



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 11 December 2013 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
5 December 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 25 September 2013 – 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 **ICKNIELD TRUST – FUNDING FOR FENCING**

To consider a recommendation from the Allotments Sub-Committee regarding funding for fencing at Vigo Road Allotment Site – report attached at **Appendix B**.

6 **PHOTOCOPIER/PRINTING**

To consider options for the facility of printing for the Town Council Office – report attached at **Appendix C**.

7 **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 D**.

8 **WEBSITE/LOGO**

To receive an update on the colour scheme for the website – verbal report.

9 **NEIGHBOURHOOD PLAN**

The Planning Committee have requested that the Policy and Resources Committee consider whether to release

£350 of funding from the 'Town Centre Development' Budget to facilitate an MOT from the Action for Market Towns organisation who will inform the Town Council as to whether the Plan for the Neighbourhood Plan is viable or not.

10 **DRAFT BUDGET 2014/2015**

To consider the Draft Outline Budget for the year 2014/2015 – Budget attached at **Appendix E**.

11 **SPEEDWATCH**

To consider inviting the Police to the Council meeting in January and to consider the information that is required to action a Speedwatch Scheme for Andover.

12 **TELECOMMUNICATION PROVISION**

To consider a report on the provision of telecommunication services for the Town Council Offices and an alternative provider – report attached at **Appendix F**.

13 **REG PRESLEY MEMORIAL**

To note the current position regarding the Reg Presley Memorial Plaque.

14 **TOWN CENTRE MANAGER**

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

15 **LOCAL GOVERNMENT AUDIT CONSULTATION**

To consider a response to a Local Government Audit Consultation – papers attached at **Appendix G**.

16 **FINANCE**

Payment of Accounts up to 10 December 2013

To approve the Payment of accounts up to 10 December 2013 – papers to follow.

Accounts up to 30 November 2013

To receive bank statement and reconciled accounts up to 30 November 2013 – papers to follow.

17 **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

Time and date

7.00pm on Wednesday 30 October 2013

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (A)

Cllr Z Brooks (A)

Cllr D Drew (P)

Cllr K Hamilton (P)

Cllr S Hardstaff (P)

Cllr K Hughes (P)

Cllr M Kerley (A)

Cllr G McBride (A)

Cllr V Pond (A)

Cllr R Shukri (A)

Cllr B Long in attendance.

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

PR41/13 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs K Bird, Z Brooks, M Kerley, G McBride, V Pond and R Shukri.

PR42/13 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

PR43/13 **MINUTES**

It was proposed by Councillor Hughes and seconded by Councillor Hardstaff and

RESOLVED: That the Minutes of the Policy and Resources Meeting held on 25 September 2013 were agreed and signed by the Chairman as a correct record.

PR44/13 **PUBLIC PARTICIPATION**

There were no members of the public present.

PR45/13 **REVISED STANDING ORDERS**

Members reviewed amendments to the Town Council's Standing Orders. The amendments were made in line with recommendations from the National Association of Local Councils (NALC). Members noted that there were no substantive changes and approved the amendments and it was proposed by Councillor Hardstaff and seconded by Councillor Hamilton and

RESOLVED: To recommend the adoption of the Revised Standing Orders, in line with NALC recommendations to full Council.

PR46/13 **EXTERNAL AUDIT 2013**

Members received the Audited Annual Return and recommendation report from the External Auditors. Members noted the recommendations and requested that a formal asset register be submitted to a future committee meeting for approval. Members noted that all minutes must be initialled on every page and signed and dated on the final page.

It was proposed by Cllr Drew and seconded by Cllr Hardstaff and

RESOLVED: That the Audited Annual Return be submitted to full Council for the year ended 31 March 2013.

PR47/13 FUNDING FOR ROTOVATOR

Members considered a report from the Allotments Sub-Committee requesting approval for the finding of a rotoator for the Allotments Service, from reserves.

Members discussed the merits of providing a rotoator service.

Cllr Hardstaff brought to Members attention that rotoation was not the best way to control weeds on a vacant plot. He suggested that the Town Council investigate thick sheeting to be placed on the vacant plots until a new tenant could be found.

Members agreed to request that the Allotments Sub-Committee investigate the possibility of providing sheeting rather than a rotoator.

RESOLVED: That officers investigate the costs and practicalities of providing sheeting for weed control on allotment sites, rather than a rotoator. To report to a future Allotment Sub-Committee meeting.

PR48/13 PHOTOCOPIER

Members considered a report on a new contract for the hire of an office photocopier. Members considered the costs quoted within the report and requested officers to obtain further information and costs regarding the possible outsourcing of printing for the office.

Members noted that the contract for the current photocopier would end in June 2014.

RESOLVED: That officers investigate the possibility of outsourcing the Town Council's printing requirements, to be reported to a future Policy and Resources Meeting.

PR49/13 DRAFT BUDGET 2014/2015

Members considered the draft outline budget for 2014/2015. Several cost saving amendments were made to the budget and the Town Clerk was requested to revise the budget for the committee to consider again on 11 December 2013.

