



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

Cllrs Steven Hardstaff (Chairman) Luigi Gregori (Vice Chairman), Katherine Bird, Len Gates, Robin Hughes, Michael Mumford, and Veronika Pond.

(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 Thursday 9 June 2016 at 7.00 pm when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk

3 June 2016

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

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1 **APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence.

2 **DECLARATIONS OF INTEREST**

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

3 **MINUTES**

To agree the minutes of the Policy and Resources Committee meetings held on 21 April 2016 and 12 May 2016 – attached at **Appendix A**.

4 **PUBLIC PARTICIPATION**

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

5 **ANNUAL RETURN FOR YEAR ENDING 31 MARCH 2016**

To approve and recommend to Full Council the Accounts and Annual Return for the Year Ended 31 March 2016 – **Accounts and Draft Annual Return to follow.**

6 **INTERNAL AUDIT REPORT**

To note that due to unforeseen circumstances, the Internal Audit will not take place until Thursday 23 June 2016. Therefore the Internal Auditors report will be received by the Policy and Resources Committee on 14 July 2016 to recommend to full Council on 28 July 2016.

7 **REVIEW OF FINANCIAL REGULATIONS**

As per the previous Council Meeting, the Financial Regulations require review. The previous Financial Regulations which were last reviewed in May 2015 are attached at **Appendix B**.

- 8 **REG PRESLEY PLAQUE EVENT – RELEASE OF FUNDS**  
As per the recommendation of the Assets and Amenities Committee, to release funds for the celebratory event to unveil the Reg Presley Memorial Plaque. Report attached at **Appendix C.**
- 9 **NEIGHBOURHOOD PLAN FUNDING**  
To consider whether the Town Council can release funds to support the Neighbourhood Plan from its current Budgets.  
The Budgets funding could be taken from are:  
4700/6 – Town Centre Development - £400  
Projects - £4,000  
Both these Budget Heads have monies already allocated. There are no other Budgets at this time which could be assigned for the Neighbourhood Plan.  
Monies could be taken from Reserves, unallocated Reserves are currently approximately £42,000.  
Members are reminded that the Town Council is required to have Reserves that cover half a year's operating costs which would be, based on the 2016/2017 Budget, £130,841.50.
- 10 **MEDIA PROTOCOL**  
Members are requested to consider a review of the Town Council's Media Protocol.  
Attached at **Appendix D**, is the Town Council's current Protocol.  
Attached at **Appendix E**, is the Protocol recommended by the Hampshire Association of Local Councils.
- 11 **STAFFING SUB-COMMITTEE**  
To appoint the Staffing Sub-Committee for the Municipal Year 2016/2017.  
To consider whether the Membership of the Sub-Committee should remain the same once appointed until the end of the Council Administration Term in 2019.
- 12 **STAFFING UPDATE**  
To receive a report from the Town Clerk on the current status of the recruitment of a Committee Officer.  
Interviews are due to take place on Thursday 2 June 2016.
- 13 **FINANCE**  
Payments  
To approve payments up to 13 May 2016 – attached at **Appendix F.**  
To approve payments up to 26 May 2016 – attached at **Appendix G.**  
To approve payments up to 7 June 2016 – **to follow.**
- 14 **COMMITTEE WORK PROGRAMME**  
To discuss items on the current Committee work programme and to make changes as necessary – attached at **Appendix H.**

The Chairman will close the meeting.



# ANDOVER TOWN COUNCIL

# A

## Minutes of Policy & Resources Committee

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### Time and date

7.00pm on Thursday 21 April 2016

### Place

Town Council Offices, High Street, Andover

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### Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P) (Arrived at 7.09pm)

Cllr A Fitchet (P) (Arrived at 7.50pm) Cllr L Gates (P)

Cllr L Gregori (P)

Cllr R Hughes (A)

Cllr D Marriner (P)

Cllr G McBride (P) (Left at 7.40pm)

Cllr M Mumford (P) (Left at 8.20pm)

Cllr V Pond (P)

Cllr R Rowles (A)

### Other Councillors Present:

County and Borough Councillor Z Brooks

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

Members of the Public: 1

### PR134/15 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs R Hughes and R Rowles. It was noted that Cllr A Fitchet would be arriving late.

### PR135/15 DECLARATIONS OF INTEREST

There were no declarations of interests.

### PR136/15 MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 10 March 2016.

**RESOLVED: That the Minutes of the Policy & Resources Meeting held on 10 March 2016 were agreed and signed by the Chairman as a correct record.**

### PR137/15 PUBLIC PARTICIPATION

#### Mr R Kidd – Andover Resident

With regard to the Refugee Crisis item on the agenda. How many families are expected to come to Test Valley or Andover? There are a number of people in Andover who would have concerns over the refugees coming into the town. I am not against them coming to Andover but I would like to know how many are expected.

