



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 Thursday 16 January 2014 at 8.00 pm following the Amenities Committee Meeting when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
10 January 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 **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.

4 **DRAFT BUDGET 2014/2015**

To consider the Draft Outline Budget for the year 2014/2015 for recommendation to Full Council – Budget attached at **Appendix A**.

5 **FINANCE**

Payment of Accounts up to 14 January 2014

To approve the Payment of accounts up to 14 January 2014 – papers to follow.

Accounts up to 31 December 2013

To receive bank statement and reconciled accounts up to 31 December 2013 – papers to follow.

The Chairman will close the meeting.

Financial Budget Comparison

Comparison between 01/04/13 and 07/01/14 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
3025/2	Grants	£0.00	£0.00	£8,500.00	£8,500.00
3025/3	Sponsorship	£0.00	£0.00	£0.00	£0.00
3025	Total	£533.59	£0.00	£8,500.00	£8,500.00
Total Amenities & Town Development		£533.59	£0.00	£8,500.00	£8,500.00
Policy & Resources					
3000	Precept	£65,561.50	£115,717.00	£115,717.19	£0.19
3001	TVBC Tax band Grant	£0.00	£18,324.00	£18,324.00	£0.00
3010	Bank Interest	£302.54	£0.00	£202.55	£202.55
3020	Grants Received	£0.00	£0.00	£0.00	£0.00
Total Policy & Resources		£65,864.04	£134,041.00	£134,243.74	£202.74
Allotments					
3050	Allotment Rents				
3050/1	Admirals Way	£10,709.38	£875.00	£946.62	£71.62
3050/2	Barlows Lane	£0.00	£3,915.00	£3,917.14	£2.14
3050/3	Churchill Way	£0.00	£1,580.00	£1,651.68	£71.68
3050/4	Mylen Road	£0.00	£1,145.00	£1,145.16	£0.16
3050/5	Old Winton Road	£0.00	£3,280.00	£3,310.80	£30.80
3050/6	The Drove	£0.00	£4,205.00	£5,487.45	£1,282.45
3050/7	Vigo Road	£0.00	£4,200.00	£4,711.42	£511.42
3050	Total	£10,709.38	£19,200.00	£21,170.27	£1,970.27
Total Allotments		£10,709.38	£19,200.00	£21,170.27	£1,970.27

Financial Budget Comparison

Comparison between 01/04/13 and 07/01/14 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	<u>£77,107.01</u>	<u>£153,241.00</u>	<u>£163,914.01</u>	<u>£10,673.01</u>	<u>£24,890.00</u>

Financial Budget Comparison

Comparison between 01/04/13 and 07/01/14 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	
4700/2	Christmas Lights	£26,644.97	£20,000.00	£16,151.02	£3,848.98	£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	£16,917.79	£10,082.21	£31,830.00
Total Amenities & Town Development		£35,701.73	£27,000.00	£16,917.79	-£10,082.21	£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	£89.85	-£89.85	£500.00
4000/6	Total	£0.00	£3,000.00	£474.48	£2,525.52	£1,500.00
4000	Total	£2,735.00	£7,440.00	£1,150.48	£6,289.52	£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 07/01/14 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	Members Travel	£0.00	£100.00	£0.00	£100.00	£100.00
4100/4	Public Building Hire	£378.00	£700.00	£182.00	£518.00	£500.00
4100	Total	£536.00	£1,400.00	£617.00	£783.00	£1,150.00
4180	Other Services to the Public					
4180/1	Election Costs	£0.00	£8,000.00	£0.00	£8,000.00	£12,000.00
4180	Total	£0.00	£8,000.00	£0.00	£8,000.00	£12,000.00
4190	Grants					
4190/1	Grants	£1,843.00	£1,000.00	£0.00	£1,000.00	£1,000.00
4190/2	Grants Section 137	£0.00	£0.00	£0.00	£0.00	£0.00
4190/3	Grants Christmas Switch on	£5,000.00	£5,000.00	£0.00	£5,000.00	£0.00
4190	Total	£6,843.00	£6,000.00	£0.00	£6,000.00	£1,000.00
4200	Administration Rechargeable Staffing					
4200/1	Salaries Corporate	£36,570.45	£45,000.00	£28,234.78	£16,765.22	£48,600.00
4200/2	Salaries - Allotments	£8,115.30	£10,000.00	£8,080.91	£1,919.09	£12,230.00
4200/3	Staff Training	£53.76	£1,000.00	£265.00	£735.00	£500.00
4200/4	Staff Travel	£86.34	£400.00	£31.15	£368.85	£200.00
4200	Total	£44,825.85	£56,400.00	£36,611.84	£19,788.16	£61,530.00
4210	Administration Rechargeable					
4210/1	Petty Cash	£0.00	£250.00	£0.00	£250.00	£250.00
4210/2	Office Sundries	£205.08	£250.00	£217.20	£32.80	£250.00
4210/3	Rent - Office	£5,499.96	£5,500.00	£3,208.31	£2,291.69	£5,665.00
4210/4	Rates - Office	£2,565.00	£2,700.00	£2,633.40	£66.60	£2,700.00
4210/5	Water Rates - Office	£0.00	£500.00	£0.00	£500.00	£100.00
4210/6	Heating & Lighting - Office	£688.34	£1,200.00	£972.56	£227.44	£1,300.00
4210/7	Telephone	£2,000.30	£2,000.00	£1,038.16	£961.84	£900.00
4210/8	Photocopying	£1,512.95	£2,100.00	£940.83	£1,159.17	£1,450.00

