



ANDOVER TOWN COUNCIL

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

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

(copies to all other Members of the council)

You are hereby summoned to attend a meeting of the **POLICY and RESOURCES Committee** to be held at Town Council Offices, 66c, High Street, Andover on **Wednesday 6 February 2013 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
31 January 2013

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

1 **APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence.

2 **DECLARATIONS OF INTEREST**

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

3 **MINUTES**

To agree the minutes of the Policy and Resources Committee meeting held on 12 December 2012 – attached at **Appendix A.**

4 **PUBLIC PARTICIPATION**

There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer will be given, or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

5 **REVIEW OF BUSINESS PLAN**

To review and update the Town Council's Business Plan, following a Workshop held with Members on 29 November 2012. Business Plan and Notes of Workshop attached at **Appendix B.**

6 **ANNUAL REPORT**

To approve the format and contents of the Annual Report for the Annual Town Electors Meeting. Annual Report format attached at **Appendix C.**

7 **TOWN CLERK'S WORKFLOW PROGRAMME & PROJECT PLAN. ADMINISTRATION ASSISTANT – INCREASE IN WORK HOURS.**

To consider the Town Clerk's Workflow Programme and Project Plan for 2013/2014. To consider the recommendation of the Staffing Sub-Committee to increase the Administration Assistant's working hours. Report attached at **Appendix D.**

- 8 **GRIT BINS**
To consider requests for Grit Bins – report attached at **Appendix E.**
- 9 **CHRISTMAS TREE FUNDING**
To consider applying to Test Valley Borough Council for funding towards the Christmas Tree following a letter sent to the Town Council from Romsey Town Council – Letter attached at **Appendix F.**
- 10 **INTERNAL AUDIT**
To note the arrangements for the Town Council’s Internal Audit for 2013.
The Internal Audit will be carried out on Tuesday 14 May 2013.
The Internal Auditors Report will be submitted to the Policy and Resources Committee on 29 May 2013 for consideration and recommendation to Full Council.
- 11 **TOWN CENTRE SIGNAGE**
To receive and note a report from the Town Clerk on the Town Centre Signage.
- 12 **PRIDE OF ANDOVER AWARDS**
To receive a report from Councillor Long on the current status of the Pride of Andover Awards.
- 13 **FINANCE**
Payment of Accounts at 4 February 2013
To approve the Payment of accounts at 4 February 2013 – papers to follow.
- 14 **COMMITTEE WORK PROGRAMME**
To discuss items on the current Committee work programme and to make changes as necessary – attached at **Appendix G.**

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Minutes of Policy & Resources Committee

Time and date

7.00pm on Wednesday 12 December 2012

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P)

Cllr Z Brooks (P)

Cllr D Drew (P)

Cllr K Hamilton (P)

Cllr S Hardstaff (A)

Cllr K Hughes (A)

Cllr M Kerley (A)

Cllr G McBride (A)

Cllr R Shukri (P).

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

PR39/12 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Kerley, Hughes, Hardstaff and McBride.

PR40/12 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR41/12 MINUTES

It was proposed by Councillor Hamilton and seconded by Councillor Brooks and

RESOLVED: That the Minutes of the Policy and Resources Meeting held on 17 October 2012 were agreed and signed by the Chairman subject to correction of Minute Number PR30/12 (2) to read: "The Chairman, in his absence, read out an email from Cllr Hardstaff which made reference to the ACE Liftaway Contract. The Committee considered the current contract and agreed that, as the Town Council had agreed a contract with Allotment holders to provide the current level of service, including the provision of toilets, until the end of March 2013, it would continue with the current service contract until the end of March 2013.

The Allotment Sub-Committee would review the provision of Toilet facilities on Allotment sites prior to 1st April 2013 and review the contract provision".

"RESOLVED: That the contract with ACE Liftaway be extended until March 2013. Officers to obtain 3 quotes for the provision of Toilets on Allotment

Sites to be considered by the Allotment Sub-Committee prior to March 2013. The Allotment Sub-Committee to review the provision of Toilets on Allotment Sites”.

PR42/12 PUBLIC PARTICIPATION

Councillor B Long

Cllr Long informed the Committee that Test Valley Borough Council had asked the Town Council whether they would want the old Christmas Lights, as they could no longer store them.

Cllr Long asked the Committee whether there should be any extra funding set aside if the Town Council decided to take the lights. She explained that the Christmas Lights Working Group had been tasked with investigating whether taking on the Old Christmas Lights was viable. Considerations included, cost of storage, refurbishment (all would need converting to LED lights), testing (some were not functioning) and removal to storage site.

Cllr Long further confirmed that initial investigations had been made into the cost of storage but no firm figures had been confirmed.

