



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

Wendy Coulter - Town Clerk
24 October 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 **REVISED STANDING ORDERS**

To review and recommend revised Standing Orders to Full Council for approval in line with NALC (National Association of Local Councils) recommendations – Revised Standing Orders sent separately (large document).

6 **EXTERNAL AUDIT 2013**

To receive the Audited Annual Return and recommendation report from the External Auditors – Annual Return and Report attached at **Appendix B.**

7 **FUNDING FOR ROTOVATOR**

To receive a report from the Allotments Sub-Committee for the approval of funding for a rotoator for the allotments service – report attached at **Appendix C.**

8 **PHOTOCOPIER**

To consider a new contract for the hire of an Office Photocopier – report attached at **Appendix D.**

- 9 **DRAFT BUDGET 2014/2015**
To consider the Draft Outline Budget for the year 2014/2015 – Budget to follow.
- 10 **BANKING ARRANGEMENTS 2014**
To consider alternative Banking arrangements for the Town Council – report attached at **Appendix E.**
- 11 **DATES OF MEETINGS FOR 2014**
To recommend the dates of Committee Meetings in 2014 to Full Council for approval – dates of meetings attached at **Appendix F.**
- 12 **DISPENSATIONS FOR PRECEPT 2014/2015**
To consider whether Members should apply for Dispensation to vote on the Precept in 2014 – report attached at **Appendix G.**
- 13 **COMMUNITY RIGHT TO BID**
To remind Members of the list of Community Assets for the Community Right to Bid project, to be forwarded to Test Valley Borough Council for approval.
- 14 **TOWN CENTRE MANAGER – UPDATE**
To receive a verbal update report on the current status of the Town Centre Manager proposals.
- 15 **YOUTH COUNCIL – UPDATE**
To receive a verbal update on the progress of the Youth Council project.
- 16 **FINANCE**
Payment of Accounts up to 28 October 2013
To approve the Payment of accounts up to 28 October 2013 – papers to follow.
Accounts up to 30 September 2013
To receive bank statement and reconciled accounts up to 30 September 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 25 September 2013

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr P North (Chairman) (A)

Cllr K Bird (Vice-Chairman) (P)

Cllr Z Brooks (P)

Cllr D Drew (P)

Cllr K Hamilton (P)

Cllr S Hardstaff (P)

Cllr K Hughes (P)

Cllr M Kerley (A)

Cllr G McBride (P)

Cllr V Pond (P)

Cllr R Shukri (A)

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

PR30/13 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs P North, M Kerley and R Shukri.

In the absence of the Chairman of the Policy and Resources Committee, the Vice Chairman, Cllr K Bird Chaired the meeting.

PR31/13 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

PR32/13 **MINUTES**

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

RESOLVED: That the Minutes of the Policy and Resources Meeting held on 31 July 2013 were agreed and signed by the Chairman as a correct record.

PR33/13 **PUBLIC PARTICIPATION**

Cllr Hawke asked whether there were any statistics for a Speedwatch Scheme in Andover and who would manage the Town Centre Manager.

The Chairman confirmed that the questions would be answered during the meeting.

PR34/13 **CORPORATE RISK ASSESSMENT**

Members noted that the Council has a duty under its responsibilities for Corporate Governance to undertake an annual Corporate Risk Assessment.

Members considered the Risk Assessment Action Plan.

RESOLVED: That the Risk Assessment Action Plan be recommended to Full Council for approval.

PR35/13 **TOWN CENTRE MANAGER**

Members considered a proposal from Test Valley Borough Council with regard to the provision of a Town Centre Manager (TCM) for Andover.

Members received a report outlining the proposal, which included matched funding from Hampshire

County Council, Test Valley Borough Council and Andover Town Council to fund the TCM for the first three years.

There was a lengthy debate between Members. Cllr Bird reminded Members that there would be funding in the 2013/2014 Budget to fund the TCM, however funding would need to be considered for 2014/2015 onwards.

Members agreed that further work was required to negotiate with HCC and TVBC regarding roles and responsibilities of the TCM, the business plan, agreement of targets, management and monitoring. It was agreed that the Chairman of the Town Council, the Chairman of the Policy and Resources Committee, the Vice Chairman of the Policy and Resources Committee and the Town Clerk would meet with representatives from HCC and TVBC to confirm the Town Councils involvement and how the project would work in terms of the issues raised.

