ANDOVER TOWN COUNCIL

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

Cllrs Steven Hardstaff **(Chairman),** Katherine Bird **(Vice-Chairman),** Zilliah Brooks, David Drew, Karen Hamilton, Steven Hardstaff, Kevin Hughes, Marion Kerley, Geoff McBride, Phil North, Veronika Pond and Roy Shukri.

(copies to all other Members of the council)

You are hereby summoned to attend a meeting of the **POLICY and RESOURCES Committee** to be held at Town Council Offices, 66c, High Street, Andover on **Thursday 30 October 2014 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
24 October 2014

THERE IS NO DISABLED ACCESS TO THE TOWN COUNCIL OFFICES – PLEASE CONTACT THE TOWN CLERK THREE DAYS PRIOR TO THE MEETING IF YOU REQUIRE ACCESS.

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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 6 August 2014 – 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 **CORPORATE RISK ASSESSMENT**

The Council has a duty under its responsibilities for Corporate Governance to undertake an annual Corporate Risk Assessment.

To consider the Risk Assessment and to recommend the Assessment to Full Council.

Report attached separately **(Appendix B)** as this is a large document.

6 **External Audit 2014**

To receive the Completed Audited Annual Return. Members will be pleased to note that the Town Council received no report from the External Auditors, the Town Council is operating to recommended guidelines– Annual Return and Report attached at **Appendix C.**

7 **ANNUAL BUDGET**

To consider the Draft Outline Budget for the year 2015/2016 – Budget to follow. **Appendix D.**

To consider the Budget and recommend to Full Council.

8 **TIMETABLE OF MEETINGS 2015**

To recommend the dates of Committee Meetings in 2015 to Full Council for approval – dates of meetings attached at **Appendix E.**

9 **CHANGES TO FEES (if required)**

To receive any recommendations from the Allotment Committee for increase in Fees – report to follow after Allotment Sub-Committee meeting on Tuesday 28 October 2014.

10 **MANDATORY DATA PUBLICATION REQUIREMENTS**

To receive a report from the National Association of Local Government on Data Publication and to consider the implications for the Town Council. Report attached at **Appendix F.**

11 **MEDIA RELATIONS – PROPOSAL FROM CLLR POND**

To receive a report from Councillor Pond regarding Media Relations for the Town Council - Report at **Appendix G.**

12 **BROWN TOURIST SIGNS ON A303**

To receive and consider a report from Test Valley Borough Council regarding possible future Brown Tourist Signs on the outskirts of Andover - Report attached at **Appendix H.**

13 **FINANCE**

Payment of Accounts up to 28 October 2014

To receive the Payment Lists up to 30 September 2014 – attached at **Appendix I.**

To approve the Payment of accounts up 28 October 2014 - Payment List to Follow.

Reconciled Bank Statements

To receive and approve the reconciled Bank Accounts up to 30 September 2014 – reconciliations to follow.

Payments to Petty Cash Card

To approve reimbursement payments back to Petty Cash Card – report attached at **Appendix J.**

Overnight Allowance

To consider adding an Allowance to the Petty Cash Card to allow staff to stay in a preferred Bed & Breakfast if their duties for the Town Council require them to do so.

For example, Christmas 2013, staff were on site until 2.30am attending the installation of the Christmas Tree.

14 **COMMITTEE WORK PROGRAMME**

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

The Chairman will close the meeting.

ANDOVER TOWN COUNCIL

A

Minutes of Policy & Resources Committee

Time and date
7.00pm on Wednesday 6 August 2014

Place
Town Council Offices, High Street, Andover

Details of Attendance:
Cllr S Hardstaff (Chairman) (P)
Cllr K Bird (Vice-Chairman) (P)
Cllr Z Brooks (P) Cllr D Drew (P) Cllr K Hamilton (P) Cllr K Hughes (A)
Cllr M Kerley (A) Cllr G McBride (A) Cllr P North (A) Cllr V Pond (P)
Cllr R Shukri (P)

Also Present: Cllr A Fitchet (Substitute for Cllr G McBride)

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

PR19/14 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors Kevin Hughes, Marion Kerley, Geoff McBride and Phil North. Cllr Andy Fitchet substituted for Councillor Geoff McBride.

PR20/14 DECLARATIONS OF INTEREST

Councillor S Hardstaff declared an Interest in Item 7, Items for Decision from the Allotment Sub-Committee, as he has an allotment.

PR21/14 MINUTES

It was proposed by Cllr David Drew and seconded by Cllr Zilliah Brooks that the minutes of the meeting held on 5 June 2014 be signed as a correct record.

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 5 June 2014 were agreed and signed by the Chairman as a correct record.

PR22/14 PUBLIC PARTICIPATION

Councillor Barbara Long asked whether the Town Council could make a donation to the cost of the candles used at the WW1 Vigil on Monday 4 August 2014.

It was agreed that a donation would be made from the Petty Cash Budget.

Councillor Barbara Long asked whether the Rules and Regulations for the allotments had been

updated.
The Town Clerk confirmed that they had been updated and would be discussed later in the meeting.

PR23/14 ITEMS FOR DECISION FROM ALLOTMENTS SUB-COMMITTEE

Members were requested to provide Resolutions for items from the recent Allotment Sub-Committee meeting which was not quorate.

Review of Invoicing Date

Members noted that a request had been received from The Drove Allotment Association to move the Allotment Invoicing Date to October in order to allow allotment tenants to harvest their crops.
Members noted from the report from the Allotment Sub-Committee that there were very few occasions where tenants had required 'harvesting time'. In general tenants either planned their tenancy termination or plots were abandoned.
Members further noted that October was a busy time in the office administratively and would add increased pressure to Members of Staff.
Therefore it was proposed by Cllr D Drew and seconded by Cllr V Pond to keep the Invoicing Date the 1st September.

RESOLVED: That the Allotment Invoice Date would remain as 1st September each year.

Review of Water Charging Policy

Members noted that currently the waters charges are distributed evenly over all allotment plots and charged in arrears. However, each allotment site used different amounts of water. It was proposed that charges for water should be made per site.
It was proposed by Cllr D Drew and seconded by Cllr V Pond to distribute the water charges per site.

RESOLVED: That water for the allotments be charged in arrears per allotment site from 1st September 2014.

Review of Rules and Regulations

Members received a report on proposed changes to the Allotment Rules and Regulations. The following changes were proposed:
"Consideration may be given to offer a second plot to existing tenant with a good proven track record of cultivation if there are allotment plots available and there is no waiting list".
"Recovery of neglected plots, a letter will be issued with date for cultivation, if not adhered to, the Town Council will remove tenant from the plot".
"Recovery of plots from multi-plot holders – the Town Council reserves the right to remove plots from multiple plots holders if they are failing to keep all their plots fully cultivated".
It was proposed by Cllr D Drew and seconded by Cllr A Fitchet that the amendments to the allotment Rules and Regulations be agreed.

RESOLVED: That the amendments relating to second plots, recovery of neglected plots and recovery of multiple plots in the allotment rules and regulations be agreed.

Parking Permits

Members noted that a request had been received from tenants at Mylen Road Allotments for parking permits to allow them to park on roads near the allotment site. Members carefully considered the request but agreed that the Town Council did not have the authority to issue parking permits and that tenants would be requested to park their cars on the allotment site.

Site Lock-up

Members received a report on the proposal for a 'lock up' to be located on one of the allotment sites. Members noted that there was a need to store various pieces of equipment that the Town Council had purchased for use on the allotments.
It was proposed by Cllr D Drew and seconded by Cllr A Fitchet that the Town Clerk carry out a risk assessment on the sites to determine which would be most suitable and that in principle the steel container would be preferred.

RESOLVED: in principle that a steel container be purchased and subject to a risk assessment be placed on the most suitable allotment site.

Mylen Road Hedging

Members considered three quotes for hedging works at Mylen Road allotment site. Members noted that the hedge required cutting back urgently as complaints had been received. Members carefully considered the quotes and it was proposed by Cllr D Drew and seconded by Cllr V Pond that a maximum of £750 be spent to cut back the hedge.

RESOLVED: That £750 be released from the Allotment Maintenance Budget to cut back the hedge at Mylen Road Allotment site.