The Chairman of the Committee confirmed that whether the Old Christmas Lights were taken on was for the Amenities and Town Development Committee to consider but there would be no further provision in the Christmas Lights Budget for extra costs of storage.

Cllr Long asked whether the Town Council budget would take into account of the recent meeting held by Test Valley Borough Council, called the Town Centre Summit, on projects to improve the town centre.

The Chairman of the Committee confirmed that the Events Budget had been increased for 2013/2014 and would cover extra projects taken on from the Town Centre Summit.

Cllr Long confirmed that she had assisted with enquiries regarding the provision of support for the Andover Farmers' Market for 2013. She reported that they had not confirmed whether they required funding.

The Chairman of the Committee commented that more people had been visiting the Andover Farmers' Market. He confirmed that Test Valley Borough Council would be contacted to investigate levels of funding required.

PR43/12 ANNUAL BUDGET

Draft Outline Budget

Members considered the Draft Outline Budget for the year 2013/2014. Amendments were made to the Budget with reference to clarification of notes for Members.

RESOLVED: That the Draft Outline Budget for the year 2013/2014 be recommended to Full Council for approval.

PR44/12 FINANCE

Payment of Accounts at 10 December 2012

Members noted the payment of accounts up to 10 December 2012 – recorded below:

Supplier	Description of goods/services	Total Paid
ACE Liftaway	Toilet services for Allotments	£425.15
Andover & District Mencap	Recycling Services	£9.75
British Telecom	Telephone and internet services	£74.74
Custom Studio Ltd	Website hosting	£35.94
DMJ Butler Country Services	Removal of tree – Vigo Rd, grass cutting, padlocks	£790.00

HM Revenue & Customs	December TAX	£971.90
Mrs M Bayes	November 2012 salary	£788.93
Miss W Coulter	December 2012 salary	£1959.49
Miss W Coulter	December Expenses	£80.88
National Allotment Society	Annual Membership fees	£66.00
Test Valley Borough Council	Guildhall Hire 22.11.2012	£42.00
	TOTAL	£5244.78

PR45/12 WORK PROGRAMME

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

To add an update report on Signage to the February meeting.

Cllr Drew reminded Members that consideration should be given to the projects from the Town Centre Summit. Members agreed that most of the Projects would be managed by the Amenities and Town Development Committee. However one of the projects was to consider Signage in and around the town. It was agreed that as the Committee had already been investigating the Town Centre signage, it would continue to manage the project of signage in the Town.

To add a Town Centre Summit update to the February meeting.

To add a Farmers' Market update to the February meeting.

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

The Chairman closed the meeting at 8.05pm.

Chairman

Date

APPENDIX B

ANDOVER TOWN COUNCIL BUSINESS PLAN WORKSHOP

29 NOVEMBER 2012 @ 7.00pm

Council Offices, High Street, Andover

Members present:

K Bird (A)	Z Brooks (P) (Arrived at 7.25pm)	B Carpenter (A)	A Cotter (A)
D Drew (P) (Arrived at 8.15pm)	J Evans (A)	A Fitchet (A)	K Hamilton (P)
S Hardstaff (P)	S Hawke (A)	K Hughes (A)	M Kerley (A)
B Long (P) (Arrived at 7.40pm)	C Lynn (A)	G McBride (P)	P North (A)
B Page (A)	V Pond (P) (Left at 8.30pm)		

Officers Present:

W Coulter (Town Clerk) (Taking the notes)

Notes

I REVIEW BUSINESS PLAN

Members considered and reviewed the current Business Plan Version 1.3 and noted the following:

Years 1 to 3

POLICY

Monitor progress and implementation – yes tonight 29.11.2012 and reporting back to P&R Committee

Compliance with statutory duties and governance – yes, adoption of new Code of Conduct, presentation on Localism Act 2011 and adoption of staffing and corporate policies.

Development of council and community website – partly, the council website is up and running, allotment pages are coming on-line but the community side needs developing.

Develop, facilitate and encourage communication with local residents, raising awareness on local issues – yes, members of public are becoming more aware of planning issues and putting their comments to us, the town clerk receives many emails via the website from local residents asking general questions.

Manage and improve the Town Council's communication and profile within the community – Yes with the work completed by the Amenities and Town Development Committee. However, agreed that the Town Council needs to find new ways i.e. Polls on Website etc.

