



# ANDOVER TOWN COUNCIL

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

Cllrs Phil North (**Chairman**), Katherine Bird (**Vice-Chairman**), Zilliah Brooks, David Drew, Janet Evans, Karen Hamilton, Kevin Hughes, Marion Kerley, Geoff McBride and Tony Raper.

(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 19 April 2012 at 7.30 pm when it is proposed to transact the following business:-



Wendy Coulter - Town Clerk  
13 April 2012

**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 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 23 February 2012 – attached at **Appendix A**.

4 **PUBLIC PARTICIPATION**

There is an opportunity for members of the public to make statements or ask questions on items on the agenda. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

5 **YOUTH COUNCIL**

As part of the implementation of the Town Council's Business Plan, Councillors McBride and Fitchet, volunteered to work on the investigation and establishment of a Youth Council in Andover. Members are requested to consider the proposals as set out in the attached report at **Appendix B**.

6 **FINANCIAL REGULATIONS REVIEW**

A requirement of Financial Regulations is that they be reviewed and amended from time to time. The Financial Regulations were adopted in March 2011.

Members are requested to review the Financial Regulations, attached at **Appendix C**.

7 **WEBSITE REVIEW**

The Town Council's website was launched on 22 March 2012.

Members are requested to consider an on-going support and maintenance contract. Report labelled **Appendix D** to follow.

8 **INSURANCE REVIEW**

Every year the Town Clerk in accordance with Financial Regulations reviews the Town Council's Insurance provision.

Members are requested to consider a report, attached at **Appendix E**, with regard to the Town Council's insurance provision.

9 **GRANTS POLICY**

The Town Council has received a written request from Andover and District Citizens Advice Bureau for assistance with funding.

The Town Council's current Budget for Grant Funding is for a maximum of £1000.

Members are requested to consider the letter attached at **Appendix F**.

10 **PREPARATION OF ACCOUNTS – YEAR ENDED 31 MARCH 2012**

Members are requested to note the following timetable for the preparation of Accounts and Annual Return for the year ended 31 March 2012.

<b>Date</b>	<b>Action</b>	<b>Description</b>
Friday 20 April	Closure of Accounts	Closedown of accounts on software system and preparation of figures for Annual Return
Wednesday 16 May	Internal Audit	Internal Audit and inspection, preparation of papers and reports for Annual Return.
Thursday 7 June	Report to P&R	Internal Auditors Report and Action Plan Accounts – Year Ended 31 March 2012
Thursday 14 June	Annual Return to Full Council	Approval and signing of Annual Return for submission to Audit Commission.

11 **FINANCE**

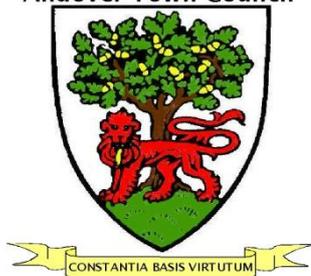
Payment of Accounts at 16 April 2012

To approve the Payment of accounts at 16 April 2012 – papers to follow.

12 **WORK PROGRAMME**

To discuss items on the current 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

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### **Time and date**

7.00pm on Thursday 23 February 2012

### **Place**

Town Council Offices, High Street, Andover

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Attendees: Cllrs Phil North (Chairman), Katherine Bird (Vice-Chairman), David Drew, Karen Hamilton, Geoff McBride and Tony Raper.

Substitutes: Cllr Barbara Long

Ex Officio: Cllr Alan Cotter

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

### **PR18/11 APOLOGIES**

Apologies for absence were received from Councillors Zilliah Brooks, Janet Evans and Marion Kerley.

### **PR19/11 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **PR20/11 MINUTES**

The Minutes of the Policy and Resources Meeting held on 14 December 2011 were agreed and signed by the Chairman as a correct record.

### **PR21/11 PUBLIC PARTICIPATION**

There were no members of the public present that wished to make a statement.

### **PR22/11 BUSINESS PLAN**

Members were requested to recommend to Full Council the Adoption of a Town Council Business Plan and to approve a Policy and Resources Committee Work Plan to implement the Business Plan and to ensure compliance with statutory obligations.