Financial Budget Comparison

Comparison between 01/04/13 and 07/01/14 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	Printing & stationery	£821.76	£800.00	£519.82	£280.18	£800.00
4210/10	Postage	£0.00	£800.00	£0.00	£800.00	£800.00
4210/11	Subscriptions/Memberships	£2,488.00	£2,500.00	£2,729.25	-£229.25	£2,700.00
4210/12	Insurance	£3,933.02	£2,200.00	£21.94	£2,178.06	£2,300.00
4210/14	Other Advertising	£0.00	£200.00	£0.00	£200.00	£100.00
4210/15	Office Equipment maintenance	£157.78	£250.00	£258.46	-£8.46	£250.00
4210/16	New Equipment & furniture	£37.99	£250.00	£418.46	-£168.46	£200.00
4210/17	Waste Removal	£335.60	£500.00	£150.15	£349.85	£400.00
4210	Total	£20,245.78	£22,000.00	£13,108.54	£8,891.46	£20,165.00
Total Policy & Resources		£75,185.63	£101,240.00	£51,487.86	-£49,752.14	£100,750.00
Allotments						
4500	Allotment Service					
4500/1	Allotment Maintenance					
4500/1/1	Admirals Way					
4500/1/1/1	Services	£794.76	£1,000.00	£685.20	£314.80	£1,000.00
4500/1/1/2	Grounds Maintenance	£862.28	£1,142.00	£467.00	£675.00	£715.00
4500/1/1/3	Water Charges	£240.38	£285.00	£263.50	£21.50	£400.00
4500/1/1/4	Repairs & Renewals	£215.26	£285.00	£500.22	-£215.22	£715.00
4500/1/1/5	Equipment	£525.83	£70.00	£0.00	£70.00	£70.00
4500/1/1/6	Sundries	£54.26	£70.00	£0.00	£70.00	£70.00
4500/1/1	Total	£2,692.77	£2,852.00	£1,915.92	£936.08	£2,970.00
4500/1/2	Barlows Road					
4500/1/2/1	Services	£744.68	£1,000.00	£662.34	£337.66	£1,000.00
4500/1/2/2	Grounds maintenance	£501.28	£1,142.00	£365.00	£777.00	£715.00
4500/1/2/3	Water Charges	£300.50	£285.00	£658.89	-£373.89	£900.00
4500/1/2/4	Repairs and Renewals	£71.24	£285.00	£329.37	-£44.37	£715.00
4500/1/2/5	Equipment	£29.57	£70.00	£0.00	£70.00	£70.00

Financial Budget Comparison

Comparison between 01/04/13 and 07/01/14 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 Sundries	£20.00	£70.00	£55.00	£15.00	£70.00
4500/1/2 Total	£1,667.27	£2,852.00	£2,070.60	£781.40	£3,470.00
4500/1/3 Churchill Way					
4500/1/3/1 Services	£866.66	£1,000.00	£579.48	£420.52	£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 Sundries	£20.00	£70.00	£0.00	£70.00	£70.00
4500/1/3 Total	£2,096.73	£2,852.00	£2,430.54	£421.46	£3,070.00
4500/1/4 Mylen Road					
4500/1/4/1 Services	£946.66	£1,000.00	£642.34	£357.66	£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 Sundries	£20.00	£70.00	£0.00	£70.00	£70.00
4500/1/4 Total	£2,191.05	£2,852.00	£2,546.63	£305.37	£2,970.00
4500/1/5 Old Winton Road					
4500/1/5/1 Services	£380.20	£1,000.00	£481.90	£518.10	£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 Sundries	£20.00	£70.00	£74.72	-£4.72	£70.00
4500/1/5 Total	£1,825.25	£2,852.00	£1,600.73	£1,251.27	£3,018.00
4500/1/6 The Drove					

Financial Budget Comparison

Comparison between 01/04/13 and 07/01/14 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	£951.95	£48.05	£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	£3,157.81	-£269.81	£4,822.00
4500/1/7 Vigo Road					
4500/1/7/1 Services	£791.67	£1,000.00	£1,959.06	-£959.06	£1,000.00
4500/1/7/2 Grounds Maintenance	£1,827.75	£1,142.00	£1,528.47	-£386.47	£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	£5,212.13	-£2,360.13	£4,068.00
4500/1 Total	£17,381.93	£20,000.00	£18,934.36	£1,065.64	£24,388.00
4500/2 Allotment Utilities	£0.00	£0.00	£22.81	-£22.81	£0.00
4500 Total	£17,381.93	£20,000.00	£18,957.17	£1,042.83	£24,390.00
Total Allotments	£17,381.93	£20,000.00	£18,957.17	-£1,042.83	£24,390.00
Total Expenditure	£128,269.29	£148,240.00	£87,362.82	£60,877.18	£156,970.00
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	£87,362.82	£60,877.18	£156,970.00
Total Net Balance	-£51,162.28	£5,001.00	£76,551.19		-£132,080.00