Monitor services to ensure value for money for the local tax payer – yes, allotments, general contracts reviewed by P&R

Develop a Town Plan – no, this has not started yet

TOWN DEVELOPMENT

Develop and implement a Christmas Lights Scheme for the Town Centre – yes, this is work in progress

APPENDIX B

Take over the management and maintenance of local finger post signs – in progress, in discussions with TVBC

Promote Andover Heart Town – no, this needs partnership with Andover Vision and other local organisations

Organise charity and community awareness days in the High Street – yes, 2 completed so far

Manage the maintenance of footpaths in Andover – no, this has not been started yet, although enquiries have been made with HALC re a lengthsman scheme which may assist with this item.

Assist young people to be involved with their local community – yes, an Andover Youth Council Advisory group is being set up with the aim of setting up a Youth Council for Andover with funding and grant monies

Improve the quality of service and availability of allotments within Andover and to implement an allotments award scheme – yes partly, the waiting list has been reduced from 164 to 46, with over 100 allotment plot being reallocated. The allotments award scheme needs to be implemented.

2 **TO UPDATE BUSINESS PLAN**

Members considered updating the Business Plan Version 1.3 with current projects.

It was agreed that the Business Plan was a good strategic document but that it should remain generic and that the Annual Report should be re-written to reflect **SMART** (**S**pecific, **M**easurable, **A**chievable, **R**elevant & **T**ime related) objectives. This will enable the Town Council to provide the general public with goals and achievements, allow the Council to be accountable and performance driven.

Members agreed that updates to the Business Plan should be recommended to the Policy and Resources Committee in February 2013 – Business Plan updates attached.

3 **BUSINESS PLAN – FUTURE PROJECTS**

Members agreed, at this time, not to add further projects to the Business Plan but to review the Plan again in a year.

It was agreed that the Projects that had been taken on by the Town Council would not be listed individually in the Business Plan, but would be reported in the Annual Report and shown to demonstrate that the Town Council was achieving its Business Plan by completing the Projects.

The Meeting ended at 8.45pm.

ANDOVER TOWN COUNCIL

Business Plan

Document Version 1.4 (Draft)

The report outlines a business plan for Andover Town Council over the next 10 years

Introduction 2

The Report 2

 Council..... 2

 Years 1 to 3 2

 Policy 2

 Town Development..... 3

 Years 4 to 8 3

 Policy 3

 Town Development..... 3

 Years 9 to 13 (Aspirations) 3

 Policy 3

 Town Development..... 3

Conclusions and Recommendations 4

Andover Town Council Business Plan

Introduction

This report has been compiled at the request of Andover Town Council.

The report was compiled after three workshops with the elected members of the Town Council.

The report reviews the aspirations which the Town Council wish to achieve over a period of thirteen years.

The outline business plan is organic in nature and will need to respond to changes in the local community and legislation (Localism Bill). It will also need to consider if the objectives identified in the plan provide the best value for money and service for the Council, residents and business.

The success of this business plan will depend on the implementation of a strong project management basis to ensure that limited resources are used efficiently to deliver best value for money.

Currently the Council employs one full time member of staff and one part-time member of staff.

There are 19 elected Councillors.

The Report

Council

- To develop and work in partnerships with residents, local businesses and local organisations
- To develop Council meetings as a method of public engagement
- To improve the Town Councils role within the local community
- To be an advocate for local residents and business to address local issues

Years 1 to 3

Policy

- To monitor the progress and implementation of the business plan, to respond to changes and challenges
- To ensure that the Town Council complies with its legal statutory duties and governance
- To develop a Council and Community Website and support other local community websites and communication.
- To develop, facilitate and encourage communication with local residents to raise awareness on local issues and to improve services
- To manage and improve the Town Council's communication and profile within the community
- To monitor services to ensure value for money for the local tax payer

Town Development

- To develop and implement a Christmas Lights scheme for the Town Centre
- To take over the management and maintenance of local finger post signs in the Town Centre
- To promote Andover Heart Town via the Town Council Website
- To organise charity and community awareness days in the High Street
- To monitor and encourage improvements to public footpaths in Andover
- To proactively assist young people to be involved in their local community
- To continue to improve the quality of service and availability of allotments within Andover and to implement an allotment awards scheme
- To create links with the Armed Forces in Andover to promote partnership working
- To encourage and promote the development of 'E-Andover' (Websites, Apps, WiFi)

Years 4 to 8

Policy

- To monitor the progress and implementation of the business plan, to respond to changes and challenges
- To ensure that the Town Council complies with its legal statutory duties and governance
- To ensure that funding and resources are available to implement the second phase of the business plan
- To review the role of the Civic Leader of the Town Council
- To develop a Town Plan

Town Development

- To maintain a Christmas Lights scheme for the Town Centre
- To maintain the level of service to allotment holders
- To consider other services from Test Valley Borough Council and Hampshire County Council including, bus shelters, litter bins and toilets by open spaces
- To promote visitor information and promote local facilities including conferences and town centre shopping

Years 9 to 13 (Aspirations)

Policy

- To monitor the progress and implementation of the business plan, to respond to changes and challenges.
- To review the business plan as a result of the progress made.
- To ensure that the Town Council complies with its legal statutory duties and governance .

