



ANDOVER TOWN COUNCIL

Policy & Resources Committee Meeting Agenda

Tuesday 7 December 2021

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 7 December 2021 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

1 December 2021



ANDOVER TOWN COUNCIL

Policy & Resources Committee Meeting Agenda

Tuesday 7 December 2021

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

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Item 1: Apologies for Absence

To receive and 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 5 October 2021 and the Extraordinary Policy & Resources Meeting held on 14 October 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: Year End 31 March 2021 – Underspends & Overspends

To consider and recommend to full Council the movement of funds from the Budget Year Ending 31 March 2021 to address underspends and overspends – report and spreadsheet attached at **Appendix B**.

Item 6: Financial Plan for 2022/2023

To consider a financial plan for 2022/2023 – report attached at **Appendix C**.

Item 7: Policy & Resources Draft Budget 2022/2023

To consider a Draft Budget for the Policy and Resources Committee for 2022/2023 – Draft Budget attached at **Appendix D**.

Item 8: Draft Budget 2022/2023

To consider the Draft Budget 2022/2023 and if approved to recommend to full Council for first consideration at its meeting on 15 December 2021 – Report and Draft Budget attached at **Appendix E**.

Item 9: Opening Offices

To consider a report regarding the opening of the Town Council Offices as referred from Full Council – Report attached at **Appendix F**.

Item 9: Policy on Paper Usage

To consider a Motion, referred from Full Council in relation to the usage of paper – Motion attached at **Appendix G**.

Item 10: Work Programme

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

Item 11: Date of the Next Meeting

Members are requested to note the date of the next meeting: **Tuesday 11 January 2022 at 6.30pm.**
Venue: The Lights, Andover.

The Chairman will close the meeting.

Appendix A: Minutes of the last meeting

A

Time and date

6.00pm, Tuesday, 5 October 2021

Place

The Lights, Andover

Details of Attendance:

Members of the Committee:

Cllr R Rowles (Chairman) (P)
Cllr S Waue (Vice Chairman) (P)
Cllr L Gregori (A) Cllr R Hughes (P) Cllr M Mumford (P) Cllr J Sangster (P)
Cllr B Long (Town Mayor) (Ex Officio) (P)

Officers Present:

Wendy Coulter (Town Clerk)
Tor Warburton (Deputy Clerk) (taking the minutes)

Other Town Councillors:

Councillor N Long
Councillor D Coole
Councillor R Meyer

Borough/County Councillors: None

Members of the Public: None

Members of the Press: 1

PR 001/10/21	ELECTION OF CHAIRMAN It was proposed by Cllr S Waue and seconded by Cllr R Hughes that Cllr R Rowles be elected as Chairman for the ensuing Municipal Year 2021/2022. Cllr J Sangster nominated Cllr M Mumford as Chairman for the ensuing Municipal Year 2021/2022, however, there was no seconder. RESOLVED: That Cllr R Rowles be elected as Chairman for the ensuing Municipal Year 2021/2022.
PR 002/10/21	ELECTION OF VICE CHAIRMAN It was proposed by Cllr R Rowles and seconded by Cllr J Sangster that Cllr S Waue be elected as Vice-Chairman for the ensuing Municipal Year 2021/2022.

There were no other nominations.

RESOLVED: That Cllr S Waue be elected as Vice-Chairman for the ensuing Municipal Year 2021/2022.

PR 003/10/21 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr L Gregori.

PR 004/10/21 DECLARATIONS OF INTEREST

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

PR 005/10/21 MINUTES

As no Members of the Policy and Resources Committee were present at the meeting held on 22 April 2021, it was agreed that the Minutes of the Policy and Resources Committee held on 22 April 2021, would be noted.

PR 006/10/21 PUBLIC PARTICIPATION

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

Member of Public 1:

Reference to Budget 2021/2022 (4700/15) I am unhappy with this being moved into Building Hire. It's a small pot of money of £500 and it needs to be kept separate for the gardening competitions. I would like reassurance that this pot of money will be safeguarded.

Chairman's Response:

We will take your comments into consideration when we discuss the Budget later during the meeting.

Member of Public 2:

There is a letter in the papers which refers to the Youth. Can I ask has anyone from the Andover Town Council actually liaised with Test Valley Borough Council or any other organisations to do with that?

Chairman's Response:

This is why we have set the Youth Services Working Group up. Working groups and panels are set up to discuss items brought up in Council and Committee meetings along with the necessary budgets' requirements, in between those meetings, prior to the next year's budget being finalised in the January for the following financial year.

PR 007/10/21 TIME OF START OF COMMITTEE MEETINGS

Members considered a start time for the Policy & Resources Committee Meetings. It was proposed by Councillor R Hughes and seconded by Councillor R Rowles that the start time of 6.30pm be adopted.

A vote was taken, FOR – 2, AGAINST – 2, ABSTENTIONS – 1

The Chairman gave his casting vote as FOR.

RESOLVED: That the Policy and Resources Committee meetings start at 6.30pm.

- PR 008/10/21 TERMS OF REFERENCE OF THE COMMITTEE**
Members noted the Policy and Resources Committee Terms of Reference.
- PR 009/10/21 INTERNAL AUDIT ARRANGEMENTS**
Members noted the Internal Audit arrangements for 2021/2022.
Councillor R Hughes commented that the arrangements would create more work for the Officers. He asked for clarification that with the current staff shortages, whether there would be enough time for the Officers to fulfil all the requirements.
The Proper Officer responded and advised that she had liaised with the Audit company, informing them of the current situation and it had been agreed that if the audit cannot be completed in one day, it would be extended to two days with no additional costings.
- PR 010/10/21 BUDGET 2021/2022**
Members noted the Budget 2021/2022 report.
It was agreed that the Chairman would submit the proposals for discussion at the next committee meeting.
- PR 011/10/21 FINANCIAL PLAN FOR 2022/2023**
Members noted the Financial Plan for 2022/2023 report.
It was agreed that consideration need to be given at the next meeting, whether Committees that had a responsibility for a budget line, needed to provide an outlined expenditure plan prior to the spending of the Earmarked Reserves to comply with the Auditor's requirements.
- PR 012/10/21 POLICY AND RESOURCES DRAFT BUDGET 2022/2023**
Members considered a Draft Budget for the Policy and Resources Committee for 2022/2023.
Due to the short period of time remaining before all Budget proposals needed to be submitted to Full Council, it was suggested that an informal meeting take place prior to the next Policy and Resources meeting to fully consider all financial requirements of the Committee and make any amendments and additions as necessary.
- PR 013/10/21 ANDOVER TOWN COUNCIL POLICIES**
Members noted the Andover Town Council Policies report.
It was also noted that Officers will review the remaining policies as required and bring these to future Policy and Resources Committee meetings for review and recommendation to Full Council.
It was suggested that the Officers also review the policies on the website for possible duplication.
- PR 014/10/21 WORK PROGRAMME**
Members noted the Committee Work Programme.
- PR 015/10/21 DATE OF NEXT MEETING**
Members noted the date of the next meeting: **Tuesday 9 November 2021, at The Lights, Andover, starting at 6.30pm.**

EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor R Rowles and seconded by Councillor S Waue that the Press and Public be excluded from the meeting at Agenda Items 17, 18 and 19, due to consideration of Confidential Staffing matters (Employment Rights Act 1996 & LG&HA 1989 s.11).

A vote was taken which was unanimous.

RESOLVED: That the Press and Public be excluded from the meeting at Agenda Items 17, 18 and 19, due to consideration of Confidential Staffing matters (Employment Rights Act 1996 & LG&HA 1989 s.11).

The Chairman reminded Councillors D Coole and R Meyer that they needed to leave the meeting prior to the confidential session, as they were not members of the Policy and Resources Committee. Councillors D Coole and R Meyer refused to leave.

It was proposed by Councillor R Rowles and seconded by Councillor R Hughes that Councillors D Coole and R Meyer be formally asked to leave the room of the meeting due to not being members of the Policy and Resources Committee.

A vote was taken, FOR – 4, AGAINST – 0, ABSTENTIONS – 1

RESOLVED: That Councillors D Coole and R Meyer be formally asked to leave the room of the meeting due to not being members of the Policy and Resources Committee.

A procedural motion was proposed by Councillor B Long that Councillors D Coole and R Meyer are not part of the Confidential Session on the advice received from Hampshire Association of Local Councils (HALC) stating that Councillors who are not Members of the Committee are not entitled to stay in confidential sessions. HALC's advice is the same as National Association of Local Council's (NALC) advice.

It was suggested that the meeting be moved to an alternative room due to Councillors D Coole and R Meyer's refusal to leave the meeting.

A second procedural motion was proposed by Councillor B Long and seconded by Councillor R Hughes that the Policy and Resources Committee meeting be stopped due to the refusal of Cllrs D Coole and R Meyer to leave the Confidential part of the Committee Meeting.

A vote was taken which was unanimous.

RESOLVED: That the Policy and Resources Committee meeting was stopped following the refusal of Cllr D Coole and R Meyer to leave the confidential part of the Committee Meeting.

The Chairman closed the meeting at 6.37pm.