RESOLVED: That amendments be made to the Draft Budget for 2014/2015 and for the committee to consider the Budget again on 11 December 2013.

PR50/13 BANKING ARRANGEMENTS 2014

Members considered a report on alternative Banking Arrangements for the Town Council. It was agreed that the Unity Trust Bank provided a service that would fulfil all the Town Council's requirements and it was proposed by Cllr North and seconded by Cllr Hardstaff and

RESOLVED: To recommend to full Council that the future banking arrangements for the Town Council be provided by Unity Trust Bank.

PR51/13 DATES OF MEETINGS FOR 2014

Members agreed and recommended the meeting dates for 2014 to full Council for approval.

RESOLVED: to recommend the meeting dates for 2014 to full Council for approval.

PR52/13 DISPENSATIONS FOR PRECEPT 2014/2015

Members agreed that to comply with the Code of Conduct all Councillors living within the Parish of Andover should apply for dispensation to vote on the Precept for 2014/2015.

PR53/13 COMMUNITY RIGHT TO BID

Members were reminded of the Community Right to Bid list and asked to submit their reasons for wanting community assets listed.

PR54/13 TOWN CENTRE MANAGER – UPDATE

The Chairman, Cllr North reported that he, the Chairman of the Council, Cllr McBride and the Town Clerk had attended a meeting at Test Valley borough Council with Mr Tetstall and Mr Gleave to discuss the details of the Town Centre Manager scheme. Cllr North suggested that a Member Group be set up to consider the details and job description of the Town Centre Manager prior to recommendation to full Council. Cllr North agreed to organise the Group and report back to full Council on 21 November 2013.

PR55/13 YOUTH COUNCIL – UPDATE

Members received an update on the Andover Youth Council. Cllr Hamilton reported that the first meeting with potential Youth Council members had taken place and the first meeting of the Andover Youth Council would take place at 6pm on Thursday 21 November 2013 prior to the full Council meeting.

PR56/13 FINANCE

Payment of Accounts at 28 October 2013

Members noted and approved the payment of accounts up to 28 October 2013 – recorded below:

Date	Supplier	Description of goods/services	Total Paid (£)
02.10.13	ACE Liftaway	Final bill for toilet service (allotments)	204.00
30.09.13	Baxter Confidential	Confidential Waste Removal	78.00
02.10.13	DMJ Butler Country Services	Job Nos: 544,553,570,563,552	390.00
30.09.13	Convenient Hire Ltd	Toilet Services (allotments)	560.00

01.10.13	Custom Studio	Monthly website hosting	35.94
01.10.13	Danwood Working Solutions	Quarterly Hire of photocopier	187.54
03.10.13	Danwood Working Solutions	Photocopying charges	167.34
15.10.13	DMJ Butler Country Services	Job Nos: 580, 579, 581, 585, 582, 588, 576, 577, 570, 574, 575, 571	693.13
21.10.13	SLCC	CiLCA Training	50.00
21.10.13	Refund rental		23.40
21.10.13	South East Employers	Training – Employment Law update 2013	228.00
21.10.13	Town Clerk	Reimbursements October 2013	94.86
17.10.13	British Telecom	Telephone & Internet Services	78.93
17.10.13	Southern Water	The Drove Allotments – Water supply	334.61
21.10.13	Viking Supplies	Stationery Order PO51	138.38
22.10.13	DMJ Butler Country Supplies	Job Nos: 574, 575, 571, 585,	717.70
23.10.13	Andover & District Mencap	Recycling Services	7.80
24.10.13	Test Valley Borough Council	Hire of Guildhall – 21.11.2013	42.00
25.10.13	Spencer Architecture	Planning Application Fee for Xmas Lights	192.50
29.10.13	First Clean Services	Window Cleaning 21.10.2013	36.00
30.10.13	Allotments Administrator	November Salary 2013	977.02
30.10.13	Town Clerk	November Salary 2013	2108.99
30.10.13	H M Revenue & Customs	November Tax	1008.62
Total			8,354.76

Accounts up to 30 September 2013

Members received the Bank Statement and Accounts System Reconciled Statement up to 30 September 2013. The Chairman signed the documents as a correct record.

PR57/13 COMMITTEE WORK PROGRAMME

Members discussed items on the current work programme and made the following changes to add to the Work Programme for 11 December 2013 the following items:

Speedwatch

Reg Presley Memorial Plaque

The Chairman closed the meeting at 8.55pm.

Chairman

Date



ANDOVER TOWN COUNCIL

B

Report

Ickniel Trust – Funding for Fencing

Produced for:

Policy and Resources Committee

Date of Report:

Monday 2 December 2013

Summary of Key Issues

To consider providing funding from Town Council Reserves for new fencing along the border of Vigo Road Allotment Site by the Ickniel Trust.

Current Situation

In early 2013 the Town Council was contacted by Ickniel School. Their site borders the Town Council's Vigo Road Allotments and they wanted to replace the fencing along the boundary line. Also, as they have an allotment on the site they wished to install an access gate onto the allotment site.