Town Development

- To maintain a Christmas Lights scheme for the Town Centre.
- To consider other services to be managed by the Town Council ,including recreation grounds, sports facilities and event management

Conclusions and Recommendations

The aspirations identified in the above plan need to be planned into a work programme to ensure that their implementation is managed efficiently.

The current document is not project specific with regard to the delivery of these aims and if the Council adopts this business plan, further work should be completed to identify the projects that will deliver the above aims.

For this plan to achieve credibility with the residents of Andover it is necessary to develop some clear projects which can be clearly associated with the Town Council and recognised by the public as an achievement by the Town Council.

A more affective process of monitoring and reporting could be developed to ensure that projects are delivered more efficiently within agreed time limits.

The Council should ensure that as part of its project initiation the cost of implementing and the on-going management of any services is considered and a suitable budget identified in the start-up year and the following years.

The implementation of the above recommendations will provide the Town Council with a clear structure of performance management against which the Town Council can measure its own performance in an open and public way to its residents all the year round and at the Annual Meeting of Electors.

**ANDOVER TOWN COUNCIL
BUSINESS PLAN WORKSHOP**

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Council Offices, High Street, Andover

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Members agreed that updates to the Business Plan should be recommended to the Policy and Resources Committee in February 2013 – Business Plan updates attached.

3 **BUSINESS PLAN – FUTURE PROJECTS**

Members agreed, at this time, not to add further projects to the Business Plan but to review the Plan again in a year.

It was agreed that the Projects that had been taken on by the Town Council would not be listed individually in the Business Plan, but would be reported in the Annual Report and shown to demonstrate that the Town Council was achieving its Business Plan by completing the Projects.

The Meeting ended at 8.45pm.



ANDOVER TOWN COUNCIL



Report

Annual Report Format	
Produced for: Policy and Resources Committee	Date of Report: Tuesday 29 January 2013
Summary of Key Issues <ul style="list-style-type: none"> • To approve the format and list of contents for the Annual Report • To approve that the final content of the Annual Report to be delegated to the Chairmen of Standing Committees, Chairman of the Town Council and the Town Clerk 	
<p>Current Situation</p> <p>The Annual Report of the Town Council is presented at the Annual Town Electors meeting. This report sets out the achievements of the Town Council over the previous year and provides the public with information about what the Town Council intends to achieve in the future.</p> <p>It is a statutory requirement that the Policy and Resources Committee approve the content of the Annual Report prior to publication.</p> <p>Members have considered at previous meetings about the Town Council adopting the practice of SMART –</p> <p>S – Specific M – Measurable A – Attainable R – Relevant T – Timely</p> <p>This is a performance management system which would assist the Town Council with providing information to the public about how well it is providing the services it delivers.</p> <p>Currently the Town Council provides the Allotments service, but within its Business Plan it has planned to provide more services and events. The SMART objectives could be introduced to the Annual Report at this stage to begin setting Bench Marks for the Council to measure itself against in future years.</p> <p>The Town Council is also aiming to achieve Quality Council Status. By adopting this method of reporting, the Town Council will be providing the information required to achieve Quality Council status.</p>	
<p>Proposed Content of Annual Report</p> <p>With the SMART objectives in mind, it is suggested that the contents of the Annual Report be as follows:</p> <ol style="list-style-type: none"> 1. Introduction from the Chairman of Andover Town Council 2. Description of the Council, its Membership and Establishment 3. The Town Council Business Plan – Outline 4. The Town Council Services – Allotments (Setting out SMART and Benchmarks) 5. Committee: Policy & Resources – Achievements throughout the year 	

6. Committee: Planning – Achievements throughout the year
7. Committee: Amenities & Town Development – Achievements throughout the year

APPENDICES

1. Staff Establishment
2. Councillors
3. Committee Structure
4. Diary of Meetings
5. Schedule of Councillors attendance at meetings
6. Statement of Accounts

Delegation to Chairmen

It is suggested that the approval and agreement of the final content of the Annual Report be delegated to the Chairmen of the Standing Committees, the Chairman of Council and the Town Clerk.

Recommendations

- a. **To approve the content of the Annual Report**
- b. **To delegate the approval and agreement of the final content of the Annual Report to the Chairmen of the Standing Committees, the Chairman of Council and the Town Clerk.**

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: townclerk@andover-tc.gov.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors



ANDOVER TOWN COUNCIL

D

Town Clerk's Workflow Programme & Project Plan Administration Assistant – Increase of Working Hours

Purpose of the Report

To consider the Town Clerk's Workflow Programme and Project Plan.