Chairman

Date

Extraordinary Policy & Resources Committee Minutes

Time and date

6.30pm, Thursday, 14 October 2021

Place

The Lights, Andover

Details of Attendance:**Members of the Committee:**

Cllr R Rowles (Chairman) (P)

Cllr S Waue (Vice Chairman) (P)

Cllr L Gregori (P) Cllr R Hughes (P) Cllr M Mumford (P) 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)

Other Town Councillors:

Cllr N Long

Cllr D Coole

Cllr C Ecclestone

Cllr R Meyer

Borough/County Councillors: None

Members of the Public: 2

Members of the Press: None

PR 016/10/21 APOLOGIES FOR ABSENCE

There were no apologies for absence received.

PR 017/10/21 DECLARATIONS OF INTEREST

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

PR 018/10/21 EXCLUSION OF THE PRESS AND PUBLIC

The Chairman read the following advice received from the National Association of Local Councils (NALC) and Hampshire Association of Local Councils (HALC), to the Members of the Committee, Officers and Members of the Public present at the meeting:

"Item 80 of Legal Topic Note 4. A Member of the Council who is not appointed to the Committee, may attend the committee meetings as a member of the public. He would have no right to participate in the meeting unless a member of the public also has the same rights, as explained in the Legal Topic Note 1, "Councillors powers to discharge their functions."

The Chairman further commented that in that note it clearly stated that confidential sessions should not be attended by members of the public and requested that those Councillors in the audience needed to leave.

It was proposed by Councillor R Hughes and seconded by Councillor R Rowles that the Press and Public be excluded from the meeting at Agenda Items 4, 5, 6 and 7, due to consideration of Confidential Staffing matters (Employment Rights Act 1996 & LG&HA 1989 s.11).

A vote was taken which was unanimous.

RESOLVED: That the Press and Public be excluded from the meeting at Agenda Items 4, 5, 6 and 7, due to consideration of Confidential Staffing matters (Employment Rights Act 1996 & LG&HA 1989 s.11).

The meeting could not proceed to the Confidential Session due to Councillors Christopher Ecclestone and Rebecca Meyer's refusal to leave the meeting.

Councillor R Hughes proposed the meeting be abandoned.

Councillor B Long reiterated that the Town Council Solicitor has said that Members of the Committee are entitled to be in confidential meetings. Councillors who are not Members of that Committee are not entitled to be at that confidential item and certainly not for staffing matters. Councillor B Long advised Councillors D Coole, C Ecclestone and R Meyer that the Confidential item on the agenda was a staffing matter and as they were not Members of this Committee, they were not allowed to be in the Confidential session. Councillor B Long further advised that they were stopping the Council from doing their due diligence to be able to get this moving and to be able to come to Council with staffing matters.

The Chairman adjourned the meeting due to the disruption that had been caused by Cllrs C Ecclestone and R Meyer's refusal to leave the confidential session of the meeting.

The Chairman closed the meeting at 6.13pm.

Chairman

Date

Appendix B: YE 31 March 2021 – Underspends and Overspends

B

Underspends and Overspends from Year End 31 March 2021

Produced for:

Policy and Resources Committee

Date of Report:

Tuesday 30 November 2021

Summary of Key Issues

To consider overspends and underspends from 2020/2021 Budget to 2021/2022 for specific projects to be allocated to Earmarked Reserves.

Underspends and Overspends

The Year End Accounts for 2020/2021 have been completed and underspends and overspends can be confirmed.

Attached at **Annex A** is the finalised budget from 2020/2021 showing underspends and overspends.

It should be noted that there were significant **overspends** on:

Budget Line 4700/2 – Christmas Lights -£3166.26

Budget Line 4190/1 – Grants -£4697.22

Budget Line 4210/3 – Rent-Office -£5071.95

Budget Line 4000/3 – Legal & Professional Fees -£19590.94

Budget Line 4180/1 – Election Costs -£14647.93

(This is not a comprehensive list, the above are to highlight the most significant overspends)

In total there was an overspend of £65,608.37

However, it should be noted that there were significant **underspends** on:

Budget Line 4700/5 – Youth Clubs £12000

Budget Line 4700/12 – Defibrillator Provision £4000

Budget Line 4700/17 – Tourism £5000

Budget Line 4204 – New Building Fund £6000

Budget Line 4210/6 – Heating & Lighting Office £2554.06

Budget Line 4200/1 – Payroll £47851.26

(This is not a comprehensive list, the above are to highlight the most significant underspends)

In total there was an underspend of £118,945.79

Overall Budget – Balance @ 31 March 2021

Although there were underspends and overspends on various Budget Lines, overall, the Net Balance at the Year End 31 March 2021 was **£35,182.42**.

<p>Implications on Earmarked Reserves</p> <p>There are 2 Earmarked Reserves that are impacted by the overspends in 2020/2021.</p> <p>Election Costs – The Budget set aside for Election Costs in 2020/2021 was £25,000. The costs of by-elections during 2020/2021 totalled £39,647.93. Therefore £14,647.93 must be taken from the Election Earmarked Reserve, leaving this EM Reserve with £83,364.39.</p> <p>Christmas Lights – The Budget set aside for Christmas Lights in 2020/2021 was £20,000. The total cost of the Christmas Lights in 2020/2021 totalled £23,166.26. Therefore £3,166.26 should be taken from the Christmas Lights Earmarked Reserve, leaving this EM Reserve with £12,591.74.</p>
<p>Financial Implications</p> <p>If Members approve and recommend to full Council the amendments to the Earmarked Reserves then £35,182.42 will remain to be allocated either to Earmarked Reserves or to Operational Reserves.</p>
<p>Legal and Policy Implications</p> <p>To comply with Town Council Financial Regulations all Virements and amendments to Earmarked Reserves and Operational Reserves must be approved by full Council.</p>
<p>Recommendations</p> <p>To consider, approve and recommend to Full Council amendments to Earmarked Reserves from 2020/2021 Budget.</p> <p>To consider recommendations to Full Council to move the remaining £35,182.42 to Earmarked or Operational Reserves.</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@andover-tc.co.uk Website: www.andover-tc.gov.uk

Distribution: To all Councillors

FINANCIAL BUDGET 2021/2022 UNDERSPENDS & OVERSPENDS @ 31.03.2021

INCOME

		Actual Net	Balance 2020/2021	BUDGET 2020/2021
Assets & Communities				
3025 <u>Town Development</u>				
3025/1	Income from Events	£0.00	£0.00	£0.00
3025/2	Grants	£2,000.00	£2,000.00	£0.00
3025/3	Sponsorship	£0.00	£0.00	£0.00
3025/4	Proms in the park	£0.00	£0.00	£0.00
3025/5	A-Fest	£0.00	£0.00	£0.00
3025/6	Shilling Fair	£0.00	£0.00	£0.00
3025 TOTAL		£2,000.00	£2,000.00	£0.00
TOTAL EVENTS & PROJECTS		£0.00	£0.00	£0.00

		Actual Net	Balance 2020/2021	BUDGET 2020/2021
Policy & Resources				
36	Business Rates Refund	£0.00	£0.00	£0.00
99	Heating & Lighting	£0.00	£0.00	£0.00
3000	Precept	£344,204.00	£344,204.00	£0.00
3001	TVBC Tax Band Grant	£0.00	£0.00	£0.00
3002	Election Expenses Refund	£2,341.20	£2,341.20	£0.00
3010	Bank Interest	£0.00	£0.00	£0.00
3020	Insurance Premium Refund	£79.04	£79.04	£0.00
3020	Grants Received	£0.00	£0.00	£0.00
3021	Cil Monies	£13,346.06	£13,346.06	£0.00
3115	VAT Write Off	£0.00	£0.00	£0.00
3116	IT Equipment	£0.00	£0.00	£0.00
3339	Mayors Events	£0.00	£0.00	£0.00
3998	Funds Held for Youth Council	£0.00	£0.00	£0.00
3999	Funds Held for N P	£0.00	£0.00	£0.00
4000	Defibrillator	£0.00	£0.00	£0.00
4210	Waste Removal	£26.00	£26.00	£0.00
4211	Photocopying	£0.00	£0.00	£0.00
4212	Payroll	£0.00	£0.00	£0.00
TOTAL Policy & Resources		£359,996.30	£359,996.30	£0.00

		Actual Net	Balance 2020/2021	BUDGET 2020/2021
Allotments				
3050 Allotment Rents				
3050/1	Admirals Way	£1,288.95	£488.95	£800.00
3050/2	Barlows Lane	£4,418.63	-£1,081.37	£5,000.00
3050/3	Churchill Way	£2,228.46	£228.46	£2,200.00
3050/4	Mysten Road	£1,267.42	-£32.58	£1,200.00
3050/5	Old Winton Road	£3,957.48	£357.48	£3,700.00
3050/6	The Drove	£5,598.99	-£1,401.01	£5,000.00
3050/7	Vigo Road	£4,866.60	£366.60	£5,000.00
3050/8	Picket Piece	£0.00	-£960.00	£0.00
3050/9	Picket Twenty	n/a	n/a	£0.00
3050 TOTAL		£23,626.53	-£2,033.47	£22,900.00
3051 Deposits				
3052	Deposit Credit Interest	£10.40	£10.40	£0.00
3053	Deposit Direct Payment	£0.00	£0.00	£0.00
	Returned Deposits	£0.00	£0.00	£0.00
TOTAL ALLOTMENTS		£23,636.93	-£2,023.07	£22,900.00
TOTAL INCOME		£385,633.23	£359,973.23	£22,900.00

