



# ANDOVER TOWN COUNCIL

Policy & Resources Committee Meeting Agenda

Thursday 22 April 2021

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

Cllr R Meyer (Chairman), Cllr D Coole (Vice Chairman)

Cllr J Coole, Cllr C Ecclestone, Cllr L Gregori, Cllr R Hughes and Cllr D Treadwell.

(copies to all other Members of the Council)

You are hereby summoned to attend a Policy & Resources Committee meeting to be held **Virtually via Zoom on Thursday 22 April 2021 at 6.00 pm** when it is proposed to transact the following business: -

Wendy R Coulter

Town Clerk

16 April 2021

Please find below the details for the Policy and Resources Committee meeting on 22 April 2021 at 6pm:

Join Zoom Meeting

<https://zoom.us/j/99954095929?pwd=c2FwM1o5QWFFODdSdUdKTzZCcHZ2Zz09>

Meeting ID: 999 5409 5929

Passcode: 628478



# ANDOVER TOWN COUNCIL

Policy & Resources Committee Meeting Agenda

Thursday 22 April 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 Tuesday 19 January 2021 - attached at **Appendix A**.

## Item 4: Actions List

To receive the Actions List from previous meetings:

Minute No	Date	Action	Lead Councillor/Officer	Completed
BS 100/19	14.10.2020	To recommend to full Council for approval at 21 October 2020 meeting or one thereafter, the following: a. To create an Earmarked Reserves heading wording for the Public Realm Cemeteries b. To transfer the 2019/2020 budget underspend to the following Earmarked Reserves headings and any balance to be transferred to the General Reserves: Vigo Park - £27,000 Public Toilets - £8,500 Public Realm - £5,000 Cemeteries - £3,000 St Marys Ward Neighbourhood Plan - £5,000 Other Wards Neighbourhood Plans - £5,000	Town Clerk	Earmarked Reserves Considered at Council meeting January 2021
BS 101/19	14.10.2020	That authority be delegated to the relevant Officers/Committees as outlined below: To produce a report each year which will include (RFO): Timetable for the Budget Process	Town Clerk/ Committees /Full Council	Completed Council January 2021

		<p>The inflationary predictions to be used Salary Review Results, to include; Previous years pay rise, 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 (Committees) New Items for consideration (Committees) Budget Recommendations from Policy &amp; Resources Committee (Full Council)</p>		
BS 104/19	14.10.2020	5 Year Budget Plan to include inflationary increases and any identified costs	P&R Cttee	Ongoing
BS 105/19	14.10.2020	<p>The Town Clerk instructed to email all Committee Members on 15 October 2020, if they want to form a working group to review the Standing Orders. To instruct the Town Clerk to email the Committee Members by 27 October 2020, a quarterly prioritised list of policies to be reviewed each quarter, with the end of the first quarter being 31 March 2021. The list to also include the lead Committee and lead officer. The statutory policies to be prioritised, then quarterly reviews to be carried out by relevant Committees, submitted back to P&amp;R Committee</p>	Town Clerk	Postponed
BS 108/19	02.09.2020	Update on purchase of sign for office	Town Clerk	Ongoing – consideration of future office provision @ A&C Cttee
BS 091/19	02.09.2020	That a full report including Risk Assessments, Town Council Sign, COVID19 Equipment and Fire Escape would be produced for the Members to consider.	Town Clerk/ Deputy Clerk	Ongoing – ongoing as above
BS 115/19	01.12.2020	<p><b>ACTION LIST</b> Members noted the Action Plan. Councillor D Coole requested the following amendments be made: BS 105/19 – Standing Orders review should be listed as ongoing. The Policy and Procedure review should be postponed.</p>	Town Clerk/ Deputy Clerk	Ongoing – to be included in future Rpt.

