



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

Wendy Coulter - Town Clerk
25 July 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 5 June 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 **REVIEW OF POLICY AND RESOURCES TERMS OF REFERENCE**

To review the Terms of Reference for the Policy and Resources committee – reports attached at **Appendix B**.

6 **MEMORIAL TO REG PRESLEY**

To receive an update for the Memorial to Mr Reg Presley – report attached at **Appendix C**.

7 **UPDATE ON AUDIT REPORT**

To receive a progress report on Actions following the Internal Audit Report – report attached at **Appendix D**.

8 **INTERNAL AUDIT PLAN**

As per the Internal Auditors Report and Action Plan, the Town Council is required to adopt a 3 year Internal Audit Plan. Attached at **Appendix E** is an Internal Audit Plan for consideration and recommendation to Full Council for adoption.

9 **TOWN COUNCIL FORUM**

To receive an update regarding the Town Council Forum, following a visit to Romsey Forum.

9 **COMMUNITY RIGHT TO BID**

To discuss "Community Right to Bid". The Community Right to Bid gives community groups and Town and Parish Council's a fairer chance to prepare and bid to buy community buildings and facilities that are important to them – Discussion Paper attached at **Appendix F**.

10 **FINANCE**

Payment of Accounts up to 29 July 2013

To approve the Payment of accounts up to 29 July 2013 – papers to follow.

Accounts up to 30 June 2013

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

11 **COMMITTEE WORK PROGRAMME**

To discuss items on the current Committee work programme and to make changes as necessary – attached at **Appendix G**.

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Minutes of Policy & Resources Committee

Time and date

7.00pm on Wednesday 5 June 2013

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P)

Cllr Z Brooks (P)

Cllr D Drew (P)

Cllr K Hamilton (A)

Cllr S Hardstaff (P)

Cllr K Hughes (A)

Cllr M Kerley (A)

Cllr G McBride (P)

Cllr V Pond (A)

Cllr R Shukri (P).

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

PR04/13 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs K Hamilton, K Hughes, M Kerley and V Pond.

PR05/13 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR06/13 MINUTES

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

RESOLVED: That the Minutes of the Policy and Resources Meeting held on 27 March 2013 were agreed and signed by the Chairman as a correct record.

PR07/13 PUBLIC PARTICIPATION

Councillor B Long reminded Members that at the Annual Council meeting in May 2012, an item was discussed on introducing Forum Meetings. She referred to the minutes of the Policy and Resources Committee minutes of July 2012, where it was agreed that the Chairman and Vice Chairman of the Town Council would attend the Romsey Forum Meeting. She asked whether this had been done.

The Chairman of the Town Council confirmed that he and the current Vice Chairman would attend a Romsey Forum meeting and report back to the Policy and Resources Committee.

Councillor Long further reported that Picton Road in Andover had requested a Grit Bin.

The Chairman of the P&R Committee confirmed that the Town Clerk would investigate to see whether a request had been received.

PR08/13 REVIEW OF POLICY AND RESOURCES TERMS OF REFERENCE

The Committee was requested to review the Terms of Reference for the Policy and Resources Committee.

It was agreed that the Committee should have goals to achieve and that a system of reporting was required in order to report back achievements at the end of the year.

It was agreed that a system of SMART be used to enable the Terms of Reference to be more accountable.

It was agreed that three different documents were required to enable SMART to be implemented, The Terms of Reference, a Work Plan for the year and then an evolving Work Programme.

It was agreed that the Town Clerk would draw up the new Terms of Reference, Work Plan and Work Programme for the Committees consideration at the next meeting.

RESOLVED: that the Town Clerk would draw up the new Terms of Reference, Work Plan and Work Programme using SMART principles for the Committees consideration at the next meeting.

PR09/13 MEMORIAL TO REG PRESLEY

Members considered a report on the progress of the Project for a Memorial for Reg Presley.

Members noted that permission had been received from Mr Presley's family for the plaque.

Members considered suggested wording and considered that the following wording would be most appropriate:

"In memory of Reg Presley 12 June 1941 – 4 February 2013

The Troggs rehearsed here, 12 High Street, Andover"

Members requested that the Town Clerk pursue the suggestion of requesting The Heritage Foundation if they would provide a Blue Plaque for Mr Presley and to write to 12 High Street to seek permission to locate the plaque on the building.

