



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, Veronika Pond 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 2 April 2014 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
25 March 2014

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 meetings held on 11 December 2013 and 16 January 2014 – 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 the Business Plan for the Town Council, to recommend any changes to Full Council – Business Plan attached at **Appendix B**.

6 **REG PRESLEY MEMORIAL PLAQUE**

To receive an update on the Reg Presley Memorial Plaque project – information report attached at **Appendix C**.

7 **REVIEW OF STANDING ORDERS**

The Town Council has a statutory duty to review its Standing Orders each year. Attached under separate cover are the current Standing Orders. There are no amendments proposed and the committee is requested to approve the Standing Orders for 2014/2015.

8 **FINANCIAL REGULATIONS**

The Town Council has a statutory duty to review its Financial Regulations each year. Attached under separate cover are the current Financial Regulations. There are no amendments proposed and the committee is requested

to approve the Financial Regulations for 2014/2015.

9 **PRIDE OF ANDOVER AWARDS**

To consider a small financial contribution to the Pride of Andover Awards in 2014 – report attached at **Appendix D.**

10 **CHRISTMAS LIGHTS REPAIRS**

To consider costings for repairs to the Christmas Lights damaged in the 2013 storms. Proposal attached at **Appendix E.**

11 **ANDOVER SERVICE CHILDREN'S CONFERENCE**

To receive a proposal from Cllr G McBride and Mr D George on 'Andover Service Children's Conference'. Proposal to be received at the meeting.

12 **TOWN CENTRE MANAGER**

To receive an update on the current situation regarding the Town Centre Manager Project – verbal report.

13 **FINANCE**

Payment of Accounts up to 30 March 2014

To approve the Payment of accounts up to 2 April 2014 – **Appendix F.**

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 11 December 2013

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 (A)

Cllr K Hamilton (A)

Cllr S Hardstaff (A)

Cllr K Hughes (A)

Cllr M Kerley (A)

Cllr G McBride (A)

Cllr V Pond (P)

Cllr R Shukri (P)

Cllr S Hawke in attendance.

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

PR58/13 APOLOGIES FOR ABSENCE

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

PR59/13 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR60/13 MINUTES

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

RESOLVED: That the Minutes of the Policy and Resources Meeting held on 30 October 2013 were agreed and signed by the Chairman as a correct record.

PR61/13 PUBLIC PARTICIPATION

There were no members of the public present.

PR62/13 ICKNIELD TRUST – FUNDING FOR FENCING

Members considered a recommendation from the Allotments Sub-Committee regarding a contribution to the payment of fencing erected along the boundary of Vigo Road Allotment site by Icknield School and funded by the Icknield Trust.

Members noted that the Allotment Sub-Committee had recommended that a contribution of £1,500 be made for the fencing to be provided from Reserves.

Members had a debate regarding the recommendation and concluded that a contribution of £1,500 be given for the provision of the fencing, with the understanding that £750 be taken from the Allotments Budget. £750 to be taken from Reserves and paid back to Reserves, from the Allotments Budget in 2014/2015. Members also agreed that a contract be agreed between the Icknield Trust and the Town Council to establish the parties responsible for the maintenance of the fencing prior to funding being released.

Cllr Pond reminded members that in future, not only should capital costs be considered but also lifetime costs should be considered to ensure long term budgets could be considered.

RESOLVED:

1. That a contribution of £1,500 be given to the Icknield Trust for the provision of fencing along the Vigo Road Allotment Boundary.
2. That the funding be provided, £750 from the Allotment Budget and £750 from Reserves. The £750 from reserves to be returned to Reserves in 2014/2015 from the Allotments Budget.
3. That prior to funding being released a contract be agreed between the Icknield Trust and the Town Council to establish the parties responsible for the maintenance of the fencing.

PR63/13 PHOTOCOPIER/PRINTING

Members considered options for the facility of printing for the Town Council Office. Members considered costs for Outsourcing the printing, internal printing via an office printer and costs for the provision of a photocopier.