		<p>BS 108/19 – The locum Town Clerk was asked to investigate the delay and a suggestion was made to delegate this item to the Members.</p> <p>BS 091/19 – The Risk Assessments needed to be separated out. The Ceiling blind needed to be added back onto the list.</p> <p>BS 103/19 – needed to be added back onto the list.</p> <p>BS 106/19 – An action needed to be added to the list which showed the item of Allotment Portaloos had been transferred back to the Allotment Committee Action list.</p> <p>BS 107/19 – Members training course dates needed to be added back onto the list.</p> <p>Members’ visits to other successful Town Councils required a follow-up.</p> <p>BS 111/19 – Confidential Minutes actions.</p>		
BS 118/19	01.12.2020	<p><b>STANDING ORDERS</b></p> <p>RESOLVED: That Councillors D Coole, R Hughes and R Meyer would be appointed as members of the Standing Order Review Team.</p> <p>RESOLVED: That the Terms of Reference for the Standing Order Review Team read as “To review existing Standing Orders and consider and make recommendations for revised Standing Orders, along the lines of the model Standing Orders.”</p>	Review Team	Ongoing – update report to be submitted
BS 119/19	01.12.2020	<p><b>REVIEW OF MEMBERS SERVICES PROVISION</b></p> <p>RESOLVED: That this Council pays a basic allowance to Members, which members can opt out of voluntarily, a sum of £100 per calendar month, subject to adoption by Council.</p>	P&R Cttee	Not included in the Budget 2021/2022 as per Council January 2021
PR 133/19	19.01.2021	<p><b>Finance and Banking Arrangements</b></p> <p>RESOLVED: That the removal of the Town Mayor and Deputy Town Mayor as Bank Signatories be recommended to Full Council.</p> <p>RESOLVED: That the appointment of new Members as Bank Signatories be recommended to Full Council.</p> <p>RESOLVED: That the Newbury Building Society be recommended to Full Council for approval to hold Andover Town Council monies.</p>	P&R Cttee	Agreed at Council January 2021 – Update report included.
PR 134/19	19.01.2021	<p><b>Earmarked Reserves</b></p> <p>RESOLVED: That the establishment of an Earmarked Reserve for Legal Costs and an Earmarked Reserve for New Allotment Sites, with a virement of £50,000.00 from the Allotment Fencing Budget to the New Allotment Sites Earmarked Reserves, be recommended to Full Council for approval.</p>	P&R Cttee	Completed at Council January 2021

## Item 5: 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 6: Internal Audit Arrangements

To note the Internal Audit Arrangements for the remainder of 2020/2021 and to consider ongoing Internal Audit provision – report attached at **Appendix B**.

## Item 7: Banking Arrangements

To receive an update on banking arrangements – report attached at **Appendix C**.

## Item 8: Investment Strategy

To consider a Draft Investment Strategy for recommendation to full Council – attached at **Appendix D**.

## Item 9: Annual Report

To note that the Annual Report is under preparation. Draft contents page attached at **Appendix E**.

## Item 10: Town Council Policies

To note the following progress made on reviewing Town Council Policies:

Human Resources Policies outsourced to Ellis Whitam – updated policies to be presented to future P&R Meeting.

Standing Orders and Financial Regulations – outsourced to SLCC Advisor – to be presented to future Council Meeting.

Remaining Operational Policies still to be reviewed and updated.

## Item 11: Draft 2021/2022 Council/Committee Meeting Dates

To receive and make recommendations to Full Council on the draft 2021/2022 timetable of meetings – Draft timetable attached at **Appendix G**.

## Item 12: Work Programme

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

## Item 13: Date of the Next Meeting

Members are requested to note the date of the next meeting: **To be confirmed at the Annual Mayor Making Council Meeting in May 2021**.

The Chairman will close the meeting.

## Minutes of Policy & Resources Committee

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**Time and date**

6.00pm, Tuesday, 19 January 2021

**Place**

Virtual On-Line Meeting via Zoom

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**Details of Attendance:**

Cllr R Meyer (Chairman) (P) Cllr D Coole (Vice Chairman) (P)  
Cllr J Coole (P) Cllr C Ecclestone (P) Cllr L Gregori (P) Cllr R Hughes (P)  
Cllr J Sangster (A) Cllr D Treadwell (A)

**Officers Present:**

Wendy Coulter (town Clerk)  
Tracy Predeth (Locum Clerk)  
Tor Warburton (Deputy Clerk)

**Other Councillors:**

Cllr B Long

**Borough/County Councillors:**

Cllr J Cockaday  
Cllr N Matthews

**Members of the Public:** Unknown

**Members of the Press:** Unknown

**PR 128/19 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillor R Rowles (ex-officio).

**PR 129/19 DECLARATIONS OF INTEREST**

Councillors D Coole and J Coole declared an interest in item 10 of the Agenda.