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

**RESOLVED: That the Andover Town Council Business Plan be**

**recommended to Full Council for Adoption.**

Members considered the proposed Work Plan and requested that an additional report on the current status of the Grit Bin project be included on the Work Programme for the next meeting in April 2012.

It was proposed by Cllr Hamilton and seconded by Cllr Bird and

**RESOLVED: That the Policy and Resources Work Programme be adopted to implement the Town Council Business Plan and fulfil Town Council statutory obligations.**

#### **PR23/11 COUNCIL AND COMMITTEE FRAMEWORK**

Members were asked to consider a report to recommend to Full Council a new Committee Framework for a trial period of one year, commencing at the start of the new Council Year in May 2012. Report attached to record minutes.

Councillor Drew introduced the item and that the introduction of a third committee, called Amenities and Town Development, would encompass the third part of the Business Plan.

The current Working Groups would continue to operate under the new committee. Members suggested that the composition of any new working groups (task and finish), when established by the new committee, should continue to draw membership from the whole Council in order to utilise the talents and skills of all Councillors.

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

**RESOLVED: That the Policy and Resources Committee recommend the new Committee Framework to Full Council for approval, for a trial period of one year, commencing at the start of the new Council Year in May 2012.**

#### **PR24/11 STANDING ORDERS REVIEW**

Members were asked to consider the review and amendment of the Town Council's Standing Orders to Full Council for approval.

Members noted that every Local Council must provide Standing Orders and that they are rules and regulations not only for Town Councillors to follow but also Officers. It was noted that it is good practice for Local Councils to regularly review and update their Standing Orders.

The Town Clerk explained that she had reviewed the Standing Orders and explained the amendments to Members, line by line.

It was proposed by Cllr McBride and seconded by Cllr Bird and

**RESOLVED: That the review and amendment of Standing Orders be recommended to Full Council for approval.**

#### **PR25/11 APPOINTMENT OF INTERNAL AUDITOR**

Members were requested to recommend to Full Council the appointment of an Internal Auditor for Andover Town Council.

Members noted that every Local Council must maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with proper internal audit practices.

Members further noted that as part of the Town Council's Corporate Governance it has a duty to undertake appropriate internal audit services under the Accounts and Audit Regulations 2011 for Town and Parish Councils.

The Internal Audit was carried out in 2011 by HW Controls and Assurance LLP. Members noted the recommendation of the report to appoint HW Controls and Assurance LLP to carry out the Town Council's Internal Audit Plan for three years in order to maintain consistency and continuity following the format of the Practitioners Guide 2010 to Governance and Accountability for Local Councils.

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

**RESOLVED: To recommend to Full Council the appointment of HW Controls and Assurance LLP to carry out the Town Council's Internal Audit Plan for three years.**

#### **PR26/11 ANNUAL REPORT**

Members were requested to approve the Draft Annual Report for 2011/2012.

Members considered the Draft Report and suggested that the history section of the report should be condensed down. It was agreed to delegate to the Town Clerk and Chairmen of Council and the Standing Committees the finalisation of the report for presentation at the Annual Electors meeting on 22 March 2012.

**RESOLVED: That the finalisation of the Annual Report be delegated to the Town Clerk and Chairmen of Council and Standing Committees for presentation at the Annual Electors Meeting on 22 March 2012.**

#### **PR27/11 JUBILEE CELEBRATIONS**

Members noted that the Jubilee Working Group has been working on ways to assist with the celebrations of the Queen's Diamond Jubilee.

Cllr Long, Chairman of the Jubilee Working Group explained that several events had been planned and organised and that the Working Group were requesting funding to purchase and erect a lighting plaque to be affixed to the Guildhall and to purchase a Beacon to be affixed to the top of St Mary's Church in Andover.

Members received a report on these proposals (attached to record minutes).

It was further suggested that the Town Council could hire a large TV Screen for 4 June 2012 to be erected in the High Street to broadcast the Diamond Jubilee celebrations from the Mall in London.

Members discussed the possibility for this project and agreed to refer it back to the Jubilee Working Group to consider costs and feasibility.