Members noted that Outsourcing the printing would cost between £800 and £4,000 dependent upon supplier, plus a printer would be required for the office at a total cost of between £890 and £920 per year. Members further noted the officer time required if printing was outsourced and that the lead-in time for the printing would be 5 days, meaning agendas would need to be produced approximately 2 weeks prior to a meeting.

Members considered that this would not be a practical or viable solution.

Therefore Members agreed that Option 2, from the report would be the most viable option for the Town Council, as outlined:

Option 2 – Supplier B

9060 colour @ 0.03850p per copy = £348.81

17540 mono @ 0.004p per copy = £70.16

£257.11 x 4 (quarterly rental) = £1,028.44

Total cost per year = £1,447.41

RESOLVED: That Option 2 – Supplier B be commissioned to supply the Town Council Office with a photocopier at a total cost per year of £1,447.41

PR64/13 REVIEW OF BUSINESS PLAN

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

PR65/13 WEBSITE/LOGO

Members received a brief report about introducing colour to the website, rather than the grey. Members noted that the Town Council pays a monthly fee for the hosting of the website and requested the Town Clerk to investigate whether the change of colour to the website could be included in the costs of the monthly hosting.

PR66/13 NEIGHBOURHOOD PLAN

Cllr Pond, from the Planning Committee explained to Members that £350 was required to pay for the cost of a Workshop with 'Action for Market Towns' to find out whether the Town Council's ideas for a Neighbourhood Plan would work and the questions that the Town Council would need to ask.

Cllr North requested that prior to the release of funds for the Neighbourhood Plan of £350 for the workshop, the Planning Committee arrange for Test Valley Borough Council to make a presentation about the Neighbourhood Plan.

Members discussed the proposals and agreed that £350 would be released from the 'Town Centre Development' Budget once the Planning Committee had received a presentation on the Neighbourhood Plan from Test Valley Borough Council.

RESOLVED: That £350 would be released from the 'Town Centre Development' Budget once the Planning Committee had received a presentation on the Neighbourhood Plan from Test Valley Borough Council.

PR67/13 DRAFT BUDGET 2014/2015

Cllr North explained to Members that the Precept Calculations had not yet been received from Test Valley Borough Council and in view of the uncertainty and effect it would have on the Town Council's Budget and Precept setting for 2014/2015 he explained to Members that there would be a further meeting of the Policy and Resources Committee, following the meeting of the Amenities and Town Development Committee on 16 January 2014 to finalise recommendations for the Town Council's Budget and Precept to full Council.

PR68/13 SPEEDWATCH

It was agreed that the Police would be invited to the January Council meeting to explain how they are tackling speed and traffic issues in the Andover area and the Speedwatch Scheme.

PR69/13 TELECOMMUNICATION PROVISION

Members received a report on reducing telecommunication costs for the Town Council Office. Members noted from the report that the proposed provider would reduce costs by up to a half.

RESOLVED: To recommend to full Council that the Town Clerk be delegated the authority to initiate a change of telecommunication and broadband provider for the Town Council.

PR70/13 REG PRESLEY MEMORIAL

The Town Clerk reported that the Heritage Foundation had requested that the unveiling of the Memorial to Mr Presley be postponed until March 2014.

The Town Clerk further reported that she was still having difficulty in contacting the owner of No.12 High Street where the Town Council wished to erect the memorial plaque.

Cllr North and Cllr Bird offered to assist the Town Clerk in chasing the owners of the building.

PR71/13 TOWN CENTRE MANAGER

The Chairman, Cllr North reported that he, the Chairman of the Council, Cllr McBride and Cllr Hardstaff would be meeting with Mr R Tetstall to discuss the recruitment of the Town Centre Manager.

It was proposed that Cllr S Hardstaff be elected as the Town Council’s representative on the recruitment panel.

RESOLVED: That Cllr Hardstaff be elected as the Town Council’s representative on the Town Centre Manager recruitment panel.