**PR 130/19 MINUTES**



It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Minutes of the Policy and Resources Committee meeting held on 1 December 2020 be signed by the Chairman as a correct record.

A recorded vote was as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
R Meyer	<b>X</b>		
D Coole	<b>X</b>		
J Coole	<b>X</b>		
C Ecclestone	<b>X</b>		
L Gregori	<b>X</b>		
R Hughes	<b>X</b>		
<b>TOTAL</b>	<b>6</b>	<b>0</b>	<b>0</b>

**RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 1 December 2020 be signed by the Chairman as a correct record.**

**PR 131/19 ACTIONS LIST**

Members noted the Action Plan.

**PR 132/19 PUBLIC PARTICIPATION**

There were no Members of the Public whom spoke at the meeting.

**PR 133/19 FINANCE AND BANKING ARRANGEMENTS**

Members received and considered the report on the progress of setting up additional bank accounts and the progression of previous Council approved Bank Signatories.

Some Members stated their reasons for the recommendation of the removal of the Town Mayor and Deputy Town Mayor as Bank Signatories. Other Members stated their concerns that the removal would result in the Town Council being unable to meet its payment obligations, whilst being in the process of adding additional authorised signatories.

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that the removal of the Town Mayor and Deputy Town Mayor as Bank Signatories be recommended to Full Council.

A recorded vote was as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
R Meyer	<b>X</b>		
D Coole	<b>X</b>		
J Coole	<b>X</b>		
C Ecclestone	<b>X</b>		
L Gregori		<b>X</b>	
R Hughes		<b>X</b>	
<b>TOTAL</b>	<b>4</b>	<b>2</b>	<b>0</b>

**RESOLVED: That the removal of the Town Mayor and Deputy Town Mayor as Bank Signatories be recommended to Full Council.**

A member questioned how long the process of adding new authorised Bank Signatories would take from obtaining the correct information, proof of identities (which in itself would take time due to not being able to meet in person because of Covid) and signatures on the documentation, to actually being legally able to sign off payments.

The Proper Officer advised that worst case scenario it could take up to 6 months and best case scenario, it could take up to 3 months, from the beginning to finalisation. Another Member

pointed out that a resolution was passed in the Full Council meeting of 20 January 2020 that Officers would be added as authorised Bank Signatories to act as contingency in an emergency. He asked why this had not happened. The proper Officer advised that Officers felt it was not appropriate at the time, however, this would now be actioned.

The Chairman asked Members of the Policy and Resources Committee to confirm if they wished to be added as authorised Bank Signatories. Members noted that Councillors D Coole, J Coole, C Ecclestone and R Meyer confirmed they wanted to be added as authorised Bank Signatories. It was agreed that the remaining Members of the Town Council would be asked at the next Full Council meeting.

It was proposed by Councillor L Gregori and seconded by Councillor D Coole that the appointment of new Members as Bank Signatories be recommended to Full Council.

A recorded vote was as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
R Meyer	X		
D Coole	X		
J Coole	X		
C Ecclestone	X		
L Gregori	X		
R Hughes	X		
<b>TOTAL</b>	<b>6</b>	<b>0</b>	<b>0</b>

**RESOLVED: That the appointment of new Members as Bank Signatories be recommended to Full Council.**

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the Newbury Building Society be recommended to Full Council for approval to hold Andover Town Council monies.

A recoded vote was as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
R Meyer	X		
D Coole	X		
J Coole	X		
C Ecclestone	X		
L Gregori	X		
R Hughes	X		
<b>TOTAL</b>	<b>6</b>	<b>0</b>	<b>0</b>

**RESOLVED: That the Newbury Building Society be recommended to Full Council for approval to hold Andover Town Council monies.**

## **PR 134/19 EARMARKED RESERVES**

Members received the report on existing Earmarked Reserves and considered the addition of new Earmarked Reserves.