It was proposed by Cllr McBride and seconded by Cllr Drew that the Town Council would support in principle the establishment of a Town Centre Manager for Andover subject to further negotiation and discussion with HCC and TVBC, managed jointly by Andover Town Council, Test Valley Borough Council and Hampshire County Council as equal contributors to the scheme, with the costs for the Town Council, likely to be:

1. In 2013/2014 for £2332.50 to be taken from the Budget Head – Development of Town Centre.
2. In 2014/2015 & 2015/2016 for £9330 to be taken from Budget Heads – Development of Town Centre and Community Development/Engagement (TOTAL of £6,000pa) with £3,330pa to be determined at the Policy & Resources Budget setting meeting to be met from savings and or raising the Precept.
3. In 2016/2017 for £6997.50 to be met from Town Council budget.

To bring to the Policy and Resources Committee meeting on 30 October 2013 a progress report with a view to forming a recommendation to Full Council.

A vote was taken, 5 for, 2 against and 1 abstention. The motion was carried and it was

RESOLVED:

a. To support, in principle the establishment of a Town Centre Manager for Andover subject to further negotiation and discussion with HCC and TVBC, managed jointly by Andover Town Council, Test Valley Borough Council and Hampshire County Council as equal contributors to the scheme, with the costs for the Town Council, likely to be:

- 4. In 2013/2014 for £2332.50 to be taken from the Budget Head – Development of Town Centre.**
- 5. In 2014/2015 & 2015/2016 for £9330 to be taken from Budget Heads – Development of Town Centre and Community Development/Engagement (TOTAL of £6,000pa) with £3,330pa to be determined at the Policy & Resources Budget setting meeting to be met from savings and or raising the Precept.**
- 6. In 2016/2017 for £6997.50 to be met from Town Council budget.**

b. To bring to the Policy and Resources Committee meeting on 30 October 2013 a progress report with a view to forming a recommendation to Full Council.

PR36/13

COMMUNITY SPEEDWATCH

Members considered a report on a Community Speedwatch project. Cllr Brooks explained that she had been approached by the local police asking whether the Town Council would assist with a local community Speedwatch initiative and the purchase of a Speedwatch camera.

Members debated whether such a scheme was required in Andover. It was considered that further information was required and it was therefore agreed that the Police would be invited to a full Council Meeting to make a presentation about the scheme.

RESOLVED: That the Police be invited to a Full Council Meeting to make a presentation about the Speedwatch Scheme, and on traffic control in Andover more widely.

PR37/13

TOWN COUNCIL FORUM

Cllr Hardstaff updated Members on a recent visit to the Romsey Town Council Forum. Members discussed the idea of having a similar event in Andover. It was agreed that further information was required and requested the group of Members that attended the Romsey Forum to write a proposal for a 'Forum in Andover' to be presented at the next meeting of the Policy and Resources Committee.

RESOLVED: That a proposal for a 'Forum in Andover' be written by Members that attended the Romsey Town Council Forum, to be presented at the next meeting of the Policy and Resources Committee.

PR38/13

COMMUNITY RIGHT TO BID

Members received a short report on the Community Right to Bid, part of the Localism Act 2011.

Members noted the list of possible assets that had been given to the Town Clerk and suggested that the following also be included:

Rooksbury Mill
Rookwood School
Beech Hurst and grounds.

It was proposed by Cllr Brooks and seconded by Cllr Drew that Members provide the Town Clerk with any further suggestions and also reasons as to why the assets should be included.

RESOLVED: That Members provide the Town Clerk with any further suggestions and also reasons as to why the assets should be included.

PR39/13 FINANCE

Payment of Accounts at 24 September 2013

Members noted and approved the payment of accounts up to 24 September 2013 – recorded below:

Date	Supplier	Description of goods/services	Total Paid (£)
27.08.13	Hedleys Solicitors	Continued general legal advice	331.20
13.09.13	Kevin Justice	Remove and refit tap – Vigo Road Allt	30.00
19.09.13	Southern Water	AW Water supply	57.76
19.09.13	Southern Water	CW Water Supply	46.98
19.09.13	Southern Water	VR Water Supply	200.30
21.09.13	DMJ Butler Country Services	Job No's: 567,550,556,510,559,491,568,560,569	1,013.81
24.09.13	Town Clerk	Reimbursements (September 2013)	90.98
Total			1,771.03

Accounts up to 31 August 2013

Members received the Bank Statement and Accounts System Reconciled Statement up to 31 August 2013. The Chairman signed the documents as a correct record.