		Actual Net	Balance 2020/2021	BUDGET 2020/2021
EXPENDITURE				
Assets & Communities				
4700 Events & Projects				
4700/2	Christmas Lights	£23,166.26	-£3,166.26	£20,000.00
4700/3	A-Fest	£0.00	£500.00	£500.00
4700/4	Shilling Fair	£1,338.83	£1,661.17	£3,000.00
4700/5	Youth Clubs	£0.00	£12,000.00	£12,000.00
4700/6	Miscellaneous Events (Covid)	£3,500.00	-£3,500.00	£0.00
4700/7	Armed Forces Day (was Events)	£0.00	£1,000.00	£1,000.00
4700/8	Andover Cycling Festival	£0.00	£1,000.00	£1,000.00
4700/9	Andover Challenges	£0.00	£0.00	£0.00
4700/10	WW1 Event (215)	£0.00	£0.00	£0.00
4700/11	Festival of Motoring	£0.00	£2,000.00	£2,000.00
4700/12	Defibrillator Provision	£0.00	£4,000.00	£4,000.00
4700/13	Community Engagement	£257.40	£242.60	£500.00
4700/14	Andover Carnival	£0.00	£1,000.00	£1,000.00
4700/15	Andover Gardening Competition	£0.00	£500.00	£500.00
4700/16	Pancake Day	£0.00	£500.00	£500.00
4700/17	Tourism	£0.00	£5,000.00	£5,000.00
4700/18	Water Butt Scheme	£0.00	£500.00	£500.00
4700/19	Andover Proms	£0.00	£500.00	£500.00
4700/20	Food Fair	£0.00	£500.00	£500.00
4700/21	Gardening Fair	£0.00	£500.00	£500.00
	Street Furniture	n/a	n/a	£0.00
	Playgrounds	n/a	n/a	£0.00
	Urban Parks & Open Spaces	n/a	n/a	£0.00

	Cemeteries	n/a	n/a	£0.00
	Public Halls	n/a	n/a	£0.00
	Outdoor Sports Facilities	n/a	n/a	£0.00
	Dog & Litter Bins	n/a	n/a	£0.00
4700	TOTAL	£28,262.49	£24,737.51	£53,000.00

		Actual Net	Balance 2020/2021	BUDGET 2020/2021
4190	Grants			
4190/1	Grants	£9,697.22	-£4,697.22	£5,000.00
4190/1/1	Emergency Funding	£0.00	£0.00	£0.00
4190/3	Grants Section 137	£0.00	£0.00	£0.00
4190	TOTAL	£9,697.22	-£4,697.22	£5,000.00

4000/6	Website & Community Development			
4000/6/1	Website	£422.06	£1,577.94	£2,000.00
4000/6/2	Website Hosting	£479.40	£20.60	£500.00
4000/6/3	Newsletter	£0.00	£0.00	£0.00
4000	TOTAL	£901.46	£1,598.54	£2,500.00

		Actual Net	Balance 2020/2021	BUDGET 2020/2021
4100/1	Town Mayor	£0.00	£0.00	£0.00
4100/1/1	Town Mayor Badge & Regalia	£0.00	£0.00	£0.00
4100/1/2	Remembrance Day Wreath	£0.00	£50.00	£50.00
4100/1/3	Town Mayor Charities	£0.00	£0.00	£0.00
4100/1	Total	£0.00	£50.00	£50.00

		Actual Net	Balance 2020/2021	BUDGET 2020/2021
	Venue Hire/Facilities			
4100/6	Refreshments	£0.00	£100.00	£100.00
4100/7	Room Hire Fund	£0.00	£200.00	£200.00
		£0.00	£300.00	£300.00

4204	New Building Fund	£0.00	£6,000.00	£6,000.00
4205	Bus Shelters	£0.00	£0.00	£0.00
		£0.00	£6,000.00	£6,000.00

		Actual Net	Balance 2020/2021	BUDGET 2020/2021
	Assets			
4210/3	Rent - Office	£17,071.95	-£5,071.95	£12,000.00
4210/4	Rates - Office	£5,582.40	£2,417.60	£8,000.00
4210/5	Water Rates - Office	£0.00	£300.00	£300.00
4210/6	Heating & Lighting - Office	£945.94	£2,554.06	£3,500.00
4210/7	Telephone & Broadband	£2,928.47	-£428.47	£2,500.00
4210/8	Photocopying	£3,456.66	£543.34	£4,000.00
4210/9	Stationery	£557.10	£642.90	£1,200.00
4210/10	Postage	£769.48	£930.52	£1,700.00
4210/15	Office & Equipment Maintenance	£3,085.00	-£85.00	£3,000.00
4210/16	New Equipment & Furniture	£365.33	£634.67	£1,000.00
4210/17	Waste Removal	£109.95	£590.05	£700.00
		£34,872.28	£3,027.72	£37,900.00
TOTAL Assets & Communities		£73,733.49	£31,016.55	£104,750.00

		Actual Net	Balance 2020/2021	BUDGET 2020/2021
Policy & Resources				
4000 Corporate Management				
400	IT Equipment	£0.00	£0.00	£0.00
4000/1	Accounts Support	£1,444.50	-£424.50	£1,020.00
4000/2	Bank Charges	£867.42	-£467.42	£400.00
4000/3	Legal & Professional Fees	£25,590.94	-£19,590.94	£6,000.00
4000/4	Legal Costs	n/a	n/a	£0.00
4000/5	Audit Fees	£2,845.83	-£645.83	£2,200.00
4000/6	IT Support & Equipment	£570.58	£1,929.42	£2,500.00
		£31,319.27	-£19,199.27	£12,120.00
4100 Democratic Representation				
4100/1	Members Training & Courses	£1,705.00	-£205.00	£1,500.00
4100/2	Members Travel	£0.00	£100.00	£100.00
4100/3	Members Expenses	n/a	n/a	£0.00
4100/4	Public Building Hire	£72.00	£928.00	£1,000.00
4100	TOTAL	£1,777.00	£823.00	£2,600.00
4180 Other Services to the Public				
4180/1	Election Costs	£39,647.93	-£14,647.93	£25,000.00
4180	TOTAL	£39,647.93	-£14,647.93	£25,000.00
4200 Administration Rechargeable Payroll				
4200/1	Payroll	£163,034.74	£47,851.26	£210,886.00
4200/3	Staff Training	£689.00	£811.00	£1,500.00
4200/4	Staff Travel	£737.58	-£537.58	£200.00
4200	TOTAL	£164,461.32	£48,124.68	£212,586.00
4210 Administration Rechargeable				
4210/2	Office Sundries	£0.00	£250.00	£250.00
4210/11	Subscriptions/Memberships	£3,085.00	-£85.00	£3,100.00
4210/12	Insurance	£0.00	£4,000.00	£4,000.00
4210/14	Advertising	£0.00	£0.00	£0.00
4210/18	Publications	£0.00	£200.00	£200.00
4210	TOTAL	£3,085.00	£4,365.00	£7,550.00
TOTAL POLICY & RESOURCES		£240,290.52	£19,465.48	£259,858.00

		Actual Net	Balance 2020/2021	BUDGET 2020/2021
Allotments				
4500 Allotment Service				
4500/1	Allotment Maintenance			
4500/1/1	Admirals Way			
4500/1/1/1	Services	£833.00	£167.00	£1,000.00
4500/1/1/2	Grounds Maintenance	£617.73	£882.27	£1,500.00
4500/1/1/3	Water Charges	£763.18	-£463.18	£300.00
4500/1/1/4	Repairs & Renewals	£275.14	-£125.14	£150.00
4500/1/1/5	Equipment	£57.38	£92.62	£150.00
4500/1/1/6	Sundries	£0.00	£50.00	£50.00
4500/1/1/7	Returned Deposits	£0.00	£0.00	£0.00
4500/1/1/8	Pest Control	£628.56	£61.44	£690.00
4500/1/1	TOTAL	£3,174.99	£665.01	£3,840.00
4500/1/2	Barlows Lane			
4500/1/2/1	Services	£833.00	£167.00	£1,000.00
4500/1/2/2	Grounds Maintenance	£1,086.48	£1,413.52	£2,500.00
4500/1/2/3	Water Charges	£1,400.27	-£700.27	£700.00
4500/1/2/4	Repairs & Renewals	£235.14	-£85.14	£150.00
4500/1/2/5	Equipment	£227.38	-£77.38	£150.00
4500/1/2/6	Sundries	£0.00	£50.00	£50.00
4500/1/2/7	Returned Deposits	£28.61	-£28.61	£0.00
4500/1/2/8	Pest Control	£628.56	£61.44	£690.00
4500/1/2	TOTAL	£4,439.44	£800.56	£5,240.00
4500/1/3	Churchill Way			
4500/1/3/1	Services	£833.00	£167.00	£1,000.00
4500/1/3/2	Grounds Maintenance	£1,336.48	£1,163.52	£2,500.00
4500/1/3/3	Water Charges	£457.77	£42.23	£500.00
4500/1/3/4	Repairs & Renewals	£149.64	£0.36	£150.00
4500/1/3/5	Equipment	£57.38	£92.62	£150.00
4500/1/3/6	Sundries	£0.00	£50.00	£50.00
4500/1/3/7	Returned Deposits	£0.00	£0.00	£0.00
4500/1/3/8	Pest Control	£628.56	£61.44	£690.00
03/01/4500	TOTAL	£3,462.83	£1,577.17	£5,040.00
04/01/4500	Mylen Road			
4500/1/4/1	Services	£833.00	£167.00	£1,000.00
4500/1/4/2	Grounds Maintenance	£1,266.48	£1,383.52	£2,650.00
4500/1/4/3	Water Charges	£502.30	£297.70	£800.00
4500/1/4/4	Repairs & Renewals	£330.64	-£180.64	£150.00
4500/1/4/5	Equipment	£57.38	£92.62	£150.00
4500/1/4/6	Sundries	£0.00	£50.00	£50.00
4500/1/4/7	Returned Deposits	£0.00	£0.00	£0.00
4500/1/4/8	Pest Control	£628.54	£61.46	£700.00
4500/1/4	TOTAL	£3,618.34	£1,871.66	£5,500.00