Summary of Key Issues

In 2012 the Town Council introduced a new Committee to consider projects to assist with the redevelopment of the Town Centre. In 2012 it was also agreed that the Town Council would work towards achieving Quality Council Status. The Town Council recruited an Administration Assistant to administer the Allotments Service and assist the Town Clerk as necessary.

Current Situation

Allotments Service

The Administration Assistant was recruited at the end of February 2012 to assist the Town Clerk with the administration of the Allotments Service and office administration as required. However, due to the volume of work required for the allotments service, the Administration Assistant has very little time to assist the Town Clerk with additional administration.

The Staffing Sub-Committee considered a report on increasing the Administration Assistants hours from 15 hours per week to 21 hours per week. This recommendation is based on the information provided below:

The following work is ongoing and will be required to be completed in 2013. Some of the items listed will be task/time related, but in order to give Members an overview of time taken per week, these tasks have been averaged out over a year.

	Work/Task	Frequency	Hours per week
A	Rubbish Collection	2 per year	0.9 hrs
B	Re-issue plots	2 per week	3 hrs
C	Allotment Sub-Committee Meetings	Approx every 2 months	1.5 hrs
D	Review Contract for Portaloos	Up to April 2013	0.5 hrs
E	Allotment Site Visits	1 per month	2 hrs
F	Debt Collection	From May to September	2 hrs
G	Uncultivated Plots	Weekly	3 hrs
H	Invoicing & Tenancy Agreements	March to April	1.5 hrs

I	Newsletters	2 per year	0.5 hrs
J	Website (including development)	Weekly	2 hrs
K	Maintenance of Database	Weekly	2 hrs
L	Administration Support	Weekly	1 hr
TOTAL HOURS REQUIRED PER WEEK			19.9 hrs

The Staffing Sub-Committee agreed to recommend that the Administration Assistant's hours be increased to 21 hours per week to cover the work required for the Allotments Service, any additional time gained could be utilized to assist the Town Clerk with projects for the Town Council.

Town Council Administration

The following is the Statutory work that the Town Clerk is required to carry out. This work must be completed to ensure that that Town Council is complying with its statutory obligations and audit requirements

	Statutory Work/Task	Hours per year	Work Start	Work End
1.	HR Policy review	3	01.03.12	28.05.13
2.	Risk Assessment	2	01.10.13	22.11.13
3.	Insurance Review (Best Value)	5	04.02.13	28.02.13
3.	Budget Process	10	01.10.13	14.12.13
4.	Annual Meeting of Electors	14	02.01.13	21.03.13
5.	Allotment Year End/Invoicing	12	15.03.13	15.04.13
6.	Financial Year End	14	01.04.13	29.05.13
TOTAL HOURS		60		

The above additional statutory hours on average per week (based on 47 weeks available to work, taking into consideration Town Clerk's leave entitlement) required are 1.28hrs.

The following outlines the **Town Clerk's** current weekly work load and hours required:

	Work/Task	Hours per Week
1.	Committee Administration (including attendance at meetings)	15
2.	Councillor enquiries and meetings (including emails)	5
3.	General enquiries and administration	6
4.	Financial Administration	2
5.	Website updates (uploading agendas and minutes)	2
6.	Allotments support	5
TOTAL HOURS		35
Total Contracted Hours		37

Therefore taking into account the Core workload and the Statutory work load the Town Clerk has available 0.72 hrs per week to work on Town Council Projects.

Further Work and Projects Identified by Council to be completed in 2013

The following Projects have been identified to be completed in 2013:

	Additional Projects	Hours (Approx)	Work Start	Work End
1.	Youth Council	15	01.09.12	01.09.13
2.	Christmas Lights 2013	50	02.01.13	02.01.14
3.	Quality Council Status	60	02.01.13	01.06.14
4.	Management of Town Signage?	10	01.06.12	01.09.13

5.	Weekly Markets	52	01.03.2013	01.03.14
	TOTAL HOURS	187		

The above additional hours on average per week required are approximately 4 hours per week.

The Town Clerk has 0.72 hrs per week to spend on these projects; therefore 3.28 hours a week extra are required. If the Administration Assistants hours are increased to 21 hours a week, this will provide an extra 1.1 hrs per week, bringing the total extra hours per week required, down to 2.18 hours.

Training

In addition to the above, both the Town Clerk and the Administration Assistant will require training during 2013.

It has been identified that the Administration Assistant will require training on:

Website, First Aid and Allotment Health & Safety. It is projected that on average this would be an additional 1 hr per week, averaged out over the year.