It was proposed by Cllr Long and seconded by Cllr Raper and

**RESOLVED:**

- 1. To recommend to Full Council the purchase of a Lighting Plaque to be affixed to the Guildhall, complete with costs for Listed Planning Permission, to celebrate the Queen's Diamond Jubilee**
- 2. To recommend to Full Council the purchase of a Beacon to be affixed to the top of St Mary's Church, Andover.**
- 3. To refer to the Jubilee Committee the possibility of a large TV screen in the High Street to broadcast the Diamond Jubilee celebrations on 4 June 2012 to include costs and feasibility.**

#### **PR28/11 PURCHASE OF ADDITIONAL OFFICE EQUIPMENT**

Members considered the purchase of a desk, chair and cupboard for the main office and a fire proof safe to comply with the recommendations of the Internal Audit to comply with the Data Protection Act.

The Town Clerk had obtained three costings for each item (report attached to record minutes) and asked the Committee to consider a budget for the purchase of the equipment.

Members considered the report and agreed to delegate authority to the Town Clerk to purchase, the best value office equipment and fireproof safe within a budget of £525 to be taken from reserves if necessary.

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

**RESOLVED:**

1. **A budget of £525 for the purchase of additional office equipment be approved to include a fireproof safe**
2. **To approve that monies be released from reserves, if necessary**
3. **To delegate authority to the Town Clerk to purchase, the best value office equipment and fireproof safe, within the budget agreed.**

**PR29/11 ANDOVER LIVE/VISION**

Members received an update on the current situation regarding Andover Live/Vision. Cllr Drew informed Members that grant monies from Hampshire County Council would be reduced. Andover Vision would no longer receive any funding, however Andover Live would continue for a further year.

Members agreed that the Town Council would keep the situation under review and note the reduction in funding for the Vision organisations.

**PR30/11 SECTION 106 MONIES – WISH LIST**

Members received a report from the Chairman collating the response from the Town Council for 106 Monies Wish List.

Members requested that the Town Clerk draw up a list that would be acceptable to the Planning Authority for submission. The Town Clerk was further requested to ask Members whether there were any further suggestions for inclusion.

It was proposed by Cllr Bird and seconded by Cllr McBride and

**RESOLVED:**

1. **That the Town Clerk request any further suggestions from Members for 106 Monies Wish List**
2. **That the Town Clerk draw up an acceptable list for submission to the Planning Authority.**

**PR31/11 FINANCE**

Payment of Accounts at 21 February 2012

Members noted the payment of accounts at 21 February 2012 – recorded below:

<b>Date</b>	<b>Supplier</b>	<b>Total Paid</b>
21.02.2012	ACE Liftaway (Toilet services Allotments)	£469.75
21.02.2012	Blachere - Christmas Removal	£2297.95
21.02.2012	British Telecom – February telephone charges	£74.32
21.02.2012	Miss W Coulter (February)	£173.71
21.02.2012	Custom Studios – Final payment for website	£2272.54
21.02.2012	Danwood – charges for photocopier	£601.85
21.02.2012	DMJ Butler – Maintenance (Barlows, Vigo Road Allotments)	£1296.00
21.02.2012	Mrs B Long – Globe Galleries	£10.00
21.02.2012	N Power (DD) – Offices electricity	£43.75
21.02.2012	Royal British Legion – Poppy Wreath	£18.00
21.02.2012	Southern Electric – power for Christmas Lights	£285.86
21.02.2012	Test Valley Borough Council – treatment of rats	£284.40

	(Barlows Lane Allotments)	
21.02.2012	Viking Payments – Stationery	£240.74
21.02.2012	First Clean Services – Window cleaning (Jan 2012)	£9.00
	<b>TOTAL PAID</b>	<b>£8,077.87</b>

The Chairman closed the meeting at 8.50pm.

Chairman

Date

# ATC Youth Council

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## Introduction

This document contains notes and ideas for a Youth Council for the ATC, it includes a draft specification for the 'Call for ideas', subsequent media plan and rollout. [Ref: Business Plan, Page 3 – Town Development (To proactively assist young people to be involved in their local community)].

## Initial Actions

1. Draft script for ATC Youth Council 'Call 4 Ideas' and finalise for submission to the next P&R Meeting 19<sup>th</sup> April 2012
  - GMB to circulate to WC, AF for comment [i.e. this document]
2. Meet/discuss concept with Andover Head Teachers
  - GMB, AF to start soonest
3. Draft script for ATC Youth Council 'Media Plan' and finalise for submission to the next P&R Meeting 19<sup>th</sup> April 2012
  - GMB to circulate to WC, AF for comment [i.e. this document]

## ATC Youth Council Call 4 Ideas

The ATC would announce via the media a call for ideas the aim of which is:

- to engage with the public,
- ascertain the appetite for such a group, and
- identify willing participants/stakeholders
- pull good ideas

The announcement text would be in the form of a short statement.