A discussion was held on the costs of Elections in 2023 and the By-Elections in 2021. The Proper Officer clarified that the figure of £38,012.32 shown as the Costs of By-Elections was the current balance held against that Budget Head. It was further clarified that the By-Elections were still intended to proceed in May 2021, although no confirmed costings were known yet.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the

establishment of an Earmarked Reserve for Legal Costs and an Earmarked Reserve for New Allotment Sites, with a virement of £50,000.00 from the Allotment Fencing Budget to the New Allotment Sites Earmarked Reserves, be recommended to Full Council for approval.

A recorded vote was as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
R Meyer	<b>X</b>		
D Coole	<b>X</b>		
J Coole	<b>X</b>		
C Ecclestone	<b>X</b>		
L Gregori		<b>X</b>	
R Hughes		<b>X</b>	
<b>TOTAL</b>	<b>4</b>	<b>2</b>	<b>0</b>

**RESOLVED: That the establishment of an Earmarked Reserve for Legal Costs and an Earmarked Reserve for New Allotment Sites, with a virement of £50,000.00 from the Allotment Fencing Budget to the New Allotment Sites Earmarked Reserves, be recommended to Full Council for approval.**

**PR 135/19 VIREMENT OF FORECASTED 2020/2021 BUDGET UNDERSPEND**

Deferred until the Year End 31 March 2021 had been completed.

**PR 136/19 POLICY AND RESOURCES COMMITTEE BUDGET 2021/2022**

Proposed by Cllr D Coole and seconded by Cllr R Meyer that it be recommended to full Council that £25,000 be included in the Policy and Resources Budget for Legal Costs.

A recorded vote was as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
R Meyer	<b>X</b>		
D Coole	<b>X</b>		
J Coole	<b>X</b>		
C Ecclestone	<b>X</b>		
L Gregori		<b>X</b>	
R Hughes		<b>X</b>	
<b>TOTAL</b>	<b>4</b>	<b>2</b>	<b>0</b>

**RESOLVED: That it be recommended to full Council that £25,000 be included in the Policy and Resources Budget for Legal Costs.**

Cllr J Coole left the meeting.

Proposed by Cllr D Coole and seconded by Cllr R Meyer that it be recommended to full Council that £19,200 be included in the Policy and Resources Budget for Members Allowances.

A recorded vote was as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
R Meyer	<b>X</b>		
D Coole	<b>X</b>		
C Ecclestone	<b>X</b>		
L Gregori		<b>X</b>	

R Hughes		X	
<b>TOTAL</b>	<b>3</b>	<b>2</b>	<b>0</b>

**RESOLVED: That it be recommended to full Council that £19,200 be included in the Policy and Resources Budget for Members Allowances.**

Proposed by Cllr R Meyer and seconded by Cllr D Coole that the Policy and Resources Budget for 2021/2022 with the added items, be recommended to Full Council for inclusion in the Budget for 2021/2022.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
R Meyer	X		
D Coole	X		
C Ecclestone	X		
L Gregori			X
R Hughes			X
<b>TOTAL</b>	<b>3</b>	<b>0</b>	<b>2</b>

**RESOLVED: That the Policy and Resources Budget for 2021/2022 with the added items, be recommended to Full Council for inclusion in the Budget for 2021/2022.**

## PR 137/19 DRAFT BUDGET

It was proposed by Cllr D Coole and seconded by Cllr R Meyer to extend the meeting for half an hour.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
R Meyer	X		
D Coole	X		
C Ecclestone	X		
L Gregori	X		
R Hughes	X		
<b>TOTAL</b>	<b>5</b>	<b>0</b>	<b>0</b>

**Resolved: That the meeting be extended by half an hour.**

It was proposed by Cllr D Coole and seconded by Cllr Ecclestone that the following be amended in the Budget and that the Draft Budget, with amendments, be recommended to full Council for approval and adoption:

- 4700/16 – Pancake Day - £500 – reduce to £0
- 4700/17 – Tourism - £6,000 – reduce to £0
- 4700/18 - Water Butt Scheme - £500 reduce to £0
- 4700/20 – Food Fair - £500 – reduce to £0
- 4700/21 – Gardening Fair - £500 – reduce to £0
- Street Furniture - £5,000 – reduce to £0
- 4205 – Bus Shelters - £2,500 - reduce to £0
- Legal Costs – include at £25,000
- Members Expenses – include at £19,200
- Revised Budget - £466,208.00