PR40/13 COMMITTEE WORK PROGRAMME

Members discussed items on the current work programme and made the following changes:

To add to the Work Programme for 30 October 2013 the following items:

Community Speed Watch

Town Centre Manager

Town Council Forum

The Chairman closed the meeting at 8.40pm.

Chairman

Date



ANDOVER TOWN COUNCIL



Report

PURCHASE OF ROTOVATOR

Produced by: Allotments Sub-Committee	Date of Report: Tuesday 24 September 2013
Produced for: Policy and Resources Committee	
Summary of Key Issues To consider the recommendation of the Allotment Sub-Committee to purchase a Rotovator to allow improved management of vacant allotment plots.	
Current Situation The following status report was submitted to the Allotment Sub-Committee and shows available revenue not collected. total number of vacant plots - 14 of 504 7 full plots 7 half plots The total amount of revenue collectable if these plots were tenanted is £682.31. There are various reasons why there are still 14 vacant plots. They are all in a very poor condition with debris on the plot, overgrown 4' grass, completely neglected. Officers have made repeated efforts to re-let these plots. However, feedback received suggests that their poor condition discourages new tenants taking them on.	
Possible Action/Solution The Allotment Sub-Committee suggest that these plots be cleared, strimmed and rotovated. If they were in a clean, tidy and workable condition they would be re-let very quickly.	
Cost of Rotovator The cost of a rotovator capable of rotovating these plots is approximately £650 which is a discounted trade price. The cost of rotovating an average plot would be approximately £60 which includes strimming the plot first. The Town Council's maintenance contractor would store the rotovator.	
Business Investment In the 1 st year of purchase the Town Council would need to cover the cost of the Rotovator. However in the long term it would provide an improved allotment service, all plots rented out would be let out in a clean manageable condition. This would assist with the administration management – the Town Council would be able to carry out exit inspections with the knowledge of the condition of the plot when originally let out.	

A refundable deposit scheme would be introduced on the surrender of a clean and tidy plot. Therefore, if a tenant surrendered tenancy and left the plot in a poor condition, the Town Council would retain the deposit and use the funding to offset the cost of rotovation to bring the allotment back to a manageable condition.

The Town Council would also be able to provide a 'rotovation service'. Any tenant would be able to request the Council to rotovate their plot for a fee (they would not be allowed to hire the rotovator). Currently to hire a rotovator for a day costs between £70 and £90.

Financial Implications

Cost of purchase of rotovator - £650

Cost of Strimming Plot - £60.

Approximately 10 plots per site are left vacant each year. Therefore 70 plots per year are vacant.

Approximately 70 plots = £2,830.80 (35 full plots, 35 ½ plots)

£50 deposit per plot = £3,500

In year 1 – 14 plots are vacant, 7 full plots, 7 ½ plots. Total income = £682.41. Total deposit = £700

In the current Budget 2013/2014 there is no provision for the purchase of a rotovator, however the Allotment Sub-Committee recommend to Policy and Resources Committee that the monies be taken from Reserves.

Legal and Policy Implications

The Allotments Service is the main Town Council service. The Town Council has improved the service provided to tenants and the recommended future management of vacant plots would further improve the service for the following reasons:

No untidy plots on allotment sites

No grass/weeds causing annoyance to neighbouring tenants

Fast turnaround of vacant plots

Improved administration of plots, tenants begin tenancy with a clean plot. A Deposit is paid; returnable on condition that plot is in clean condition when tenancy is surrendered.

Recommendation

- **To provide a rotovation service for vacant plots**
- **To provide a deposit scheme on start-up of tenancy, to be rolled out to new tenants**
- **To purchase a rotovator, the monies 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.

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Distribution: To all Councillors



ANDOVER TOWN COUNCIL

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Report

PHOTOCOPYING COSTS

Produced for:

Policy and Resources Committee

Date of Report:

Tuesday 22 October 2013

Summary of Key Issues

To consider whether the Town Council should enter a new contract for the provision of the office photocopier.
 To consider a number of options.
 To make provision in the Budget for 2014.2015 for photocopying 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 Council meetings, minutes, letters, notices and working papers.

Reduction in printing costs

Having researched different options for another photocopying machine, Officers have discovered that when printing for instance, an agenda, if the top copy has the logo in colour, the machine will 'count' the whole printing job as colour. Therefore, an agenda with 15 pages will be 'counted' as 15 pages of colour, rather than 1 page of colour and 14 mono.