Cllr L Gates answered the question; 2 families per year are expected for the next 5 years. The talk that has been arranged will help to answer any questions that the people of Andover may have about the refugees coming here.

Cllr Z Brooks also confirmed that Test Valley Borough Council were waiting to hear from Central Government how the refugee crisis would be dealt with and actions taken forward.

**PR138/15**

#### **REFUGEES**

**Members were asked to consider the following Motion from Cllr Gates:**

*“Last year the council passed a resolution asking Test Valley Borough Council and Hampshire County Council to support refugees. Subsequent to that Cllr Jan Lovell and Cllr L Gates have been discussing further moves to promote understanding of the refugee crisis and support those refugees.*

*Discussions have taken place with Rev Andrew Ashdown (once rector of Knight's Enham and now special envoy for the bishop of Winchester) who has extensive experience of working with refugees across the Middle East. Andrew has agreed to come and give a talk to the people of Andover on his experiences.*

*Would Andover Town Council formally support this perhaps by helping organising the meeting which would most likely be held late April or May in either the Guild Hall or Rendezvous and jointly chaired Cllr L Gates and Cllr J Lovell or providing financial support”.*

Cllr Gates spoke to his motion – there have been a number of discussions and Reverend Andrew Ashdown has offered to hold a public meeting. The meeting will address many of the questions raised by the public. Would the Town Council be able to support the meeting in some way?

Members discussed the Motion and agreed that it was a very good initiative and that the Town Council would support the meeting. It was agreed that the Town Council would promote the meeting and that the Town Clerk would contact the local PCSO to inform them that the meeting was taking place.

**RESOLVED: That the Town Council would support the meeting regarding Refugees in Andover, it would publicise the event and the Town Clerk would contact the local PCSO to inform them that the public meeting was taking place.**

**PR139/15**

#### **RESIGNATION OF MEMBER**

Members noted that Cllr C Bartholomew had resigned from the Committee.

**PR140/15**

#### **EXTERNAL AUDIT ARRANGEMENTS**

It was noted that the Hampshire Association of Local councils was recommending that all Town and Parish Councils stay in the National Association of Local Councils External Audit Scheme. Currently there is no practical alternative and the National Association of Local Councils will take responsibility for the scheme.

**PR141/15**

#### **ANDOVER CHALLENGES PROGRAMME**

Members were asked to consider a proposal for the Andover Challenges Programme.

Cllr G McBride spoke to the item; in November 2015, the Town Council considered and agreed to include in the Budget monies to facilitate and Andover Challenges Programme. The project will look at challenges faced in Andover and award monies to organisations who put forward a proposal to tackle those challenges.

Members discussed the proposal and asked whether there were any other organisations that ran schemes like this. There is a Global Challenges Group that runs this kind of scheme.

Members noted that the scheme would cover all age groups.

It was further noted that there would be 5 Town Council members on the panel with specialists to be brought in. The monies given would be given as a grant to the winning organisation.

The Andover Challenges Programme would make a recommendation to the Community Engagement Committee for approval of the organisation chosen and the grant monies to be released.

It was requested by Members that the Terms of Reference for the Andover Challenges Programme include the items discussed and be brought back to the next meeting of the Policy and Resources Committee.

It was proposed by Cllr G McBride and seconded by Cllr S Hardstaff

**RESOLVED: That the Andover Challenges Programme Terms of Reference include details regarding reporting and approval of monies, to be considered at the next meeting of the Policy and Resources Committee.**

**PR142/15**

#### **FIRE SAFETY IN THE TOWN COUNCIL OFFICE**

Members considered a report on Fire Safety in the Town Council Office. It was noted that the Fire Alarm System was a joint system which covered the whole building. It was further noted that the current

tenancy agreement stated that joint facilities were the responsibility of the landlord, however the landlord could charge the Town Council 50% of the costs.

It was agreed that the Fire Safety Risk Assessment for the Office should be carried out but that the Town Clerk should inform the Landlord that they were responsible for the fire alarm system.

**RESOLVED: That the Town Clerk would ensure that the Fire Safety Risk Assessment for the Town Council Office was carried out and that the Landlord be contacted to confirm they were responsible for the Fire Alarm System but that the Town Council would expect to pay for 50% of the costs.**

PR143/15

**SOUND SYSTEM FOR OFFICE AND COUNCIL MEETINGS**

Members noted that a small desk Hearing Loop had been ordered for the Town Council Office reception. Members were asked to consider a Sound System for Town Council meetings in the office. Members considered a report on the available sound systems that provided hearing loops for meetings.

Members noted that there was an integral hearing loop system at the Guildhall and Rendezvous which was used by the Town Council. However the Town Council Offices required the installation of a Hearing loop to be equality compliant.

Members noted that the Hearing Loop included in the report was portable and could be used anywhere at any meeting. This would provide the Town Council with flexibility for its use.