They were informed that the decision would need to be made by the Allotments Sub-Committee. A further communication was then received asking if the Town Council would contribute to the cost of the fencing as it would be replacing the old dilapidated allotment boundary fence.

The contact at the school was informed that the decision would need to be made by the allotments sub-committee. However, the work on the fencing went ahead without any promise of funding from the Town Council, prior to a decision by the allotments sub-committee. The cost of the fencing amounted to £6,000.

Subsequently a report was given to the allotments sub-committee and the decision was taken that as it was the Ickniel School, funded by Hampshire County Council, the Town Council would not make a contribution.

The Ickniel Trust then contacted the Chairman of the Allotments Sub-Committee to explain that Hampshire County Council had not funded the fencing, it had been paid for by the Trust and subsequently would the Town Council reconsider its decision not to contribute to the costs.

The Allotments Sub-Committee reconsidered the request having considered costs for the Town Council to have replaced the fencing to the same standard.

Officers provided quotations for a similar fence, which would have cost in the region of £3000 to £4,000.

Recommendation from the Allotments Sub-Committee

Having considered the costs for the Town Council replace the fencing and establishing the fact that the Ickniel Trust funded the replacement fencing the Allotments sub-committee have recommended that the Town Council fund the replacement fencing by £1,500 to be taken from reserves.

Further Recommendation

That funding be provided for replacement fencing at Vigo Road Allotments, £750 to be taken from the Allotments Budget and £750 to be taken from Reserves.

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



Report

PRINTING COSTS	
Produced for: Policy and Resources Committee	Date of Report: Tuesday 3 December 2013
Summary of Key Issues To consider whether the Town Council should outsource its printing needs in order to reduce costs.	
Current Situation The current office photocopier is a reconditioned machine, at least 5 years old. For the past year, the officers have found that the machine is no longer reliable, breaking down in the middle of large print runs. The machine is supported by a 4hr call out for repairs, but it has become increasingly evident that the machine requires parts which take longer than 4 hours to source. Therefore, officers have been left without printing capabilities for 2 or 3 days. The work of the Council is increasing, with the projects and services it provides. Therefore more demand is being placed upon an old unreliable machine. With the increase in the level of service provided, particularly for the Allotments, photographs need to be taken and printed with regard to various issues. Officers have been informed that the current machine is not capable of printing photographs and will 'jam' if it is attempted. Officers have considered the usage during 2013/2014 and the machine has produced: 9060 Colour copies 17540 Mono copies This includes, agendas produced for all Council meetings, minutes, letters, notices and working papers.	
Reduction in printing costs Officers researched differing costs of photocopy machines and were asked to research the cost of outsourcing the Office printing. Officers were also asked to research the cost of a standard printer in the office to allow officers to continue with day to day administration.	
Current costs The current contract expires in June 2014. The current costs for the existing photocopier machine are as follows: 9060 colour @ 0.051580p per copy = £467.32	

17540 mono @ 0.051580p per copy = £90.48

£156.28 x 4 (quarterly rental) = £625.12

Total cost per year = £1,182.92

Outsourcing printing (basic costs)

Officers have investigated the cost of outsourcing the Council's printing. The costs are outlined below; however, Members attention is brought to the cost in Officer time. If the Council's printing were to be outsourced for jobs such as invoicing and agenda production, Officers would need to prepare paperwork further in advance, adding pressure on deadlines. This would also not allow for the correction of any errors or last minute changes. Officers may have to physically take the printing to the contractor.

In addition, some kind of printer, copier and scanner would be required for the office to operate on a daily basis.

Option 1 – Supplier A

25p per colour page – approximately £750 per QTR

10p per black/white page – approximately £300 per QTR

TOTAL COST per Year = £4,000

Further Outsourcing costs are awaited and will be available at the Policy and Resources Committee meeting.

Officer time – 2 hrs per week to deliver and collect printing

Office Printer costs

Option 1

Estimated use of inhouse printer – 50 pages per day (between 2 officers)

Colour lazerjet printer = £260

Colour cartridges x 3 + black cartridge = £223

Usage of cartridges (replaced every 3 months) = **TOTAL COST per Year £892**

Option 2

Estimated use of inhouse printer – 50 pages per day (between 2 officers)

Colour Inkjet Printer = £200

Cartridges = £76.80

Usage of cartridges (replaced every month) = **TOTAL COST per Year £921.60**

Photocopier Costs

Officers have investigated the costs of changing the office photocopier to a new machine and changing contracts. The optional costs, based on 2013 usage are outlined below:

Option 1 – Supplier A

9060 colour @ 0.05p per copy = £453

17540 mono @ 0.005p per copy = £87.70

£237.02 x 4 (quarterly rental) = £948.08

Total cost per year = £1,123.48

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

Members attention is brought to Supplier B – the machine quoted also has stapling capability. Officers spend on average 20 minutes prior to each meeting, stapling agendas.