PR24/14 REVIEW OF COMMITTEE TERMS OF REFERENCE

Members considered and reviewed changes to the Terms of Reference for the Council and Committees. It was agreed to recommend to full Council the Terms of Reference for: Council, Policy and Resources Committee, Amenities and Town Development Committee, Planning Committee, Allotments Sub-Committee and Staffing Sub- Committee.

PR25/14 EARMARKED RESERVES

Members considered a report on projects using Earmarked Reserves and agreed the following:

Renewal of Office Laptop

Members noted that £600 had been placed in Earmarked Reserves for the replacement of the Office Laptop. It was discussed and agreed to delegate to the Town Clerk the authority to spend up to £600 +VAT on a new Laptop for the office.

RESOLVED: That the Town Clerk be authorised to spend up to £600 +VAT from Earmarked Reserves on a replacement laptop for the Town Council office.

Website

Members noted that £2,600 had been placed in earmarked reserves for the development of the Town Council website. It was agreed that these monies be released but that the Working Group should meet to consider how to develop the website, prior to any authorisation to spend monies.

RESOLVED: That £2,600 be released from Earmarked Reserves to develop the website but the Website Working Group would meet to consider development prior to any monies being spent.

Temporary Staff

Members noted that £6,000 was transferred to Earmarked Reserves for Salaries and Pensions in 2014/2015. Members considered a request, that if volunteers could not be sourced to assist staff during the busiest periods in the office, that the Town Clerk be authorised to recruit a temporary member of staff from a Temping Agency up to a value of £2,000 per annum.

It was agreed that the Town Clerk would initiate a process whereby a call for volunteers would be sent out, if there were no volunteers by a given date, the Town Clerk would then, in consultation with the Chairman and Vice Chairman of the Staffing Sub-Committee recruit a temporary member of staff from a Temping Agency.

RESOLVED: That the Town Clerk would initiate a process whereby a call for volunteers would be sent out, if there were no volunteers by a given date, the Town Clerk would then, in consultation with the Chairman and Vice Chairman of the Staffing Sub-Committee recruit a temporary member of staff from a Temping Agency up to a maximum value of £2,000 per annum.

Telephone Recording System

Members considered whether a telephone recording system for the Town Council office was required, following recent incidents of aggressive phone calls received by Officers and Councillors. It was agreed that the situation would be monitored and if Officers considered that a recording system was required a further report, with supporting evidence would be submitted to the Policy and Resources Committee.

PR26/14 COMPLIANCE WITH THE DISABILITY DISCRIMINATION ACT 1995

Members considered a report on compliance with the Disability Discrimination Act. Members noted that to comply with the Act the Town Council was required to provide a Hearing Loop in the Town Council Office. Members noted that the Council Meetings held in the Guildhall complied with the DDA 1995 because a hearing loop was installed and available for use at the Council meetings.

Members noted that there may be a hearing loop available to the Town Council for a cost of £500 via another organisation, but this was yet to be confirmed.

It was proposed by Cllr D Drew and seconded by Cllr A Fitchet and agreed that the Town Council should purchase a small hearing loop to fulfil the DDA 1995 requirements and if the other hearing loop for £500 became available to Town Clerk would have delegated authority to purchase it for the use of the Town Council.

RESOLVED: That the Town Council should purchase a small hearing loop to fulfil the DDA 1995 requirements and if the other hearing loop for £500 became available to Town Clerk would have delegated authority to purchase it for the use of the Town Council.

PR27/14 RESPONSIBLE DOG OWNERSHIP

Members received a report from Councillor Katherine Bird regarding a new Animal Welfare Scheme being carried out by Test Valley Borough Council regarding responsible dog ownership. Members noted that the proposal was for Andover to become the next pilot area for the project. Members discussed at length the merits of such a scheme in Andover. Some objections were raised in concern that responsible dog owners may find the scheme somewhat offensive. However Cllr K bird proposed and Cllr K Hamilton seconded a vote was taken, 1 against, 1 abstention and it was

RESOLVED: That Andover Town Council would work with Test Valley Borough Council for Andover to become the next pilot area for the new Animal Welfare Scheme.

PR28/14 URGENT MATTERS

It was agreed to appoint two Members of the Committee who would be consulted by the Town Clerk regarding a matter of urgency within the Terms of Reference for the Committee.

RESOLVED: That the Chairman and Vice Chairman of the Policy and Resources Committee be appointed for the Town Clerk to consult regarding mattes of urgency within the Terms of Reference for the Policy and Resources Committee.

PR29/14 REVIEW OF FINANCIAL PLAN FOR 2015/2016

Members received a report outlining a Financial Plan for 2015/2016. There were no issues raised and it was agreed that the financial plan would feed into the budgeting process for 2015/2016 **(Financial Plan attached to record minutes).**

PR30/14 FINANCE

Payment of Accounts at 5 August 2014

Members noted and approved the payment of accounts up to 28 July 2014 – recorded below (to comply with Internal Audit, all payments up to 5 August 2014 are listed below):

July 2014			
Cheque No	**Supplier**	**Service/Product Supplied**	**Total (£)**
400749	Andover Business Computers	Scanner and Printing set up	249.93
400750	Allotment Administrator	July salary	927.35
400751	Convenient Hire Ltd	Toilet provision for allotments	560.98
400572	Town Clerk	July Salary	2120.41
400773	Town Clerk	July reimbursements	108.85
400754	Custom Studio Ltd	Website and email provision	35.94
400755	DMJ Butler Country Services	Allotment Maintenance	630.00
400756	DMJ Butler Country	Weed Treatment for Allotments	750.00

	Services		
400757	H M Revenue & Customs	July Tax	974.16
400578	Hampshire Pension Fund	Pension Contribution Allots Admin	198.61
400759	Hedeys Solicitors	Allotments Legal Support	388.80
400760	Test Valley Borough Council	Hire of Guildhall 11.06.2014	43.50
400761	Evergreen Garden Services	Storage of xmas fencing & lights	224.00
BT DD June 2014	British Telecom	Telephone Line rental	7.21
400764	Mr G McBride	Voucher for Youth Council Competition	20.00
400767	Viking Supplies	Computer Monitor	142.80
DD CIT July 2014	CIT Vendor Finance	Rental of Photocopier	308.53
400762	Baxter Confidential	Confidential Waste Management	78.00
DD Mains July 2014	Mainstream Digital	Call Charges 30.05.2014-27.06.2014	5.72
400765	Pitney Bowes	Franking machine rental x 2	60.96
400766	Southern Water	Vigo Road allotment water charges	132.06
400763	Town Clerk	Repairs to office window	138.00
400775	Direct365 Online	Waste and recycling for 1 year	222.00
400774	Danwood Working Solutions	Photocopying Charges April-July 2014	80.54
400773	Mr D Bolland	Grass Cutting – Admirals Way Allots	11.00
400781	Viking Supplies	Fans and Heaters for Offices	95.96
400776	The Drove Allotment Assoc	Allotment Maintenance – The Drove	578.00
400779	Southern Water	Admirals Way Water Charges	95.23
400777	Mr G McBride	Reimbursement – provisions for YC	14.80
400770	DMJ Butler Country Services	Allotment Maintenance	880.00
400771	DMJ Butler Country Services	Allotment Maintenance	680.00
400772	DMJ Butler Country Services	Covering for vacant allotments	265.22
Total Payments for July 2014			**11,677.80**
July 2014			
Cheque No	**Supplier**	**Service/Product Supplied**	**Total (£)**
400782	Andover Business Computers	Bug Fixes on Administrator PC	69.99
400783	Allotment Administrator	August Salary	813.41
400784	Convenient Hire Ltd	Toilet Provision for Allotments	614.39
400785	Town Clerk	August Salary	2131.67
400786	Town Clerk	August Reimbursements	16.38
400787	Custom Studio Ltd	Website and Email provision	35.94
400788	First Clean Services	Office Window Clean	18.00
400789	Grately homes Services	Replacement broken socket and light	135.00
400790	Hampshire Pension Fund	Pension Provision Allots Admin	172.13
400791	H M Revenue & Customs	August Tax	990.29
400792	Mores Cleaning Services	Office Cleaning July 2014	30.00
400793	Pitney Bowes	Hire of Franking Machine	23.94
400794	Viking Supplies	Tower Fan for Office	39.47
400795	Ebuyer	Laptop for Office (Incl VAT)	773.87
Total Payments for August 2014			**5,864.48**
August 2014			
Total Payments			**£17,542.28**

PR31/14 COMMITTEE WORK PROGRAMME

Members discussed items on the current Work Programme and agreed to add the following items:
Report from Staffing Sub-Committee – 30 October 2014

The Chairman closed the meeting at 8.50pm.