4500/1/5	Old Winton Road			
4500/1/5/1	Services	£833.00	£167.00	£1,000.00
4500/1/5/2	Grounds Maintenance	£1,141.48	£1,358.52	£2,500.00
4500/1/5/3	Water Charges	£703.06	£296.94	£1,000.00
4500/1/5/4	Repairs & Renewals	£102.64	£47.36	£150.00
4500/1/5/5	Equipment	£227.40	-£77.40	£150.00
4500/1/5/6	Sundries	£0.00	£50.00	£50.00
4500/1/5/7	Returned Deposits	£0.00	£0.00	£0.00
4500/1/5/8	Pest Control	£628.54	£61.46	£690.00
4500/1/5	TOTAL	£3,636.12	£1,903.88	£5,540.00
4500/1/6	The Drove			
4500/1/6/1	Services	£865.41	£134.59	£1,000.00
4500/1/6/2	Grounds Maintenance	£1,656.48	£1,043.52	£2,700.00
4500/1/6/3	Water Charges	£510.95	£1,989.05	£2,500.00
4500/1/6/4	Repairs & Renewals	£17.64	£132.36	£150.00
4500/1/6/5	Equipment	£142.38	£7.62	£150.00
4500/1/6/6	Sundries	£0.00	£50.00	£50.00
4500/1/6/7	Returned Deposits	£50.00	-£50.00	£0.00
4500/1/6/8	Pest Control	£628.56	£61.44	£690.00
4500/1/6	TOTAL	£3,871.42	£3,368.58	£7,240.00
				BUDGET
		Actual Net	Balance 2020/2021	2020/2021
4500/1/7	Vigo Road			
4500/1/7/1	Services	£833.00	£167.00	£1,000.00
4500/1/7/2	Grounds Maintenance	£1,216.50	£1,283.50	£2,500.00
4500/1/7/3	Water Charges	£1,107.93	£92.07	£1,200.00
4500/1/7/4	Repairs & Renewals	£27.66	£122.34	£150.00
4500/1/7/5	Equipment	£142.38	£7.62	£150.00
4500/1/7/6	Sundries	£0.00	£50.00	£50.00
4500/1/7/7	Returned Deposits	£100.00	-£100.00	£0.00
4500/1/7/8	Pest Control	£628.68	£61.32	£690.00
4500/1/7	TOTAL	£4,056.15	£1,683.85	£5,740.00
4500/1/8	Picket Piece			
4500/1/8/1	Services	£0.00	£1,000.00	£1,000.00
4500/1/8/2	Grounds Maintenance	£0.00	£500.00	£500.00
4500/1/8/3	Water Charges	£0.00	£500.00	£500.00
4500/1/8/4	Repairs & Renewals	£0.00	£150.00	£150.00
4500/1/8/5	Equipment	£0.00	£150.00	£150.00
4500/1/8/6	Sundries	£0.00	£50.00	£50.00
4500/1/8/7	Pest Control	£0.00	£690.00	£690.00
		£0.00	£3,040.00	£3,040.00
4500/1/9	Picket Twenty			
4500/1/9/1	Services	£0.00	£0.00	£0.00
4500/1/9/2	Grounds Maintenance	£0.00	£0.00	£0.00
4500/1/9/3	Water Charges	£0.00	£0.00	£0.00
4500/1/9/4	Repairs & Renewals	£0.00	£0.00	£0.00
4500/1/9/5	Equipment	£0.00	£0.00	£0.00
4500/1/9/6	Sundries	£0.00	£0.00	£0.00
4500/1/9/7	Pest Control	£0.00	£0.00	£0.00
		£0.00	£0.00	£0.00

4500/1	TOTAL ALLOTMENTS	£26,259.29	£14,910.71	£41,170.00
		Actual Net	Balance 2020/2021	BUDGET 2020/2021
Planning/Highways				
4300	Planning/Highways	£0.00	£0.00	£0.00
4300/1	Provision of Speed Signs	£0.00	£0.00	£0.00
4300/2	Design Statement/NP	£10,167.51	-£10,167.51	£0.00
4300/3	St Mary's Neighbourhood Plan	£0.00	£0.00	£0.00
4300/4	Street Trees	£0.00	£0.00	£0.00
4300/5	Traffic Calming	£0.00	£0.00	£0.00
4300/6	SID's Admin & Management	£0.00	£0.00	£0.00
4300	Total	£10,167.51	-£10,167.51	£0.00
		Actual Net	Balance 2020/2021	BUDGET 2020/2021
Total Income		£385,633.23	£359,973.23	£25,660.00
Total Expenditure		£350,450.81	£53,608.60	£405,676.00
TOTAL NET BALANCE		£35,182.42		-£380,016.00

Appendix C: Financial Plan for 2022/2023

C

Produced for:

Policy & Resources Committee

Date of Report:

Tuesday 30 November 2021

Summary of Key Issues

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.

Purpose

To provide information to the Policy & Resources Committee to assist Members in considering a financial plan 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.

What is the Town Council Budget & Precept?***The Town Council Budget***

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.

The Town Council Precept

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 1st April to 31st 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 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 is required to consider its Budget for the following year to be submitted to the Policy & Resources Committee for consideration and inclusion in the Town Council's overall Budget.

The current Council has requested that 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

7 December 2021 – Policy & Resources Committee – 2nd Consideration of the Draft Council Budget & proposal for Precept 2020/2021

15 December 2021 – Council – 1st Consideration of Draft Council Budget

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, recently it has been announced that the inflation rate will be 4%. 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.

Salary Review Results

All staff with the exception of the Town Clerk 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 Town Clerk's appraisal will need to be organised as a matter of urgency as one was not carried out in 2020 and no incremental pay rises have therefore been awarded since 2019.

Now that the HR Panel has been confirmed by the approval of Committee Chairmen, the Appraisal can be completed.

Members should note that the Town Council is in breach of contract.

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

During 2021 there have been staff changes, maternity leave and long term sickness, therefore it is predicted that not all the Budget for 2021/2022 will be utilised.

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. This is done at a national level. 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 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

It should be noted that it was expected that additional staff would have been recruited in 2021/2022, this did not happen and therefore the Budget Figure for 2022/2023 can remain the same and accommodate Salary Increments and any National Increases when agreed.

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 - £14,328.11

The Budget for Elections in 2021/2022 was £10,000, therefore £4,328.11 will need to be deducted from Earmarked Reserves at the end of the financial year 31 March 2022.

The Earmarked remaining for (TOTAL) Elections is £79,036.28.

The Town Council requested that the Earmarked Reserves be split for Elections for Main Elections and By-Elections. Therefore the Reserves remaining in each are as follows:

£60,000 for main Elections

£13,063.81 for By-Elections

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 suggested is £5,000 now the final Election costs for this year are known.

Earmarked Reserves

Currently the total amount required for the Earmarked Reserves previously agreed is £216,755.05.

Therefore, if Operational Reserves are put back to 6 months and the Earmarked Reserves are included the Town Council must have a total of £398,970.05 in 'Reserve'.

Operating Costs

The Town Councils Financial Reserves Policy states that it must ensure it has 6 months operating costs in its

General Reserves. However, in 2019 it was agreed to reduce this time period to 3 months. Currently in 2021/2022 the Town Council's Operational Budget is £364,430. Therefore 3 months operating costs is £91,107.50.

Members may wish to consider recommending to full Council that the Town Council's Operational Costs be returned to the 6 months. If this were to be returned to 6 months, the amount of Operational Reserves required would be £182,215.

It should be noted that at the Year End 31 March 2021, the Town Council had a total of £452,465.67 in its accounts. Therefore there are sufficient funds to cover the 6 months Operational Reserves (at 6 months) and Earmarked Reserves.

Expected Expenditure 2021/2022

The spreadsheet at **Appendix E** shows the Town Council's current Budget (2021/2022) and the expected expenditure by 31.03.2022.

Draft Budgets by Committee for 2022/2023

The Town Council's committees are going through the process of considering their Budgets for 2022/2023. The Allotment Committee has considered its budget and this has been included in the Draft Budget 2022/2023. The Policy and Resources Committee will consider its budget on 7 December 2021.

The Events Panel has made recommendations for Events which are included within the proposed Budget which are included in the report to Policy and Resources in December 2021.

New Items for Consideration

At the Council meeting on 24 November 2021 items were considered which could impact on the Budget for 2022/2023. However, it was requested that additional research and investigation be carried out to determine true costs. There has been insufficient time for further investigations to be carried out, therefore notes have been made with the Budget to highlight where savings could be made and if available, the updated information will be passed to the Committee at the meeting on 7 December.

As the Committees are still considering their Budgets for 2022/2023 it is not yet known whether there are any new items for consideration.

Recommendations

It is recommended that the Staffing Budget remain the same as 2021/2022 and be considered for inclusion in the final Budget.

It is recommended that the Policy and Resources Committee recommend to full Council that the Operational Reserves be put back to 6 months.