RESOLVED: that the Town Clerk pursue the suggestion of requesting The Heritage Foundation if they would provide a Blue Plaque for Mr Presley and to write to 12 High Street to seek permission to locate the plaque on the building.

PR10/13 ACCOUNTS FOR YEAR ENDED 31 MARCH 2013 AND ANNUAL RETURN

The Annual Return for the Year Ended 31 March 2013 and the Accounts for the Year Ended 31 March 2013 were presented to the Policy and Resources Committee for approval and recommendation to full Council.

A vote of thanks was passed to the Town Clerk for preparing the Accounts Papers and information for the Annual Return.

RESOLVED: That the Annual Return for the Year Ended 31 March 2013 be recommended for approval to full Council.

PR11/13 INTERNAL AUDITORS REPORT

Members were asked to recommend the Internal Auditors Report and Action Plan to full Council for approval.

Members noted that the Action Plan included actions completed from the previous year. It was agreed that the Town Clerk would report back to the Policy and Resources quarterly on the progress of completing the Action Plan.

RESOLVED: That the Internal Auditors Report for the year ending 31 March 2013 be recommended to full Council for approval and that a quarterly report be submitted to the Policy and Resources Committee on progress on the completion of the Action Plan.

PR12/13 BRANDING

As a Member of the Website Working Group, Cllr Long was invited by the Chairman to comment. Cllr Long explained that currently the Town Council website looked very grey and the Working Group had suggested it required more colour. She explained that the Working Group and the Town Clerk had taken the website as far as possible for improvements 'in-house'.

Members discussed whether the Website required more colour and whether the Logo should be re-drawn. It was agreed that a professional colour scheme was required and the Town Clerk was asked to obtain further quotes to add colour to the website.

RESOLVED: That more colour was needed for the website and that the Town Clerk obtain further quotes to professionally add colour to the website.

PRI3/13 OFFICE EQUIPMENT

Members received a request for additional office equipment including a storage cupboard, a set of desk drawers, a keyboard and mouse for computer 2, Outlook software for computer 2 and Photoshop software for computer 1.

Members noted that the maximum costs for Photoshop and Outlook would be £146.89 to be taken from the IT Budget and the Office equipment would be a maximum of £357 to be taken from the Office Equipment Budget. Members advised officers that where possible second hand furniture should be acquired at a lower cost.

RESOLVED: That Photoshop type and Outlook software be obtained for a total cost of £146.89 to be taken from the IT Budget.

Office equipment be purchased, preferably second hand, at a total cost of £357 to be taken from the Office Equipment Budget.

PRI4/13 FINANCE

Payment of Accounts at 3 June 2013

Members noted and approved the payment of accounts up to 3 June 2013 – recorded below:

Date	Supplier	Description of goods/services	Total Paid (£)
07.05.13	ACE Liftaway	Provision of Toilets – Allotments	437.15
07.05.13	Administration Assistant	May 2013 Salary	780.13
07.05.13	DMJ Butler Country Services	Allotment Grounds Maintenance	1236.28
07.05.13	Town Clerk	May 2013 Salary	2083.06
07.05.13	Custom Studio	Web hosting & Grant Form & Upgrades	245.92
07.05.13	HALC	Basic Planning – Members Training	36.00
07.05.13	H M Revenue & Customs	May 2013 NI Tax Contributions	964.18
07.05.13	Kevin Justice	Turn on water supply & tap/pipe repairs	290.00
07.05.13	Southern Water	Water Supply The Drove Allotments	225.00
07.05.13	Test Valley Borough Council	Hire of Guildhall 23.05.2013	42.00
07.05.13	Viking Supplies	Stationery	254.09
07.05.13	Danwood Working Solutions	Photocopier usage Jan-Apr 2013	141.64
03.06.13	Town Clerk	Town Clerk reimbursements	106.72
03.06.13	Action for Market Towns	Localism Training	130.00
03.06.13	Andover & District Mencap	Recycling Collections 17/11/2012 – 03/05/2013	5.85
03.06.13	Administration Assistant	June 2013 Salary	1194.58
03.06.13	Town Clerk	June 2013 Salary	2095.19
03.06.13	Custom Studio	Web hosting & provision of emails	35.94
03.06.13	HALC	Planning Framework Training	36.00
03.06.13	H W Controls & Assurance	Internal Audit Fees 2012/2013	900.00
03.06.13	Pride of Andover Awards	Grant Funding for PofAA 2013	500.00
03.06.13	Southern Water	Water Supply Old Winton Rd Allotments	28.83
03.06.13	Southern Water	Water Supply Barlows Lane Allotments	93.81
03.06.13	Test Valley Borough Council	Grant funding for Christmas Lights Switch-on	5000.00
03.06.13	Test Valley Borough Council	Hire of Guildhall 13.06.2013	42.00
03.06.13	Gary Hatto	Office Rental May 2013	458.33
03.06.13	British Telecom	Telephone & Broadband Charges May 2013	76.21
03.06.13	N Power	Electricity charges for office 31.01.12-23.04.13	502.47
	Total		£19,193.67