The cost of this time is as follows:

20 mins @ £5.55 x 39 meetings (based on 2014) = £216.65.

Therefore the true cost for supplier B would be £1,230.76

Option 3 – Supplier A (continuing with the current machine from June 2014)

9060 colour @ 0.051580p per copy = £467.32

17540 mono @ 0.051580p per copy = £90.48

£156.28 x 4 (quarterly rental) = £625.12

Total cost per year = £1,182.92

Financial Implications

At the previous Policy and Resources Meeting Members agreed to reduce the Photocopying/Printing Budget to £1,500.

Legal and Policy Implications

As per the Local Government Act 1972 agendas must be available in hard copy and available to the public. This requires Officers to print extra copies of all agendas produced for Council Meetings.

As per the Local Government Act 1972, hard copies of all minutes must be kept and be available for inspection by the public.

As per the Governance and Accountability for Local Councils – a Practitioners’ Guide (England) all Council financial records must be in paper format and kept for at least 10 years. This includes copies of banking statements, reconciliation statements, accounts, invoicing, copies of cheques or bacs payments, remittance advice and purchase orders.

Recommendation

- 1. To approve one of the Options for Photocopying**
- 2. To approve Budget costs for 2014/2015 for the provision of printing and photocopying.**

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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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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Conclusions and Recommendations 3

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.

Financial Budget Comparison

Comparison between 01/04/13 and 05/12/13 inclusive.
Excludes transactions with an invoice date prior to 01/04/13

	Previous Year's Net	2013/2014	Actual Net	Balance	2014/2015
INCOME					
Amenities & Town Development					
3025 Town Development					
3025/1 Income from Events	£533.59	£0.00	£0.00	£0.00	£0.00
3025/2 Grants	£0.00	£0.00	£8,500.00	£8,500.00	£0.00
3025/3 Sponsors	£0.00	£0.00	£0.00	£0.00	£0.00
3025 Total	£533.59	£0.00	£8,500.00	£8,500.00	£0.00
Total Amenities & Town Development	£533.59	£0.00	£8,500.00	£8,500.00	£0.00
Policy & Resources					
3000 Precept	£65,561.50	£115,717.00	£115,717.19	£0.19	£0.00
3001 TVBC Tax band Grant	£0.00	£18,324.00	£18,324.00	£0.00	£0.00
3010 Bank Interest	£302.54	£0.00	£202.55	£202.55	£300.00
3020 Grants Received	£0.00	£0.00	£0.00	£0.00	£0.00
Total Policy & Resources	£65,864.04	£134,041.00	£134,243.74	£202.74	£300.00
Allotments					
3050 Allotment Rents					
3050/1 Admirals Way	£10,709.38	£875.00	£946.62	£71.62	£1,050.00
3050/2 Barlows Lane	£0.00	£3,915.00	£3,917.14	£2.14	£4,550.00
3050/3 Churchill Way	£0.00	£1,580.00	£1,651.68	£71.68	£1,750.00
3050/4 Mylen Road	£0.00	£1,145.00	£1,145.16	£0.16	£1,250.00
3050/5 Old Winton Road	£0.00	£3,280.00	£3,310.80	£30.80	£3,400.00
3050/6 The Drove	£0.00	£4,205.00	£5,487.45	£1,282.45	£6,840.00
3050/7 Vigo Road	£0.00	£4,200.00	£4,711.42	£511.42	£5,750.00
3050 Total	£10,709.38	£19,200.00	£21,170.27	£1,970.27	£24,590.00
Total Allotments	£10,709.38	£19,200.00	£21,170.27	£1,970.27	£24,590.00

Financial Budget Comparison

Comparison between 01/04/13 and 05/12/13 inclusive.

Excludes transactions with an invoice date prior to 01/04/13

	Previous Year's Net	2013/2014	Actual Net	Balance	2014/2015
Total Income	£77,107.01	£153,241.00	£163,914.01	£10,673.01	£24,890.00

Financial Budget Comparison

Comparison between 01/04/13 and 05/12/13 inclusive.