It is recommended that 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.

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

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Distribution: To all Councillors

Appendix D: Draft Budget 2022/2023 for P&R Committee

D

Produced for:

Policy & Resources Committee

Date of Report:

Wednesday 1 December 2021

Summary of Key Issues

To consider the Draft P&R Committee Budget for 2022/2023.

To make any amendments.

Purpose

To consider the Draft P&R Budget for 2022/2023. To note that the Budget has been drawn up in line with the Financial Plan for 2022/2023, following the rate of inflation of 4% (rounded to the nearest whole).

Specific Considerations

To note that the Internal Auditor during his recent checks reminded the Town Clerk that the Financial Regulations state that the Council should be provided with a 3 year forecast for the Budget. Therefore additional columns have been included to give a rough forecast over 3 years. Inflation rates are somewhat erratic at the current time so increases of 4% and 5% have been used to give a rough guide.

During 2020/2021 there were a number of changes that were made to the way the Budget was set out. With the new Terms of Reference, the Budget as was in 2020/2021, is somewhat fragmented and not straightforward to follow.

The items that come under the new Terms of Reference for P&R have been listed together for this Draft.

The Town Clerk has worked on the Budget to make it a little easier to follow.

Items to note:

4210/3 – Rent – Office – this has been stated at the same rate as 2021/2022. However, consideration is being made as to whether the Town Council will require the same office provision. The current contract ceases in September 2022 (notice must be given by March 2022).

At Council in November officers were requested to further investigate alternative office provision. The cost for additional provision would be £750 per month (inclusive of heating and lighting) up to September 2022, thereafter only £750 once the current offices were vacated.

Example of cost: £967 per month (for current offices) up to September 2022 + £750 per month (for inclusive serviced offices) = £5802+£9,000 = £14,802.

The potential savings have been included in the Budget to give an idea of the costs and savings.

If the Town Council decides to move to serviced offices, there would be a small cost to move desks and computer equipment. There would be sufficient monies in reserves to cover these costs.

4210/6 – Heating and Lighting – Office – this may remain low if Officers continue to work predominantly from

home rather than in the offices. If the decision is made to move to serviced offices, the costs for this will be included in the £750 per month rental.

4210/16 – New Equipment & Furniture – all the staff laptops are over 4 years old. The Town Clerk’s laptop is 6 years old and frequently ‘falls over’. The Town Clerk sought to increase the memory but it is too old for this to be done economically. It is suggested that provision be made for updating the laptops.

Consideration should be given to the purchase of an electronic noticeboard, at this time this has not been included in the budget as more research is required. If a decision is made in the future to purchase one, there is sufficient monies in reserves.

If the decision is made to move to serviced offices much of the office furniture could be sold. It is estimated that the Town Council could receive £1000 + for the old furniture and a company will collect it.

4000/4 – Legal Costs – be removed. It was not used in 2020/2021. Legal costs are covered in Budget Line 4000/3.

4180/1 – Election Costs – It is suggested that this be reduced to £5,000 to cover election costs for 2023.

4100/4 – Public Building Hire – It is suggested that this cost be increased to cover meetings being held in alternative venues. Until the Town Council settles the Office Accommodation issue meetings will need to be held in alternative premises.

4200/1 – Payroll – This is the same as 2021/2022. Provision was made in 2021/2022 Budget to cover a new staff structure however, this has not been completed and the decision has recently been made for the Council to ‘return to basics’. There will be an increase in National Insurance Contributions and Tax but these will be covered in the 2022/2023 Budget as no further recruitment will take place.

Recommendations

To consider the Draft P&R Budget for 2022/2023.

To make amendments and additions as Members require.

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

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DRAFT P&R CTTEE BUDGET 2022/2023 For consideration at P&R Committee 7 December 2021

INCOME

Policy & Resources	2020/2021 Net	Budget 2021/2022	Actual Net @ 30.10.2021	Balance 2021/2022	Projected balance by 31.03.2022	PROPOSED BUDGET 2022/2023	2023/2024 Forecast (4% Increase)	2024/2025 Forecast (5% Increase)
3000 Precept	£344,204.00	£0.00	£349,584.80	£349,584.80	£349,584.80	£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
3002 Election Expenses Refund	£2,341.20	£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
3020 Insurance Premium Refund	£79.04	£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
3021 Cil Monies	£13,346.06	£0.00	£14,050.94	£14,050.94	£14,050.94	£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
3116 IT Equipment	£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
3998 Funds Held for Youth Council	£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
4000 Defibrillator	£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
4211 Photocopying	£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
TOTAL Policy & Resources	£359,996.30	£0.00	£363,635.74	£363,635.74	£363,635.74	£0.00	£0.00	£0.00

EXPENDITURE

Policy & Resources

		2020/2021 Net	Budget 2021/2022	Actual Net @ 30.10.2021	Balance 2021/2022	Projected balance by 31.03.2022	PROPOSED BUDGET 2022/2023	2023/2024 Forecast (4% Increase)	2024/2025 Forecast (5% Increase)
	<u>Venue Hire/Facilities</u>								
4100/6	Refreshments	£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	£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
	4205 Bus Shelters	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	<u>Assets</u>								
4210/3	Rent - Office	£17,071.95	£12,000.00	£8,703.00	£3,297.00	£0.00	£14,810.00	£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	£2,000.00	£2,100.00
4210/5	Water Rates - Office	£0.00	£300.00	£0.00	£300.00	£0.00	£300.00	£0.00	£0.00
4210/6	Heating & Lighting - Office	£945.94	£6,000.00	£568.20	£5,431.80	£3,000.00	£3,000.00	£0.00	£0.00
4210/7	Telephone & Broadband	£2,928.47	£2,500.00	£881.22	£1,618.78	£0.00	£2,600.00	£2,705.00	£2,840.00
4210/8	Photocopying	£3,456.66	£4,000.00	£2,670.61	£1,329.39	£0.00	£4,160.00	£4,326.00	£4,542.00
4210/9	Stationery	£557.10	£1,200.00	£217.67	£982.33	£600.00	£800.00	£832.00	£874.00
4210/10	Postage	£769.48	£2,000.00	£1,742.72	£257.28	£0.00	£1,500.00	£1,560.00	£1,638.00
4210/15	Office & Equipment Maintenance	£4,701.63	£3,500.00	£2,070.54	£1,429.46	£0.00	£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	£1,000.00	£1,050.00
4210/17	Waste Removal	£109.95	£700.00	£139.95	£560.05	£532.00	£300.00	£312.00	£330.00
		£36,488.91	£41,200.00	£17,878.15	£23,321.85	£4,132.00	£36,720.00	£22,295.00	£23,412.00

Policy & Resources									
	2020/2021 Net	Budget 2021/2022	Actual Net @ 30.10.2021	Balance 2021/2022	Projected balance by 31.03.2022	PROPOSED BUDGET 2022/2023	2023/2024 Forecast (4% Increase)	2024/2025 Forecast (5% Increase)	
4000 <u>Corporate Management</u>									
400 IT Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4000/1 Accounts Support	£1,444.50	£1,530.00	£1,735.56	-£205.56	-£205.56	£2,000.00	£2,080.00	£2,185.00	
4000/2 Bank Charges	£867.42	£600.00	£525.90	£74.10	£0.00	£625.00	£650.00	£683.00	
4000/3 Legal & Professional Fees	£25,590.94	£7,000.00	£7,268.00	-£268.00	-£1,768.00	£8,000.00	£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	
4000/5 Audit Fees	£2,845.83	£2,400.00	£1,300.00	£1,100.00	£0.00	£2,500.00	£2,600.00	£2,730.00	
4000/6 IT Support & Equipment	£570.58	£2,500.00	£2,317.10	£182.90	£0.00	£3,400.00	£3,540.00	£3,720.00	
	£31,319.27	£14,030.00	£13,146.56	£883.44	-£1,973.56	£16,525.00	£17,190.00	£18,054.00	
4100 <u>Democratic Representation</u>									
4100/1 Members Training & Courses	£1,705.00	£1,500.00	£855.12	£644.88	£0.00	£1,560.00	£1,620.00	£1,700.00	
4100/2 Members Travel	£0.00	£100.00	£0.00	£100.00	£0.00	£100.00	£104.00	£110.00	
4100/3 Members Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4100/4 Public Building Hire	£72.00	£1,200.00	£1,693.34	-£493.34	-£600.00	£2,000.00	£2,080.00	£2,184.00	
4100 TOTAL	£1,777.00	£2,800.00	£2,548.46	£251.54	-£600.00	£3,660.00	£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	£5,000.00	£10,000.00	£10,000.00	
4180 TOTAL	£39,647.93	£10,000.00	£14,328.11	-£4,328.11	-£4,328.11	£5,000.00	£10,000.00	£10,000.00	
4200 <u>Administration Rechargeable Payroll</u>									
	2020/2021 Net	Budget 2021/2022	Actual Net @ 30.10.2021	Balance 2021/2022	Projected balance by 31.03.2022	PROPOSED BUDGET 2022/2023	2023/2024 Forecast (4% Increase)	2024/2025 Forecast (5% Increase)	

4200/1	Payroll	£163,034.74	£215,000.00	£111,085.99	£103,914.01	£65,000.00	£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	£2,600.00	£2,730.00
4200/4	Staff Travel	£737.58	£500.00	£0.00	£500.00	£300.00	£500.00	£520.00	£546.00
4200 TOTAL		£164,461.32	£218,000.00	£111,762.99	£106,237.01	£65,300.00	£218,000.00	£226,720.00	£238,056.00
4210 Administration Rechargeable									
4210/2	Office Sundries	£0.00	£250.00	£27.00	£223.00	£100.00	£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	£3,432.00	£3,604.00
4210/12	Insurance	£3,741.61	£4,000.00	£0.00	£4,000.00	£0.00	£4,160.00	£4,326.00	£4,542.00
4210/14	Advertising	£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	£220.00	£230.00
4210 TOTAL		£6,826.61	£7,550.00	£3,326.80	£4,223.20	£24.00	£7,920.00	£8,238.00	£8,649.00
TOTAL POLICY & RESOURCES									
		£279,521.04	£293,580.00	£162,991.07	£130,588.93	£62,554.33	£287,825.00		

Appendix E: DRAFT Budget 2022/2023

E

Produced for:

Policy & Resources Committee

Date of Report:

Wednesday 1 December 2021

Summary of Key Issues

To consider the Town Council DRAFT Budget for 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. This means that once the Band D Tax figure is known, there may be some surplus income which could be utilised. The Band D Figure is not normally issued until the end of December.