Chairman Date

45 30/6

Local Councils in England

Annual return for the financial year ended 31 March 2014

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

– Sections 1 and 2 are completed by the person nominated by the local council.

– Section 3 is completed by the external auditor appointed by the Audit Commission.

– Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2014.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2014, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do not send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2014.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here: ANDOVER TOWN COUNCIL ~~Council/Meeting~~

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2013 £	31 March 2014 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1 Balances brought forward	88067	98849	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	131123	115717	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	11546	49331	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	44826	49512	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	87061	77505	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	98849	136880	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	86012	124518	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	1392	4,360	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

11 **Disclosure note** Trust funds (including charitable)	yes	no	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.
		✓			

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date 11/06/2014

I confirm that these accounting statements were approved by the council on this date:

11/06/2014

and recorded as minute reference:

C22/14

Signed by Chair of the meeting approving these accounting statements.

Date 11/06/2014

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

ANDOVER TOWN COUNCIL ~~Council/Meeting~~

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

		Agreed – Yes	Agreed – No*	'Yes' means that the council:
1	We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5	We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6	We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7	We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9	Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes	no	NA ✓ has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

C22/14

dated 11/06/2014

Signed by:

Chair X

dated 11/06/2014

Signed by:

Clerk

dated 11/06/2014

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 3 – External auditor certificate and opinion 2013/14

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2014 of

ANDOVER TOWN Council/~~Meeting~~

Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2014; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor report

(~~Except for the matters reported~~ below)* on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*~~delete as appropriate~~).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

(continue on a separate sheet if required)

External auditor signature BDO LLP

External auditor name BDO LLP Southampton United Kingdom Date 10/9/14

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled Statement of Responsibilities of Auditors and of Audited Small Bodies.

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Section 4 – Annual internal audit report 2013/14 to

ANDOVER TOWN Council/~~Meeting~~

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2014.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.		✓	
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		

K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit HW CONTROLS & ASSURANCE LTD

Signature of person who carried out the internal audit HW CONTROLS & ASSURANCE LTD Date 21/05/2014

*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2013/14 annual return

1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.

2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.

3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.

4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.

5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.

6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.

7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.

8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2013) equals the balance brought forward in the current year (Box 1 of 2014).

9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	✓
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	✓
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2014 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	N/A
Section 2	For any statement to which the response is 'no', an explanation is provided?	✓
Section 4	All green boxes completed by internal audit and explanations provided?	✓

*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk

Financial Budget Comparison

Comparison between 01/04/14 and 24/10/14 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/14

		Previous Year's Net	2014/2015	Actual Net	Balance	2015/2016
INCOME						
Amenities & Town Development						
3025	Town Development					
3025/1	Income from Events	£0.00	£0.00	£0.00	£0.00	£0.00
3025/2	Grants	£9,000.00	£0.00	£0.00	£0.00	£0.00
3025/3	Sponsership	£0.00	£0.00	£0.00	£0.00	£0.00
3025	Total	£9,000.00	£0.00	£0.00	£0.00	£0.00
Total Amenities & Town Development		£9,000.00	£0.00	£0.00	£0.00	£0.00
Policy & Resources						
36	Business Rates Refund	£0.00	£0.00	£9,906.13	£9,906.13	£0.00
3000	Precept	£115,717.19	£127,499.58	£127,499.58	£0.00	£0.00
3001	TVBC Tax band Grant	£18,324.00	£0.00	£0.00	£0.00	£0.00
3010	Bank Interest	£363.84	£300.00	£195.19	-£104.81	£150.00
3020	Grants Received	£0.00	£0.00	£0.00	£0.00	£0.00
3100	VAT Refund	£747.42	£0.00	£1,425.59	£1,425.59	£0.00
3110	VAT Overclaim	£0.00	£0.00	£0.00	£0.00	£0.00
4210	Waste Removal	£0.00	£0.00	£222.00	£222.00	£0.00
Total Policy & Resources		£135,152.45	£127,799.58	£139,248.49	£11,448.91	£150.00
Allotments						
3050	Allotment Rents					
3050/1	Admirals Way	£961.78	£1,050.00	£1,329.06	£279.06	£1,050.00
3050/2	Barlows Lane	£3,917.14	£4,550.00	£5,654.92	£1,104.92	£4,550.00
3050/3	Churchill Way	£1,708.82	£1,750.00	£2,637.47	£887.47	£1,750.00
3050/4	Mylen Road	£1,145.16	£1,250.00	£1,369.47	£119.47	£1,250.00
3050/5	Old Winton Road	£3,331.12	£3,400.00	£4,816.03	£1,416.03	£3,400.00
3050/6	The Drove	£5,577.73	£6,840.00	£6,694.49	-£145.51	£6,840.00

Financial Budget Comparison

Comparison between 01/04/14 and 24/10/14 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/14

		Previous Year's Net	2014/2015	Actual Net	Balance	2015/2016
3050/7	Vigo Road	£4,751.79	£5,750.00	£5,458.76	-£291.24	£5,750.00
3050	Total	£21,393.54	£24,590.00	£27,960.20	£3,370.20	£24,590.00
3051	Allotment Rents	£250.00	£0.00	£0.00	£0.00	£0.00
3051/1	Admirals Way Dpst	£0.00	£0.00	£150.00	£150.00	£0.00
3051/2	Barlows Lane Dpst	£0.00	£0.00	£250.00	£250.00	£0.00
3051/3	Churchill Way Dpst	£0.00	£0.00	£300.00	£300.00	£0.00
3051/4	Mylen Road Dpst	£0.00	£0.00	£100.00	£100.00	£0.00
3051/5	Old Winton Road Dpst	£0.00	£0.00	£300.00	£300.00	£0.00
3051/6	The Drove Dpst	£0.00	£0.00	£300.00	£300.00	£0.00
3051/7	Vigo Road Dpst	£0.00	£0.00	£350.00	£350.00	£0.00
3051	Total	£250.00	£0.00	£1,750.00	£1,750.00	£0.00
Total Allotments		£21,643.54	£24,590.00	£29,710.20	£5,120.20	£24,590.00
Total Income		£165,795.99	£152,389.58	£168,958.69	£16,569.11	£24,740.00

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Financial Budget Comparison

Comparison between 01/04/14 and 24/10/14 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/14

		Previous Year's Net	2014/2015	Actual Net	Balance	2015/2016
EXPENDITURE						
Amenities & Town Development						
4700	Town Centre Development					
4700/1	Notice Boards	£0.00	£0.00	£0.00	£0.00	£0.00
4700/2	Christmas Lights	£19,388.63	£20,000.00	£6,890.57	£13,109.43	£22,000.00
4700/3	Events	£500.00	£1,000.00	£141.88	£858.12	£500.00
4700/5	Youth Development	£266.77	£1,000.00	£34.80	£965.20	£1,000.00
4700/6	Development of Town Centre	£0.00	£500.00	£0.00	£500.00	£500.00
4700/7	Town Centre Management	£0.00	£9,330.00	£9,358.33	-£28.33	£9,330.00
4700	Total	£20,155.40	£31,830.00	£16,425.58	£15,404.42	£33,330.00
Total Amenities & Town Development		£20,155.40	£31,830.00	£16,425.58	-£15,404.42	£33,330.00
Policy & Resources						
4000	Corporate Management					
4000/1	Accounts Support	£0.00	£710.00	£0.00	£710.00	£720.00
4000/2	Bank Charges	£0.00	£20.00	£176,720.07	-£176,700.07	£0.00
4000/3	Legal & Proffesional Fees	£495.95	£750.00	£989.70	-£239.70	£1,000.00
4000/4	Audit Fees	£1,150.00	£1,325.00	£1,150.00	£175.00	£1,150.00
4000/5	IT Support & Equipment	£0.00	£600.00	£1,109.78	-£509.78	£1,000.00
4000/6	Web Site & Community Development					
4000/6/1	Web Site	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00
4000/6/2	Website Hosting	£0.00	£500.00	£209.65	£290.35	£500.00
4000/6	Total	£0.00	£1,500.00	£209.65	£1,290.35	£1,500.00
4000	Total	£1,645.95	£4,905.00	£180,179.20	-£175,274.20	£5,370.00
4100	Democratic Representation					
4100/1	Chairmans Allowance	£51.35	£50.00	£0.00	£50.00	£50.00
4100/2	Members Training & Courses	£495.00	£300.00	£0.00	£300.00	£1,000.00