It has been identified that the Town Clerk will require training on:

First Aid, Health and Safety in the Work Place and Updates on Employment Law. It is projected that on average this would be an additional 1.25hrs per week, averaged out over the year.

In conclusion this means that an additional 4.43hrs per week, or 208.21 hrs per year, will need to be sought to cover the work required to be completed.

Options to provide additional hours

Option 1

Reduce the number of Committee Meetings per year

Currently the number of meetings for committees are as follows:

Staffing Sub-Committee – 5

Allotments Sub-Committee – 9

Amenities and Town Development Committee – 7

Policy and Resources Committee – 7

Planning Committee – 18

Council – 6

Council meetings cannot be reduced as 6 meetings per year are statutorily required, as per Council Standing Orders.

Staffing Sub-Committee meetings could be reduced to 1 meeting per year (further meetings to be held as and when necessary).

Allotment Sub-Committee meetings could be reduced to 7 meetings per year.

On average, each meeting (including attendance at the meeting, preparing reports, agendas, minutes and follow-up administration) takes 14 hours. By reducing Staffing and Allotment Sub-Committee meetings 84 hrs per year will be saved.

Amenities and Town Development and Policy and Resources Committees could be reduced to 6 meetings per year, saving a further 28hrs a year.

Reducing the Committee meetings by these amounts would save 112hrs per year, reducing the extra hours required to 96.21 hrs.

Option 2

Prioritise the Projects to be completed in 2013

Quality Council Status – to extend the deadline for completion of the QCS application to March 2015. This would reduce the hours required for this project to 30 hours per year.

Management of Signage in Town Centre – Test Valley have indicated that they would be willing to continue the

management of the signage. This would reduce the hours required by 10 hours per year.
Youth Council – the Town Clerk to hand over administration for this project to the Youth Council advisory group. This would reduce the hours required by 15 hours per year.

By completing the adjustments to the above projects would save 55 hrs per year, reducing the extra hours required to 153.21 hrs per year.

Option 3

Combine options 1 & 2

By combining options 1&2 the Town Council will reduce the extra hours work required per year to 41.21 hours. This would mean that the Town Clerk would only be required to work an extra hour per week to cover the work required.

Option 4

Increase the Town Clerks working hours

The Town Clerk's contract be increased to 47 hours per week to allow for the work required to be completed.

Option 5

Working hours and work levels to remain the same

To continue the current working hours and work levels may run the risk of projects not being completed. Statutory work will take priority.

Project Plan

Attached at **Annex A** is a 'work in progress' work plan. This is the Town Clerk's Project Plan that is used on a daily basis and added to and amended as work flow priorities allow. The Plan attached shows a monthly overview.

Financial Implications

- Increasing the Administration Assistants hours to 21hrs per week would be £10,483.2 (or an extra £2,995.20) per annum.
- If Option 3 was considered and the Town Clerk's contract was increased to 38 hours per week the cost would be an extra £753.41 per annum.
- If Option 4 was considered and the Town Clerk's contract was increased to 47 hours per week the cost would be an extra £8,338.10 per annum.

Legal & Policy Implications

Committees – Agendas must be sent out within specific deadlines to comply with the Local Government Act 1972.

Statutory Work – Statutory work such as the Audit, Annual Return, Year End and Budget setting must be completed in order to comply with the Local Government Act 1972, Local Government Finance Act 1992, Standing Orders and Financial Regulations.

Recommendations:

- **To consider implementing Options 1, 2, 3, 4 or 5 to address the work load for the Town Council.**
- **To approve increasing the Administration Assistants hours from 15 hours per week to 21 hours per week**
- **To note the Project Plan.**

31 January 2013

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C High Street, Andover, Hampshire. SP10 1NG

Tel: 01264 335592

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Website: www.andover-tc.gov.uk

Distribution: To all Members of the Staffing Sub-Committee.



ANDOVER TOWN COUNCIL

E

Report

Grit Bin Provision	
Produced for: Policy and Resources Committee	Date of Report: Wednesday 30 January 2013
Summary of Key Issues <ul style="list-style-type: none"> • To consider Grit Bin requests • To consider maintenance and supply of salt for grit bins 	
Current Situation <p>Following the recent bad weather and snow fall the Town Council has received further requests for grit bins at various locations in Andover.</p> <p>The Town Clerk and Chairman of the Council have liaised with Hampshire County Council, to provide grit bins on the Highways as appropriate.</p> <p>However, there are some areas that are not classed as highways; either being located on private land or un-adopted roads.</p> <p>The Town Clerk has investigated whether, if the Town Council were to provide small grit bins, whether the County Council could supply the salt/grit. Hampshire County Council have confirmed that they would not be able to supply the salt/grit or refill the Town Council grit bins.</p>	
Grit Bins Requested – not on Highways <p>Listed below are the locations where grit bins have been requested, but cannot be provided by Hampshire County Council:</p> <ul style="list-style-type: none"> • Denning Mead • Admirals Way – HCC may be able to provide if specific location is required. • Gabriel Walk/Shepherds Row • Junction Road, adjoining London Road • Douglas Road • Ellington Close • Newhall Road • Portal Close • Salmond Road • Slessor Close • Tedder Close • Picton Road <p>Attached at Annex A is the list from Hampshire County Council of the Grit Bins that have been provided in</p>	