The Payroll costs for 2022/2023 are remaining 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.

Draft Budget 2022/2023 and Proposed Precept 2022/2023

It is calculated that the Draft Budget 2022/2023 with the recommendations and requests from standing committees will be **£341,592**.

The Tax Base for 2022/2023 has not been received at the time of writing this report.

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@andovertc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

DRAFT FINANCIAL BUDGET 2022/2023 For consideration at P&R Committee 7 December 2021

INCOME

		Budget	Actual Net @	Balance	Projected	PROPOSED	2023/2024	2024/2025
		2021/2022	30.10.2021	2021/2022	balance by	BUDGET	Forecast (4% Increase)	Forecast (5% Increase)
2020/2021 Net					31.03.2022	2022/2023		
Assets & Communities								
3025 Town Development								
3025/1	Income from Events	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/2	Grants	£2,000.00	£374.22	£374.22	£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
3025/4	Proms in the park	£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
3025/6	Shilling Fair	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025 TOTAL		£2,000.00	£374.22	£374.22	£0.00	£0.00	£0.00	£0.00
TOTAL EVENTS & PROJECTS								
		£2,000.00	£374.22	£374.22	£0.00	£0.00	£0.00	£0.00

Policy & Resources

		Budget	Actual Net @	Balance	Projected	PROPOSED	2023/2024	2024/2025
		2021/2022	30.10.2021	2021/2022	balance by	BUDGET	Forecast (4% Increase)	Forecast (5% Increase)
2020/2021 Net					31.03.2022	2022/2023		
99 Heating & Lighting								
3000	Precept	£344,204.00	£349,584.80	£349,584.80	£349,584.80	£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
3002	Election Expenses Refund	£2,341.20	£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
3020	Insurance Premium Refund	£79.04	£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
3021	Cil Monies	£13,346.06	£14,050.94	£14,050.94	£14,050.94	£0.00	£0.00	£0.00
3115	VAT Write Off	£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
3339	Mayors Events	£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

3999 Funds Held for N P	£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
4210 Waste Removal	£26.00	£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
4212 Payroll	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL Policy & Resources	£359,996.30	£0.00	£363,635.74	£363,635.74	£363,635.74	£0.00	£0.00	£0.00	£0.00

Allotments	2020/2021 Net	Budget 2021/2022	Actual Net @ 30.10.2021	Balance 2021/2022	Projected balance by 31.03.2022	PROPOSED		2023/2024		2024/2025	
						BUDGET	2022/2023	Forecast	Increase	Forecast	Increase

3050 Allotment Rents											
3050/1 Admirals Way	£1,288.95	£800.00	£916.37	£916.37	£916.37	£800.00		£2,119.00		£2,225.00	
3050/2 Barlows Lane	£4,418.63	£5,000.00	£4,010.05	£4,010.05	£5,000.00	£5,000.00		£7,965.00		£8,363.25	
3050/3 Churchill Way	£2,228.46	£2,200.00	£1,547.71	£1,547.71	£2,200.00	£2,200.00		£3,288.00		£3,452.00	
3050/4 Mylen Road	£1,267.42	£1,200.00	£1,111.96	£1,111.96	£1,200.00	£1,200.00		£1,827.00		£1,918.00	
3050/5 Old Winton Road	£3,957.48	£3,700.00	£3,033.11	£3,033.11	£3,700.00	£3,700.00		£5,920.00		£6,216.00	
3050/6 The Drove	£5,598.99	£5,000.00	£5,738.30	£5,738.30	£5,738.30	£5,000.00		£9,427.00		£9,898.00	
3050/7 Vigo Road	£4,866.60	£5,000.00	£3,414.82	£3,414.82	£5,000.00	£5,000.00		£7,674.00		£8,058.00	
3050/8 Ox Drove	£0.00	£0.00	£0.00	£0.00	£0.00	£550.00		£804.00		£844.00	
3050/9 Picket Twenty	n/a	£0.00	£0.00	£0.00	£0.00	£1,300.00		£1,974.00		£2,073.00	
3050 TOTAL	£23,626.53	£22,900.00	£19,772.32	£19,772.32	£23,754.67	£24,750.00		£40,998.00		£43,047.25	

3051 Deposits											
3052 Deposit Credit Interest	£10.40	£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	
Received Deposits	£0.00	£0.00	£50.00	£50.00	£0.00	£0.00		£0.00		£0.00	

TOTAL ALLOTMENTS	£23,636.93	£22,900.00	£19,822.32	£19,822.32	£23,754.67	£24,750.00		£40,998.00		£43,047.25	
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TOTAL INCOME	£385,633.23	£22,900.00	£383,832.28	£383,832.28	£387,390.41	£24,750.00		£40,998.00		£43,047.25	
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EXPENDITURE		2020/2021 Net	Budget 2021/2022	Actual Net @ 30.10.2021	Balance 2021/2022	Projected balance by 31.03.2022	PROPOSED BUDGET 2022/2023	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	£7,397.07	£15,102.93	£0.00	£25,000.00	£26,000.00	£27,300.00
4700/3	A-Fest	£0.00	£700.00	£700.00	£0.00	£0.00	£800.00	£835.00	£880.00
4700/4	Shilling Fair	£1,338.83	£700.00	£0.00	£700.00	£700.00	£800.00	£835.00	£880.00
4700/5	Youth Clubs	£0.00	£10,000.00	£0.00	£10,000.00	£10,000.00	£10,000.00	£10,400.00	£10,920.00
4700/6	Miscellaneous Events	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/7	Armed Forces Day (was Events)	£0.00	£700.00	£0.00	£700.00	£700.00	£800.00	£835.00	£880.00
4700/8	Andover Cycling Festival	£0.00	£700.00	£0.00	£700.00	£700.00	£800.00	£835.00	£880.00
4700/9	Andover Challenges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/10	WW1 Event (215)	£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	£835.00	£880.00
4700/12	Defibrillator Provision	£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	£730.00	£765.00
4700/14	Andover Carnival	£0.00	£700.00	£0.00	£700.00	£700.00	£800.00	£835.00	£880.00
4700/15	Andover Gardening Competition	£0.00	£400.00	£0.00	£400.00	£400.00	£500.00	£520.00	£546.00
4700/16	Pancake Day	£0.00	£0.00	£0.00	£0.00	£0.00	£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
4700/18	Water Butt Scheme	£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
4700/20	Food Fair	£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	£520.00	£546.00
4700/22	Queens Jubilee 2022	£0.00	£0.00 n/a	n/a	£0.00	£0.00	£500.00	£0.00	£0.00
4700 TOTAL		£24,762.49	£38,100.00	£8,097.07	£30,002.93	£14,900.00	£42,500.00	£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	£10,000.00	£10,000.00
4190/1/1	Emergency Funding	£3,500.00	£3,000.00	£0.00	£3,000.00	£0.00	£3,000.00	£3,000.00	£3,000.00
4190/3	Grants Section 137	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

4190 TOTAL	£13,197.22	£5,000.00	£1,990.00	£11,010.00	£0.00	£13,000.00	£13,000.00	£13,000.00
<u>Website & Community Development</u>								
4000/6								
4000/6/1	Website	£422.06	£3,000.00	£854.90	£2,145.10	£0.00	£3,120.00	£3,245.00
4000/6/2	Website Hosting	£479.40	£550.00	£329.65	£220.35	£0.00	£570.00	£592.00
4000/6/3	Newsletter	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000 TOTAL		£901.46	£3,550.00	£1,184.55	£2,365.45	£0.00	£3,690.00	£4,030.00
<u>Town Mayor</u>								
4100/1								
4100/1/1	Town Mayor Badge & Regalia	£0.00	£50.00	£37.00	£13.00	£0.00	£0.00	£0.00
4100/1/2	Remembrance Day Wreath	£0.00	£0.00	£0.00	£0.00	£0.00	£52.00	£54.00
4100/1/3	Town Mayor Charities	£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	£54.00
<u>Venue Hire/Facilities</u>								
4100/6	Refreshments	£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
4204 New Building Fund		£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
<u>Assets</u>								
4210/3	Rent - Office	£17,071.95	£12,000.00	£8,703.00	£3,297.00	£0.00	£14,810.00	£9,360.00
4210/4	Rates - Office	£5,582.40	£8,000.00	£0.00	£8,000.00	£0.00	£5,000.00	£2,000.00
4210/5	Water Rates - Office	£0.00	£300.00	£0.00	£300.00	£0.00	£300.00	£0.00