PR72/13 LOCAL GOVERNMENT AUDIT CONSULTATION

Members considered a Local Government Audit Consultation and agreed to delegate authority to the Town Clerk to respond on behalf of the Town Council.

PR73/13 FINANCE

Payment of Accounts at 10 December 2013

Members noted and approved the payment of accounts up to 10 December 2013 – recorded below:

Date	Supplier	Description of goods/services	Total Paid (£)
02.12.2013	Town Clerk	Reimbursements November 2013	90.96
06.12.2013	Town Clerk	December Salary 2013	2097.72
06.12.2013	HMRC	December 2013 Tax contributions	1115.23
17.11.2013	British Telecom	November 2013 Telephone charges	79.53
21.11.2013	Hayward & Spanswick	Testing to faulty timer on lamp column (xmas)	104.40
26.11.2013	National Allotment Soc	Membership renewal 2014	66.00
30.11.2013	Convenient Hire Limited	Toilet Hire for Allotments November 2013	560.98
01.12.2013	Custom Studio	Hosting for website and email provision	71.88
10.12.2013	Administration Assistant	December 2013 salary	861.25
Total			5,047.95

PR74/13 COMMITTEE WORK PROGRAMME

Members discussed items on the current work programme and made the following changes to add to the Work Programme the following items:

- 16 January 2014 – Budget
- 5 February 2014 – Website & Logo
- Business Plan
- Town Centre Manager
- Reg Presley memorial
- Neighbourhood Plan

The Chairman closed the meeting at 8.10pm.

Chairman

Date



ANDOVER TOWN COUNCIL

A

Minutes of Policy & Resources Committee

Time and date

8.10pm on Wednesday 16 January 2014

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (A)

Cllr Z Brooks (P)

Cllr D Drew (A)

Cllr K Hamilton (A)

Cllr S Hardstaff (P)

Cllr K Hughes (A)

Cllr M Kerley (A)

Cllr G McBride (P)

Cllr V Pond (P)

Cllr R Shukri (A)

Also in attendance: Rachael Greenwood (Locum Clerk) (taking the minutes)

PR75/13 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs D Drew, K Hamilton, K Hughes, M Kerley and R Shukri.

PR76/13 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR76/13 MINUTES

RESOLVED: That the Minutes of the Policy and Resources Meeting held on 11 December 2013 were agreed and signed by the Chairman as a correct record.

PR77/13 PUBLIC PARTICIPATION

There were no members of the public present at the meeting.

PR78/13 DRAFT BUDGET 2014/2015

Test Valley Borough Council had confirmed that the Council Tax Base figure (Band D) for 2014/15 would be £12051. The Town Council would not receive the Council Tax Benefit grant in the next financial year (£12000 received in 2013/14).

It was agreed to accept the following decreases to Expenditure in the Draft Budget (Appendix A) from the Town Clerk which would save a further £600: Members Training & Courses £300 (£500), Public Building Hire £400 (£500), Staff Training £300 (£300), Postage £700 (£800).

A high proportion of expenditure was fixed costs but there could be scope to decrease Insurance costs.

RESOLVED: The Town Clerk be asked to investigate whether a more competitive insurance premium might be available before the next renewal date and to confirm whether public liability cover for the Saturday markets was included in the current premium.

Although the Election Costs in 2013/14 had contributed significantly to the current deficit, it was agreed to reduce the allocation for 2014/15 from £12000 to £8000. It was noted that the current level of house building in Andover would lead to an increase in the tax base for 2015/16.

There was general agreement that the Council Tax for 2014/15 would have to be increased to enable the Town Council to meet its commitments but every effort would be made to minimise the increase. It was proposed that the Council Tax be increased by 73p from £9.85 to £10.58 (+7.4%) and that the allocation for Election Costs be decreased by £400. A vote was taken and carried unanimously.

RESOLVED: That the Council Tax be increased by 73p (7.4%), that the allocation for Election Costs be decreased from £1200 to £800 and that the amended Draft Budget based on a Precept of £127499.58 (Council Tax Base £12051) for the year 2014/15 be recommended to Full Council for approval.