Financial Budget Comparison

Comparison between 01/04/14 and 24/10/14 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/14

		Previous Year's Net	2014/2015	Actual Net	Balance	2015/2016
4100/3	Members Travel	£0.00	£100.00	£0.00	£100.00	£200.00
4100/4	Public Building Hire	£266.00	£400.00	£188.50	£211.50	£400.00
4100	Total	£812.35	£850.00	£188.50	£661.50	£1,650.00
4180	Other Services to the Public					
4180/1	Election Costs	£7,406.71	£8,000.00	£0.00	£8,000.00	£8,000.00
4180	Total	£7,406.71	£8,000.00	£0.00	£8,000.00	£8,000.00
4190	Grants					
4190/1	Grants	£900.00	£1,000.00	£50.00	£950.00	£1,000.00
4190/2	Grants Section 137	£0.00	£0.00	£0.00	£0.00	£0.00
4190/3	Grants Christmas Switch on	£0.00	£0.00	£0.00	£0.00	£2,500.00
4190	Total	£900.00	£1,000.00	£50.00	£950.00	£3,500.00
4200	Administration Rechargeable Staffing					
4200/1	Salaries Corporate	£37,747.97	£48,600.00	£23,427.54	£25,172.46	£50,500.00
4200/2	Salaries - Allotments	£11,231.04	£12,230.00	£6,271.18	£5,958.82	£12,500.00
4200/3	Staff Training	£265.00	£300.00	£95.00	£205.00	£300.00
4200/4	Staff Travel	£31.15	£200.00	£0.00	£200.00	£200.00
4200	Total	£49,275.16	£61,330.00	£29,793.72	£31,536.28	£63,500.00
4210	Administration Rechargeable					
4210/1	Petty Cash	£0.00	£250.00	£0.00	£250.00	£250.00
4210/2	Office Sundries	£217.20	£250.00	£172.29	£77.71	£250.00
4210/3	Rent - Office	£5,499.96	£5,665.00	£2,291.65	£3,373.35	£6,000.00
4210/4	Rates - Office	£2,633.40	£2,700.00	£2,684.70	£15.30	£0.00
4210/5	Water Rates - Office	£0.00	£100.00	£0.00	£100.00	£100.00
4210/6	Heating & Lighting - Office	£1,296.02	£1,300.00	£883.95	£416.05	£1,400.00
4210/7	Telephone	£1,731.25	£900.00	£906.62	-£6.62	£1,200.00
4210/8	Photocopying	£1,200.85	£1,450.00	£1,527.42	-£77.42	£1,500.00

Financial Budget Comparison

Comparison between 01/04/14 and 24/10/14 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/14

		Previous Year's Net	2014/2015	Actual Net	Balance	2015/2016
4210/9	Printing & stationery	£533.21	£800.00	£415.49	£384.51	£800.00
4210/10	Postage	£0.00	£700.00	£484.58	£215.42	£700.00
4210/11	Subscriptions/Memberships	£2,729.25	£2,700.00	£2,722.25	-£22.25	£2,800.00
4210/12	Insurance	£21.94	£2,300.00	£0.00	£2,300.00	£2,300.00
4210/14	Other Advertising	£0.00	£100.00	£53.10	£46.90	£100.00
4210/15	Office Equipment maintenance	£1,130.32	£250.00	£974.49	-£724.49	£1,000.00
4210/16	New Equipment & furniture	£554.58	£200.00	£805.56	-£605.56	£1,000.00
4210/17	Waste Removal	£219.05	£400.00	£537.00	-£137.00	£600.00
4210	Total	£17,767.03	£20,065.00	£14,459.10	£5,605.90	£20,000.00
4211	Administration Rechargable					
4211/2	Postage	£0.00	£0.00	£0.00	£0.00	£0.00
4211/10	Sundries	£204.72	£0.00	£0.00	£0.00	£0.00
4211	Total	£204.72	£0.00	£0.00	£0.00	£0.00
Total Policy & Resources		£78,011.92	£96,150.00	£224,670.52	£128,520.52	£102,020.00
Allotments						
4500	Allotment Service					
4500/1	Allotment Maintenance					
4500/1/1	Admirals Way					
4500/1/1/1	Services	£891.90	£1,000.00	£596.50	£403.50	£1,000.00
4500/1/1/2	Grounds Maintenance	£467.00	£715.00	£266.00	£449.00	£715.00
4500/1/1/3	Water Charges	£263.50	£400.00	£139.89	£260.11	£300.00
4500/1/1/4	Repairs & Renewals	£500.22	£715.00	£290.00	£425.00	£715.00
4500/1/1/5	Equipment	£0.00	£70.00	£89.04	-£19.04	£95.00
4500/1/1/6	Sundries	£0.00	£70.00	£20.00	£50.00	£70.00
4500/1/1	Total	£2,122.62	£2,970.00	£1,401.43	£1,568.57	£2,895.00
4500/1/2	Barlows Road					
4500/1/2/1	Services	£869.04	£1,000.00	£596.50	£403.50	£1,000.00

Financial Budget Comparison

Comparison between 01/04/14 and 24/10/14 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/14

		Previous Year's Net	2014/2015	Actual Net	Balance	2015/2016
4500/1/2/2	Grounds maintenance	£365.00	£715.00	£711.00	£4.00	£1,500.00
4500/1/2/3	Water Charges	£658.89	£900.00	£442.53	£457.47	£900.00
4500/1/2/4	Repairs and Renewals	£445.57	£715.00	£40.00	£675.00	£715.00
4500/1/2/5	Equipment	£0.00	£70.00	£80.04	-£10.04	£100.00
4500/1/2/6	Sundries	£55.00	£70.00	£40.92	£29.08	£70.00
4500/1/2	Total	£2,393.50	£3,470.00	£1,910.99	£1,559.01	£4,285.00
4500/1/3	Churchill Way					
4500/1/3/1	Services	£786.18	£1,000.00	£596.50	£403.50	£1,000.00
4500/1/3/2	Grounds Maintenance	£365.00	£715.00	£1,361.00	-£646.00	£1,500.00
4500/1/3/3	Water Charges	£479.31	£500.00	£75.05	£424.95	£500.00
4500/1/3/4	Repairs and Renewals	£1,000.83	£715.00	£209.95	£505.05	£715.00
4500/1/3/5	Equipment	£147.68	£70.00	£219.93	-£149.93	£150.00
4500/1/3/6	Sundries	£0.00	£70.00	£20.00	£50.00	£70.00
4500/1/3	Total	£2,779.00	£3,070.00	£2,482.43	£587.57	£3,935.00
4500/1/4	Mylen Road					
4500/1/4/1	Services	£849.04	£1,000.00	£596.50	£403.50	£1,000.00
4500/1/4/2	Grounds Maintenance	£1,175.00	£715.00	£856.99	-£141.99	£3,715.00
4500/1/4/3	Water Charges	£368.58	£400.00	£507.23	-£107.23	£650.00
4500/1/4/4	Repairs and Renewals	£630.00	£715.00	£369.88	£345.12	£715.00
4500/1/4/5	Equipment	£0.00	£70.00	£80.04	-£10.04	£100.00
4500/1/4/6	Sundries	£0.00	£70.00	£20.00	£50.00	£70.00
4500/1/4	Total	£3,022.62	£2,970.00	£2,430.64	£539.36	£6,250.00
4500/1/5	Old Winton Road					
4500/1/5/1	Services	£688.60	£1,000.00	£596.50	£403.50	£1,000.00
4500/1/5/2	Grounds Maintenance	£875.00	£714.00	£981.00	-£267.00	£2,000.00
4500/1/5/3	Water Charges	£356.76	£450.00	£229.68	£220.32	£450.00
4500/1/5/4	Repairs & Renewals	£473.71	£714.00	£50.00	£664.00	£715.00

Financial Budget Comparison

Comparison between 01/04/14 and 24/10/14 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/14