Concern was raised over the cost of the system, but it was agreed that the equipment was required for the Council to be equality compliant.

A vote was taken with one abstention.

**RESOLVED: That the Town Clerk purchase a Portable Hearing Loop for the Town Council Office at a cost of £1,374.16 ex VAT to be taken from Budget Heads 4210/15 and 4210/16.**

PR144/15

**CORPORATE RISK ASSESSMENT**

Members were asked to consider and approve the Corporate Risk Assessment for the Town Council.

Members discussed the Corporate Risk Assessment. Members asked that the Town Clerk ensure that as tasks were carried out that the Risk Assessment be updated, thus reducing the risk.

Members asked the Town Clerk to update the Risk Assessment to include the cost to the Council of untidy Allotment Plots.

**RESOLVED: That the Corporate Risk Assessment for the Town Council for 2015/2016 be approved (Risk Assessment attached to record minutes).**

PR145/15

**YOUTH COUNCIL CHAMPION AND SECRETARY**

Members were asked to recommend to full Council the appointment of a Youth Council Champion and to approve a secretary to assist the Youth Council with basic administration. Members received a full report.

Cllr McBride explained that the Youth Council had been trying for over 2 years to recruit a volunteer to be the secretary with no success.

Members noted that the request was for the new Committee Officer to provide the secretarial support. Members considered the costs included within the report for the Committee Officer to provide the support.

Members questioned whether the support could be provided within 1.5hrs a week. It was agreed that there would be busy periods and quieter periods, for instance, during the summer months there were no meetings as the young people were on holiday.

Members agreed that as the Youth Council was regarded as a Statutory Local Government Body, its administration should also be professional and the young people be taught how to provide that professionalism.

It was agreed that the Committee Officer would provide the support but that time sheets would be kept and monitored. The work and time would be reviewed in 6 months and the cost of the support should be no greater than £1,000 per annum.

**RESOLVED: That the Committee Officer provide secretarial support to the Youth Council for 1.5hrs per week, to be monitored and reviewed in 6 months at a cost of no more than £1,000 per annum.**

Members considered the appointment of a Youth Council Champion.

Cllr McBride explained that as the activities of the Youth Council increased it was essential that there be a Town Councillor to support and champion the actions of the Youth Council. The Youth Council was working towards a 'Youth Parliament' model and the Youth Councillors would be voted on. Cllr McBride

was prepared to be the Youth Council Champion in the first year, but then the Youth Councillors would vote on which Town Councillor they would like as their Youth Council Champion.

Members discussed the appointment of a Youth Council Champion and agreed that the Town Council should provide the support to the Youth Council.

**RESOLVED: To recommend to Full Council the appointment of a Youth Council Champion for the Municipal Year 2016/2017.**

**PR146/15**

**STORAGE AND ARCHIVING**

Members were asked to consider the storage and archiving of Council documents.

Members noted the list of requirements with regard to retaining documents.

Members considered whether it would be more cost effective to scan all the documents, however, it was agreed that someone with some experience of town council business would be needed and this would potentially not be cost effective.

It was suggested that the Town Council documents be stored in the Storage Shed that the Allotment Committee would be considering at their next meeting.

Members also requested that the Town Clerk investigate whether any of the storage companies quoted in the report would provide a long term storage deal.

It was agreed that the Town Clerk would bring the item back to a future meeting.

**PR147/15**

**FINANCE**

Approval of Payments

Members received and approved the Bank Reconciliation up to 31 March 2016.

Members received and approved the following payments up to 19 April 2016.

<b>April 2016</b>			
<b>Cheque No/ BACS Ref</b>	<b>Supplier</b>	<b>Service/Product Supplied</b>	<b>Total (£)</b>
700764737	Convenient Hire Limited	Allotments Toilet Provision April 2016	614.39
300292	Southern Water	Water Charges for VR Allts	248.02
300291	Southern Water	Water Charges for AW Allts	36.31
300290	Southern Water	Water Charges for CW Allts	65.97
894741856	Custom Studio Ltd	Website hosting and provision of emails April 2016	35.94
37514566	HALC	Affiliation Fees for 2016/2017	1,000.00
382329479	HALC	NALC Levy for 2016/2017	1,750.00
300288	Blachere Illuminations Ltd	Four Year Hire – Year Two 2016	2,741.76
28851290	Pitney Bowes	Franking machine rental for March 2016	23.94
122658745	Kevin Justice	Turning on Water for 2016 for Allotments	240.00
185346005	WPS Insurance	Insurance Premium for 2016/2017	3047.38
573077767	Test Valley Borough Council	Expenses contrib to Andover Town Centre Manager April 15-Mar 16	475.20
248058412	Test Valley Borough Council	Booking of Rendezvous for Cllr Training 7 <sup>th</sup> & 28 <sup>th</sup> April 2016	108.00
134998192	HALC	Training for Cllrs – Chairing Skills	108.00
205451123	HALC	Training for Cllrs – Basic Planning	42.00
DBESApr16	BES Commercial	Electricity Provision for 15.03.2016-15.04.2016	137.89
692716506	Viking Supplies	Stationery & office equipment incl. paper, desk lamps, monitor riser and hole punch	123.42
300289	Mr Johnn	Deposit return for Allotment 1b Mylen Road	50.00
991206817	South East Employers	Subscription for 2016/2017	236.40
210180993	Town Clerk	Reimbursements for April 2016	19.62
135267649	Allotment Officer	Reimbursements for April 2016	20.34
872638031	Allotment Officer	May 2016 Salary	976.64
588889076	Town Clerk	May 2016 Salary	1757.90
300287	HM Revenue & Customs	Tax Contributions	2531.37
692716506	Viking Supplies	Stationery an office equipment including paper, coat stand, pencil sharpeners, and paper stand	125.76
DDMainMar 16	Mainstream Digital	Telephone call charges 01.03.2016-31.03.2016	11.69
447221050	Moore's Cleaning	Cleaning in office for March 2016	130.00
<b>TOTAL PAYMENTS</b>			<b>16,657.94</b>