Accounts up to 30 April 2013

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

PRI5/13 COMMITTEE WORK PROGRAMME

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

To add to the Work Programme for 31 July 2013 the following items:

Website/Logo – colours quotes (3)

Update on Audit Report progress

Town Council Forum

P&R Terms of Reference

Community Right to Bid

To add to the Work Programme for 25 September 2013 the following items:

Asset Register

Localism – Right to Purchase

PR16/13 PENSIONS

Members received a report on Pensions. It was agreed to refer the item to the Staffing Sub Committee for further investigation.

The Chairman closed the meeting at 9.00pm.

Chairman

Date

ANDOVER TOWN COUNCIL POLICY AND RESOURCES COMMITTEE

The Policy and Resources Committee will comprise of 11 Elected Members plus Ex Officio the Chairmen of all other standing committees.

The quorum of the Committee will be ½ its Membership (not including Ex Officio).

The **Committee** shall appoint an Elected Member as its Chairman.

The **Committee** shall appoint an Elected Member as its Vice-Chairman.

Purpose of the Committee

To regularly review existing Council policy, to formulate new policy as required for consideration and adoption by full Council; to monitor and manage the Council's finance and other assets as delegated by Council; to ensure the Council's business, including the management of staffing and appointments, media relations, external relationships, committee arrangements and day to day business is run efficiently and within the requirements of the Local Government Act 1974 and the Localism Act 2011.

Terms of Reference

To develop monitor and or review the following and make recommendations to Full Council as per Standing Orders:

Policy and Procedures

1. To identify and evaluate essential new policies for the Council and to formulate a strategy and timetable for the implementation of new policy.
2. To review and change Standing Orders and Financial Regulations as necessary on a yearly basis for adoption by full Council.
3. To review and assess the Council's resources to ensure it can deliver services and powers and duties.
4. To work with the Town Clerk to agree timetables and management for Committee Business.
5. To fully review, once a year, the Council's Risk Management Strategy to be adopted by full Council.
6. To ensure critical business functions of the Council are performed daily to maintain service, consistency and recovery.
7. To maintain the performance of the Business Plan and to review the Council's objectives within the Business Plan, once a year.

APPENDIX B

Finance

8. To fully review, yearly, the Council's Financial Plan and Strategy.
9. To prepare the Annual Budget taking into consideration the Council's priorities for the coming year and to recommend a Precept to full Council.
10. To control expenditure by authorising payments on behalf of the Council and to control expenditure against set budgets during the financial year.
11. To authorise the use of the Council's financial reserves
12. To fully review, evaluate and consider the benefits, risks and impact on changes to fees of the Council's services and to recommend any changes to full Council.
13. To manage the Council's monies to maximise liquidity and mitigate the operational, financial and reputational risk.
14. To consider, review and manage any leasing and loans.
15. To appoint an Independent Internal Auditor to audit the accounts and procedures of the Council.
16. To fully consider and review the Internal Audit Report and Action Plan and make recommendations to full Council.
17. To fully review and consider the impact on the Council when overseeing the Councils banking and investment arrangements.
18. To manage and regularly review the Council's investment policy.
19. To ensure that any property and/or amenities owned by the Council are properly managed and controlled.