The Pride of Andover Awards were very popular in the community and an application for a grant of £80 would be considered at the next meeting.

PR79/13 FINANCE

Payment of Accounts up to 14 January 2014

Accounts up to 31 December 2013

It was agreed to query with the Town Clerk items listed as not yet cleared and or not yet presented for the period 30 March - 1 August 2013.

The Chairman closed the meeting at 9.10pm.

Chairman

Date

ANDOVER TOWN COUNCIL

Business Plan

Document Version 1.4

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

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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

- To develop a Town Plan

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
- To organise charity and community awareness days in the High Street
- To manage the maintenance of public footpaths in Andover
- To proactively assist young people to be involved in their local community
- To improve the quality of service and availability of allotments within Andover and to implement an allotment awards scheme

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

Town Development

- To maintain a Christmas Lights scheme for the Town Centre
- To maintain the level of service to allotment holders
- To take over the delivery of 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



Report

Memorial for Reg Presley	
Produced for: Policy and Resources Committee	Date of Report: Tuesday 25 March 2014
Summary of Key Issues <ul style="list-style-type: none"> To receive an update on the progress of the Reg Presley Memorial Project 	
Current Situation <ul style="list-style-type: none"> The Town Clerk has contacted The Heritage Foundation regarding a date for the unveiling of the blue plaque. The Heritage Foundation have requested that the ceremony be delayed until June/July 2014, to allow both them and the Town Council to finalise arrangements. The Landlord of 12 High Street has been found and a letter sent requesting permission to place the plaque on the building. The Tenants of the property have also been contacted. 	
Recommendations To note the progress of the project.	

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

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Report

Pride of Andover Awards	
Produced for: Policy and Resources Committee	Date of Report: Tuesday 25 March 2014
Summary of Key Issues <ul style="list-style-type: none"> To approve a financial contribution to the Pride of Andover Awards for 2014. 	
Current Situation <ul style="list-style-type: none"> The Town Clerk has been approached by the Pride of Andover Awards Committee asking whether the Town Council would be able to contribute financially to the Pride of Andover Awards for 2014. The Committee have asked of the Town Council would contribute £80 towards printing costs for flyers and posters. 	
Recommendations To consider the request of the Pride of Andover Awards Committee.	

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

QUOTATION

PAGE 1 OF 1

Customer: Andover Town Council
66 C Hight Street
Andover

Hampshire
SP10 1NG

Quotation 1306-1590
Date 11/03/2014
Attention Wendy Coultar
Project Manager Sean Moore

Dear Wendy Coultar,

Thank you for your enquiry. We are pleased to quote for replacement Christmas Tree Star as requested.

Our price for this work, as broken down below, will be £ **350.00** plus VAT as appropriate.

Qty	Product Code	Description	Unit Price	Total
		Star - Option 1		
1		Option 1 - Pure White LED Ropelight	80.00	80.00
	Total for	Star - Option 1		<u>80.00</u>
		Star - Option 2		
1		Option 2 - Pure White LED Ropelight & White Carpet Garland	150.00	150.00
	Total for	Star - Option 2		<u>150.00</u>
		Star - Option 3		
1		Option 3 - Pure White LED Ropelight & LED Sparklight Garland	120.00	120.00
	Total for	Star - Option 3		<u>120.00</u>

Payment Terms

Payment Terms - 30 Days from date of invoice

This quotation has been provided on the basis that all mechanical & electrical infrastructure is in place and is sound in nature. Infrastructure must be of material that can be fixed to without destroying water tight integrities. The structural integrity of the building or surface is the responsibility of the purchaser. To avoid disappointment please place orders at least eight weeks prior to required delivery date. This quote does not guarantee delivery.