**PR148/15 COMMITTEE WORK PROGRAMME**

Members noted the items on the current Work Programme and requested that the following items be included on the Work Programme

Neighbourhood Plan funding – to be considered at the meeting on 9 June 2016

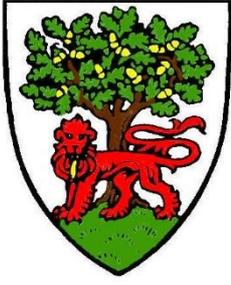
Media Protocol – to be considered at the meeting on 9 June 2016

Financial Regulations – to be consider at the meeting on 9 June 2016

The Chairman closed the meeting at 8.33pm.

Chairman

Date



*Constantia Basis Virtutum*

# ANDOVER TOWN COUNCIL

# A

## Minutes of Policy and Resources Committee

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### Time and date

Following the Annual Council Meeting on Thursday 12 May 2016.

### Place

Upper Guildhall, High Street, Andover

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Attendees: Cllrs Katherine Bird, Len Gates, Luigi Gregori, Steve Hardstaff, Robin Hughes, Michael Mumford and Veronika Pond

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

#### PR 01/16 APOLOGIES FOR ABSENCE

There were no apologies for absence.

#### PR 02/16 ELECTION OF CHAIRMAN

Councillor Steven Hardstaff proposed himself and Councillor Veronika Pond seconded that Councillor Steven Hardstaff be elected Chairman for the ensuing Municipal Year 2016/2017.  
There were no other nominations.

**RESOLVED: That Councillor Steven Hardstaff be elected Chairman of the Policy and Resources Committee for the ensuing Municipal Year 2016/2017.**

#### PR 03/16 ELECTION OF VICE-CHAIRMAN

Councillor Luigi Gregori proposed himself and Councillor Robin Hughes seconded that Councillor Luigi Gregori be elected Vice-Chairman for the ensuing Municipal Year 2016/2017.  
There were no other nominations.

**RESOLVED: That Councillor Luigi Gregori be elected Vice-Chairman of the Policy and Resources Committee for the ensuing Municipal Year 2016/2017.**

The Chairman closed the meeting at 8.35pm.

Chairman

Date

## **ANDOVER TOWN COUNCIL**

### **FINANCIAL REGULATIONS**

These Financial Regulations were reviewed and adopted by the Council at its Meeting held on 14 May 2015

#### 1. GENERAL

1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of financial control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the council meets these responsibilities.

1.2 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the council. The Town Clerk has been appointed as RFO for this council and these regulations will apply accordingly. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.

1.3 The RFO shall produce financial management information as required by the council.

1.4 At least once a year, prior to approving the annual return, the council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of the Audit Commission Act 1998 (as amended) and the Accounts and Audit Regulations (England) 2011

1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide 2014 which is published jointly by NALC and SLCC and updated from time to time.

## 2. ANNUAL ESTIMATES

2.1 Each Committee shall formulate and submit proposals to the Council in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of November each year.

2.2 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the council.

2.3 The Council shall review the budget not later than the end of December each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.

2.4 The annual budgets shall form the basis of financial control for the ensuing year.

2.5 The Council shall consider the need for and shall have regard to a three year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual Budget.

## 3 BUDGETARY CONTROL

3.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget.

3.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate.

3.3 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter.

3.4 The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Town Clerk shall report the action to the Council as soon as practicable thereafter.

3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the council.

3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

#### 4. ACCOUNTING AND AUDIT

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

4.2 The RFO shall complete the annual financial statements of the Council, including the council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.

4.3 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.