Asset Management

20. To fully review, evaluate and consider the benefits, risks and impact of an asset/service before it is transferred to the Council

Insurance

21. To review the insurance cover to ensure the Council is covered to carry out all its functions as a Local Authority.

APPENDIX B

Human Resources

22. To fully review, evaluate and consider the risks and impact of appropriate staffing levels to deliver the Council's services.
23. To Grade staff and the level of remuneration using as a guide, the National Joint Committees Regulations (NJC) Green Book) and the Terms and Conditions in line with the Society of Local Council Clerks (SLCC).
24. To ensure that the Chairman of the Staffing Sub-Committee undertakes the Annual Appraisal of the Town Clerk.
25. To implement recruitment procedures and policies for equal opportunities and employment practice.
26. To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees.

Communications

27. To assist the Town Clerk with the preparation of the Annual Report for the Town Meeting.
28. To create an Emergency Plan for the Council if and when required.

Democratic Services

29. To work with the Town Clerk to approve a programme of training for Members.
30. To ensure adequate provision is provided for Members Services.

Urgent Matters

31. To provide 2 Elected Members of the Council to be consulted by the Town Clerk to assist with dealing with urgent matters which have a legal or financial impact on the Council and due to time restraints cannot be dealt with at the next meeting of the Policy and Resources Committee or Council.

Working Groups

32. To form time and task limited Working Groups, from Elected Members of Council to carry out specific tasks.

APPENDIX B

ANDOVER TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE YEARLY WORK PLAN

Action/Objective	Month/Frequency	Notes
Assist the Town Clerk with the preparation of the Annual Report for the Town Meeting.	JANUARY	
Evaluate and consider the risks and impact of appropriate staffing levels to deliver the Councils services	JANUARY	
Review Insurance cover to ensure Council is covered to carry out its functions	FEBRUARY	
Chairman of Staffing Sub-Committee to undertake Annual Appraisal of Town Clerk	FEBRUARY	
	MARCH	
	APRIL	
Review, evaluate and consider the benefits, risks and impact of an asset/service before it is transferred to the Council	MAY	
Provide 2 Elected Members of the Council to be consulted by the Town Clerk to assist with dealing with urgent matters	MAY	
Consider and review the Internal Audit Report and Action Plan – make recommendations to full Council	JUNE	
	JULY	
	AUGUST	
Review and assess the Council's resources to ensure it can deliver services and powers and duties	SEPTEMBER	
Review Council's Risk Management Strategy	SEPTEMBER	
Review the Council's Financial Plan and Strategy	SEPTEMBER	
Work with the Town Clerk to agree timetables and management for Committee Business	OCTOBER	
Prepare the Annual Budget with consideration to priorities	OCTOBER	
To recommend any changes to charges and fees for Council services	OCTOBER	
Consider, review and manage leasing and loans	NOVEMBER	
Review the Council's objectives within the Business Plan	NOVEMBER	
Recommend Precept to full Council	DECEMBER	
To authorise the use of the Council's financial reserves	DECEMBER	
Manage Council's monies to maximise liquidity and mitigate operational, financial and reputational risk	DECEMBER	
Work with the Town Clerk to formulate a training programme for Members	DECEMBER	
Ensure adequate provision for Members Services	DECEMBER	

Action/Objective	Frequency	Notes
Ensure any property and/or amenities owned by the Council are properly managed	Weekly	Town Clerk to monitor and report any problems to the Committee
Ensure business functions of Council are performed daily to maintain service, consistency and recovery	Weekly	Town Clerk to monitor on a daily basis, back up of hard drives etc.

APPENDIX B

Formulate a strategy and timetable for implementation of new policy	As required within 6 weeks of policy identified	
To review the Town Councils banking arrangements	Every 2 years in January	Take into consideration impact and risk on Council
To review the Councils investment policy	Every 2 years in January	
To appoint an Internal Auditor to audit accounts and procedures	Every 3 years in February	
Identify and evaluate essential new policies for the Council	As required	
To Grade staff and level of remuneration using NJC Green Book and Terms and Conditions in line with SLCC	As required	
Implement recruitment procedures and policies for equal opportunities and employment practice	As required	
Determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees	As required	
To create an Emergency Plan for the Council if and when required	As required	
Form time and task limited Working Groups from Elected Members of Council to carry out specific tasks	As required	