		Previous Year's Net	2014/2015	Actual Net	Balance	2015/2016
4500/1/5/5	Equipment	£187.69	£70.00	£179.98	-£109.98	£120.00
4500/1/5/6	Sundries	£74.72	£70.00	£20.00	£50.00	£70.00
4500/1/5	Total	£2,656.48	£3,018.00	£2,057.16	£960.84	£4,355.00
4500/1/6	The Drove					
4500/1/6/1	Services	£1,158.65	£1,000.00	£562.50	£437.50	£1,000.00
4500/1/6/2	Grounds Maintenance	£420.00	£716.00	£645.41	£70.59	£750.00
4500/1/6/3	Water Charges	£1,948.19	£2,250.00	£1,483.24	£766.76	£2,250.00
4500/1/6/4	Repairs & Renewals	£204.89	£716.00	£40.00	£676.00	£715.00
4500/1/6/5	Equipment	£79.86	£70.00	£130.73	-£60.73	£120.00
4500/1/6/6	Sundries	£0.00	£70.00	£20.00	£50.00	£70.00
4500/1/6	Total	£3,811.59	£4,822.00	£2,881.88	£1,940.12	£4,905.00
4500/1/7	Vigo Road					
4500/1/7/1	Services	£2,165.76	£1,000.00	£702.50	£297.50	£1,000.00
4500/1/7/2	Grounds Maintenance	£1,528.47	£714.00	£2,092.56	-£1,378.56	£2,500.00
4500/1/7/3	Water Charges	£1,340.58	£1,500.00	£262.41	£1,237.59	£1,500.00
4500/1/7/4	Repairs & Renewals	£1,521.39	£714.00	£323.94	£390.06	£715.00
4500/1/7/5	Equipment	£0.00	£70.00	£126.01	-£56.01	£100.00
4500/1/7/6	Sundries	£23.40	£70.00	£20.00	£50.00	£70.00
4500/1/7	Total	£6,579.60	£4,068.00	£3,527.42	£540.58	£5,885.00
4500/1	Total	£0.00	£24,388.00	£16,691.95	£7,696.05	£32,510.00
4500/2	Allotment Utilities	£22.81	£0.00	£56.25	-£56.25	£0.00
4500	Total	£22.81	£24,388.00	£16,748.20	£7,639.80	£32,510.00
4501	allotment costs					
4501/1	Allotment Maintenance	£33.32	£0.00	£0.00	£0.00	£0.00
4501	Total	£33.32	£0.00	£0.00	£0.00	£0.00
Total Allotments		£56.13	£24,388.00	£16,748.20	-£7,639.80	£32,510.00
Total Expenditure		£98,223.45	£152,368.00	£257,844.30	-£105,476.30	£167,860.00

Financial Budget Comparison

Comparison between 01/04/14 and 24/10/14 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/14

	Previous Year's Net	2014/2015	Actual Net	Balance	2015/2016
Total Income	£165,795.99	£152,389.58	£168,958.69	£16,569.11	£24,740.00
Total Expenditure	£98,223.45	£152,368.00	£257,844.30	-£105,476.30	£167,860.00
Total Net Balance	**£67,572.54**	**£21.58**	**-£88,885.61**		**-£143,120.00**

APPENDIX E

ANDOVER TOWN COUNCIL

LIST OF MEETING DATES FOR 2015

Day	Date	Time	Meeting	Venue
Thursday	1 January 2015		NEW YEARS DAY	
Thursday	15 January 2015	7.00pm	Amenities & Town Development Committee	Council Office
Monday	19 January 2015	6.00pm	Planning Committee	Council Office
Tuesday	20 January 2015	7.00pm	Allotments Sub-Committee	Council Office
Wednesday	28 January 2015	7.00pm	Council	The Guildhall
Wednesday	4 February 2015	7.00pm	Policy and Resources Committee	Council Office
Monday	9 February 2015	6.00pm	Planning Committee	Council Office
Thursday	19 February 2015	6.30pm	Staffing Sub-Committee	Council Office
Monday	2 March 2015	6.00pm	Planning Committee	Council Office
Wednesday	4 March 2015	7.00pm	Amenities & Town Development Committee	Council Office
Thursday	19 March 2015	7.00pm	ANNUAL MEETING OF ELECTORS	The Guildhall
Monday	23 March 2015	6.00pm	Planning Committee	Council Office
Thursday	2 April 2015	7.00pm	Policy and Resources Committee	Council Office
Friday	3 April 2015		BANK HOLIDAY	
Monday	6 April 2015		BANK HOLIDAY	
Monday	13 April 2015	6.00pm	Planning Committee	Council Office
Wednesday	22 April 2015	7.00pm	Council	The Guildhall
Monday	4 May 2015		BANK HOLIDAY	
Monday	18 May 2015	6.00pm	Planning Committee	Council Office
Thursday	21 May 2015	7.00pm	Amenities & Town Development Committee	Council Office
Monday	25 May 2015		BANK HOLIDAY	
Thursday	28 May 2015	7.00pm	ANNUAL COUNCIL	The Guildhall
Wednesday	3 June 2015	7.00pm	Policy and Resources Committee	Council Office
Thursday	11 June 2015	7.00pm	Council (Annual Rtn)	The Guildhall
Monday	22 June 2015	6.00pm	Planning Committee	Council Office
Tuesday	30 June 2015	7.00pm	Allotments Sub-Committee	Council Office
Monday	13 July 2015	6.00pm	Planning Committee	Council Office
Thursday	16 July 2015	7.00pm	Amenities & Town Development Committee	Council Office
Monday	3 August 2015	6.00pm	Planning Committee	Council Office
Wednesday	5 August 2015	7.00pm	Policy and Resources Committee	Council Office
Monday	24 August 2015	6.00pm	Planning Committee	Council Office
Monday	31 August 2015		BANK HOLIDAY	
Thursday	10 September 2015	7.00pm	Council	The Guildhall
Monday	14 September 2015	6.00pm	Planning Committee	Council Office
Thursday	24 September 2015	7.00pm	Amenities & Town Development Committee	Council Office
Monday	5 October 2015	6.00pm	Planning Committee	Council Office
Thursday	22 October 2015	7.00pm	Policy and Resources Committee	Council Office

APPENDIX E

Monday	26 October 2015	7.00pm	Planning Committee	Council Office
Tuesday	27 October 2015	7.00pm	Allotments Sub-Committee	Council Office
Monday	16 November 2015	6.00pm	Planning Committee	Council Office
Wednesday	18 November 2015	7.00pm	Council (Budget)	The Guildhall
Thursday	26 November 2015	7.00pm	Amenities & Town Development Committee	Council Office
Monday	7 December 2015	6.00pm	Planning Committee	Council Office
Thursday	10 December 2015	7.00pm	Policy and Resources (Budget)	Council Office
Monday	21 December 2015	6.00pm	Planning Committee	Council Office
Friday	25 December 2015		BANK HOLIDAY (Christmas Day)	
Monday	28 December 2015		BANK HOLIDAY (Boxing Day Holiday substitute day)	
Friday	1 January 2015		BANK HOLIDAY (New Years Day)	

Transparency Code (>£200,000)

What is in this for local councils?

Local councils will wish to be aware that Government has published a Local Government Transparency Code. This October 2014 version replaces the Code published only in May 2014 (LAIS1366).

Importantly, the mandatory data publication requirements have been extended and also now apply to councils with a gross annual income or expenditure (whichever is higher) exceeding £200,000. Previously the mandatory requirements only applied at a threshold of £6.5 million which effectively meant local councils exceeding the £200,000 threshold were subject only to recommendations under the Code.

Under the revised Code, the matters contained in Part 2 are now mandatory for all local councils exceeding the £200,000 threshold whilst those in Part 3 are recommended. Local councils do not have to comply with those aspects that relate to functions that they do not undertake e.g. requirements for waste contract data.

Government has published a Frequently Asked Questions (FAQs) document which provides additional help with interpreting the Code.

It is anticipated that the Code will come into force on 7 November 2014 (once regulations are made introducing the Code).

Within the FAQs there are references to councils being compensated for burdens associated with data provision. However, there is no evidence currently of any compensation being processed for local councils.

Importantly for local councils with an annual turnover below £25,000, it is also anticipated that a Transparency Code 'which will act as a substitute for routine external audit' will be implemented later this year and will be 'mandatory'. This wording suggests that these smaller councils will not be able to opt to stay within the external audit regime and out of the Code, as previously envisaged. However, we will have to wait until the tail end of the year for finalised details on this Code for smaller councils.