4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.

4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 (as amended) and the Accounts and Audit Regulations (England) 2011.

4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

## 5. BANKING ARRANGEMENTS AND CHEQUES

5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.

5.2 A schedule of the payments required, forming part of the Agenda for the Meeting, shall be prepared by the RFO and, together with the relevant invoices and a list of BACS payments, be presented to Council. If the schedule is in order it shall be authorised by a resolution of the Council and shall be initialled by the Chairman of the Meeting. If more appropriate the detail may be shown in the Minutes of the Meeting.

5.3 Cheques or BACS payments drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4 shall be signed/authorised by two members of Council. In the case of cheques or BACS payments of £5,000 or more three members of the Council will be required to sign.

5.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil and list of BACS payments.

5.5 Under normal circumstances, to remove with immediate effect, a cheque signatory who is no longer a Councillor.

## 6 PAYMENT OF ACCOUNTS

6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers.

6.2 All invoices for payment shall be examined, verified and certified by the Town Clerk. The Town Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.

6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Town Clerk shall take all steps to settle all invoices submitted, and which are in order, at the end of each month and report them to the next available Council Meeting.

6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts Regulations 2013, and the due date for payment is before the next scheduled Meeting of Council, where the Town Clerk and RFO certify that there is no dispute or other reason to delay payment, the Town Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

6.5 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement:

a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

6.6 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and statutory fees may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.

## 7 PAYMENT OF SALARIES

7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.

7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council Meeting.

7.3 The payment of salaries, PAYE and National Insurance may be authorised by the Chairman and Vice Chairman of the Council to ensure that the Council complies with its legal duties set out in paragraphs 7.1 and 7.2 above.

## 8 LOANS AND INVESTMENTS

8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.2 The council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Policy shall be reviewed at least annually.

8.3 All investments of money under the control of the Council shall be in the name of the Council.

8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.

8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

## 9 INCOME

9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3 The Council will review all fees and charges annually, following a report of the Town Clerk.

9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6 The origin of each receipt shall be entered on the paying-in slip.

9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 (Amended January 2015) section 33 shall be made at least annually coinciding with the financial year end.

9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## 10 ORDERS FOR WORK, GOODS AND SERVICES

10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2 Order books shall be controlled by the RFO.

10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (l) below.

10.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

## 11 CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

(a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:

(i) for the supply of gas, electricity, water, sewerage and telephone services;

(ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

(iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

(iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

(v) for additional audit work of the external Auditor up to an estimated value of £350 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council);

(vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

(b) Where it is intended to enter into a contract exceeding £2,500 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods,

materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list. Exemption will be made where a contract is for a number of units of a lower value e.g. hanging baskets at a cost of £125 per unit.

(c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

(d) Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and

remain sealed until the prescribed date for opening tenders for that contract.

(f) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Council.

(g) If less than three tenders are received for contracts above £2,500 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

(h) When it is to enter into a contract less than £2,500 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £1,000 and above £500 the Town Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

(i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

## 12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Town Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

### 13 STORES AND EQUIPMENT

13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

### 14 ASSETS, PROPERTIES AND ESTATES

14.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.

14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

### 15 INSURANCE

15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.

15.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3 The RFO shall keep a record of all insurances affected by the Council and the property and risks covered thereby and annually review it.

15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

## 16 CHARITIES

16.1 Where the Council is sole trustee of a Charitable body the Town Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

## 17 RISK MANAGEMENT

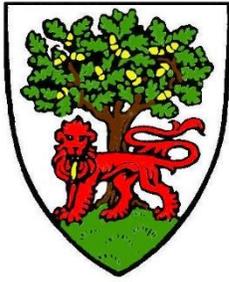
17.1 The council is responsible for putting in place arrangements for the management of risk. The Town Clerk and RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2 When considering any new activity, the Town Clerk and RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## 18 REVISION OF FINANCIAL REGULATIONS

18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

\* \* \* \*



Constantia Basis Virtutum

# ANDOVER TOWN COUNCIL

# C

## Report

### Reg Presley Memorial Plaque

#### **Purpose of Report**

To approve the installation of the Reg Presley Memorial Plaque

To consider the costs of the unveiling and reception (for recommendation to the Community Engagement Committee).

#### **Current Situation**

In 2013 the Town Council agreed to work in partnership with the Heritage Foundation to produce and erect a Blue Plaque in Memory of Reg Presley from the Troggs.

Due to problems finding the owner of 12 High Street, applying for planning consent, the manufacture of the plaque and finding all the relevant contacts for the event, the Town Council is only now in the position to be able to install and unveil the plaque.

#### **Installation**

Number 12 High Street is a Listed Building. The Town Council has permission from the owner of the building to install the plaque, however there will be a cost as the installation has to be completed carefully and in line with the planning permission.

