED BUDGET 2022/2023	PROPOSED BUDGET 5% INFLATION	2023/2024 Forecast (4% Increase)	2024/2025 Forecast (5% Increase)		
<b>Planning/Highways</b>												
4300	Planning/Highways	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4300/1	Provision of Speed Signs	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4300/2	Design Statement/NP	£10,167.51	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4300/4	Street Trees	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4300/5	Traffic Calming	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4300/6	SID's Admin & Management	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4300	Total	£10,167.51	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		2020/2021 Net	Budget 2021/2022	Actual Net @ 30.11.2021	Balance 2021/2022	Projected balance by 31.03.2022	PROPOSED BUDGET 2022/2023	PROPOSED BUDGET 5% INFLATION				
Total Income		£385,633.23	£22,900.00	£394,780.52	£394,730.52	£387,390.41	£25,254.00	£25,254.00				
Total Expenditure		£352,067.40	£374,330.00	£227,228.67	£160,101.33	£78,454.33	£394,802.00	£395,331.50				
TOTAL NET BALANCE		£33,565.83		£167,551.85			£369,548.00	£370,077.50				

Band D for 2022/2023 is 17,147 @ £21.10 £361,801.70

# Appendix E: Back to Basics – Part 1

# E

**Produced for:**

Policy and Resources Committee

**Date of Report:**

Friday 17 December 2021

**Background**

The Town Council has recently agreed that Andover Town Council should go 'Back to Basics'. The Town Clerk has been asked to define what that means for the Town Council and how it will be achieved.

There are several factors that contribute to the 'makeup' and operation of the Town Council and to define 'Back to Basics' is not achievable in one single report and one action to be taken.

Therefore, to approach this in a sensible, measured and understandable way, there will be a series of reports, breaking down the areas and considering them one by one to achieve the desired whole – 'Back to Basics'.

**Back to Basics – Part 1**

This is the first of a number of reports for the 'Back to Basics' project.

The overall operation of the Council, as a Corporate Body, is run and managed by meetings (Democratic Structure). This includes full Council meetings, Committee meetings and currently Panel meetings.

If this basic function is not running/operating correctly and efficiently, it undermines, slows and prevents the Town Council working correctly to make considered decisions and inform the public on how it is achieving value for money and providing services.

In May and June 2021, decisions were made to change the Democratic Structure. Part 1 of the 'Back to Basics' will be to consider whether the changes were appropriate, whether they are working, are they efficient, are they value for money and whether further changes are required.

**Summary of Key Issues**

To consider whether the Committee Structure is working in order to facilitate the newly agreed 'Back to Basics' plan.

To consider whether the Committee Structure is using too many resources

To consider whether the Committee structure is value for money

To consider Committee Structure changes to recommend to full Council.

**Current Situation**

It is now over six months since Andover Town Council resolved (May/June 2021) to set up a new Democratic Structure (Policy & Resources Committee, Planning Committee and Allotments Committee, with supporting Panels – Events, Grants and HR) and it is appropriate to evaluate the success and cost effectiveness of these committees, panels and democratic structure.

**Points for consideration**

- Costs of council and committee meetings in venue hire, officer time, printing
- Number and frequency of Council, Committee and Panel meetings
- Councillor time spent at council, committees and panels
- Public perception of the council and committees (panels are currently held in closed session)
- Effectiveness of the council and committees in dealing with their allocated responsibilities
- Future workload of the council, committees and panels

**Costs of Council and Committee meetings**

(Panel Meetings have been held via zoom as informal meetings with recommendations to Full Council. No decision making)