POLICY & RESOURCES WORK PROGRAMME: 2014

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
January 2014	Annual Report	STAT	To review the Annual Report prior to Annual Meeting of Electors	
January 2014	Evaluate staffing levels			
February 2014	Review Insurance Cover	STAT	Ensure adequate cover	
February 2014	Feedback from Appraisal		Address any issues raised during Appraisals	
March 2014	Review of Standing Orders	STAT	To review Standing Orders	Recommend any amendments to Full Council
March 2014	Review of Financial Regulations	STAT	To review Financial Regulations	Recommend any amendments to Full Council
May 2014	Evaluation of Asset Transfer (if required)			
May 2014	Urgent Matters – Appoint 2 Members		Appointment of 2 Members to assist the Town Clerk with any urgent matters	
June 2014	Accounts for the year ended 31 March 2014	STAT	To approve the Accounts for the Year Ended 31 March 2014	
June 2014	To receive the Internal Auditors Report	STAT	To approve the Action Plan arising from the Internal Auditors Report	Recommend to Full Council
June 2014	Annual Return Preparation	STAT	To review Internal Audit Report and consider Accounts for Annual Return	Recommend to Full Council

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
September 2014	Review Council's Resources		To review the Council's resources to ensure services are maintained	
September 2014	Corporate Risk Assessment	STAT	To review the Town Council's Corporate Risk Assessment	Recommend to Full Council
September 2014	Review financial plan for 2014/2015		To consider the Financial Plan for 2014/15 to ensure Budgets cover services required – in preparation for Annual Budget	
October 2014	Timetable of Meetings for 2015		To consider a timetable of meetings for 2015	
October 2014	Annual Budget	STAT	To prepare and recommend to Council the Annual Budget for 2014/2015	
October 2014	Changes to fees (if required)		To consider any changes to fees for services provided	
November 2014	Review any leases or loans (if required)			
November 2014	Review the Town Council's Business Plan			
December 2014	Review of Members Services Provision		To consider whether provision has been provided within the budget for Members' Services	
December 2014	Annual Budget & Precept	STAT	To finalise any changes to the Budget for 2014/2015	Recommend to Full Council
December 2014	Training programme for Members for 2015			



ANDOVER TOWN COUNCIL



Report

Memorial for Reg Presley	
Produced for: Policy and Resources Committee	Date of Report: Tuesday 23 July 2013
Summary of Key Issues <ul style="list-style-type: none"> • To receive an update on the progress of the Reg Presley Memorial Project • 	
Current Situation <ul style="list-style-type: none"> • The Town Clerk has contacted The Heritage Foundation regarding a date for the unveiling of the blue plaque. Unfortunately the date suggested was not convenient therefore another date has been asked for. The Town Clerk is awaiting confirmation. • The Town Clerk has written to the landlords of 12 High Street, with no response. Investigations are being made as to other contacts to obtain permission to place the plaque • The Town Clerk has written to Mrs Presley to confirm the families' agreement regarding the wording of the plaque. An alternative wording has been suggested: "In memory of Reg Presley 12.06.41 – 04.02.13. The Troggs played here, the original Copper Kettle". 	
Recommendations <ol style="list-style-type: none"> a. To note the progress of the project. b. To approve the alternative wording for the plaque. 	

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

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Website: www.andover-tc.gov.uk

Distribution: To all Councillors



ANDOVER TOWN COUNCIL

D

Report

Internal Auditors Report

Author: Wendy Coulter (Town Clerk)	Presented by: Wendy Coulter (Town Clerk)
Produced for: Policy and Resources	Date of Report: Tuesday 23 July 2013

Key Issues
At its previous meeting the Policy and Resources Committee requested that a quarterly report be presented to assess the progress of the completion of the Internal Audit Action Plan.

Below are listed the points raised and the progress of completion to date.