It is estimated that the cost of the installation will be approximately £250. Officers are in the process of obtaining quotes to be presented at the meeting.

#### **Unveiling and Reception**

The Unveiling and reception has been arranged for Sunday 31<sup>st</sup> July, this has been agreed with Mrs Presley and the Heritage Foundation. This is the date the first record from the Troggs reached number 1 in the United States, in 1966 (*Wild Thing*)

Work is currently being carried out to invite guests to the unveiling and reception.

Mrs Presley will carry out the unveiling.

Members of the Troggs are being invited.

A lifelong fan, living in the United States who has provided many original photographs for the event has been invited and has agreed to come to Andover for the day.

The owner of the building (also a lifelong Troggs fan) will be invited.

Other guests will be included.

The Mayor of Test Valley has generously provided the Guildhall for the day at no cost to the Town Council.

The Guildhall has capacity for 60 guests.

Quotes have been obtained for the catering, ranging between £7 and £10 per head.

Negotiations are in progress to obtain drinks from a local company.

*Reception Display*

As it has been 50 years since Wild Thing was released there will be a display of Troggs memorabilia including photographs.

There will be a small cost for the reprinting of the photographs which for ease reduction of cost will be done in-house. Cost per copy approx. 0.002p.

**Update on the Project**

A Grant Application has been submitted to Test Valley Borough Council to ask for part of the costs for the Reception. At the date of going to print, a reply has not yet been received.

The application was for £875, which if approved, will cover the cost of the remainder of the project.

However, if the grant is refused Members may wish to consider whether the Town Council will cover the costs.

**Financial Implications:**

*Installation Cost*

The Blue Plaque has been paid for by the Town Council and as such is covered under the Town Council's Insurance. It is suggested that the monies for the Installation of the Plaque be taken from **4700 – Town Centre Development Budget**.

*Unveiling and Reception*

It is suggested that a recommendation be given to the Community Engagement Committee for the funds for the Unveiling and Reception to be taken from **4800 – Projects Budget**. The cost of the Unveiling and Reception is estimated to be in the region of £600 including food, drinks and display.

**Legal and Policy Implications**

The Town Council can install a Memorial Plaque under the Power for Tourism – power to contribute LGA 1972, Section 144.

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2 June 2016

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

Distribution: To Members of the Assets and Amenities Committee

**ANDOVER TOWN COUNCIL**

**PROTOCOL FOR REPORTING AT MEETINGS**

[ADDENDUM to Standing Order No: 1 L]

**1. Introduction**

1.1 This Protocol provides guidance to members of the public or press who wish to photograph or record proceedings at any of Andover Town Council's public meetings.

1.2 The Council supports the principles of openness and transparency in the way it conducts its meetings. Sound recording, photographing, filming, and use of social media at meetings which are held in public is permitted:

- (a) Subject to the provisions of this Protocol; and
- (b) Provided that the Chairman is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.

1.3 No restrictions will be placed on anyone using social media at a public meeting subject to the limitations regarding photography and audio/visual recording set out in this Protocol.

1.4 Meetings which take the form of hearings or which discuss sensitive employment or contractual information such as the Staffing Sub-Committee, may not be suitable for recording due to the nature of some of the evidence given at the meeting. It will be at the Chairman's discretion to determine whether the recording of a particular meeting will be permitted.

1.5 Failure to follow the provisions within this Protocol may result in the Chairman refusing to allow the proceedings to be photographed or recorded.

1.6 For the purposes of this Protocol 'recording' includes sound recording, photographing, filming, and use of social media. Social media includes, but is not limited to Twitter, Facebook and blogs.

**2. Before the meeting**

2.1 Those wishing to record proceedings at a meeting are recommended to contact the Town Clerk as early as possible before the start of the meeting so that arrangements can be discussed and the agreement of the Chairman be sought.

2.2 The name, organisation (if applicable) and contact details of the person wishing to record proceedings are required and should be provided before the meeting if possible.

**3. At the meeting**

3.1 Notices will be displayed in the meeting room advising that proceedings may be recorded, and the Chairman will make an announcement to this effect at the beginning of the meeting if a request has been received.

## **APPENDIX D**

3.2 Members of the public attending a meeting to ask a question will be deemed to have given consent to being photographed or recorded.

3.3 Members of the public seated in the public seating area who actively object, should not be photographed, filmed or recorded as long as this does not undermine the broader transparency of the meeting.

3.4 Photography or filming must take place from a fixed position in the meeting room approved by the Chairman, to ensure that the view of Councillors, officers, public and press, is not obstructed.

3.5 The use of flash photography or additional lighting will only be permitted if agreed in advance with the Clerk and the Chairman.

3.6 Photography or audio/visual recording will be stopped if the Chairman feels it is disrupting or inhibiting the meeting in any way.