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
R Meyer	X		
D Coole	X		
C Ecclestone	X		
L Gregori			X
R Hughes			X
<b>TOTAL</b>	<b>3</b>	<b>0</b>	<b>2</b>

**Resolved: That the following be amended in the Budget and that the Draft Budget, with amendments, be recommended to full Council for approval and adoption:**

**4700/16 – Pancake Day - £500 - reduce to £0**

**4700/17 – Tourism - £6,000 - reduce to £0**

**4700/18 - Water Butt Scheme - £500 reduce to £0**

**4700/20 – Food Fair - £500 - reduce to £0**

**4700/21 – Gardening Fair - £500 - reduce to £0**

**Street Furniture - £5,000 - reduce to £0**

**4205 – Bus Shelters - £2,500 - reduce to £0**

**Legal Costs – include at £25,000**

**Members Expenses – include at £19,200**

**Revised Budget - £466,208.00**

**PR 138/19 TIMETABLE OF MEETINGS FOR 2021/2022**

This item was deferred to the next Policy and Resources Committee meeting.

**PR 139/19 MEMBERS TRAINING**

It was agreed that a Member Training Schedule would be brought to the next Policy and Resources Committee meeting.

**PR 140/19 WORK PROGRAMME**

It was agreed that the following items would be included on the work programme:

Business Plan Review

Policy Review

Members Training.

**PR 141/19 DATE OF THE NEXT MEETING**

Members noted that the date of the next meeting was **Wednesday 17 February 2021, virtually via Zoom starting at 6.00pm.**

The Chairman closed the meeting at 8.23pm.

Chairman

Date

# Appendix B: Internal Audit Arrangements

# B

**Produced for:**

Policy and Resources Committee

**Date of Report:**

10 February 2021

**Summary of Key Issues**

To note the timetable for the Internal and External Audit for the Town Council.

To note that following completion of the End of Year 31 March 2021 Internal Audit the Town Council's current Internal Auditor will no longer be able to provide the Internal Audit Service to the Town Council.

To note that Officers are seeking alternative Internal Audit provision.

**Background**

The Town Council has reviewed its Internal Audit provision and agreed at the previous meeting to appoint a new Internal Auditor from 2017.

The Town Council is expected to follow specific dates for the provision of its Year End accounts and the Town Clerk has drawn up a timetable to allow for the management of the various aspects of the Audit and Year End Annual Return.

**Internal Audit and Annual Return Timetable for End of Year 31 March 2021**

Date	Item/Activity	Comments
14/15 June 2021	Preparation for Internal Audit	This usually takes about 3 hours for the Town Clerk to gather all papers together for inspection
16 June 2021	Final Part of Internal Audit for YE 31.03.2021	The Internal Auditor will carry out the bulk of the Internal Audit in preparation for signing off the Annual Return after 31.03.2021 This will take about 8 hours and will require the Officers to be on call.
23 June 2021	Full Council Meeting: I A Report & AGAR	To approve the Internal Auditors report and the AGAR for 2020/2021.
28 June 2021	Display Notice	The Notice for the Audit of the Council must be displayed from this date for 2 weeks
28 June 2021	Make records available	The Council must ensure that all its accounting records are available for inspection by the public, if requested, for three weeks
By 30 June 2021	Send Annual Return to External Auditors	This is the expected date – the dates for this year have not been confirmed. There was an extension to this date in 2020, an extension may be approved again in 2021. The AGAR includes all the paperwork requested including bank statements and variation explanations
30 June 2021	Annual Return with External Auditors	This is the expected final date for the AGAR to be with the External Auditors

30 September 2021	Publication of the AGAR after completion of Annual Review	This is when the Annual Return is open to be viewed by the public having been returned from the External Auditors with any recommendations or reports
20 October 2021	Presentation of completed AGAR to Full Council	To present to Council the completed AGAR and to advise of any findings by the External Auditors.

### **Current Internal Audit Provision**

The Town Council's current Internal Auditor will no longer be able to provide services after the finalisation of the Year End 31 March 2021 Audit.

Every Local Council must maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with proper internal audit practices.