Summary of Action Plan 2013

Points Raised	Action	To be completed by
Internal Audit The draft internal audit plan should be revised as necessary and adopted at the earliest opportunity.	To be revised and approved by Policy and Resources Committee and adopted by Full Council	Report to P&R – 31 July 2013 Adopted by Council – 5 September 2013
Allotments Whilst procedures are in place to deal with the accounting entries required for returned cheques, it is not so evident that there are robust procedures for securing outstanding payments.	To set up a procedure to secure outstanding payments from returned cheques	Completed
Insurance The level of cover in relation to monies held from the payment of allotment fees appears inadequate. Either increase the level of cover or accept the associated risk.	Increase the level of insurance to cover the amount of monies held in the office for 24 hours	Completed
Signage Issues outstanding from 2012.	To acquire fire exit, low headroom and no smoking signs for the Town Council offices.	Completed
Audit Reports A more frequent, say quarterly, review of the plan to deal with the issues that arise would seem appropriate	To report on a quarterly basis the progress of the completion of the Audit	September, December, March, June each year.

to avoid matters becoming overlooked and would allow priorities to be altered as relevant.	Action Plan.	
Salaries & Expenses Although payments of salaries and expenses are reported to the Council as relevant, meetings do not always occur on a monthly basis and it seems there may be months that have not been approved by this method. All such payments should be approved, even if this results in more than one month's payments being approved at one time.	To develop a system of reporting monthly salary payments to Policy and Resources Committee or full Council, as appropriate.	Completed
Financial Implications: There are no financial implications with regard to the implementation of the Internal Audit Action plan for 2013.		
Legal and Policy Implications The Council is required to undertake an annual internal audit to satisfy its external auditors. The internal audit and action plan are submitted to the external auditors as a demonstration of the Council's response to its duties to act within the law.		
Recommendations: I. To note the progress of the Action Plan for 2013.		

23 July 2013

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, First Floor Offices, 66C High Street, Andover, Hants. SP10 1NG.
 Tel: 01264 335592

Distribution: To all Councillors

ANDOVER TOWN COUNCIL

Internal Audit Plan

This Internal Audit Plan runs from January of each year.

It covers three financial years – a review of the audit of the previous financial year, the audit of the current financial year and the appointment of the internal auditor for the new financial year that starts in April.

January

1) The Policy and Resources Committee to meet to review the Council's system for internal financial control.

March

- 1) The Policy and Resources Committee to check that the Council has carried out a risk assessment in the last twelve months.
- 2) The Policy and Resources Committee to meet to review this Audit Plan.
- 3) The Policy and Resources Committee to meet to review the Terms of Reference for the Internal Auditor.

April

Start of the new financial year.

May

The Internal Auditor to receive the accounts and other requested documents such as Town Council Policies and minutes of meetings for the last 12 months.

June

- 1) The Council to receive a report from Policy and Resources Committee on the effectiveness of the Internal Audit.
- 2) The Council to approve this Audit Plan. The Council to approve the Terms of Reference for the Internal Auditor.
- 3) The Council to appoint the Internal Auditor for the 16 months starting in April.
- 4) The Internal Auditor to meet with the Clerk and a member of the Council's Policy and Resources Committee to note any issues raised by the Internal Auditor. (As necessary)
- 5) The Council to receive a copy of the Annual Return to the External Auditor, and to approve it.

July

- 1) The Council to review any issues raised by the Internal Auditor.
- 2) The Council to review if the Internal Audit has been carried out ethically and with integrity and objectivity.
- 3) Council to note any issues which may need to be addressed in the next Audit cycle.

Sept / Oct

- 1) Council to receive a report from the External Auditor.
- 2) Policy and Resources Committee to receive an update on the progress of completion of Action Plan from Internal Auditors report.