Excludes transactions with an invoice date prior to 01/04/13

	Previous Year's Net	2013/2014	Actual Net	Balance	2014/2015
EXPENDITURE					
Amenities & Town Development					
4700 Town Centre Development					
4700/1 Notice Boards	£2,500.50	£0.00	£0.00	£0.00	£0.00
4700/2 Christmas Lights	£26,644.97	£20,000.00	£16,064.02	£3,935.98	£20,000.00
4700/3 Events	£6,556.26	£1,000.00	£500.00	£500.00	£1,000.00
4700/5 Youth Development	£0.00	£1,000.00	£266.77	£733.23	£1,000.00
4700/6 Development of Town Centre	£0.00	£5,000.00	£0.00	£5,000.00	£500.00
4700/7 Town Centre Management	£0.00	£0.00	£0.00	£0.00	£9,330.00
4700 Total	£35,701.73	£27,000.00	£16,830.79	£10,169.21	£31,830.00
➔ Total Amenities & Town Development	£35,701.73	£27,000.00	£16,830.79	-£10,169.21	£31,830.00
Policy & Resources					
4000 Corporate Management					
4000/1 Accounts Support	£695.50	£520.00	£0.00	£520.00	£710.00
4000/2 Bank Charges	£12.00	£20.00	£0.00	£20.00	£20.00
4000/3 Legal & Professional Fees	£482.50	£1,500.00	£276.00	£1,224.00	£750.00
4000/4 Audit Fees	£1,300.00	£1,800.00	£400.00	£1,400.00	£1,325.00
4000/5 IT Support & Equipment	£245.00	£600.00	£0.00	£600.00	£600.00
4000/6 Web Site & Community Development					
4000/6/1 Web Site	£0.00	£3,000.00	£384.63	£2,615.37	£1,000.00
4000/6/2 Website Hosting	£0.00	£0.00	£29.95	-£29.95	£500.00
4000/6 Total	£0.00	£3,000.00	£414.58	£2,585.42	£1,500.00
4000 Total	£2,735.00	£7,440.00	£1,090.58	£6,349.42	£4,905.00
4100 Democratic Representation					
4100/1 Chairmans Allowance	£18.00	£100.00	£0.00	£100.00	£50.00
4100/2 Members Training & Courses	£140.00	£500.00	£435.00	£65.00	£500.00

Financial Budget Comparison

Comparison between 01/04/13 and 05/12/13 inclusive.

Excludes transactions with an invoice date prior to 01/04/13

	Previous Year's Net	2013/2014	Actual Net	Balance	2014/2015
4100/3	£0.00	£100.00	£0.00	£100.00	£100.00
4100/4	£378.00	£700.00	£182.00	£518.00	£500.00
4100	£536.00	£1,400.00	£617.00	£783.00	£1,150.00
4180					
4180/1	£0.00	£8,000.00	£0.00	£8,000.00	£12,000.00
4180	£0.00	£8,000.00	£0.00	£8,000.00	£12,000.00
4190					
4190/1	£1,843.00	£1,000.00	£0.00	£1,000.00	£1,000.00
4190/2	£0.00	£0.00	£0.00	£0.00	£0.00
4190/3	£5,000.00	£5,000.00	£0.00	£5,000.00	£0.00
4190	£6,843.00	£6,000.00	£0.00	£6,000.00	£1,000.00
4200					
4200					
4200/1	£36,570.45	£45,000.00	£25,021.83	£19,978.17	£48,600.00
4200/2	£8,115.30	£10,000.00	£7,219.66	£2,780.34	£12,230.00
4200/3	£53.76	£1,000.00	£265.00	£735.00	£500.00
4200/4	£86.34	£400.00	£31.15	£368.85	£200.00
4200	£44,825.85	£56,400.00	£32,537.64	£23,862.36	£61,530.00
4210					
4210/1	£0.00	£250.00	£0.00	£250.00	£250.00
4210/2	£205.08	£250.00	£217.20	£32.80	£250.00
4210/3	£5,499.96	£5,500.00	£3,208.31	£2,291.69	£5,665.00
4210/4	£2,565.00	£2,700.00	£2,633.40	£66.60	£2,700.00
4210/5	£0.00	£500.00	£0.00	£500.00	£100.00
4210/6	£688.34	£1,200.00	£972.56	£227.44	£1,300.00
4210/7	£2,000.30	£2,000.00	£971.89	£1,028.11	£2,000.00
4210/8	£1,512.95	£2,100.00	£940.83	£1,159.17	£1,500.00

Financial Budget Comparison

Comparison between 01/04/13 and 05/12/13 inclusive.

Excludes transactions with an invoice date prior to 01/04/13

	Previous Year's Net	2013/2014	Actual Net	Balance	2014/2015
4210/9	£821.76	£800.00	£519.82	£280.18	£800.00
4210/10	£0.00	£800.00	£0.00	£800.00	£800.00
4210/11	£2,488.00	£2,500.00	£2,729.25	-£229.25	£2,700.00
4210/12	£3,933.02	£2,200.00	£21.94	£2,178.06	£2,300.00
4210/14	£0.00	£200.00	£0.00	£200.00	£100.00
4210/15	£157.78	£250.00	£258.46	-£8.46	£250.00
4210/16	£37.99	£250.00	£418.46	-£168.46	£200.00
4210/17	£335.60	£500.00	£150.15	£349.85	£400.00
4210	£20,245.78	£22,000.00	£13,042.27	£8,957.73	£21,315.00
Total Policy & Resources	£75,185.63	£101,240.00	£47,287.49	-£53,952.51	£101,900.00