The new machines operate in a different way. They can now detect when colour appears on the print and will only 'count' the page with colour as a colour copy. This would significantly reduce the colour printing costs.

Officers will also move to printing mono whenever possible, for instance, many agendas could be printed in mono.

Both computers in the office are linked to the photocopier for printing purposes, therefore only one printing machine is required.

Current costs

The current contract expires in June 2014.

The current costs for the existing 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

Options

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

Option 4 – Outsourcing

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.

Supplier 1 – Outsourcing

9060 colour = £1,000

17540 mono = £875

Total cost per year £1,875.

Supplier 2 – Outsourcing

9060 colour @ 0.03p per copy = £271.80

17540 mono @ 0.025p per copy = £438.50

Total cost per year £710

Financial Implications

The current Budget for photocopying and printing is £2,100. Members are asked to consider this in light of the information provided above.

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

E

Report

BANKING ARRANGEMENTS FOR 2014

Produced for:

Policy and Resources Committee

Date of Report:

Wednesday 23 October 2013

Summary of Key Issues

To consider changing the Town Council's Banking Provider.

Current Situation

The Town Council's current banking provider is the Co-Op.

Following a report from the Hampshire Association of Local Council's officers were alerted that the Co-op was experiencing difficulties.

Officers have also found it difficult to communicate with the Co-op, their nearest branch is in Southampton. Officers cannot initiate internet banking with the Co-op, the Town Clerk would be required to be a signatory, for good accounting purposes, this is not advisable.

Officers have no way of withdrawing cash (authorised by the Town Council) or paying for small items, such as replacement keys for the allotments.

Direct debits and standing orders are difficult to set up.

All the Town Council's payments are made by cheque, however cheques are taking up to 10 days to clear. This also applies to Officers salary cheques, whereby the Town Clerk prepares the cheques up to 2 weeks in advance. However, payments of the salaries are not regular.

Alternative banking providers

The Town Clerk has investigated alternative banking providers having looked at high street banks and specialist banks.

One bank, the Unity Trust Bank can provide all the services that the Town Council requires, as follows:

- Interest on funds held in bank @ 0.225% A.E.R
- Instant access to funds
- Cheque book
- Paying in book
- Regular statements
- Standing Orders / Direct Debits
- Telephone banking
- Internet banking (paying by BACS)
- Online Statements
- ALTO MasterCard® prepaid card

The Internet banking that Unity Trust Bank provides is secure and different from High Street Banks. It is specifically designed for Town and Parish Council and recognises that there are up 'Triple Authority' required for some

payments. There are differing levels of view. Therefore the Town Council can ensure that Officers can only input the information regarding the banking payments, and 'signatories' can then separately authorise payments (from home using passwords) and payment will not go ahead until authority from 2 – 3 Members has been given. The Officers will be able to print a list of the payments inputted, waiting for authorisation, this can then be taken to committee or council, to be compared to invoices and for approval before Members authorise.

The ALTO MasterCard® prepaid card, would allow for the Town Council to 'charge' the card with £250 (petty cash) at the start of the financial year and allow officers to purchase small items. This would also mean that cash would not be kept on the premises.

The ALTO card could also be used to purchase larger items, for instance, if a new laptop was needed, authority could be given for a particular computer at an agreed cost, the funds could be authorised and transferred onto the ALTO card and the officer could use the card to pay for the laptop.

Officers would be able to deposit cash (from allotment payments) at the post office. Any cheques received would be posted directly to Unity Trust Bank in prepaid envelopes at no cost to the Town Council.

Officers also enquired as to whether, Unity Trust could help to provide the Town Council with a method for tenants to pay via card or internet. This would be possible for a small fee per year.

The Town Clerk will provide papers at the meeting for Members to consider should they wish to know more about the Unity Trust Bank and the services provided.

Transferring Bank Accounts

If the Town Council were minded to change banking suppliers, Unity Trust Bank would liaise with the Co-op and progress the transfer. Advice given to officers, the two bank accounts should be run in tandem for 6 months to ensure all customers and suppliers are aware of the changes, any direct debits or standing orders can be transferred.

Financial Implications

The ALTO MasterCard® would cost £6 to set up with a further 0.50p charge per 'top up'. The £6 fee would last for 3 years.

The rate of Interest with Unity Trust Bank is lower than the current Co-op interest, however, the Unity Trust Bank can provide a more comprehensive service for the Town Council.

Legal and Policy Implications

Under the Local Government Act 1972 all local authorities are requirement to make payments via cheques which have to be signed at Full Council meetings (or committees with delegated authority).