As part of the Town Council's Corporate Governance it has a duty to employ an Internal Auditor to undertake appropriate internal audit services under the Accounts and Audit Regulations 2015 for Town and Parish Councils. This work is identified in Part 2 of the Act.

The Town Council also uses the Governance and Accountability Practitioners Guide 2020 as a guide for its policies and processes.

It is a requirement of External Audit that the Town Council should have an independent internal auditor. The role of the internal auditor also includes a review of Corporate Governance and Practice.

### **New Internal Audit Provision**

The Officers will contact as many available Internal Audit providers for Local Councils as possible. A report will be brought to a future Policy and Resources Committee meeting to consider the offers and make a recommendation to full Council. This will be completed prior to the Year End 31 March 2022 to enable an Internal Audit to be carried out for the Town Council to fulfil its duties.

### **Financial Implications**

If the Town Council fails to return papers to the External Auditors by the dates above, there may be financial implications.

The Financial Implications for the provision of a new Internal Auditor will be included in the quotations received. The Town Council has monies set aside in its Budget to cover the costs of the entire Audit Process.

### **Policy Implications**

The Town Council must comply by the above dates in order to meet its statutory duties.

As specified by the Accounts and Audit Regulations approval of the accounts must currently take place by 30 June 2021.

### **Recommendations**

**To note the timetable for the Internal and External Audit for the Town Council.**

**To note that following completion of the End of Year 31 March 2021 Internal Audit the Town Council's current Internal Auditor will no longer be able to provide the Internal Audit Service to the Town Council.**

**To note that Officers are seeking alternative Internal Audit provision.**

Note: The person to contact about this report is the Town Clerk, Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG. Tel: 01264 335592 Email: [townclerk@andover-tc.gov.uk](mailto:townclerk@andover-tc.gov.uk) Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors

# Appendix C: Banking Arrangements - Update

# C

**Produced for:**

Policy & Resources

**Date of Report:**

Thursday 15 April 2021

**Author:**

W Coulter – Town Clerk & RFO

**Key Issues**

To note the progress on opening a new account with the Newbury Building Society.

To note the progress of additional signatories.

**Bank Accounts**

The recommendation from the Policy & Resources Committee to open an account with the Newbury Building Society was considered and approved at the Council meeting on 4 March 2021.

Officers have received the relevant account opening documentation for completion and are awaiting clarification from the Newbury Building Society on the number of financial signatories allowed on the new account, acceptable forms of identification and the process of adding the financial signatories.

At the request of the Councillors and recommendations from the Internal Auditor, Officers are continuing source and open a number of new bank accounts. These include:

Nationwide

HSBC

Halifax

First Direct

Coutts & Co

**Additional Signatories**

The recommendation from the Policy and Resources Committee on 19 January 2021, that the Town Mayor and Deputy Town Mayor be removed as financial signatories, was dismissed at the Council meeting on 4 March 2021, on the basis that additional signatories would enable extra safeguards to ensure payments are not missed.

The following additional signatories were agreed at the Council meeting on 4 March 2021:

Councillors David Coole, Joanne Coole, Christopher Ecclestone, Rebecca Meyer and Jason Sangster.

Officers have begun the process of including the additional signatories onto the Unity Trust Bank account. All relevant forms of ID and the additional signatures have been collated. The submission forms have been completed online and await authorisation.

**Financial Implications**

Once additional bank accounts can be confirmed there may be additional banking fees. Once there are determined they will be reported back to the Committee and Council.

The Town Council is at risk by holding substantive sums of money in one Bank Account – the measures being



taken above are attempting to alleviate this situation.

**Legal and Policy Implications**

The Legal and Policy implications are contained within the report.

**Recommendations:**

- **To note the report.**

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**15 April 2021**

Note: The person to contact about this report is the Town Clerk & RFO, Andover Town Council, First Floor Offices, 68B High Street, Andover, Hants. SP10 1NG.