20 Allotments

4500	Allotment Service				
4500/1	Allotment Maintenance				
4500/1/1	Admirals Way				
4500/1/1/1	Services	£794.76	£618.42	£381.58	£1,000.00
4500/1/1/2	Grounds Maintenance	£862.28	£467.00	£675.00	£715.00
4500/1/1/3	Water Charges	£240.38	£263.50	£21.50	£400.00
4500/1/1/4	Repairs & Renewals	£215.26	£500.22	-£215.22	£715.00
4500/1/1/5	Equipment	£525.83	£0.00	£70.00	£70.00
4500/1/1/6	Sundries	£54.26	£0.00	£70.00	£70.00
4500/1/1	Total	£2,692.77	£1,849.14	£1,002.86	£2,970.00
4500/1/2	Barlows Road				
4500/1/2/1	Services	£744.68	£595.56	£404.44	£1,000.00
4500/1/2/2	Grounds maintenance	£501.28	£365.00	£777.00	£715.00
4500/1/2/3	Water Charges	£300.50	£658.89	-£373.89	£900.00
4500/1/2/4	Repairs and Renewals	£71.24	£329.37	-£44.37	£715.00
4500/1/2/5	Equipment	£29.57	£0.00	£70.00	£70.00

Financial Budget Comparison

Comparison between 01/04/13 and 05/12/13 inclusive.

Excludes transactions with an invoice date prior to 01/04/13

	Previous Year's Net	2013/2014	Actual Net	Balance	2014/2015
4500/1/2/6 Sundrys	£20.00	£70.00	£0.00	£70.00	£70.00
4500/1/2 Total	£1,667.27	£2,852.00	£1,948.82	£903.18	£3,470.00
4500/1/3 Churchill Way					
4500/1/3/1 Services	£866.66	£1,000.00	£512.70	£487.30	£1,000.00
4500/1/3/2 Grounds Maintenance	£661.28	£1,142.00	£365.00	£777.00	£715.00
4500/1/3/3 Water Charges	£55.21	£285.00	£337.55	£52.55	£500.00
4500/1/3/4 Repairs and Renewals	£484.01	£285.00	£1,000.83	£715.83	£715.00
4500/1/3/5 Equipment	£9.57	£70.00	£147.68	£77.68	£70.00
4500/1/3/6 Sundrys	£20.00	£70.00	£0.00	£70.00	£70.00
4500/1/3 Total	£2,096.73	£2,852.00	£2,363.76	£488.24	£3,070.00
4500/1/4 Mylen Road					
4500/1/4/1 Services	£946.66	£1,000.00	£575.56	£424.44	£1,000.00
4500/1/4/2 Grounds Maintenance	£1,000.82	£1,142.00	£1,175.00	£33.00	£715.00
4500/1/4/3 Water Charges	£154.00	£285.00	£279.29	£5.71	£400.00
4500/1/4/4 Repairs and Renewals	£60.00	£285.00	£450.00	£165.00	£715.00
4500/1/4/5 Equipment	£9.57	£70.00	£0.00	£70.00	£70.00
4500/1/4/6 Sundrys	£20.00	£70.00	£0.00	£70.00	£70.00
4500/1/4 Total	£2,191.05	£2,852.00	£2,479.85	£372.15	£2,970.00
4500/1/5 Old Winton Road					
4500/1/5/1 Services	£380.20	£1,000.00	£415.12	£584.88	£1,000.00
4500/1/5/2 Grounds Maintenance	£1,039.28	£1,142.00	£175.00	£967.00	£714.00
4500/1/5/3 Water Charges	£50.25	£285.00	£292.15	£7.15	£450.00
4500/1/5/4 Repairs & Renewals	£66.95	£285.00	£389.27	£104.27	£714.00
4500/1/5/5 Equipment	£268.57	£70.00	£187.69	£117.69	£70.00
4500/1/5/6 Sundrys	£20.00	£70.00	£74.72	£4.72	£70.00
4500/1/5 Total	£1,825.25	£2,852.00	£1,533.95	£1,318.05	£3,018.00
4500/1/6 The Drive					

Financial Budget Comparison

Comparison between 01/04/13 and 05/12/13 inclusive.