<p>Andover. Attached at Annex B is the waiting list from Hampshire County Council for the Grit Bins that will be provided in Andover.</p>
<p>Siting of Grit Bins If the Town Council is to consider providing grit bins at the above locations, investigation will be required to establish land owners and obtain permission to site the grit bins.</p>
<p>Maintenance of Grit Bins and supply of salt/grit If the Town Council provides grit bins a contractor will need to be sought to maintain the grit bins and ensure that the bins are full of salt/grit when the need arises. Alternatively, local residents associations and housing associations may be able to maintain and fill the grit bins. Associations will need to be sought for those areas.</p>
<p>Financial Implications For heavy duty grit bins that can remain in situ all year round costs range from £120 to £170 per grit bin. Smaller bins range from £70 to £120, but cannot be stored in situ all year round and the Town Council currently does not have anywhere to store grit bins. Salt/Grit can be supplied in bulk, costs range from, 1000kg - £119.99 (1 tonne bag) to 12,250kg - £1543.50 (half pallet of 25kg bags). The Town Clerk is currently sourcing contracts who would be able to fill the grit bins. Costings will follow.</p>
<p>Recommendations</p> <ol style="list-style-type: none"> a. To consider whether Grit Bins will be provided in the locations requested b. To consider number of Grit Bins to be provided and authorise purchase c. To authorise the Town Clerk to investigate land ownership and apply for permission to locate grit bins d. To consider contractors to fill the grit bins and to delegate to Town Clerk and Chairman of Policy and Resources the authority to appoint contractor.

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.

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Distribution: To all Councillors

ANNEX A

Town	Ward	Road	No.
Andover	St Marys	Acre Path	1
Andover	Millway	Alexandra Road (inc. Croye Cl.)	1
Andover	Winton	Anglesey Close (on build-out o/s no. 8)	1
Andover	Winton	Belmont Road	1
Andover	Winton	Bere Hill Crescent (x2)	2
Andover	Alamein	Blythe Close, Enham Alamein (end of Close)	1
Andover	Winton	Charnwood Close (top, btwn. 8 & 9)	1
Andover	Winton	Conholt Road (end of)	1
Andover	Alamein	Cricketer's Way (o/s Medical Centre, The Oval)	1
Andover	Millway	Danehurst Place	1
Andover	St Marys	Eastfield Close	1
Andover	Harroway	Emden Road, Saxon Fields (agst. wall at 7/9)	1
Andover	Alamein	Enham Lane, Knights Enham (on splitter island)	1
Andover	Winton	Farrs Avenue (inc. Leigh Road)	1
Andover	Harroway	Altona Gardens	1
Andover	Harroway	Bremen Gardens	1
Andover	Millway	Georgia Close	2
Andover	Harroway	Harrow Way (at bend)	1
Andover	St Marys	Itchen Court	1
Andover	St Marys	Junction Road/Osborne Road	1
Andover	Millway	Juniper Close	1
Andover	Millway	Kemmitt Way	1
Andover	Alamein	King Arthur's Way (path to footbridge over A343)	1
Andover	Winton	Leigh Gardens (end of)	1
Andover	Millway	Leyton Way	1
Andover	Alamein	Lillywhite Crescent (nr. Jnc. Icknield Way)	1
Andover	Harroway	Lubeck Drive	1
Andover	Harroway	Marsum Close (Saxon Fields)	1
Andover	Winton	Newcomb Close	1
Andover	Harroway	Old Down Road	1
Andover	Winton	Old Winton Road (inc. South End Rd.)	1
Andover	Harroway	Park View Close	1
Andover	Winton	Pen Close	1
Andover	St Marys	Pilgrims Way (side of end garage opp. no.206)	1
Andover	Millway	Rooksbury Road x2 (inc's. Hillbury Ave. & Clarendon A)	2
Andover	Alamein	Ryon Close	1
Andover	St Marys	Silkweavers Road	1
Andover	Winton	Springfield Close (o/s garages adj. no. 83)	1
Andover	Harroway	St Swithin Way	1
Andover	Millway	The Crescent (inc. Gallaghers Mead)	1
Andover	Winton	The Grales (off Leigh Road)	1
Andover	Millway	The Ramparts	1
Andover	Alamein	Tiberius Road	1
Andover	Alamein	Tintagel Close (+ 1 existing)	1
Andover	Alamein	Venice Court	1
Andover	Millway	Vestry Close (at end nr. Minshull Court)	1
Andover	Millway	Walnut Tree Road	1
Andover	Harroway	Ward Close	1
Andover	St Marys	West Way	1
Andover	Winton	Willow Grove	1
Andover	Millway	Winterdyne Mews (o/s no. 24)	1
Andover	Winton	Wolversdene Road (end of road)	1
Andover		Olaf Close	1