3.7 If someone refuses to stop recording when requested to do so the Chairman will ask the person to leave the meeting. If the person refuses to leave, the Chairman will adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

3.8 Anyone asked to leave a meeting because they have refused to comply with the Chairman's request to do so, may be refused permission to record future meetings.

### **4. After the meeting**

4.1 Photographs and audio/visual recordings must not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being expressed in a way that may ridicule or show lack of respect towards those being photographed or recorded.

4.2 If someone fails to comply with this Protocol the Chairman may refuse to allow this person to record any future meetings.

4.3 The responsibility for how any photographs or audio/visual recording is used rests with the person who made the recording and not the Council

## APPENDIX D



## Hampshire Association of Local Councils

### PROTOCOL FOR PUBLIC AND PRESS REPORTING COUNCIL MEETINGS

We acknowledge and thank Stephen Chown, Executive Officer, Sandhurst Town Council, Berkshire for providing us with a copy of the following protocol which he has drafted.

The protocol is supported by Hampshire Association of Local Councils and the contents have been checked by our legal advisers

#### What you need to do:

- Insert your council's name
- Insert relevant Standing Order reference
- Get Council approval to use this protocol and insert date of resolution
- Get Council approval to use and display the Public Notice and insert date
- Make necessary insertions/amendments where shown
- Remove the watermark 'Draft Protocol'
- Remove this front page from the document before publishing it

18<sup>th</sup> February 2015

Ref: SC/VT

Issued by Vendy Treagust, Member Support Officer, Hampshire ALC

[Vendy.treagust@eastleigh.gov.uk](mailto:Vendy.treagust@eastleigh.gov.uk)

..... **COUNCIL**

**PROTOCOL FOR REPORTING AT MEETINGS**

[ADDENDUM to Standing Order No: 1 L]

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..... COUNCIL

**IMPORTANT NOTICE**  
**PROTOCOL FOR REPORTING AT MEETINGS**

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**Sound recording, photographing, filming, and use of social media** at meetings which are held in public is permitted:

- (a) subject to the provisions of the Protocol for Reporting at Meetings;
- and
- (b) provided that the Chairman is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.

2. Where recording has been confirmed by the Chairman an announcement will be made at the start of the meeting to advise all participants of the presence and location of any recording devices.

3. If you enter the room after the meeting has started please ensure that any recording does not disrupt the meeting. If there is such disruption, the Chairman may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

4. Only the official signed minutes of the council and its committees will be recognised as the formal, statutory and legally binding record of a meeting.

**Clerk of .....**

# Expenditure transactions - approval list

Cheque	Gross	Heading	Invoice date	Details
: 662471748	£78.00	4210/17	01/04/16	Baxter Confidential - Three months service charge for confidential waste
: 914327742	£65.00	4500/1/1/4	20/04/16	Kevin Justice - Replacement tap and repair of broken tap AW Allts
300295	£459.93	4500/1/6/3	22/04/16	Southern Water - Water charges The Drove Allts Feb to April 2016
: 515335569	£32.39	4210/9	25/04/16	Viking Supplies - Stamp for office documents
: 148853052	£201.60	4000/3	26/04/16	Hedleys Solicitors - Costs for assistance with Lease Contract
: 180876848	£100.60	4700/3	27/04/16	Discount Displays - Window Stickers for Breastfeeding Scheme
: 358210671	£135.19	4210/15	29/04/16	Moores Cleaning Services Ltd - Cleaning Services for Office April 2016
NDDMAY16	£53.87	4210/7	30/04/16	Mainstream Digital - Line rental April 2016 - July 2016
: 539468261	£5,430.00		01/05/16	M B Pest Services - Pest control for allotments from Jan 16 to May 16
S: 81648740	£560.98		01/05/16	Convenient Hire Limited - Toilet provision Allotments
: 469398829	£35.94	4000/6/2	01/05/16	Custom Studio Ltd - Website hosting and email provision May 2016
JS: 5341143	£181.94	4210/10	02/05/16	Pitney Bowes - Postal charges and hire of franking machine April 2016
300296	£42.90	4500/1/5/3	03/05/16	Southern Water - Water charges for Old Winton Road Feb to April 2016
300297	£405.44	4500/1/2/3	03/05/16	Southern Water - Water charges for BL Allts Feb to April 2016
: 537383975	£20.00	4210/15	05/05/16	JRC Cleaning Services LTD - Cleaning windows of office 02.05.2016
: 952169430	£90.00	4100/2	09/05/16	Hampshire Association of Local Councils - Training for Members - Local Council Finance
: 208657246	£960.00	4100/2	09/05/16	Hampshire Association of Local Councils - Training for Members - The knowledge (in house)
: 374198136	£155.04	4210/9	12/05/16	Andover Rubber Stamp Service Limited - Badges for councillors
: 454506808	£47.22		13/05/16	W R Coulter - Reimbursements May 2016
: 836088225	£6.00	4500/1/5/6	13/05/16	Mrs L Laing - Reimbursement for Allts Comp May 2016
<b>Total</b>	<b>£9,062.04</b>			