4210/6	Heating & Lighting - Office	£945.94	£6,000.00	£568.20	£5,431.80	£3,000.00	£0.00	£0.00
4210/7	Telephone & Broadband	£2,928.47	£2,500.00	£881.22	£1,618.78	£0.00	£2,705.00	£2,840.00
4210/8	Photocopying	£3,456.66	£4,000.00	£2,670.61	£1,329.39	£0.00	£4,326.00	£4,542.00
4210/9	Stationery	£557.10	£1,200.00	£217.67	£982.33	£600.00	£832.00	£874.00
4210/10	Postage	£769.48	£2,000.00	£1,742.72	£257.28	£0.00	£1,560.00	£1,638.00
4210/15	Office & Equipment Maintenance	£4,701.63	£3,500.00	£2,070.54	£1,429.46	£0.00	£200.00	£210.00
4210/16	New Equipment & Furniture	£365.33	£1,000.00	£884.24	£115.76	£0.00	£1,000.00	£1,050.00
4210/17	Waste Removal	£109.95	£700.00	£139.95	£560.05	£532.00	£312.00	£330.00
		£36,488.91	£41,200.00	£17,878.15	£23,321.85	£4,132.00	£22,295.00	£23,412.00

TOTAL Assets & Communities

£75,350.08	£82,900.00	£27,196.77	£55,703.23	£19,032.00	£82,962.00	£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
	Accounts Support	£1,444.50	£1,530.00	£1,735.56	-£205.56	-£205.56	£2,080.00	£2,185.00
4000/2	Bank Charges	£867.42	£600.00	£525.90	£74.10	£0.00	£650.00	£683.00
4000/3	Legal & Professional Fees	£25,590.94	£7,000.00	£7,268.00	-£268.00	-£1,768.00	£8,320.00	£8,736.00
4000/4	Legal Costs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000/5	Audit Fees	£2,845.83	£2,400.00	£1,300.00	£1,100.00	£0.00	£2,600.00	£2,730.00
4000/6	IT Support & Equipment	£570.58	£2,500.00	£2,317.10	£182.90	£0.00	£3,540.00	£3,720.00
		£31,319.27	£14,030.00	£13,146.56	£883.44	-£1,973.56	£16,525.00	£18,054.00

4100 Democratic Representation

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

4100/4	Public Building Hire	£72.00	£1,200.00	£1,693.34	-£493.34	-£600.00	£2,000.00	£2,080.00	£2,184.00
	4100 TOTAL	£1,777.00	£2,800.00	£2,548.46	£251.54	-£600.00	£3,660.00	£3,804.00	£3,994.00
4180/1	<u>4180 Other Services to the Public</u>								
	Election Costs	£39,647.93	£10,000.00	£14,328.11	-£4,328.11	-£4,328.11	£5,000.00	£10,000.00	£10,000.00
	4180 TOTAL	£39,647.93	£10,000.00	£14,328.11	-£4,328.11	-£4,328.11	£5,000.00	£10,000.00	£10,000.00
4200	<u>Administration Rechargeable Payroll</u>								
		2020/2021 Net	Budget 2021/2022	Actual Net @ 30.10.2021	Balance 2021/2022	Projected balance by 31.03.2022	PROPOSED BUDGET 2022/2023	2023/2024 Forecast (4% Increase)	2024/2025 Forecast (5% Increase)
4200/1	Payroll	£163,034.74	£215,000.00	£111,085.99	£103,914.01	£65,000.00	£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	£2,600.00	£2,730.00
4200/4	Staff Travel	£737.58	£500.00	£0.00	£500.00	£300.00	£500.00	£520.00	£546.00
	4200 TOTAL	£164,461.32	£218,000.00	£111,762.99	£106,237.01	£65,300.00	£218,000.00	£226,720.00	£238,056.00
4210	<u>Administration Rechargeable</u>								
		2020/2021 Net	Budget 2021/2022	Actual Net @ 30.10.2021	Balance 2021/2022	Projected balance by 31.03.2022	PROPOSED BUDGET 2022/2023	2023/2024 Forecast (4% Increase)	2024/2025 Forecast (5% Increase)
4210/2	Office Sundries	£0.00	£250.00	£27.00	£223.00	£100.00	£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	£3,432.00	£3,604.00
4210/12	Insurance	£3,741.61	£4,000.00	£0.00	£4,000.00	£0.00	£4,160.00	£4,326.00	£4,542.00
4210/14	Advertising	£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	£220.00	£230.00
	4210 TOTAL	£6,826.61	£7,550.00	£3,326.80	£4,223.20	£24.00	£7,920.00	£8,238.00	£8,649.00
	TOTAL POLICY & RESOURCES	£244,032.13	£252,380.00	£145,112.92	£107,267.08	£58,422.33	£251,105.00	£265,952.00	£278,753.00
4500	<u>Allotment Service</u>								
		2020/2021 Net	Budget 2021/2022	Actual Net @ 30.10.2021	Balance 2021/2022	Projected balance by 31.03.2022	PROPOSED BUDGET 2022/2023	2023/2024 Forecast (4% Increase)	2024/2025 Forecast (5% Increase)

Allotments

4500 Allotment Service

4500/1	Allotment Maintenance																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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4500/1/4/2	Grounds Maintenance	£1,266.48	£2,600.00	£440.00	£2,160.00	£0.00	£1,300.00	£1,352.00	£1,420.00
4500/1/4/3	Water Charges	£502.30	£600.00	£185.56	£414.44	£0.00	£620.00	£645.00	£678.00
4500/1/4/4	Repairs & Renewals	£330.64	£150.00	£180.00	-£30.00	£0.00	£300.00	£312.00	£328.00
4500/1/4/5	Equipment	£57.38	£150.00	£0.00	£150.00	£0.00	£150.00	£150.00	£150.00
4500/1/4/6	Sundries	£0.00	£50.00	£0.00	£50.00	£0.00	£60.00	£60.00	£60.00
4500/1/4/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/4/8	Pest Control	£628.54	£700.00	£399.98	£300.02	£0.00	£180.00	£190.00	£200.00
4500/1/4	TOTAL	£3,618.34	£5,350.00	£1,864.54	£3,485.46	£0.00	£3,745.00	£3,889.00	£4,076.00
4500/1/5	Old Winton Road								
4500/1/5/1	Services	£833.00	£1,100.00	£582.00	£518.00	£0.00	£1,135.00	£1,180.00	£1,240.00
4500/1/5/2	Grounds Maintenance	£1,141.48	£2,500.00	£440.00	£2,060.00	£0.00	£1,300.00	£1,352.00	£1,420.00
4500/1/5/3	Water Charges	£703.06	£800.00	£180.89	£619.11	£0.00	£825.00	£858.00	£900.00
4500/1/5/4	Repairs & Renewals	£102.64	£150.00	£0.00	£150.00	£0.00	£150.00	£150.00	£150.00
4500/1/5/5	Equipment	£227.40	£150.00	£0.00	£150.00	£0.00	£150.00	£150.00	£150.00
4500/1/5/6	Sundries	£0.00	£50.00	£0.00	£50.00	£0.00	£60.00	£60.00	£60.00
4500/1/5/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/5/8	Pest Control	£628.54	£700.00	£342.84	£357.16	£0.00	£180.00	£190.00	£200.00
4500/1/5	TOTAL	£3,636.12	£5,450.00	£1,545.73	£3,904.27	£0.00	£3,800.00	£3,940.00	£4,120.00
4500/1/6	The Drove								
4500/1/6/1	Services	£865.41	£1,100.00	£582.00	£518.00	£0.00	£1,135.00	£1,180.00	£1,240.00
4500/1/6/2	Grounds Maintenance	£1,656.48	£2,500.00	£1,370.96	£1,129.04	£0.00	£1,600.00	£1,664.00	£1,747.00
4500/1/6/3	Water Charges	£510.95	£1,500.00	£2,340.17	-£840.17	£0.00	£2,500.00	£2,600.00	£2,730.00
4500/1/6/4	Repairs & Renewals	£17.64	£150.00	£0.00	£150.00	£0.00	£150.00	£150.00	£150.00
4500/1/6/5	Equipment	£142.38	£150.00	£0.00	£150.00	£0.00	£150.00	£150.00	£150.00
4500/1/6/6	Sundries	£0.00	£50.00	£0.00	£50.00	£0.00	£60.00	£60.00	£60.00
4500/1/6/7	Returned Deposits	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/6/8	Pest Control	£628.56	£700.00	£342.88	£357.12	£0.00	£180.00	£190.00	£200.00
4500/1/6	TOTAL	£3,871.42	£6,150.00	£4,636.01	£1,513.99	£0.00	£5,775.00	£5,994.00	£6,277.00
		Projected balance by 31.03.2022		Balance 2021/2022	Projected balance by 31.03.2022		PROPOSED BUDGET 2022/2023	2023/2024 Forecast (4% Increase)	2024/2025 Forecast (5% Increase)
4500/1/7	Vigo Road								
4500/1/7/1	Services	£833.00	£1,100.00	£505.00	£595.00	£0.00	£1,135.00	£1,180.00	£1,240.00