However, over the last 41 years, circumstances have changed. All businesses uses computer technology and internet and faster business practices are expected.

Fewer and fewer companies are accepting cheque payments and payments.

With this in mind, most Town and Parish Council, over the past 5 years have moved to internet banking and paying by BACS.

The National Association of Local Councils (NALC) and the Associations of Local Council (ALC's) are lobbying central government to make an amendment to the LGA 1972, to allow local authorities to use BACS and internet banking.

Recommendation

- 1. To recommend to Full Council, that the Town Clerk be delegated the authority to initiate a change of banking provider for the Town Council.**
- 2. To recommend that all cheque signatories be approved continue authorisation of payments once internet banking has been set up.**

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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APPENDIX F

ANDOVER TOWN COUNCIL – DRAFT MEETING DATES FOR 2014

Day	Date	Time	Meeting	Venue
Wednesday	2 nd January 2014		BANK HOLIDAY	
Thursday	16 January 2014	7.00pm	Amenities & Town Development Committee	Council Office
Monday	20 January 2014	6.00pm	Planning Committee	Council Office
Tuesday	21 January 2014	7.00pm	Allotments Sub-Committee	Council Office
Thursday	30 January 2014	7.00pm	Council	Guildhall
Wednesday	5 February 2014	7.00pm	Policy and Resources Committee	Council Office
Monday	10 February 2014	6.00pm	Planning Committee	Council Office
Thursday	20 February 2014	6.30pm	Staffing Sub-Committee	Council Office
Monday	3 March 2014	6.00pm	Planning Committee	Council Office
Wednesday	5 March 2014	7.00pm	Amenities & Town Development Committee	Council Office
Thursday	20 March 2014	7.00pm	ANNUAL MEETING OF ELECTORS	Guildhall
Monday	24 March 2014	7.00pm	Planning Committee	Council Office
Monday	2 April 2014	7.00pm	Policy and Resources Committee	Council Office
Monday	7 April 2014	6.00pm	Planning Committee	Council Office
Friday	18 April 2014		BANK HOLIDAY	
Monday	21 April 2014		BANK HOLIDAY	
Thursday	24 April 2014	7.00pm	Council	Guildhall
Monday	5 May 2014		BANK HOLIDAY	
Tuesday	6 May 2014	6.00pm	Planning Committee	Council Office
Thursday	22 May 2014	7.00pm	Amenities & Town Development	Council Office
Monday	26 May 2014		BANK HOLIDAY	
Tuesday	27 May 2014	6.00pm	Planning Committee	Council Office
Wednesday	28 May 2014	7.00pm	ANNUAL COUNCIL	Guildhall
Thursday	5 June 2014	7.00pm	Policy and Resources Committee	Council Office
Thursday	12 June 2014	7.00pm	Council (Annual Rtn)	Guildhall
Monday	16 June 2014	6.00pm	Planning Committee	Council Office
Tuesday	2 July 2014	7.00pm	Allotments Sub-Committee	Council Office
Monday	7 July 2014	6.00pm	Planning Committee	Council Office
Thursday	17 July 2014	7.00pm	Amenities & Town Development Committee	Council Office
Monday	28 July 2014	6.00pm	Planning Committee	Council Office
Wednesday	31 July 2013	7.00pm	Policy and Resources Committee	Council Office
Wednesday	6 August 2014	7.00pm	Policy and Resources Committee	Council Office
Monday	18 August 2014	6.00pm	Planning Committee	Council Office
Monday	25 August 2014		BANK HOLIDAY	
Thursday	4 September 2014	7.00pm	Council	Guildhall
Monday	8 September 2014	6.00pm	Planning Committee	Council Office
Thursday	18 September 2014	7.00pm	Amenities and Town Development	Council Office
Monday	29 September 2014	6.00pm	Planning Committee	Council Office
Monday	20 October 2014	6.00pm	Planning Committee	Council Office
Tuesday	28 October 2014	7.00pm	Allotment Sub-Committee	Council Office
Thursday	30 October 2014	7.00pm	Policy and Resources (Budget)	Council Office
Monday	10 November 2014	6.00pm	Planning Committee	Council Office
Wednesday	19 November 2014	7.00pm	Council (Budget)	Guildhall
Thursday	27 November 2014	7.00pm	Amenities & Town Development Committee	Council Office
Monday	1 December 2014	6.00pm	Planning Committee	Council Office
Wednesday	10 December 2014	7.00pm	Policy and Resources (Budget)	Council Office
Monday	15 December 2014	6.00pm	Planning Committee	Council Office
Thursday	25 December 2014		BANK HOLIDAY (Christmas Day)	
Friday	26 December 2014		BANK HOLIDAY (Boxing Day)	
Thursday	1 January 2015		BANK HOLIDAY (New Years Day)	