**Venue Hire**

From May to December 2021 – Council Meetings - £1,137.13

From October to December 2021 – P&R Committee - £218.40

From September to December 2021 – Allotment Committee - £151.00

From July to December 2021 – Planning Committee - £135.60

**TOTAL VENUE HIRE to DECEMBER 2021 - £1,642.13**

**Officer Time (Total in hours and cost)**

From May to December 2021 – Council Meetings – 246 hours/£5,201.20

From July to December 2021 – P&R Committee – 94 hours/£2,006.72

From July to December 2021 – Allotment Committee – 176 hours/£3,176.14

From July to December 2021 – Planning Committee – 85 hours/£1,740.45

**TOTAL OFFICER TIME & COST – 601 hours/£12,124.51**

**Printing Costs**

From May to December 2021 – Council Meetings – £823.73

From July to December 2021 – P&R Committee – £470.70

From July to December 2021 – Allotment Committee – £353.03

From July to December 2021 – Planning Committee – £706.05

**TOTAL PRINTING COSTS - £2,353.51**

**TOTAL COST = £16,120.15**

**Number and frequency of Council, Committee and Panel meetings**

Council Meetings

Held once a month, except in July 2021 = 7 meetings

Planning Committee meetings

Held every 3 weeks = 10 meetings

<p>Policy &amp; Resources Committee meetings An additional Extraordinary meeting was held in October = 4 meetings</p> <p>Allotment Committee meetings 3 meetings</p> <p>Frequency of Meetings (including Panel Meetings) From Annual Council in May to last meeting in December = 32 weeks <b>Number of meetings in 32 weeks = 28 meetings</b></p>
<p><b>Councillor time spent at council, committees and panels</b></p> <p>Council Meetings (all Councillors) (number of hours) – 14 hours per Councillor Policy &amp; Resources Committee (7 Councillors) (number of hours) – 6 hours per Councillor Allotment Committee (7 Councillors) (number of hours) – 6 hours per Councillor Planning Committee (5 Councillors) (number of hours) – 15 hours per Councillor Panels (number of hours) – 4.5 hours per Councillor</p>
<p><b>Public Perception</b></p> <p>The Town Council has not carried out an opinion survey. However, by following comments on social media, the reputation of the Town Council is very low. The public have lost faith in the Council and consider that Council and Committees waste time and do not make strategic or timely decisions.</p>
<p><b>Full Council</b></p> <p>Currently the Council meets once a month. This is a high frequency of meetings which is required at the current time to allow for recommendations from Committees and Panels to be considered. This creates a large volume of work for Officers and takes up a great deal of time of Members and Officers. Committees could be delegated more authority to carry out tasks on behalf of full Council which could reduce the frequency of meetings.</p>
<p><b>Allotment Committee</b></p> <p>Allotment Committee terms of reference:</p> <p><b><i>TERMS OF REFERENCE (v3 June 2021)</i></b>  <i>This committee will comprise of up to 7 Members of the Council.  The quorum of the Committee shall be 3 members  It is expected that Councillors attend appropriate Training.  The Mayor &amp; Deputy Mayor will attend meetings in a ex officio capacity (unless they are appointed as members of the committee)</i></p> <p><i>The committee shall appoint a member of the Committee as Chairman  The committee shall appoint a member of the Committee as Vice Chairman</i></p>

### ***Terms of Reference***

*To address and formulate policy, other than that determined by Council, in regard to Allotment provision in Andover, agree maintenance works, develop partner relationships with other local organisations for the provision of leisure gardens in Andover and monitor and maintain the Budget for allotment provision.*

*To develop, monitor and or review the following and make recommendations to full Council when necessary*

*To have delegated authority to carry out the following:*

- 1. To approve maintenance works for the provision of the Allotment Service, within the Allotments Budget*
- 2. To have visibility over the day to day maintenance of the Allotment Sites within the Budget and to agree Capital Expenditure*
- 3. To investigate further areas for allotment provision in Andover*

### **Finance**

- 1. To be responsible for the following Budget Heads and approve individual expenditure items up to a value of £5000 at any one time in line with the Budget as previously agreed by Council.:*

*4500 – Allotment Service*

The Allotment function is governed by the Allotment Rules and Regulations. It has been agreed that these require updating which will need to be finally agreed by the Committee and recommended to Full Council for approval.