Recommendations:

1) This LAIS provides an overview. Local councils above the £200,000 threshold should read the original October 2014 Code and the associated FAQs to prepare them for the Code coming into force on November 2007 and for the first deadline for data provision of no later than 31 December 2014.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360711/Local_Government_Transparency_Code_2014.pdf
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360713/Local_Government_Transparency_Code_2014__-_FAQ.pdf
2) Councils below the £25,000 threshold need to monitor announcements for the introduction of a Transparency Code for them later this year.
3) All councils should consider the increasing demand for transparency of financial data and information about decisions and should review the way they manage records and information. The default assumption should be in favour of providing data and information wherever possible.

Deadline: N/A Published October 2014
References to local councils: 1 direct reference (Code). 2 direct references (FAQs). Applicable to councils exceeding £200,000 threshold throughout.
Pages: 34 (Code); 29 (FAQs)

Detail

The Local Government (Transparency)(Descriptions of Information)(England) Order and the Local Government (Transparency Requirements)(England) Regulations 2014 provide Government with the ability to implement the new regime and require information through the latest Transparency Code published in October 2014. It is anticipated that the Code will come into force on 7 November 2014.

Government initially consulted in February 2011 on a code of recommended practice for local authorities on data transparency. Section 2 of the Local Government, Planning and Land Act 1980 provides the power to issue such a code. A draft code was then issued in October 2012, followed by a revised Local Government Transparency Code in May 2014. As reported in LAIS 1366, the May 2014 Code applied recommended data transparency requirements to councils with gross income or expenditure over £200,000 and mandatory requirements to those with a gross annual income or expenditure exceeding £6.5 million (which meant local councils were excluded from the mandatory controls).

Under its new Local Government Transparency Code 2014 (October 2014) which supersedes the May 2014 version, the mandatory data publication requirements have been extended (to cover waste services, parking revenue and counter fraud work) and also now apply to councils with a gross annual income or expenditure (whichever is higher) exceeding £200,000.

Under the revised Code, the matters contained in Part 2 are now mandatory for councils exceeding the £200,000 threshold whilst those in Part 3 are recommended.

Part 1 Introduction

This Part explores some of the terms for application of the Code:

Data: '*the objective, factual data, on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery*.' All data should be made available unless there are 'specific sensitivities' for not doing so. Data should be provided on a demand led, open and timely basis. The Freedom of Information Act 2000, Data Protection Act 1998, Schedule 12A Local Government Act 1972 and other key legal information obligations and exemptions continue to apply. However, the presumption should be in favour of openness and disclosure and exemptions should only be relied on where absolutely necessary. Notably, Government states in the Code that there is no Data Protection Act restriction on information being published about councillors or senior local authority officers owing to 'the legitimate public interest in the scrutiny of such senior individuals and decision-makers' (para 13).

Local authority: includes '*a parish council which has a gross annual income or expenditure (whichever is the higher) exceeding £200,000.*' Local councils undertaking functions covered by the Code must comply with its provisions in respect of those functions.

Commercial confidentiality: Government suggests that commercial confidentiality should not, in itself, mean that the Code cannot be followed. They suggest that clauses allowing disclosure should be included within newly entered into contracts. Where contracts have been entered into which contain confidentiality clauses, this could bind the council not to disclose.

Part 2 Information which must be published

QUARTERLY INFORMATION

When must relevant information be published?

- On the first occasion, no later than 31 December 2014 and
- Subsequently at not less than quarterly intervals and not later than one month after the quarter to which the data and information is applicable

What information must be published?

1. **Expenditure exceeding £500** (the figures should be net of VAT where possible)
   Details of each individual item exceeding this limit must be published including invoices, grant and expenses payments, payments for goods and services, grants, grant in aid, rent, credit notes over £500 and transactions with other public bodies.
   What detail must be provided?
   - Date of expenditure
   - Department which incurred the expenditure
   - Beneficiary
   - Summary of the purpose of the expenditure
   - Amount (net of VAT where possible)
   - Value Added Tax that cannot be recovered, and
   - Merchant category (type of goods e.g. computers, software etc)

   Some of this information might require a degree of interpretation in the context of local councils. The FAQs state that salary payments to staff should not be included. The recommendation is to publish payments to contractors and details of senior salaries (£50,000+) must be published. The Code also recommends that total salary expenditure is published at least quarterly.
2. **Government Procurement Card transactions**
   Similar information is required.
3. **Procurement information**
   Details of every invitation for contracts to provide good or services exceeding £5000.
   What detail must be provided?
   - Reference number
   - Title
   - Description of goods/services sought
   - Start, end and review dates and
   - Local authority department responsible

   For contracts, commission activity, purchase orders, framework agreements and other legally enforceable agreements with a value exceeding £5,000, the following information must also be provided:
   - Supplier name and details
   - Sum to be paid over length of contract or estimated annual spending or budget for the contract
   - VAT that cannot be recovered
   - Whether the contract resulted from an invitation to quote or published invitation to tender
   - Whether supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation (include relevant registration number)

ANNUAL INFORMATION

When must relevant information be published?

- On the first occasion, no later than 2 February 2015 and
- Subsequently at not less than annual intervals and not later than one month after the year to which the data and information is applicable

Much of the required information is unlikely to apply to local councils as it includes reference to local authority functions. The data required to be published annually includes:

- Local authority land and building assets (unless sensitive or exempt e.g. refuge houses and social housing)
  Specific detail required includes the address and map reference.
- Grants to voluntary bodies etc
  Detail these as part of the publication of expenditure over £500 or on a separate list but ensuring that the date and time period of the award, the awarding department, the beneficiary and their registration number, a summary of the grant purpose and the amount are all specified.
- Organisation chart
  This details staff in the top three levels of the organisation where their salaries exceed £50,000. Hence most local councils will not have to provide any details.
- Trade Union facility time (where relevant)
- Parking account (where one is kept under section 55 of the Road Traffic Regulation 1984)
- Parking spaces (precise numbers where bays are marked and estimates where unmarked)
- Senior salaried staff responsibilities (transparency requirements exist under the Accounts and Audit (England) Regulations 2011 for staff salaries of at least £50,000 but the requirements are extended to ensure a list of responsibilities and any bonuses and benefits in kind are detailed and that the collated data under the Code and Regulations must be provided on a website).
- Constitution (an additional requirement to publish on their website for principal local authorities already required to publish their constitutions under the Local Government 2000. Local councils would be required to provide their standing orders and other governance documents if requested under the Freedom of Information Act 2000 and would be complying with the spirit of the Code by publishing such information on their website, if they have one)
- Pay multiple (an additional requirement to publish on their website for principal local authorities already required to publish information about the relationship of the Chief Officers pay compared to other staff under the Localism Act 2011)
- Fraud (details to be provided of the counter fraud work which is expected of principal local authorities)

ONE-OFF INFORMATION

Waste contract information must be published by principal local authorities.

How must mandatory information be published?

There is no control over the exact presentation of data and no stipulation about whether data from different categories can be combined or can be in the same list, Government does expect certain methods of publication to be applied and data should be accessible and easily understood. Publication should be:

- In a format that allows open re-use to maximise its value to the public including for commercial and research purposes
- With the Open Government Licence (published by National Archives) as the recommended standard
- In an open and machine-readable format (e.g. Excel rather than scanned tables)

Part 2 Information recommended for publication

The recommended practices include:

- Publishing monthly rather than quarterly or annual information
- Publishing 'real time' information
- Publishing all transactions exceeding £250 and all invitation to tender exceeding £500
- Publishing transactions on all cards (including credit cards)
- Publishing the total remuneration paid over the relevant period
- Using the Chartered Institute of Public Finance and Accountancy Service Reporting Code categories for expenditure purpose

- Publishing details of the geographical coverage of contracts awarded
- Publishing details of the required maintenance and improvement work on assets
- Publishing the energy performance rating for assets
- Publishing more detailed breakdowns of categories of voluntary and community sector organisations and the amount of grant awarded

How should recommended information be published?
Government '*endorses*' the following five step journey to a fully open format:
One star: On the web (any format) with an open license
Two star: As one star but provided as machine-readable structured data (e.g. Excel not scanned image)
Three star: As two star but using a non-proprietary format (e.g. CSV and XML)
Four star: All of the above and use open standards such as RDF and SPARLQL21
Five star: All of the above and links data to that of another organisation to provide context.
Government '*recommends*' that data is published in three star formats where this is suitable and appropriate, alongside open and machine-readable format, within 6 months of this Code being issued.