Excludes transactions with an invoice date prior to 01/04/13

	Previous Year's Net	2013/2014	Actual Net	Balance	2014/2015
4500/1/6/1 Services	£974.98	£1,000.00	£885.17	£114.83	£1,000.00
4500/1/6/2 Grounds Maintenance	£1,054.48	£1,148.00	£380.00	£768.00	£716.00
4500/1/6/3 Water Charges	£910.69	£290.00	£1,541.11	-£1,251.11	£2,250.00
4500/1/6/4 Repairs & Renewals	£63.75	£290.00	£204.89	£85.11	£716.00
4500/1/6/5 Equipment	£9.57	£80.00	£79.86	£0.14	£70.00
4500/1/6/6 Sundries	£20.00	£80.00	£0.00	£80.00	£70.00
4500/1/6 Total	£3,033.47	£2,888.00	£3,091.03	-£203.03	£4,822.00
4500/1/7 Vigo Road					
4500/1/7/1 Services	£791.67	£1,000.00	£1,892.28	-£892.28	£1,000.00
4500/1/7/2 Grounds Maintenance	£1,827.75	£1,142.00	£1,444.15	-£302.15	£714.00
4500/1/7/3 Water Charges	£391.45	£285.00	£929.81	-£644.81	£1,500.00
4500/1/7/4 Repairs & Renewals	£747.95	£285.00	£771.39	-£486.39	£714.00
4500/1/7/5 Equipment	£29.57	£70.00	£0.00	£70.00	£70.00
4500/1/7/6 Sundries	£87.00	£70.00	£23.40	£46.60	£70.00
4500/1/7 Total	£3,875.39	£2,852.00	£5,061.03	-£2,209.03	£4,068.00
4500/1 Total	£17,381.93	£20,000.00	£18,327.58	£1,672.42	£24,390.00
4500/2 Allotment Utilities	£0.00	£0.00	£22.81	-£22.81	£0.00
4500 Total	£17,381.93	£20,000.00	£18,350.39	£1,649.61	£24,390.00
Total Allotments	£17,381.93	£20,000.00	£18,350.39	-£1,649.61	£24,390.00
Total Expenditure	£128,269.29	£148,240.00	£82,468.67	£65,771.33	£158,120.00
Total Income	£77,107.01	£153,241.00	£163,914.01	£10,673.01	£24,890.00
Total Expenditure	£128,269.29	£148,240.00	£82,468.67	£65,771.33	£158,120.00
Total Net Balance	-£51,162.28	£5,001.00	£81,445.34		-£133,230.00

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ANDOVER TOWN COUNCIL

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Report

TELECOMMUNICATION AND BROADBAND PROVISIONS FOR 2014

Produced for:

Policy and Resources Committee

Date of Report:

Tuesday 3 December 2013

Summary of Key Issues

To consider changing the Town Council's Telecommunication Provider.

Current Situation

The Town Council's telecommunication and Broadband provider is British Telecom. Following the recent meeting of the Policy and Resources Committee and the discussions on the restrictions on the Town Council's Budget for 2014, the Town Clerk has endeavoured to find ways to save the Town Council money. Having considered the Budget, it is noticeable that the telephone and internet charges are very high. With this in mind, the Town Clerk has sought quotations from other telecoms companies to see if money can be saved. Outlined below is a quotation report from a provider which could potentially reduce the telephone and broadband charges by half.

Alternative telecommunication and broadband providers

The following report has been provided by a company called Mainstream Digital who specialise in providing telephone and broadband services to local councils and small businesses.

Current set up

You currently have your telephony and broadband service with BT, which is in contract until 16.7.14. This is not a problem as we're able to transfer BT contracts without you receiving any penalties.

- 1 x analogue line - 01264 335592
- 1 x call package 500 minutes on 01264 335592
- 1 x broadband connection

Proposed Solution from Mainstream Digital

The proposal is based around creating savings on your lines and call costs as well as building additional functionality into your current set up.

Business Assist- In the event of a fault we can also invoke our business assist service, this service will divert all your calls to a number of your choice, enabling you to still be handle your calls until the line is back up and running.

Business Level maintenance - This provides our customer with a 4 hour response Mon- Fri with an aim of a next day fix. Mainstream do provide other maintenance options to suit your business needs. Please enquire if you would like further information.

Fax to email - We can provide free fax to email service. You can create as many fax accounts as you wish these will have a geographical number of wherever you would like, and can even use an existing number. When a fax is sent to your number, it is converted to a PDF and emailed to an email destination of your choice. This could be a single email address or a distribution group. I have again attached a PDF on further information on the fax to email service.

Comparison costs

Based on the BT bill you provided, you will see that Mainstream Digital can supply you initially with a **saving of £23.50 per quarter** on your line and broadband rentals alone until the 16.7.14 when your BT contract expires. We can then provide a **quarterly saving of £38.50**. This equates to a **total saving of £462.00** over the full 36 month term.

	Current Telecoms	Proposed Telecoms	
	BT	Mainstream Digital	
1 x analogue line - 01264 335592	£57.00	£48.00 (until 16.7.14)	£33.00 (after 16.7.14)
1 x broadband connection	£30.50	£16.00	£16.00
Total	£87.50	£64.00	£49.00

Comparison on calls

Mainstream Digital can offer the following call rates

- Calls to Local/national call – 0.00ppm (**FREE**)
- Calls to mobiles – 4.99ppm (**under 5p**)

Calls are charged by the second and there are no setup fees so you only pay for what you use.

You are currently being charged £48.00 a quarter for a 500 minute call package. Mainstream Digital do not provide call packages as we believe there are hidden minimal call duration set within each package, so you don't really benefit to the maximum minutes allocated.

If you were to use 500 minutes on our 4.99ppm mobile rate, you would have paid £24.95 for the quarter. You may not use that amount to mobiles but as we don't charge for local and national calls it's the only comparison available. Based on that example there is a saving of £23.05 per quarter to be made on calls.