ANDOVER TOWN COUNCIL



Report

DISPENSATIONS FOR PRECEPT SETTING 2014

Produced for:

Policy and Resources Committee

Date of Report:

Wednesday 23 October 2013

Summary of Key Issues

To consider whether Members should apply for dispensation to vote and agree on the Town Council Precept for 2014/2015.

Current Situation

In 2011 the Localism Act 2011 was brought into force. This required all local authorities including Town and Parish Councils to amend their Code of Conduct.

The old Code of Conduct was based on 'influential' interests as well as pecuniary interests. However the new Code of Conduct is only for Pecuniary Interests.

Members are no longer referred to a 'Standards Board' if they break the Code of Conduct and the Clerk of the Council (not the monitoring officer at the Borough Council) is required to provide 'in house' advice and dispensations regarding the Code of Conduct. However, in the interests of 'good practice' the Clerk would generally seek legal advice.

The Localism Act 2011 states that all Members of a Council must declare Pecuniary Interests; the new Code of Conduct reflects this.

Therefore, if the Town Council considers any budgetary spending which directly benefits or has an impact upon the residents of the Parish, this would include all Members of the Parish Council living within the Parish Council's boundary.

When a Council sets its Precept, under the new Code of Conduct, the Members of the Council, if they reside in the Parish, are considering and making a decision on an item which is a Pecuniary benefit to them personally because they are directly impacted by that Precept.

Hence under the new system, each Member has to declare a Pecuniary Interest and is prevented from voting; therefore the Council would not be able to make a decision on its Precept.

This situation was considered in depth in 2012 and much debate has taken place by MP's, the National Association of Local Councils and the Associations of Local Councils. However, no consensus has been reached, with NALC advising that Members should declare an interest and apply for dispensation to vote and the Associations of Local Councils declaring that there is no interest and applying the law under LGA 1972.

The concern is that now under the new law, if a Councillor were to act upon something where they should declare a Pecuniary Interest, they would be breaking the law and face criminal charges.

<p>In addition the Local Government Act 1972, which is still in force, states that a Council MUST set and agree its own Precept.</p> <p>Following the debate last year, and the Town Clerks correspondence with the Monitoring Officer at TVBC, all Members of the Town Council were asked to apply to the Town Clerk, for dispensation to vote on the Town Council Precept. This was to ensure that Members would not face investigation and criminal prosecution.</p>
<p>Setting the Precept for 2014/2015</p> <p>At the current time, the Town Clerk would advise Members to proceed with caution. The Localism Act 2011 is law, as is the Local Government Act 1972.</p> <p>The Town Clerk advises that, if a Member resides in the Parish of Andover, they should declare a Pecuniary Interest in line with the Code of Conduct and apply for dispensation to vote and agree the Precept.</p> <p>The Town Clerk, then complying with the Local Government Act 1972, would give dispensation to Parish Members to vote and approve the Precept.</p>
<p>Legal and Policy Implications</p> <p>The Legal and Policy implications are outlined in the report above.</p>
<p>Financial Implications</p> <p>The Town Council must, by law (LGA1972) set its own Precept. The Town Council would not be able to operate without a Precept.</p>
<p>Recommendation</p> <p>That all Members be advised to declare a Pecuniary Interest in the Precept making 2014/2015 and to apply to the Town Clerk for dispensation, to be ratified at the Council Meeting in January 2014.</p>

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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POLICY & RESOURCES WORK PROGRAMME: 30 OCTOBER 2013

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
30 October 2013	Annual Budget	STAT	To prepare and recommend to Council the Annual Budget for 2014/2015	
30 October 2013	Youth Council Report	P&R	To receive an update	
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
Jan/Feb 2014	Internal Audit Arrangements	STAT	To note Internal Audit arrangements for YE 31 March 2014	
Jan/Feb 2014	Annual Report	STAT	To approve the contents of the Annual Report for 2013/2014.	
March 2014	Review of Standing Orders	STAT	To review Standing Orders to ensure compliance with latest Governance	
March 2014	Review of Financial Regulations	STAT	To review Financial Regulations to ensure compliance with latest Governance	