Annex A: Table

The requirements and recommendation contained in Parts 2 and 3 (above) are also provided in a tabulated form in Annex A in the Code (pages 25 to 32).

Annnex B: Detecting and preventing fraud

The provisions relating to counter fraud work envisage principal local authority work to drive down fraudulent benefit claims etc. However, councils are encouraged to strengthen internal controls and to increase scrutiny and information on expenditure, contracts and services to help address fraud and Annex B contains some information to assist with this. Local councils are covered by the *Governance and Accountability Guide for Local Councils* and will be aware of the new Appendix 10 provides specific safeguards for public money. However, this Annex recommends possible actions which might be helpful including:

- Carrying out standard checks on invoices before making payments
- Only accepting request for changes to supplier standing data in writing and
- Regularly verifying the correctness of standing data with suppliers.

Enforcement and complaints

Relevant councils will wish to implement the Code to avoid the reputational damage and interruption of business that can arise from public complaints and dissatisfaction. The framework for enforcement and complaints is no more robust than that for dealing with failures to provide information under the Freedom Information Act. For example, the Information Commissioner's Office will react to complaints from the public under existing frameworks such as the Freedom of Information Act e.g. where councils fail to provide information, complaints can be made to the Monitoring Officer where relevant, complaints can be made through a council's complaints procedure and judicial reviews provide another (costly) means of raising concerns.

How long should published data remain available to the public and how should data protection obligations be handled?

According to the FAQs, councils should follow their own records management policy. However, councils will wish to at least follow existing guidance e.g. in relation to compliance with the Freedom of Information Act model publication scheme. The FAQs refer to the Information Commissioner's Office definition

document for principal local authorities but councils will wish to be reminded that the definition document for parish councils contains specified periods of publication for different types of information within the model publication scheme.
http://ico.org.uk/for_organisations/freedom_of_information/definition_documents.
If councils retain information for longer period and have not destroyed the information, they will wish to comply with requests for that information in line with their legal obligations.

The FAQs simply refer to the fact that guidance on redacting information under Data Protection Act requirements is available via the Information Commissioner's Office
http://ico.org.uk/for_organisations/guidance_index/data_protection_and_privacy_and_electronic_communications

References

The Local Government Transparency Code 2014 (October 2014) can be found at
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360711/Local_Government_Transparency_Code_2014.pdf
The Frequently Asked Questions on the October 2014 Code can be found at
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360713/Local_Government_Transparency_Code_2014_-_FAQ.pdf
The Local Government (Transparency)(Descriptions of Information)(England) Order 2014 and the Local Government (Transparency Requirements)(England) Regulations 2014 can be found at www.legislation.gov.uk
The Local Government Transparency Code 2014 (May 2014) (now superseded) can be found at
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/308185/Local_Government_Transparency_Code_2014_Final.pdf
LAIS1366 is available through your local Association. However, its content has been superseded by the content of this LAIS.
The Governance and Accountability Guide for Local Councils can be accessed via your local Association.

ANDOVER TOWN COUNCIL

G

Report

Media Relations	
Produced for: Policy and Resources Committee	**Date of Report:** 4 September 2014
Summary of Key Issues • To consider ways of promoting the Town Council	
Background Andover Town Council does not sell itself enough. Consideration could be given to the Town Council appointing a resident photographer to promote events and meetings.	
Current Situation • The Town Council is small yet it has one of the largest number of allotment holders, being dealt with by the smallest number of staff. A photo opportunity. • The allotment holders are currently visiting the office to pay their rental. Ask the wardens to promote "the allotments holders to bring in the vegetable that looks most like an animal/bird/person". Another photo opportunity. • For next year –how about a "best allotment" competition. A photo opportunity.	
Policy Implications The Town Council would need to gain permission from allotment holders in order to take their photographs.	
Financial Implications There would be no financial implications.	

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.
Tel: 01264 335592
Email: townclerk@andover-tc.gov.uk
Website: www.andover-tc.gov.uk

Distribution: To all Councillors

ANDOVER TOWN COUNCIL

H

Report

A 303 Signage for Andover	
Produced for: Policy and Resources Committee	**Date of Report:** 30 September 2014

Summary of Key Issues

- To support Test Valley Borough Council in submitting a proposal to Central Government to allow Brown Tourist Signs for Andover on the A303.

Background

It has been suggested by businesses and local organisations that brown tourist signs be placed on the A303 to stop the town losing out on passing trade. The idea was the signs would highlight the town as an historic market town and through the use of symbols, advising the services that Andover can offer.
These signs are commonplace throughout the Country.

As part of the Andover Summit work, an application for A303 signage was submitted to the Highways Agency. However, the application has been rejected on "policy grounds".

Current Situation

The Borough Council is seeking to submit a proposal to Central Government, under the provisions of the Sustainable Communities Act. The proposal is that the power to erect brown tourist signs on the A303 trunk road, be delegated to Test Valley Borough Council.
In order to strengthen the proposal the Borough Council is looking for support from Andover Organisations and would like the support of the Town Council for an idea which will hopefully make people passing by the town more aware of the services in Andover encouraging them to visit.

Policy Implications

Members are referred to the Local Government Act 1972 s. 144 "The Power to contribute to an organisation encouraging Tourism".

Financial Implications

There would be no financial implications.

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.
Tel: 01264 335592
Email: townclerk@andover-tc.gov.uk
Website: www.andover-tc.gov.uk

Distribution: To all Councillors

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/14

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
722	400782	£69.99	4000/5	30/07/14	Andover Business Computers Ltd - Bug fixes on Administrator PC	£69.99
723	400783	£813.41	4200/2	06/08/14	Mary E Bayes - August 2014 Salary	£813.41
724	400784	£614.39		01/08/14	Convenient Hire Limited - Allotment Toilet facilities	£614.39
1		£87.77	4500/1/1/1		INV:104354	
2		£87.77	4500/1/2/1		INV:104355	
3		£87.77	4500/1/3/1		INV:104356	
4		£87.77	4500/1/4/1		INV:104357	
5		£87.77	4500/1/5/1		INV:104358	
6		£87.77	4500/1/7/1		INV:104359	
7		£87.77	4500/1/6/1		INV:104360	
725	400785	£2,131.67	4200/1	06/08/14	W R Coulter - August 2014 Salary	£2,131.67
726	400786	£16.38	4210/2	06/08/14	W R Coulter - August 2014 Reinbursements	£16.38
727	400787	£35.94	4000/6/2	01/08/14	Custom Studio Ltd - Hosting website and emails	£35.94
728	400788	£18.00	4210/15	05/08/14	First Clean Services Ltd - Cleaning Office Windows 04.08.2014	£18.00
729	400789	£135.00	4210/15	05/08/14	Grateley Homes Services - Replacement broken socket, repair lighting fixtures, LED bulbs	£135.00
730	400790	£172.13	4200/1	06/08/14	Hampshire Pension Fund - Mrs Bayes Pension August 2014	£172.13
731	400791	£990.29	4200/1	06/08/14	H M Revenue & Customs - Tax August 2014	£990.29
732	400792	£30.00	4210/15	06/08/14	Moores Cleaning Services Ltd - Office Cleaning 30.06.2014 - 01.08.2014	£30.00
733	400793	£23.94	4210/10	02/08/14	Pitney Bowes - Hire of franking machine July 2014	£23.94
734	400794	£39.47	4210/16	28/07/14	Viking Supplies - Tower Fan for office	£39.47
Total		£5,090.61				