Andover	Kiel Drive	1
Andover	St Birsten Gardens/Rosewood Gardens	1
Andover	Burkal Drive	1
Andover	Ashlawn Gardens	1
Andover	Mead Road	1
Andover	Sheep Fair	1
Andover	Suffolk Road	1
Andover	Weavers Close	1
Andover	Dunmow Rd/Hedge End Rd	1
Andover	Hillbury Ave/Rooksbury Rd	1
TOTAL Number Bins		66

ANNEX B

Parish	Location
Andover	Andeferas Road
Andover	Bishops Way (on verge o/s 20)
Andover	Burnhams Close
Andover	Caxton Close (on Portway Business Park - NOT a priority)
Andover	Cole Close
Andover	Heath Vale (nr. jnc. Love Ln.)
Andover	Jutland Crescent
Andover	Kiel Drive
Andover	Magnolia Close
Andover	St. Ann's Close

APPENDIX F

Romsey Town Council

Town Hall
1, Market Place
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SO51 8YZ

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25th January 2013

Mr. R. Tetstall
Chief Executive
Test Valley Borough Council
Beechurst
Weyhill Road
Andover
SP10 3AJ

Dear Roger

Funding of Romsey Christmas Tree

With reference to your letter dated 21st September 2012 where you confirm Test Valley Borough Council will no longer be in a position to fund the Christmas Lights and tree from 2013.

Romsey Town Council are currently working with the Romsey Chamber of Commerce and have committed £5,000 per annum to ensure the Christmas Lights are erected in Romsey. It is hoped other funding can be sought locally.

Accordingly, we had a meeting with the Romsey and District Chamber of Commerce and have provisionally agreed to proceed on the basis that the Chamber will provide and manage the individual building Christmas trees and the Town Council will take responsibility for the street strings of Christmas lights. That leaves a third element which is the "Tree" in the Market Place. We would like to ask TVBC to continue to provide this element of the Christmas decorations. This would then create a partnership of provision between the Town Council, Chamber of Commerce and Test Valley Borough Council which will be perceived by the public in a very positive way.

I look forward to hearing from you.

Yours sincerely,

Judith Giles
Town Clerk

POLICY & RESOURCES WORK PROGRAMME: 6 FEBRUARY 2013

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
6 February 2013	Review of Business Plan	P&R	To review the Council's progress with regard to the Business Plan – to prepare for Annual Report	
6 February 2013	Internal Audit	STAT	To review arrangements for Internal Audit as necessary	
6 February 2013	Annual Report	STAT	To review the Annual Report prior to Annual Meeting of Electors	
6 February 2013	Town Clerk's Workflow Programme & Project Plan	P&R	To review Town Clerk's workflow programme & project plan. To monitor work load.	
6 February 2013	Town Centre Signage	P&R	To receive an update on the management of the signage.	
27 March 2013	Review of Standing Orders	STAT	To review Standing Orders	Recommend any amendments to Full Council
27 March 2013	Review of Financial Regulations	STAT	To review Financial Regulations	Recommend any amendments to Full Council
29 May 2013	Accounts for the year ended 31 March 2013	STAT	To approve the Accounts for the Year Ended 31 March 2013.	
29 May 2013	To receive the Internal Auditors Report	STAT	To approve the Action Plan arising from the Internal Auditors Report	Recommend to Full Council
29 May 2013	Annual Return Preparation	STAT	To review Internal Audit Report and consider Accounts for Annual Return	Recommend to Full Council
31 July 2013	Quality Council Review	P&R	To monitor progress of Town Council's Quality Council application preparations	

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
25 September 2013	Corporate Risk Assessment	STAT	To review the Town Council's Corporate Risk Assessment	Recommend to Full Council
30 October 2013	Annual Budget	STAT	To prepare and recommend to Council the Annual Budget for 2014/2015	
11 December 2013	Annual Budget	STAT	To finalise any changes to the Budget for 2014/2015	Recommend to Full Council