Tel: 01264 335592

Distribution: To all Councillors

## INTRODUCTION

1. Andover Town Council (the Council) acknowledges the importance of prudently saving and investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty.
2. This strategy complies with the revised requirements set out in the Department of Communities and Local Government *Guidance on Local Government Investments* and takes into account Section 15(1)(a) of the Local Government Act 2003 and guidance within Governance and Accountability for Local Councils Practitioners Guide 2020.
3. Town and Parish Councils have the power to invest surplus funds and the Local Government Act 2003 states that a local authority may invest:
  - a. For any purpose relevant to its functions under any enactment.
  - b. For the purpose of prudent management of its financial affairs.
4. The Council defines its treasury management activities as 'the management of the Council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks'.

## POLICY

5. This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks and should be read in conjunction with the Council's Financial Regulations.

## INVESTMENT OBJECTIVES

6. The Council's investment priorities are:
  - a. The security of its reserves, and;
  - b. The adequate liquidity of its investments and;
  - c. To support effective treasury management.
- 1 All investments will be made in sterling and within the United Kingdom only.
- 2 The Council aims to maintain investments purely to ensure the liquidity of Council and to ensure it is covered for any eventuality.
- 3 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Andover Town Council will deposit all reserves within a deposit account connected to the Council's main bank account. However, the choice of institution and length of deposit will be at the discretion and approval of full Council.
- 4 Long term investments are defined in the Guidance as greater than 12 months.
- 5 The Council and Responsible Financial Officer (RFO) will monitor all investments by regular review.

## **INVESTMENT STRATEGY**

1. Andover Town Council will save and invest as much of its surplus balance as possible into its reserves and deposit accounts, in order to achieve its annual project goals and its investment objectives.
2. Andover Town Council currently holds one non-specified long term investment which is with Unity Bank. The balance held is documented regularly on the meeting agendas.
3. All other Earmarked reserves are currently held centrally within the main bank account, also with Unity Bank. Again, the balance of such is documented regularly on meeting agendas.

## **REPORTING**

15. Cashflow, reserves and investments are accounted for when the budget is prepared and at the end of the financial year (31<sup>st</sup> March), the RFO report the investment activity to full council.

## **REVIEW OF REGULATIONS**

1. The Clerk/RFO and full council are to review the policy annually and revise it if necessary.
2. The Council reserves the right to make variations to the Savings and Investment Policy at any time subject to the approval of Council. All variations will be made available to the public.

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# Appendix F: Draft Council/Committee Dates

# F

## DRAFT MEETING DATES MAY 2021 – MAY 2022

Day	Date	Time	Meeting	Venue
<b>MAY</b>				
Monday	3 May 2021		BANK HOLIDAY	
Monday	10 May 2021	6.00pm	Planning Committee	TBC
Wednesday	19 May 2021	6.00pm	Council (ANNUAL MAYOR MAKING)	TBC
Wednesday	26 May 2021	6.00pm	Allotments Committee	TBC
Monday	31 May 2021		BANK HOLIDAY	
<b>JUNE</b>				
Tuesday	1 June 2021	6.00pm	Planning Committee	TBC
Wednesday	2 June 2021	6.00pm	Assets and Communities Committee	TBC
Thursday	10 June 2021	6.00pm	Policy and Resources Committee	TBC
Monday	21 June 2021	6.00pm	Planning Committee	TBC
Wednesday	23 June 2021	6.00pm	Council (Annual Return)	TBC
Wednesday	30 June 2021	6.00pm	Allotments Committee	TBC
<b>JULY</b>				
Monday	12 July 2021	6.00pm	Planning (Planning and Highways) Committee	TBC
Wednesday	14 July 2021	6.00pm	Assets and Communities Committee	TBC
Wednesday	28 July 2021	6.00pm	Policy & Resources Committee	TBC
<b>AUGUST</b>				
Monday	2 August 2021	6.00pm	Planning Committee	TBC
Monday	23 August 2021	6pm	Planning Committee	TBC
Monday	30 August 2021		BANK HOLIDAY	
<b>SEPTEMBER</b>				
Monday	13 September 2021	6.00pm	Planning Committee	TBC
Wednesday	15 September 2021	6.00pm	Council	TBC
Wednesday	22 September 2021	6.00pm	Assets and Communities Committee	TBC
Wednesday	29 September 2020	6.00pm	Allotments	TBC
<b>OCTOBER</b>				
Monday	4 October 2021	6.00pm	Planning Committee	TBC
Wednesday	6 October 2021	6.00pm	Policy & Resources Committee	TBC
Wednesday	20 October 2021	6.00pm	Council	TBC
Monday	25 October 2021	6.00pm	Planning Committee	TBC
Wednesday	27 October 2021	6.00pm	Assets & Communities	TBC
<b>NOVEMBER</b>				
Wednesday	3 November 2021	6.00pm	Allotments Committee	TBC
Wednesday	10 November 2021	6.00pm	Policy and Resources Committee	TBC
Monday	15 November 2021	6.00pm	Planning Committee	TBC
Wednesday	24 November 2021	6.00pm	Council	TBC
<b>DECEMBER</b>				
Wednesday	1 December 2021	6.00pm	Allotments Committee	TBC
Monday	6 December 2021	6.00pm	Planning Committee	TBC
Wednesday	8 December 2021	6.00pm	Assets and Communities Committee	TBC
Wednesday	15 December 2021	6.00pm	Policy & Resources Committee	TBC
Monday	27 December 2021		BANK HOLIDAY	
Tuesday	28 December 2021		BANK HOLIDAY	