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**ANDOVER TOWN COUNCIL**  
**26 May 2016 - Monthly Payments**

<b>Inv No</b>	<b>Cheque/BACS No</b>	<b>Date of Inv</b>	<b>Description</b>	<b>Supplier</b>	<b>Amount (£)</b>
211398	175379317	11.05.16	1 x 4yrd skip for the Drove Allotments	ACE Liftaway	£175.56
2427718	BESDDJun16	16.05.2016	Electricity Charges 15.04.16-15.05.16	BES Commercial	£71.23
1123	930420962	11.05.2016	Fire Point Trolley for A-Fest (Youth Council)	Choices Hire Services	£60.00
04-16	378744428	16.05.2016	Pick up blown over toilet - BL Allts	DMJ Country Services	£10.00
05-16	378744428	16.05.2016	Remove covers & tyres, removal of asbestos - BL Allts	DMJ Country Services	£100.00
06-16	378744428	16.05.2016	Remove green waste & rubbish & plastic - TD Allts	DMJ Country Services	£140.00
07-16	378744428	16.05.2016	Remove rubbish & cover plot CW Allts	DMJ Country Services	£140.00
08-16	378744428	16.05.2016	Cut Grass - BL Allts	DMJ Country Services	£37.50
09-16	378744428	16.05.2016	Cut Grass - MR Allts	DMJ Country Services	£100.00
012-16	378744428	16.05.2016	Cut ivy away from fence OWR Allts	DMJ Country Services	£90.00
014-16	378744428	16.05.2016	Cut Grass - OWR Allts	DMJ Country Services	£150.00
015-16	378744428	16.05.2016	Cut Grass - VR Allts	DMJ Country Services	£50.00
				Sub Total	£817.50
0471	840177845	26.05.2016	Staging and sound desks for A-Fest (Youth Council)	Expression Events	£2,499.60
0274	736882851	21.04.2016	IT installation (7hrs) + keyboards & mice x2	Planet PC	£542.97
10026099	552978586	18.05.2016	Hire of Guildhall 12.05.2016	Test Valley Borough Council	£60.00
OASalJun16	67995811	02.06.2016	Office Administrator Salary June 2016	Office Administrator	£1,403.65
TCSalJun16	922684593	02.06.2016	Town Clerk Salary June 2016	Town Clerk	£2,509.11
HMRCJun16	300299	05.06.2016	HMRC Tax contributions June 2016	HMRC	£1,591.72
NESTPenJun16	NESTDDJun16	02.06.2016	Pension Payments June 2016	NEST Pensions	£50.77
MrsBLong	300298	24.05.2016	Corporate Gift for Andover Town Band	Mrs B Long	£18.00
<b>TOTAL</b>					<b>£10,617.61</b>

**POLICY & RESOURCES WORK PROGRAMME: 9 JUNE 2016**

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
9 June 2016	Neighbourhood Plan Funding	NPSC	To consider whether the Town Council can fund the NP from its current Budgets	Recommendation to Full Council
9 June 2016	Media Protocol	STAT	To consider a review of the Town Council's Media Protocol	Recommendation for approval to Full Council
9 June 2016	Accounts for the Year Ended 31 March 2016	STAT	To approve the Accounts for the Year Ended 31 March 2016	
9 June 2016	To receive the Internal Auditors Report	STAT	To approve the Action Plan arising from the Internal Auditors Report	Recommend to full Council
9 June 2016	Annual Return Preparation	P&R	To review the Internal Audit Report and consider Accounts for the Annual Return	Recommend to full Council
25 August 2016	Virement of Budgets		To consider any Virements of Budgets prior to 31 March 2017, following closure of Accounts from 2015/2016.	
25 August 2016	Review Council's resources	P&R	To review the Council's resources to ensure services are maintained	
25 August 2016	Review financial plan for 2017/2018		To consider the Financial Plan for 2017/2018 to ensure Budgets cover services required – in preparation for Annual Budget 2017/2018	
6 October 2016	Review any Leases or Loans (if required)			

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
6 October 2016	Review of Members Services Provision		To consider whether provision has been provided within the budget for Members' Services	
6 October 2016	Timetable of Meetings for 2017		To consider a timetable of meetings for 2017	
6 October 2016	Annual Budget	STAT	To prepare and recommend to Council the Annual Budget for 2017/2018	
15 December 2016	Review of Business Plan		To ensure the Town Council is up to date with the Business Plan	
Jan/Feb 2017	Internal Audit Arrangements	STAT	To note Internal Audit arrangements for YE 31 March 2017	
Jan/Feb 2017	Annual Report	STAT	To approve the contents of the Annual Report for 2016/2017.	