



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, 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 2 April 2015 at 7.00 pm when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk

27 March 2015

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 4 February 2015 – 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 **STANDING ORDERS AMENDMENT AND REVIEW**

The Town Council is required to review and amend its Standing Orders at least annually. A new law 'Protocol for public and press reporting at Council Meetings' has been introduced which requires the Town Council to amend its Standing Orders. The full report and amendment is attached at **Appendix B**.

6 **INSURANCE REVIEW**

In line with statutory requirements the Town Clerk has carried out a review of the Town Council's insurance provision for 2015/2016 – a full report and actions is attached at **Appendix C**.

7 **FINANCIAL REGULATIONS REVIEW**

As per statutory requirement the Town Clerk has initially reviewed the Town Council's Financial Regulations, suggested amendments are highlighted in red and attached at **Appendix D**.

8 **WEBSITE UPGRADE**

To consider the suggested upgrade for the Allotments Maintenance record contained within the Town Council's website – report attached at **Appendix E**.

9 **INTERNAL AUDIT AND TIMETABLE FOR END OF YEAR 31 MARCH 2015**

To note that the Town Council's Internal Audit will take place on Thursday 21 May 2015, from 9.30am.

The timetable for the End of Year 31 March 2015 (Annual Return) and the Town Council's commitments is attached at **Appendix F**.

10 **POLICIES – REVIEW**

Members are requested to note that the Town Council is required to review its Policies from time to time. The Town Clerk will be reviewing each of the Policies in line with current legislation and will bring any amendments to the Committee – the first amendments will be submitted at the Policy and Resources Committee meeting on 3 June 2015.

11 **FINANCE**

Reconciled Bank Statements

To receive and approve the reconciled Bank Accounts up to 28 February 2015 – reconciliations attached at **Appendix G**.

Approval of Payments

To approve payments up to 1st April 2015 – to follow.

12 **COMMITTEE WORK PROGRAMME**

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

The Chairman will close the meeting.