Terms:- VALIDITY: 30 days from date of this quotation
DELIVERY: To be advised
VAT: All prices subject to V.A.T. at time of despatch

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/13

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
580	400674	£60.00	4100/2	06/03/14	Hampshire Association of Local Councils - Annual Conference	£60.00
577	400671	£120.00	4100/2	11/03/14	Action For Market Towns - Neighbourhood Plan training Cllr Hardstaff and Cllr Pond	£120.00
574	400665	£300.00	4190/1	20/03/14	1st Andover Girls' Brigade - Small Grants 2013.2014	£300.00
575	400666	£300.00	4190/1	20/03/14	The Harmonium Singers - Small Grant 2013.2014	£300.00
576	400667	£300.00	4190/1	20/03/14	Andover VIPs - Small Grant 2013.2014	£300.00
579	400673	£650.40	4000/1	23/03/14	EdgeDesigns Ltd - Advantadge Software Allotments + Finance	£650.40
578	400668	£90.98	4210/7	24/03/14	W R Coulter - March 2014 Reimbursements	£90.98
581	400676	£237.64	4200/1	30/03/14	Hampshire Pension Fund - March 2014 Pension Contributions	£237.64
Total		<u>£2,059.02</u>				

Signature _____

Signature _____

Date _____

Andover Town Council		
Payments April 2014		
Supplier	Service / product Supplied	Total Amount
Mrs M Bayes	April Salary	£614.96
Miss W Coulter	April Salary	£2,052.46
HMRC	April Tax	£2,401.46
Test Valley Borough Council	Business Rates 2014.2015	£2,684.70
Total Payments April 2014		£7,753.58

POLICY & RESOURCES WORK PROGRAMME: 2 APRIL 2014

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
02 April 2014	Review of Standing Orders	STAT	To review Standing Orders	Recommend any amendments to Full Council
02 April 2014	Review of Financial Regulations	STAT	To review Financial Regulations	Recommend any amendments to Full Council
02 April 2014	Reg Presley Memorial	P&R	Update Report	
02 April 2014	Business Plan Review	P&R	Review of Business Plan, is the TC achieving all goals?	
05 June 2014	Accounts for the year ended 31 March 2014	STAT	To approve the Accounts for the Year Ended 31 March 2014	
05 June 2014	To receive the Internal Auditors Report	STAT	To approve the Action Plan arising from the Internal Auditors Report	Recommend to Full Council
05 June 2014	Annual Return Preparation	STAT	To review Internal Audit Report and consider Accounts for Annual Return	Recommend to Full Council
05 June 2014	Evaluation of Asset transfer (if required)			
05 June 2014	Urgent Matters – Appoint 2 Members		Appointment of 2 Members to assist the Town Clerk with any urgent matters	
06 August 2014	Review Council's Resources	P&R	To review the Council's resources to ensure services are maintained.	
06 August 2014	Review financial plan for 2015/2016		To consider the Financial Plan for 2015/2016 to ensure Budgets cover services required – in preparation for Annual Budget 2015/2016	

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
30 October 2014	Corporate Risk Assessment	STAT	To review the Town Council's Corporate Risk Assessment	Recommend to Full Council
30 October 2014	Annual Budget	STAT	To prepare and recommend to Council the Annual Budget for 2015/2016	
30 October 2014	Timetable of meetings for 2015		To consider a timetable of meetings for 2015	
30 October 2014	Change to fees (if required)		To consider any changes to fees for services provided	
30 October 2014	Review any leases or loans (if required)			
10 December 2014	Review of Members Services Provision		To consider whether provision has been provided within the budget for Members' Services	
10 December 2014	Review of Business Plan		To ensure Town Council is up to date with the Business Plan	Recommend any actions to Full Council
10 December 2014	Annual Budget	STAT	To finalise any changes to the Budget for 2015/2016	Recommend to Full Council
Jan/Feb 2014	Internal Audit Arrangements	STAT	To note Internal Audit arrangements for YE 31 March 2014	
Jan/Feb 2014	Annual Report	STAT	To approve the contents of the Annual Report for 2013/2014.	
March 2014	Review of Standing Orders	STAT	To review Standing Orders to ensure compliance with latest Governance	
March 2014	Review of Financial Regulations	STAT	To review Financial Regulations to ensure compliance with latest Governance	