4500/1/7/2	Grounds Maintenance	£1,216.50	£2,500.00	£440.00	£2,060.00	£0.00	£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	£2,600.00	£2,730.00
4500/1/7/4	Repairs & Renewals	£27.66	£150.00	£175.00	-£25.00	£0.00	£150.00	£150.00	£150.00
4500/1/7/5	Equipment	£142.38	£150.00	£0.00	£150.00	£0.00	£150.00	£150.00	£150.00
4500/1/7/6	Sundries	£0.00	£50.00	£0.00	£50.00	£0.00	£60.00	£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
4500/1/7/8	Pest Control	£628.68	£700.00	£342.92	£357.08	£0.00	£180.00	£190.00	£200.00
4500/1/7	TOTAL	£4,056.15	£5,650.00	£5,701.87	-£51.87	£0.00	£6,175.00	£5,430.00	£6,730.00
4500/1/8	Ox Drove								
4500/1/8/1	Services	£0.00	£500.00	£0.00	£500.00	£500.00	£0.00	£0.00	£0.00
4500/1/8/2	Grounds Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/8/3	Water Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£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
4500/1/8/5	Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£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
4500/1/8/7	Pest Control	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£190.00	£200.00
4500/1/9	Picket Twenty	£0.00	£500.00	£0.00	£500.00	£500.00	£510.00	£712.00	£738.00
4500/1/9/1	Services	£0.00	£500.00	£0.00	£500.00	£500.00	£0.00	£0.00	£0.00
4500/1/9/2	Grounds Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/9/3	Water Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£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
4500/1/9/5	Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£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
4500/1/9/7	Pest Control	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£190.00	£200.00
4500/1/10	Augusta Park	£0.00	£500.00	£0.00	£500.00	£500.00	£510.00	£712.00	£738.00
4500/1/10/1	Services	£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	£0.00	£0.00
4500/1/10/3	Water Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£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
4500/1/10/5	Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£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

4500/1/10/7	Pest Control	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£190.00	£200.00
		£0.00	£0.00	£0.00	£0.00	£0.00	£510.00	£712.00	£738.00		
4500/1	TOTAL ALLOTMENTS	£26,259.29	£39,050.00	£19,075.33	£19,974.50	£1,000.00	£32,275.00	£33,082.00	£35,558.00		
		2020/2021 Net	Budget 2021/2022	Actual Net @ 30.10.2021	Balance 2021/2022	Projected balance by 31.03.2022	PROPOSED BUDGET 2022/2023	2023/2024 Forecast (4% Increase)	2024/2025 Forecast (5% Increase)		
	Planning/Highways										
4300	Planning/Highways	N/A	£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		
4300/2	Design Statement/NP	£10,167.51	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		
4300/3	St Mary's Neighbourhood Plan	N/A	£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		
4300/5	Traffic Calming	N/A	£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		
4300	Total	£10,167.51	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		
		2020/2021 Net	Budget 2021/2022	Actual Net @ 30.10.2021	Balance 2021/2022	Projected balance by 31.03.2022	PROPOSED BUDGET 2022/2023				
	Total Income	£385,633.23	£22,900.00	£383,832.28	£383,832.28	£387,390.41	£24,750.00				
	Total Expenditure	£352,067.40	£374,330.00	£191,385.02	£182,944.81	£78,454.33	£366,342.00				
	TOTAL NET BALANCE	£33,565.83		£192,447.26	£200,887.47						

Appendix F: Opening Town Council Offices

F

Produced for:

Full Council Meeting

Date of Report:

1 December 2021

Purpose of Report

The purpose of this report is to inform Members that the Risk Assessments have been carried out on the Town Council Offices in light of the changing circumstances and restrictions and will be added to the Town Council website, as required.

To note and approve the recommendations.

Current Situation

From the end of November 2021, it has been confirmed that there is a new strain of the Covid virus, Omnicron, scientists and health officials are still trying to ascertain how transmittable and how serious it is. Current guidelines are to resume wearing masks in enclosed public spaces, such as retail environments and to tighten up the hand washing process. Social distancing guidance has been reinstated in England with the Government due to review this in the next three weeks. This means that employers are advised to implement social distancing in their businesses or workplace, although unlike the wearing of masks, it is not yet mandatory. Service users and employees should keep apart from people they do not live with, although again not mandatory. If a positive case of Covid is detected within a household ALL members of the household and anyone who has been in contact with the person testing positive for Covid needs to isolate for 10 days.

Every emphasis is being made on limiting the spread of the new variant until scientists understand more about it.

As per Work Nest (formally Ellis Whittam):

‘While many will look to the government for direction, employers have a duty under health and safety law to ensure the health, safety and wellbeing of their employees and anyone else who may be affected by their actions or failure to act. As such, it falls on businesses to decide whether to implement additional control measures, and it would be prudent to have these discussions now’.

‘Employers must continue to follow statutory health and safety requirements and take reasonable steps to manage risks in their workplace’ (National Joint Council for Local Government Services (NJC))

Officers of the Town Council have been successfully working from home, since March 2020, continuing to provide the services of the Town Council and can continue to do so until the full impact of the new variant is established.

Under current Government Legislation, meetings that are held in public, to make decisions are no longer allowed to be online. Therefore, Face to face meetings have now resumed and these are being carried out in The Guildhall for Full Council and The Lights for Committee meetings under careful guidance from Test Valley Borough Council to ensure safety for all participants.

The Government is proposing that the booster vaccination is rolled out more quickly and that it is made available for all who are double vaccinated, but at this stage it is unknown how successful the vaccine is against the new variant.

Officers continue to assess and update the Risk Assessments in light of the changing restrictions as they are required to do on a regular basis as and when government guidelines and laws change. The virus is constantly mutating and this either increases or reduces the risk to Officers, Members, and the Public. The relevant Risk Assessment must be published on the Town Council's website so that if Officers have concerns over their safety, they have access to the Risk Assessment to ensure the Town Council is following any recommendations.

Recommendations:

That the Policy & Resources Committee keep a watching brief on the unfolding rise of the Omnicron variant and that Officers remain working from home where possible until further is known about the new variant and the Governments reaction to it.

A further report to be brought back to Policy & Resources Committee in the New Year.

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@andover-tc.co.uk deputyclerk@andover-tc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

Appendix G: Reducing Paper and Printing

G

Andover Town Council: Reducing Paper & Printing

Preamble:

In 2019-2020 Andover Town Council spent over £4k on printing highlighting that there are savings to be made.

In an effort to reduce our paper consumption, carbon footprint, costs & the officers' workload, we propose that we SIGNIFICANTLY REDUCE our consumption for our meetings going forward.

We are responsible for efficient spending of taxpayer monies, & with the pandemic tightening most people's purse strings coupled with increased focus on the climate emergency, going paperless will represent a significant step towards living up to the responsibilities delegated to us by the residents that put us in our positions.

If any member wishes to have hard copies of any documents, agendas or minutes, they still have the option to print them out independently, but it is unfair to expect Andover's taxpayers to foot the bill for what is merely our choice.

Members all have IT equipment that is capable of viewing this electronic full copy of the agenda, and appendices, at office 365 is useable via an app, on a Android, Windows, Apple, and Linux, also through web browsers by visiting office.com. This makes the full agenda viewable on phones, laptops, pads, and any other relevant device.

The Motion: **(Recorded vote asked for by Cllr Rowles)**

Proposed by: Cllr Waue

Seconded by: Cllr Rowles

That these items be voted on a one vote and that from this day Andover Town Council's policy for officers to follow is...

Only the summons and the index will be printed(1) and posted by signed for delivery to their notified home address, unless otherwise specified.

At this meeting members are asked to opt out or reaffirm their opt-out of paper copies for completeness, and to opt-in to electronic copies.

Cllrs that opt-out of printed copies, and opt-in to electronic copies also confirm that they do not expect

physical copies to be printed for them for meetings.

In all cases the full agenda will be sent to members town council email address so that delivery can be confirmed, it is council policy to provide an email address in our IT system, if a member chooses not to access it, they do so at their own recognisance and risk.

If Cllrs ask emails to be sent to email addresses outside our office365 system, they do so at their own risk as delivery cannot be guaranteed. This will be in addition to the email sent to the town council email address and not forwarded from that town council email address.

Legal Notes:

Local Government Act 1972, Sch. 12 para 10 (2)(b)

(b)[F36a summons to attend the meeting, specifying the business proposed to be transacted at the meeting and signed by the proper officer of the council, shall be left at or sent by post to the usual place of residence of every member of the council.]

[F36a summons to attend the meeting, (1)specifying the business proposed to be transacted at the meeting and certified by the proper officer of the council, shall be sent to every member of the council by an appropriate method.]

[F37(2A)In sub-paragraph (2)—

(a)“authenticated” means signed or otherwise authenticated in such manner as the proper officer thinks fit; and

(b)the reference to sending the summons to a member by an appropriate method is to—

(i)leaving it at, or sending it by post to, the member’s usual place of residence, or

(ii)where the member has given consent for the summons to be transmitted in electronic form to a particular electronic address (and consent has not been withdrawn), sending it in electronic form to that address.]

Appendix H: Work Programme



Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
7 December 2021	Budget 2022/2023	P&R	To consider the Town Council Budget for 2022/2023	
7 December 2021	Earmarked Reserves	P&R	To consider any amendments to the Town Council Earmarked Reserves	Recommend to Full Council
11 January 2022	Corporate Risk Assessment	STAT	To begin consideration of the Corporate Risk Assessment 2021/2022	
11 January 2022	Budget & Precept 2022/2023	P&R	To consider the final Budget for proposal and Precept Level for 2022/2023	Recommend to Full Council
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	