ANDOVER TOWN COUNCIL

F

Discussion Paper

Community Right to Bid	
Produced for: Policy and Resources Committee	Date of Report: Monday 22 July 2013
Summary of Key Issues To inform Members about the Community Right To Bid To consider how the Town Council could utilise the Community Right To Bid.	
Current Situation At the previous Policy and Resources Committee Meeting, Members requested an item on the Community Right To Bid. This paper will give Members background information on the scheme. The Community Right To Bid (Assets of Community Value in legislation) is a new initiative introduced in the Localism Act 2011 and came into force in Autumn 2012.	
What is Community Right to Bid? The Community Right to Bid allows Town and Parish Councils to nominate buildings or land for listing by the local authority (Test Valley Borough Council) as an asset of community value. An asset can be listed if its principal use furthers (or has recently furthered) the community's social well-being or social interests (which include cultural, sporting or recreational interests) and is likely to do so in the future. When a listed asset comes to be sold, a moratorium on the sale (of up to six months) may be invoked, providing local community groups with a better chance to raise finance, develop a business and make a bid to buy the asset on the open market.	
Community Right to Bid – Legislation With the Community Right to Bid, Local Authorities (Test Valley borough Council) must keep a 'List of Assets of Community Value'; the legislation sets out in detail the process they must enter into and what information they must include. The legislation also outlines the definition of an asset of community value, which groups can legitimately nominate, the appeals process for land owners, timescales for groups interested in buying land or property on the list, and compensation available to the owners of land or property on the list.	
What is an Asset of Community Value? A building or other land is an asset of community value if its main use has recently been or is presently used to further the social wellbeing or social interests of the local community and could do so in the future. The Localism Act states that "social interests" include cultural, recreational and sporting interests. The regulations list a number of situations where land or buildings are exempted from inclusion on the list or the operation of the moratorium. These include homes, hotels, assets being transferred between kindred businesses, and Church of England land holdings.	

<p>Who can nominate Assets of Community Value?</p> <p>A number of community organisations can nominate land and buildings for inclusion on the list: Town and Parish Councils, neighbourhood forums, (as defined in Neighbourhood Planning Regulations), un-constituted community groups of at least 21 members, not-for-private-profit organisations (e.g. charities).</p>
<p>Decisions and Appeals</p> <p>If a community organisation nominates land or buildings that meet the definition of an Asset of Community Value, and the nomination process was undertaken correctly (i.e. came from a group entitled to nominate), then the Local Authority must include the asset on its list. Assets will remain on the list for at least 5 years.</p> <p>Landowners can ask local authorities to review the inclusion of an asset on the list, and this triggers an appeal to independent body, called a First Tier Tribunal.</p>
<p>Moratorium Periods</p> <p>The Community Right to Bid does not give the right of first refusal to community organisations to buy an asset that they successfully nomination for inclusion on the local authorities list. It does however, give them time to put together the funding necessary to bid to buy the asset on the open market.</p> <p>If an owner wants to sell property/land that is on the list, they must tell the local authority. If the nominating body is keen to develop a bid, they can then call for the local authority to trigger a moratorium period, during which time the owner cannot proceed to sell the asset.</p> <p>There are two moratorium periods. Both start from the date the owner of the asset tells the local authority of their intention to sell. The first is the interim moratorium period, which is 6 weeks, during which time a community organisation can decide if they want to be considered as a potential bidder. The other is a full moratorium period, which is six months, during which a community organisation can develop a proposal and raise the money required to bid to buy the asset.</p> <p>The regulations list some situations where the Moratorium will not be applied, even when it is an Asset of Community Value on the list. These exceptions include the sale of assets from partner or another (for example in a divorce).</p>
<p>Funding</p> <p>In August 2012 grant funding was made available to community organisations to apply for in order to make use of the Community Right to Bid or Community Asset Transfer. The Social Investment Business is managing the £16 million grants programme 'Community Ownership and Management of Assets' on behalf of the Department for Communities and Local Government.</p>
<p>Recommendation</p> <ul style="list-style-type: none"> • To consider whether the Town Council could utilise the 'Community Right to Bid'.

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: 5 JUNE 2013

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
31 July 2013	Update on Audit Report, Action Plan progress	P&R	To ensure Audit Action Plan is being completed	
31 July 2013	Town Council Forum	P&R	To receive a report on a Council Forum	
31 July 2013	P&R Terms of Reference	P&R	To consider SMART Terms of Reference	
31 July 2013	Community Right to Bid	P&R	To discuss the Community Right to Bid Scheme	
25 September 2013	Youth Council Report	P&R	To receive an update	
25 September 2013	Corporate Risk Assessment	STAT	To review the Town Council's Corporate Risk Assessment	Recommend to Full Council
25 September 2013	Quality Council Review	P&R	To monitor progress of Town Council's Quality Council application preparations	
25 September 2013	Website/Logo – colours quotes	P&R	To consider quotes for colour added to website	
30 October 2013	Annual Budget	STAT	To prepare and recommend to Council the Annual Budget for 2014/2015	
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	

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
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	