The Allotment Committee has also just embarked on a project to review the allotment charges. This has been tasked to the Town Clerk to produce. However, the Committee will be required to review it and recommend any changes to full Council.

The day to day running of the allotments should lie with the Allotment Officers and Town Clerk. The Committee should only be involved if there are requests/disputes that are outside of the scope of the Rules and Regulations and cannot be resolved by the officers.

Currently the Committee is meeting almost once a month. This is putting additional workload on the officers who have to prepare the reports and agendas and attend the meetings and then write up the minutes. This is time which would be better spent on the running of the allotments.

It is suggested that the number of allotment meetings be reduced. The Committee should meet to consider the proposed changes to the charges and Rules and Regulations and then meet quarterly to receive updates and deal with any disputes/requests outside the Rules and Regulations.

It is further suggested that the Allotment Committee Terms of Reference be reviewed to better define the function and responsibility of the Committee. They are currently very vague and could be open to misinterpretation.



## **Planning Committee**

The Planning Committee terms of reference:

### **TERMS OF REFERENCE (v3 June 2021)**

*This committee will comprise of up to 7 Members of the Council.*

*The quorum shall be 3 members of the Committee*

*It is required that Councillors attend appropriate Training.*

*The Mayor & Deputy Mayor will attend meetings in a ex officio capacity (unless they are appointed as members of the committee)*

*The committee shall appoint a member of the Committee as Chairman*

*The committee shall appoint a member of the Committee as Vice Chairman*

### **Remit**

*To make observations on all planning applications and planning issues, including Development Briefs, Local Plans, Structure Plans and Development Control and to make site visits where necessary.*

*To have delegated authority to carry out the following:*

- a) To consider all planning applications submitted to Andover Town Council by Test Valley Borough Council and Hampshire County Council and comment thereon within the prescribed time limits and make observations in consultation with the adopted Local Plans.*
- b) To consider all street naming consultations and tables & chairs applications submitted to Andover Town Council by Test Valley Borough Council and Hampshire County Council and comment thereon within the prescribed time limits.*
- c) To consider*
- d) To represent the views of the Town Council at planning appeals and representation to Test Valley Borough Council regarding planning and development matters and encourage consultation with the Planning Authority and developers where appropriate.*
- e) To inform the community of Andover on major planning issues and to encourage participation in decision making.*
- f) To have delegated authority to exercise the Town Council's statutory right to be notified of planning applications.*
- g) To make observations on all planning applications notified by the Planning Authorities.*
- h) To make observations on all telecommunication proposals received by Andover Town Council.*
- i) To submit the Council's observations to the relevant planning authorities.*
- j) To hear preliminary proposals for development within Andover*
- k) To represent the Council at Development Forums and Planning Authority Site Visits and Planning Committee Meetings.*
- l) To consider*
- m) To respond to any consultations or matters on traffic and transport affecting the Town Council area.*
- n) To respond to any consultations or matters on Minerals affecting the Town Council area.*

*To consider and make recommendations to Council regarding the following:*

- *the future social, community and cultural implications of residential development.*
- *the environmental impact of planning proposals in Andover and adjacent parishes.*
- *the implications of local and strategic plans.*

*The Chair of Planning (or Deputy Chair) shall be also be delegated, in liaison with members of the Planning Committee, to revisit and if necessary, amend a previous recommendation of the Planning Committee should material circumstances change and this is made apparent by the Borough Council's Planning Case Officer.*

The Planning Committee must meet every 3 weeks to coincide with the Northern Area Planning Meetings of Test Valley Borough Council, the Planning Authority.

Although this means there are a large number of these meetings, they are efficient and can be managed by Officers other than the Town Clerk as no decisions are made, only observations are made and sent to the Planning Authority. This is the basic function of the Committee.

It is recommended that the Planning Committee remains a Committee to make observations to enable efficiency and that if decisions are required for items, they be dealt with by full Council.