Signature _____ Signature _____

Date _____

ANDOVER TOWN COUNCIL

September 2014 - Monthly Payments

Inv No	Cheque No	Date of Inv	Description	Supplier	Amount (£)
13212	300001	27.08.2014	Set up printer for Town Centre Manager	Andover Business Computers	£69.99
PSSep14	300002	04.09.2014	September 2014 Salary	Allotments Administrator	£975.59
29753	300003	08.08.2014	Repair to damages xmas tree lights	Blachere Illumination	£372.00
104354-104360	300004	31.07.2014	Toilet Provision Allotments July 2014	Convenient hire	£614.39
104876-104882	300005	31.08.2014	Toilet Provision Allotments August 2014	Convenient hire	£570.58
PSSep14	300006	04.09.2014	September 2014 Salary	Town Clerk	£2,478.22
1559	300007	18.08.2014	Set of new emails for Allotment Wardens	Custom Studio	£67.50
0695	300008	01.09.2014	Hosting of website and emails	Custom Studio	£35.94
39671	300009	26.08.2014	Allotment Advice	Hedleys Solicitors	£165.60
HMRCSep2014	300010	04.09.2014	September 2014 Tax	HM Revenue & Customs	£969.48
HPSept2014	300011	04.09.2014	September Pension Contribution AA	Hampshire Pensions	£209.82
639581	DD Main	31.07.2014	Quarterly Line rental & Call charges	Mainstream Digital	£51.87
644436	DD Main2	31.08.2014	Call charges 05.08.2014-29.08.2014	Mainstream Digital	£17.17
12104	300012	06.08.2014	Cleaning Services	Moores Cleaning Services	£30.00
12282	300013	28.08.2014	Cleaning Services 2-31 August 2014	Moores Cleaning Services	£130.00
BB894240	300019	02.09.2014	Postal charges and hire of franking machine	Pitney Bowes/Purchase Power	£380.78
9302176	300014	17.08.2014	Allotment Advertisement	Newsquest	£63.72
79448930110	DD	31.07.2014	Electricity Supply for Council Office	N Power	£278.29
705001253772	300015	01.08.2014	Old Winton Road Allotment water supply	Southern Water	£159.09
705001253773	300016	01.08.2014	Barlows Lane Allotment Water Supply	Southern Water	£92.54
70107693629	300017	19.08.2014	Mylen Road Allotment Water Supply	Southern Water	£608.68
10018611	300018	26.08.2014	Town Centre Manager	Test Valley Borough Council	£9,300.00
TOTAL					**£17,641.25**

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/14

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
769	DD Alto Dig Sept	£217.10	4210/8	05/09/14	Alto Digital Networks Ltd - Quaterley usage for Photocopier	£217.10
		£217.10		Alto Digital Networks Ltd - Total		
324	300025	£480.00	4000/4	17/09/14	BDO Stoy Hayward - Audit fees 2013/14	£480.00
		£480.00		BDO Stoy Hayward - Total		
771	300026	£122.04	4210/6	16/09/14	BES Commercial Electricity Ltd - Office Electricity Supply	£122.04
		£122.04		BES Commercial Electricity Ltd - Total		
772	DD Cit Vendor	£257.11	4210/8	15/09/14	CIT Vendor Fianance (UK) Limited - Quaterley Retnal of Photocopier	£257.11
		£257.11		CIT Vendor Fianance (UK) Limited - Total		
775	300030	£1,243.05	4200/1	06/10/14	H M Revenue & Customs - October 2014 Tax	£1,243.05
		£1,243.05		H M Revenue & Customs - Total		
774	300029	£276.00	4000/3	24/09/14	Hedleys Solicitors - Ongoing legal advice for office lease	£276.00
		£276.00		Hedleys Solicitors - Total		
770	300024	£853.61	4200/2	06/10/14	Mary E Bayes - October 2014 Salary	£853.61
		£853.61		Mary E Bayes - Total		
776	DD NPOwer Sept14	£60.34	4210/6	11/09/14	N Power - Electricity Supply to Office	£60.34
		£60.34		N Power - Total		
777	300031	£1,211.28	4500/1/6/3	05/09/14	Southern Water - Water Supply to The Drove Allotments	£1,211.28
778	300032	£130.35	4500/1/7/3	22/09/14	Southern Water - Water Supply Vigo Road Allotments	£130.35
779	300033	£44.66	4500/1/1/3	22/09/14	Southern Water - Water Supply to Admirals Way Allotment	£44.66
780	300034	£57.19	4500/1/3/3	22/09/14	Southern Water - Water Supply to Churchill Way Allotments	£57.19
		£1,443.48		Southern Water - Total		
781	300035	£58.00	4100/4	02/09/14	Test Valley Borough Council - Hire of Guildhall 04.09.2014	£58.00
		£58.00		Test Valley Borough Council - Total		

Signature _____ Signature _____

Date 29/9/14

29/09/14 03:19 PM Vs: 7.07

Andover Town Council

Expenditure transactions - approval list

Start of year 01/04/14

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
773	300027	£2,170.32	4200/1	06/10/14	W R Coulter - October 2014 Salary	£2,170.32
		£2,170.32		W R Coulter -	Total	
Total		£7,181.05				

Signature _____ Signature _____

Date _____

PETTY CASH 2014/2015

Date	Income		Rcpt No.	Supplier	Date	Expend.		Balance	Notes	Rtn to PC
	Desc.	Amount				Desc.	Amnt			
23.09.14	Balance at start	£ 250.00						£ 250.00		
			1	Poundland	24.09.14	Cleaning sundries	£7.00	£ 243.00		
			2	Shell	29.09.14	Petrol	£25.01	£ 217.99	Paid back into ATC Acct 01.10.2014	Y
			3	Winch City	02.10.14	Parking	£6.00	£ 211.99	To be reimbursed as Staff Travel	Y
			4	Poundland	06.10.14	Youth Council Crafts	£20.00	£ 191.99	To be reimbursed as YC expenses	Y
			5	Amazon	01.10.14	Cases for laptop & phone + usb	£37.69	£ 154.30	to be reimbursed as IT expenses	Y
			6	Poundland	08.10.14	Office sundries	£10.00	£ 144.30		
			7	Sainsburys	09.10.14	Equipment for youth council	£13.20	£ 131.10	To be reimbursed as YC expenses	Y
			8	Poundland	14.10.14	stationery	£4.00	£ 127.10		
			9	Poundland	23.10.14	stationery	£5.00	£ 122.10		
			10	Marks & Spe	23.10.14	Office sundries	£4.59	£ 117.51		

POLICY & RESOURCES WORK PROGRAMME: 30 OCTOBER 2014

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
30 Oct 2014	Corporate Risk Assessment	STAT	To review the Town Council's Corporate Risk Assessment	Recommend to Full Council
30 Oct 2014	Annual Budget	STAT	To prepare and recommend to Council the Annual Budget for 2015/2016	
30 Oct 2014	Timetable of meetings for 2015		To consider a timetable of meetings for 2015	
30 Oct 2014	Change to fees (if required)		To consider any changes to fees for services provided	
30 Oct 2014	Review any leases or loans (if required)		No required	
10 Dec 2014	Review Council's Resources	P&R	To review the Council's resources to ensure services are maintained.	
10 Dec 2014	Review of Members Services Provision		To consider whether provision has been provided within the budget for Members' Services	
10 Dec 2014	Review of Business Plan		To ensure Town Council is up to date with the Business Plan	Recommend any actions to Full Council

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
10 Dec 2014	Annual Budget	STAT	To finalise any changes to the Budget for 2015/2016 and to recommend the Precept level for 2015/2016	Recommend to Full Council
4 Feb 2015	Internal Audit Arrangements	STAT	To approve Internal Audit arrangements for YE 31 March 2015	
4 Feb 2015	Annual Report	STAT	To approve the contents of the Annual Report for 2013/2014.	
2 April 2015	Review of Standing Orders	STAT	To review Standing Orders to ensure compliance with latest Governance	
2 April 2015	Review of Financial Regulations	STAT	To review Financial Regulations to ensure compliance with latest Governance	
3 June 2015	Accounts for the year ended 31 March 2015	STAT	To approve the Accounts for the Year Ended 31 March 2015	
3 June 2015	To receive the Internal Auditors Report	STAT	To approve the Action Plan arising from the Internal Auditors Report	Recommend to Full Council
3 June 2015	Annual Return Preparation	STAT	To review Internal Audit Report and consider Accounts for Annual Return	Recommend to Full Council
3 June 2015	Evaluation of Asset transfer (if required)			
5 August 2014	Review Council's Resources	P&R	To review the Council's resources to ensure services are maintained.	

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
5 August 2014	Review financial plan for 2015/2016		To consider the Financial Plan for 2015/2016 to ensure Budgets cover services required – in preparation for Annual Budget 2015/2016	