<b>JANUARY</b>				
Monday	3 January 2022		BANK HOLIDAY	
Tuesday	4 January 2022	6.00pm	Planning Committee	TBC
Wednesday	12 January 2022	6.00pm	Policy and Resources Committee	TBC
Monday	24 January 2022	6.00pm	Planning Committee	TBC
Wednesday	26 January 2022	6.00pm	Council (Precept)	TBC
<b>FEBRUARY</b>				
Wednesday	2 February 2022	6.00pm	Allotments Committee	TBC
Wednesday	9 February 2022	6.00pm	Assets & Communities Committee	TBC
Monday	14 February 2022	6.00pm	Planning Committee	TBC
Wednesday	16 February 2022	6.00pm	Policy and Resources Committee	TBC
<b>MARCH</b>				
Monday	7 March 2022	6.00pm	Planning Committee	TBC
Wednesday	16 March 2022	7.00pm	Town Electors Meeting	TBC
Wednesday	23 March 2022	6.00pm	Council	TBC
Monday	28 March 2022	6.00pm	Planning Committee	TBC
<b>APRIL</b>				
Wednesday	6 April 2022	6.00pm	Allotments Committee	TBC
Monday	11 April 2022	6.00pm	Planning Committee	TBC
Wednesday	13 April 2022	6.00pm	Assets and Communities Committee	TBC
Friday	15 April 2022		BANK HOLIDAY	
Monday	18 April 2022		BANK HOLIDAY	
Wednesday	27 April 2022	6.00pm	Policy and Resources Committee	TBC
<b>MAY</b>				
Monday	2 May 2022		BANK HOLIDAY	
Tuesday	3 May 2022	6.00pm	Planning Committee	TBC
Wednesday	11 May 2022	6.00pm	Annual Council (Mayor Making)	TBC
Monday	23 May 2022	6.00pm	Planning (Planning and Highways) Committee	TBC

# Appendix G: Work Programme

# G

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
June 2021	Town Council Policies	P&R	To review the progress of review of Town Council Policies	Recommend any amendments to Full Council
June 2021	Virement of Budgets		To consider any Virements from underspend of Budget 2020/2021	Recommend to Full Council
June 2021	Accounts for the Year Ended 31 March 2021	STAT	To approve the Accounts for the Year Ended 31 March 2021	
June 2021	To receive the Internal Auditors Report	STAT	To approve the Action Plan arising from the Internal Auditors Report	Recommend to Full Council
June 2021	AGAR Preparation	P&R	To review the Internal Audit Report and consider Accounts for the AGAR	Recommend to full Council
October 2021	Review Council's resources	P&R	To review the Council's resources to ensure services are maintained	
October 2021	Review financial plan for 2022/2023		To consider the Financial Plan for 2022/2023 to ensure Budgets cover services required – in preparation for Annual Budget 2022/2023	
November 2021	Budget 2022/2023	P&R	To consider the Town Council Budget for 2022/2023	
November 2021	Earmarked Reserves	P&R	To consider any amendments to the Town Council Earmarked Reserves	Recommend to Full Council
December 2021	Budget 2022/2023	P&R	To consider the Town Council Budget for 2022/2023	
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