The Terms of Reference of the Planning Committee should be amended to better reflect the function of the Planning Committee.

## **Policy & Resources Committee**

The Policy & Resources Terms of Reference:

### ***TERMS OF REFERENCE (v2 June 2021)***

*This committee will comprise of up to 7 Members of the Council.*

*It is expected that Councillors attend appropriate Training.*

*The Mayor & Deputy Mayor will attend meetings in a ex officio capacity (unless they are appointed as members of the committee)*

*The committee shall appoint a member of the Committee as Chairman*

*The committee shall appoint a member of the Committee as Vice Chairman*

*To give consideration to matters of policy, including consideration of those recommendations of other committees, which are to be submitted to the Council where matters of policy are concerned.*

*To ensure sufficient financial resources to fulfil the aims and functions of the Council.*

*To ensure that in every activity the council obtains proper value for money expended.*

*To ensure that all statutory provisions relating to the control of local government finance are fully complied with by all members and employees of the Council, and that any foreseeable method or opportunity of fraud, corruption or financial abuse is prevented and that the Council is just and fair in all its financial dealings.*

*To be responsible for the overall control of the Council's financial affairs, and to ensure sound accounting principles are maintained.*

*To receive during October from the Council's standing committees, their estimates of income and expenditure during the following year.*

*To recommend to Council each year in November, the fees and charges for the services administered by the Authority.*

*To recommend to Council in November each year the budget for the forthcoming year and the Precept to be served on the Borough Council.*

*To ensure that the Council, its Members, officers, volunteers, workers and property are fully insured against liability, negligence, fraud, loss or damage.*

*To make recommendations to Council regarding the acquisition, maintenance and disposal or determinations of all land, buildings, assets and facilities owned or used by the Council to ensure their most effective use in the interests of the Council as a whole.*

The Policy and Resources (P&R) Committee should meet at strategic times of the year when statutory obligations need to be fulfilled, such as completing the Year End Accounts for the Annual Governance and Accountability Return (AGAR). The Committee should also be carrying out the work to ensure that the Council is running efficiently and meeting its statutory obligations. It therefore needs to meet 2 weeks prior to a Council meeting so that any recommendations and further reports can be prepared for consideration by Council.

Currently, the P&R meetings are taking place too close to the Council meetings and Officers are finding it difficult to turn the work around in good time. There is also insufficient time between meetings to carry out the work from the previous meeting.

It is recommended that the frequency of the P&R meetings be adjusted to better reflect statutory duties and to better 'feed into' the Council meetings.

The Policy and Resources Committee should have overview of some of the Staffing and HR Responsibilities as they affect overall Council Policy and Finance. This has been omitted from the current Terms of Reference and the HR Panel has nowhere to report to.

It is recommended that the Terms of Reference of the P&R Committee be reviewed to better reflect its functions and responsibility. They should also be amended to include some of the staffing and HR responsibilities in line with policy and finance.

## **Advisory Panels**

### **ADVISORY PANELS' TERMS OF REFERENCE v.2 June 21**

#### **GRANT AID PANEL**

*The membership shall consist of the 7 members of the Council.*

*The quorum shall be 3 members of the panel*

#### **Remit**

- *To consider Grant Aid applications received from the local community and recommend Grant Aid awards to Council, in line with the Grant Aid application guide and criteria*
- *To consider improvements to the Grant Aid scheme by increased promotion and engagement with the community and submit proposals to Council for approval.*

#### **EVENTS, PROMOTION & CHRISTMAS LIGHTS PANEL**

*The membership shall consist of the 7 members of the Council.*

*The quorum shall be 3 members of the panel*

**Remit**

- *To consider, develop and cost appropriate schemes and projects for Andover and submit to Council for approval.*
- *To develop proposals for the promotion of Andover and submit to Council for approval.*

**HR PANEL TERMS OF REFERENCE**

*The membership shall consist of the Mayor, Deputy Mayor, and the Chairman of Planning, Policy & Resources and Allotments Committees'.*

*Its remit is to meet as and when required and report to the Policy & Resources Committee or where appropriate, Full Council, on the following:*

- *Staffing Levels, Pay, Recruitment and Retention*
- *Training and Development of Staff*
- *Performance Appraisal of Town Clerk*
- *Employee Relations*
- *Compliance with Employment Legislation*

'Panels' were set up to advise on Events, Grants, Website, Christmas Lights and Human Resources.