Rental Monthly

Product	Qty	Rental	Connection	Total
SP4 Tariff - Free Local & National* and 4.99ppm to Mobiles - No minimum call charge No setup charge	1	£0.00	£0.00	£0.00
			Rental Total	£0.00
			Connection	£0.00

Rental Quarterly

Product	Qty	Rental	Connection	Total
Transob PSTN - Takeover - 36 Month - Main line - 01264 335592 Line rental will be reduced to £33.00 after BT contract expires on 16.7.14	1	£48.00	£0.00	£48.00
ADSL2 Broadband SoHo - 36 Months	1	£48.00	£0.00	£48.00
			Rental Total	£96.00
			Connection	£0.00

Mainstream Benefits

Mainstream Digital supply all voice, IP, digital, connectivity and Internet technologies that can drive your business forward, whilst providing a genuine UK-based, quality personal service.

- **SIP Lines** - FREE SIP line (line across the Internet).
- **NO SETUP Fees or minimum call charges with Mainstream.**
- **Enhanced maintenance** - This service gives you a 4 hour response, by an engineer to all faults reported, Mon-Fri 8:00-18:00*.
- **Business Assist** - In the event of a problem on your analogue or digital ISDN voice lines, or your fax line, one call will invoke the Business Assist service.
- **Call Handling Statistics** - These web based reports show you when your customers get ring tone, no reply or engaged tone.
- **One Bill and Online billing** - Offers an easy to use portal to your bill and reports on usage.
- **0800 number for all enquiries**
- **Fax to Email Service** - Incoming faxes would be delivered direct to your email saving time and money.
- **UK based support** - From our offices based in Cirencester dedicated to customer satisfaction.

Financial Implications

The financial implications are outlined in the report above.

Legal and Policy Implications

As good practice, the Town Council should provide a telephone answering service for the members of public. Additionally, telephone and broadband services are essential to the running of an efficient office. The Town Council should continually be striving to achieve best value for money.

Recommendation

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.

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



Report

Local Government Audit Consultation

Produced for:

Policy and Resources Committee

Date of Report:

Tuesday 3 December 2013

Summary of Key Issues

To consider a response to the Local Government Audit Consultation outlined below.

Current Situation

1. In May 2013, the Government introduced the Local Audit and Accountability Bill into Parliament. If enacted, to give effect to the new local audit arrangements many of the provisions contained in the Bill will require secondary legislation.
2. The purpose of this is to inform you that the Government is seeking to consult all interested parties about the content of a large subset of the proposed secondary legislation. The draft regulations refer to clauses as in the Bill introduced from the House of Lords to the House of Commons on 31 July 2013.
3. The Local Audit are seeking contributions from all local public bodies affected by these changes, their representatives and any other interested parties, to help us refine the regulations and policy statements contained in this document.

Timing

4. This consultation begins on 25 November and runs for a period of 4 weeks, with responses invited by 20 December 2013.

How to get involved

5. All contributions can be made via our e-portal at: <http://localaudit.readandcomment.com/>. Through this portal, you will be able to comment on sections relating to specific regulations, their associated questions and the actual draft regulations. The e-portal also has a dedicated message board, enabling interested parties to share their views.
6. Further details relating to the consultation can also be found on GOV.UK, where you also download an electronic version of the consultation document at: <https://www.gov.uk/government/consultations/future-of-local-audit-consultation-on-secondary-legislation>

Recommendation

1. To form a small Working Group to formulate a response on behalf of the Town Council OR
2. To delegate authority to the Town Clerk to respond on behalf of the Town Council

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

POLICY & RESOURCES WORK PROGRAMME: 11 DECEMBER 2013

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
11 December 2013	Website/Logo – colours quotes		Note: Moved to December meeting as WG has been unable to meet.	
11 December 2013	Review of Business Plan		To ensure Town Council is up to date with the Business Plan	Recommend any actions to Full Council
11 December 2013	Annual Budget	STAT	To finalise any changes to the Budget for 2014/2015	Recommend to Full Council
5 February 2014	Internal Audit Arrangements	STAT	To note Internal Audit arrangements for YE 31 March 2014	
5 February 2014	Annual Report	STAT	To approve the contents of the Annual Report for 2013/2014.	
2 April 2014	Review of Standing Orders	STAT	To review Standing Orders to ensure compliance with latest Governance	Recommend any amendments to Full Council
2 April 2014	Review of Financial Regulations	STAT	To review Financial Regulations to ensure compliance with latest Governance	Recommend any amendments to Full Council
5 June 2014	Accounts for the Year Ended 31 March 2014	STAT	To approve the Accounts for the Year Ended 31 March 2014	Recommend to Full Council
5 June 2014	To receive the Internal Auditors Report	STAT	To approve the Action Plan arising from the Internal Auditors Report	Recommend to Full Council
6 August 2014	Corporate Risk Assessment	STAT	To review the Town Council's Corporate Risk Assessment for 2015	Recommend to Full Council
30 October 2014	Annual Budget 2015/2016	STAT	To prepare the and amend the Annual Budget 2015/2016	

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
10 December 2014	Annual Budget 2015/2016		To finalise amendments to the Budget for 2015/2016 and to recommend full Budget to full Council for approval.	Recommend to Full Council