*The ATC aspire to form a Youth Council. We would like to hear from Andover Residents young and old on the following:*

1. *What would the Youth Council do?*
2. *Through what process would the Youth Council be formed?*
3. *How would the Youth Council identify Andover Youth related issues?*
4. *How would the Youth Council routinely work?*

*Answers are to be no more than 2000 words. Send to [email], [postal address] by 1<sup>st</sup> June 2012.*

## Media Plan

- Approve script for ATC Youth Council 'Call 4 Ideas'
- Press release to the Andover Advertiser
- Offer interviews to Andover Sound
- Tour schools to present concept at assemblies

- Add 'Call 4 Ideas' to the ATC website

### Schedule of work

- Draft script for ATC Youth Council 'Call 4 Ideas' and finalise for submission to the next P&R Meeting 19<sup>th</sup> April 2012
- Meet/discuss concept with Andover Head Teachers
- Draft script for ATC Youth Council 'Media Plan' and finalise for submission to the next P&R Meeting 19<sup>th</sup> April 2012
- Launch media plan +19<sup>th</sup> April 2012
  - Press released to the Andover Advertiser
  - Offer interviews to Andover Sound
  - Tour schools to present concept at assemblies
  - Add 'Call 4 Ideas' to the ATC website
- Collect ideas
- Form 'Call 4 Ideas' review committee
- Close 'Call 4 Ideas' 1<sup>st</sup> June 2012
- 'Call 4 Ideas' review committee first meeting ~2<sup>nd</sup> June 2012 [TBC]
- 'Call 4 Ideas' review committee second meeting ~3<sup>rd</sup> week June 2012 [TBC]
- Announcement of plan for ATC Youth Council end June 2012 via Andover Advertiser, Andover Sound ATC website
- First meeting of the ATC Youth Council September 2012

# APPENDIX C

## ANDOVER TOWN COUNCIL

### FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council at its Meeting held on 10<sup>th</sup> March 2011.

#### 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 section 27 of the Audit Commission Act 1998 and then in force.

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 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.

## **APPENDIX C**

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

## **APPENDIX C**

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 and the Accounts and Audit Regulations.

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, 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 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 by two members of Council. In the case of cheques 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.

### **6 PAYMENT OF ACCOUNTS**

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

## **APPENDIX C**

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 next available Council Meeting.

6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, 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.

## **APPENDIX C**

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 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

## APPENDIX C

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 £250 (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.

## APPENDIX C

(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) Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Order 30.

(i) 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.

(j) 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,

## **APPENDIX C**

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.

## **APPENDIX C**

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.

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### Website Review and Maintenance Contract

<b>Author:</b> Wendy Coulter (Town Clerk)	<b>Presented by:</b> Wendy Coulter (Town Clerk)
<b>Produced for:</b> Policy and Resources Committee	<b>Date of Report:</b> Thursday 12 April 2012
<b>Summary of Key Issues</b> To consider additional insurance cover for Commercial Legal Protection.	
<b>Current Situation</b> As per the Town Councils Financial Regulations, the Town Clerk undertakes a review of the Insurance Cover provided to the Town Council. The Town Clerk has made enquiries about insuring the Town Council for Commercial Legal Protection Cover, limit of Indemnity £100,000. This insurance would cover the Town Council against any claim or dispute made by a member of the public, an employee or contractor. This cover can also be extended to include Contract Disputes and Debt Recovery.	
<b>Why should the Town Council consider this cover?</b> The costs against litigation can be devastating. The Town Council does not have a lawyer on staff or human resources personnel that can deal with the complicated employment laws. Employment law is very complex. In the United Kingdom and throughout Europe, there has been an ever increasing rise in legislation for businesses. If the Town Council were to assume legal fees, tax inquiries or unexpected compensation awards, the financial stability of the Town Council would be severely compromised. Commercial Legal Protection and Contract Disputes and Debt Recovery cover would give the Town Council the ability to defend its rights if it came to employee controversy, supplier disputes, tax enquiries and other legal issues.	
<b>Financial Implications:</b> The current renewal for April 2012 to March 2013 is £1916.96. This includes standard cover of Employers Liability, electronic equipment and damage from fire, flood etc.  To include Legal Protection Cover an additional annual premium would be £530.00 To include Contract Disputes and Debt Recovery a further additional annual premium would be £265.00	

The Total cost for the Town Councils Insurance per annum, if additional cover were agreed, would be £2,711.76.