The Panels are in effect Working Groups and they have no power to make decisions and only make recommendations directly to full Council.

The Panels can be called at any time to assist with direction for Officers and for recommendations to be presented to Council. However, this means that a large number of meetings can be called, adding more time pressures to Councillors and Officers. It also means that the Officers must wait until a meeting of Council for decisions to be made.

**Recommendations to get 'Back to Basics' for the Democratic Structure**

Currently there is a high volume of meetings which is costing the Council in terms of time and resources.

Having a meeting at least once a week is not giving Officers sufficient time to turn work around and/or carry out their statutory duties as they are tied up with writing reports and producing agendas for Committees and Council.

The Terms of Reference for the Committees are not detailed enough to reflect delegation of responsibility to allow Committees to perform and approve services on behalf of Council to allow more efficient use of time and resources.

The Panels (which are in effect Working Groups) are unable to make decisions and require Council to meet every month to approve recommendations.

It is recommended that the number of meetings for Committees and Council be reduced.

It is recommended that the Terms of Reference for the Committees be amended to better reflect delegations and staff/HR requirements.

It is recommended that consideration be given to creating another Committee to cover the provision/consideration of Events, Grants, Website and Christmas Lights.

<p><b>If the above recommendations are agreed, that Officers be tasked with drawing up a revised Democratic Structure, revised Terms of Reference and an amended schedule of meetings.</b></p>
<p><b>Financial Implications</b></p> <p>From May to December 2021 the total amount of time spent on Council and Committees was in total – <b>601 hours</b></p> <p>From May to December 2021 the total cost in officer time was <b>£12,124.51</b></p> <p>From May to December 2021 the total costs for photocopying and printing – <b>£2,353.51</b></p> <p>From May to December 2021 the total costs for room/hall hire - <b>£1,642.13</b></p>
<p><b>Legal and Policy Implications</b></p> <p>All Town Council Committees must comply with the Town Council's Standing Orders.</p>
<p><b>Recommendations</b></p> <p>To approve the recommendations included within the report:</p> <p>It is recommended that the number of meetings for Committees and Council be reduced.</p> <p>It is recommended that the Terms of Reference for the Committees be amended to better reflect delegations and staff/HR requirements.</p> <p>It is recommended that consideration be given to creating another Committee to cover the provision/consideration of Events, Grants, Website and Christmas Lights.</p> <p><b>If the above recommendations are agreed, that Officers be tasked with drawing up a revised Democratic Structure, revised Terms of Reference and an amended schedule of meetings.</b></p>

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: [townclerk@andovertc.co.uk](mailto:townclerk@andovertc.co.uk)

Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors

# Appendix F: Office Accommodation – Options

## F

<b>Produced for:</b> Policy and Resources Committee	<b>Date of Report:</b> 13 December 2021																				
<b>Summary of Key Issues</b> <ul style="list-style-type: none"><li>The contract on the current Andover Town Council Offices is up for renewal in September 2022. There is a 6-month notice period.</li><li>Given the change in the way businesses are now working with more staff working from home, thus reducing overheads in the form of office rent, Town Council Members tasked Officers with researching alternative options for a Town Council Office.</li></ul>																					
<b>Current Situation</b> <p>The office space that Andover Town Council currently rents is not ‘fit for purpose’ in the present climate. It was originally hoped that all Committee Meetings and Full Council meetings could be held in the offices, however, this has not been possible and Full Council Meetings continue to be held at the Guildhall at an additional cost. It is almost impossible to make the office CoVid safe at a reasonable cost and without employing more cleaners or paying additional overtime to staff.</p> <p>The current costs per month are as follows*:</p> <table><tr><td>Rent:</td><td>£967</td></tr><tr><td>Rates:</td><td>£465.20</td></tr><tr><td>Electric:</td><td>£490.75</td></tr><tr><td>Telephone and broadband:</td><td>£244</td></tr><tr><td>Photocopying:</td><td>£359.34</td></tr><tr><td>Postage:</td><td>£157.34</td></tr><tr><td>Office maintenance:</td><td>£391.67</td></tr><tr><td>Waste removal:</td><td>£247.50</td></tr></table> <p>(* figures taken from year when office was fully operational)</p> <table><tr><td><b>Total per month:</b></td><td><b>£3,570.30</b></td></tr><tr><td><b>Total per annum:</b></td><td><b>£42,843.60</b></td></tr></table>		Rent:	£967	Rates:	£465.20	Electric:	£490.75	Telephone and broadband:	£244	Photocopying:	£359.34	Postage:	£157.34	Office maintenance:	£391.67	Waste removal:	£247.50	<b>Total per month:</b>	<b>£3,570.30</b>	<b>Total per annum:</b>	<b>£42,843.60</b>
Rent:	£967																				
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<b>Total per month:</b>	<b>£3,570.30</b>																				
<b>Total per annum:</b>	<b>£42,843.60</b>																				
<b>Purpose of Report:</b> <p>To give members options to the current office accommodation to ensure that best value for money is being obtained for best use of space.</p>																					
<b>Option 1 - Serviced office in town centre per annum:</b>																					

Rent:	£750
Rates:	£0 (inc in rent)
Electric:	£0 (inc in rent)
Telephone and broadband:	£244 (there are cheaper alternatives in new office of £180)
Photocopying:	£359.34 (there are cheaper alternatives that do not require rental of photocopier)
Postage:	£157.34
Office maintenance:	£80.00 (comes with cleaner for the building)
Waste removal:	£207.00 (would not need to pay for general waste just confidential)

**Total per month: £1,797.68 (with further savings to make)**

**Total per annum: £21,572.16**

For this cost the Council would get a serviced office which would take 4 desks. The use of a meeting room which would suffice for meetings and committee meetings (at minimal cost), all electricity, 24 hrs access, share of receptionist, cleaner, loos, kitchen.

Current furniture could be used although the building is also able to supply at an additional price.

#### **Option 2 – Serviced Offices on a business park within Andover (6 month contract)**

Rent:	£759
Rates:	£0 (inc in rent)
Electric:	£0 (inc in rent)
Telephone and broadband:	1 free telephone line and 100 free minutes per month. £40 per month broadband.
Photocopying:	£359.34 (there are cheaper alternatives that do not require rental of photocopier)
Postage:	£157.34
Office maintenance:	£0 included in rent
Waste removal:	£0 included in rent.

**Total per month: £1,315.68**

**Total per annum: £15,788.16**

For this cost the Council would get a serviced office which would take 4 desks. The use of a meeting room which would suffice for meetings and committee meetings (at minimal cost), all electricity, 24 hrs access, share of receptionist, cleaner, loos, kitchen. Lounge memberships for Regus or Basepoint (with free WiFi), free parking, building insurance.

Current furniture could be used although the building is also able to supply at an additional price.

#### **Potential working arrangement:**

Currently the Town Council is operating with a reduced number of staff due to staff absences.

Considerable savings can be made by renting a serviced office with a share of all facilities and facilities

maintenance, by having a smaller office less cost is involved. Andover Town Council can still have a physical presence, whilst allowing Officers to continue working from home on days that the office is being used by other staff members.

By working 'shifts' within the office it reduces the risk of transmission of any illness, but particular Covid and it's many variants, amongst the limited staff members and should allow for a continuous service and physical presence for the public.

### **Legal and Policy Implications**

The Town Council has a duty of care to provide the Town Council staff with the equipment to enable them to carry out their jobs efficiently and safely.

The Guidelines and the Law on the Coronavirus is changing on a daily basis. At the time of writing this report a new variant, Omnicron, is taking hold and its infection rate is starting to increase faster than any variant before it. The recommendation from central government is to work from home if possible. It is imperative that The Council takes its duty of care to it's staff and members of the public seriously and invests in an office that allows a working environment that not only saves money but offers safety for all.

### **Recommendations**

**To receive and approve an option from one of the options listed above.**

**To instruct Officers to investigate further the option decided upon and report back to the Policy & Resources Committee with final costs and dates to make a recommendation to Full Council in time to give notice if necessary.**

Note: The people to contact about this report are Wendy Coulter (Town Clerk) and Tor Warburton (Deputy Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: [townclerk@andovertc.co.uk](mailto:townclerk@andovertc.co.uk) [deputyclerk@andovertc.co.uk](mailto:deputyclerk@andovertc.co.uk)

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# Appendix G: Work Programme

G

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
15 February 2022	Internal Audit Action Plan – Follow Up	Council	To ensure that the items highlighted by the Internal Auditor are being actioned	To make necessary recommendations to full Council
15 February 2022	Corporate Risk Assessment	STAT	To begin consideration of the Corporate Risk Assessment 2021/2022	
15 February 2022	Corporate Risk Assessment	STAT	To recommend the finalised Corporate Risk Assessment to full Council for approval	Recommend to Full Council
15 February 2022	Annual Report	STAT	To review the Annual Report and contents for Town Electors meeting on 16 March 2022	
15 February 2022	Back to Basics – Part 2	Council	To consider how the Town Council gets 'Back to Basics'	
26 April 2022	Review Council's resources	P&R	To review the Council's resources to ensure services are maintained	
26 April 2022	Investment Strategy	P&R	To consider an Investment Strategy in line with the Financial Regulations	
26 April 2022	Review Town Council Policies		Review Town Council Policies and make amendments as necessary	Yes
26 April 2022	Review of Financial Regulations	STAT	To review Financial Regulations to ensure compliance with latest Governance	
May 2022	Virement of Budgets		To consider any Virements of Budgets prior to 31 March 2022	Recommend to full Council
June 2022	Accounts for the Year Ended 31 March 2022	STAT	To approve the Accounts for the Year Ended 31 March 2022	
June 2022	To receive the Internal Auditors Report	STAT	To approve the Action Plan arising from the Internal Auditors Report	Recommend to full Council
June 2022	Annual Return Preparation	P&R	To review the Internal Audit Report and consider Accounts for the Annual Return	Recommend to full Council
September 2022	Review Council's resources	P&R	To review the Council's resources to ensure services are maintained	
September	Review financial plan for		To consider the Financial Plan for	

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
2022	2023/2024		2023/2024 to ensure Budgets cover services required – in preparation for Annual Budget 2023/2024	
November 2022	Review any Leases or Loans (if required)			
November 2022	Review of Members Services Provision		To consider whether provision has been provided within the budget for Members' Services	
November 2022	Timetable of Meetings for 2023		To consider a timetable of meetings for 2023	Recommend to full Council
November 2022	Annual Budget 2023/2024	STAT	To prepare and recommend to Council the Annual Budget for 2023/2024	
December 2022	Annual Budget 2023/2024 (2)	STAT	To recommend to Council the Annual Budget for 2023/2024	
December 2022	Review of Business Plan		To ensure the Town Council is up to date with the Business Plan	
Jan/Feb 2023	Internal Audit Arrangements	STAT	To note Internal Audit arrangements for YE 31 March 2023	
Jan/Feb 2023	Annual Report	STAT	To approve the contents of the Annual Report for 2022/2023	