The Budget for the Town Council's Insurance for 2012/2013 is £2,000.

**Legal and Policy Implications**

The Town Council has a duty to ensure it adequately insured, in the interests of providing value for money and appropriate use of funding.

**Recommendations:**

**To include Legal Protection Cover and Contract Disputes and Debt Recovery within the Town Councils Insurance Policy at an additional premium of £795.00.**

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12 April 2012

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 all Councillors

**ANDOVER AND DISTRICT  
CITIZENS ADVICE BUREAU**



ATM

Ground Floor, East Wing  
Wessex Chambers  
South Street  
Andover  
SP10 2BN

Telephone 01264 723641  
Fax 01264 333853  
Email: [andovercab@cabnet.org.uk](mailto:andovercab@cabnet.org.uk)

Dear Sir/Madam

The Andover Citizens Advice Bureau serves the population of North Test Valley helping many clients with difficult complicated issues.

The service we provide is unique and holistic, each client is seen for a minimum of 20 minutes which helps us deal with the demand for our service if the client needs further help an hour long appointment is set up for them. Often the time take for each client especially on specialist subjects can go into 10 hours or more of follow up work including further appointments and negotiation with third parties. Our outcomes show what we can achieve with nearly £½ million being recovered so far for clients in unclaimed benefit, employment work and having debts written off.

This kind of service which is free, confidential and independent is not done by any other organisation in North Test Valley

The bureau receives a grant from TVBC each year but over the next three years we are facing a 15% cut – we have looked at ways of making significant savings without success. We already carry out many fundraising events to help boost our income to maintain our IT system, something that is essential to our work.

The reason for our letter is to ask if a small donation could be made to help cover the deficit in our budget next year which is £4,500. We already have planned a number of fundraising events and will naturally be looking to ensure we remain within budget for our spending but any contribution will help.

We ask that you consider this at you next meeting and if a donation could be offered we would be most grateful.

Yours faithfully

*A Moon*

Ange Moon  
Manager

## POLICY & RESOURCES WORK PROGRAMME APRIL 2012

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
19 April 2012	Prepare Accounts for year ended 31 March 2012		To fulfil statutory duties	
19 April 2012	Review of Financial Regulations		To fulfil statutory duties to frequently review financial regulations	To consider and adopt changes if necessary.
19 April 2012	Review of Website		To review the website – to approve additions alterations	To improve and upgrade the website
7 June 2012	To approve the accounts for the Year Ended 31 March 2012		To fulfil statutory duties	
7 June 2012	Council's Communication – Part 1		To consider whether the website could be used to communicate with residents and businesses – newsletter pages	To comply with business plan – communication with local residents to raise awareness of local issues
19 July 2012	Council's Communication – Part 2		Communication Plan	To comply with business plan – raise the TC's communication profile within the community
19 July 2012	Best Value for Money		To review the Council's spending and to ensure that Best Value for money is constantly being achieved	To receive a budget report from Town Clerk, to review monies spent.
19 July 2012	Internal Audit Report		To receive Internal Audit Report	To recommend to Full Council any Actions as per the Internal Audit
15 August 2012	Review Council's Risk Assessment		To fulfil statutory duties	To make recommendation to Full Council
17 October 2012	Annual Budget		To prepare and recommend to Council the Annual Budget for 2013/2014	Recommend Budget to Full Council

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
12 December 2012	Annual Budget		To finalise any changes to Council Budgets	Recommend Budget to Full Council
12 December 2012	Precept		To finalise any changes to Precept level	Recommend Precept Level to Full Council
January 2013	Internal Audit		To review arrangements for Internal Audit as necessary	
February 2013	Business Plan Review		To ensure business plan is being implemented and actioned upon	Report from Town Clerk on progress of actions