



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 **Wednesday 6 August 2014 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
31 July 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.

3 **APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence.

4 **DECLARATIONS OF INTEREST**

To receive and note any declarations of interest relevant to the agenda.

5 **MINUTES**

To agree the minutes of the Policy and Resources Committee meeting held on 2 April 2014 – attached at **Appendix A**.

6 **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.

7 **ITEMS FOR DECISION FROM ALLOTMENTS SUB-COMMITTEE**

Attached at **Appendix B** is a report from the Allotments Sub-Committee with suggestions for decisions on items that could not be taken forward due to an inquorate meeting.

The Policy and Resources Committee is requested to make decisions in order to progress actions.

8 **REVIEW OF COMMITTEE TERMS OF REFERENCE**

In line with Corporate Management the Town Council is required to review the Terms of Reference for its Committees. Attached at **Appendix C** are the Terms of Reference for Council, Policy and Resources, Amenities and Town Development and Planning Committees and Allotments and Staffing Sub-Committees.

9 **EARMARKED RESERVES**

To approve authorisation for the Town Clerk to commence with projects using agreed Earmarked Reserves.

Report attached at **Appendix D.**

10 **COMPLIANCE WITH THE DISABILITY DISCRIMINATION ACT 1995**

To consider the report attached at **Appendix E** to comply with the DDA 1995.

11 **RESPONSIBLE DOG OWNERSHIP**

Attached at **Appendix F** is a report from Councillor Katherine Bird regarding responsible dog ownership with regard to Andover becoming a pilot area for the new Animal Welfare Scheme.

12 **URGENT MATTERS**

To appoint two Members that the Town Clerk may consult with regarding a matter of urgency. The urgent item will be reported to the next available meeting of the Policy and Resources Committee or full Council.

13 **REVIEW OF FINANCIAL PLAN FOR 2015.2016**

To consider the Financial Plan for 2015/2016 to ensure Budgets are sufficient to cover services required. Report and quarterly budget report attached at **Appendix G.**

14 **FINANCE**

Payment of Accounts up to 5 August 2014

To receive the Payment Lists up to 28 July 2014 – attached at **Appendix H.**

To approve the Payment of accounts up 5 August 2014 - Payment List to Follow.

Reconciled Bank Statements

To receive the reconciled Bank Accounts up to 30 June 2014 – attached at **Appendix I.**

To receive and approve the reconciled Bank Accounts up to 31 July 2014 – Papers to follow.

15 **COMMITTEE WORK PROGRAMME**

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

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Minutes of Policy & Resources Committee

Time and date

7.00pm on Thursday 5 June 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 (P)

Cllr P North (P)

Cllr V Pond (P)

Cllr R Shukri (P)

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

PR01/14 ELECTION OF CHAIRMAN

Councillor Katherine Bird proposed and Councillor Zillah Brooks seconded that Councillor Steven Hardstaff be elected Chairman for the ensuing Municipal Year 2014/2015..

RESOLVED: That Councillor Steven Hardstaff be elected Chairman of the Policy and Resources Committee for the ensuing Municipal Year 2014/2015.

PR02/14 ELECTION OF VICE-CHAIRMAN

Councillor Steven Hardstaff proposed and Councillor Zillah Brooks seconded that Councillor Katherine Bird be elected Vice-Chairman for the ensuing Municipal Year 2014/2015..

RESOLVED: That Councillor Katherine Bird be elected Vice-Chairman of the Policy and Resources Committee for the ensuing Municipal Year 2014/2015.

Councillor Bird registered a vote of thanks to the retiring Chairman Councillor Phillip North; this was agreed by the Committee.

PR03/14 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillor Kevin Hughes.

PR04/14 DECLARATIONS OF INTEREST

There were no declarations of interest relating to any items included on the agenda.

PR05/14 MINUTES

It was proposed by Cllr Katherine Bird and seconded by Cllr David Drew that the minutes of the meeting held on 2 April 2014 be signed as a correct record.

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 2 April 2014 were

agreed and signed by the Chairman as a correct record.

PR06/14 PUBLIC PARTICIPATION

Mr Darren Henry updated Members on the current situation regarding the Andover Service Children's Conference.

Mr Henry explained that the grant application for the project had not been successful, however through his research there remained a need for the type of conference to take place.

Cllr Bird asked whether there was a need as the contacts that she had, within the areas of expertise for the Service Personnel in Andover, suggested that there was no need as the service was being delivered by individual officers,

Mr Henry conformed that he would continue to work on the project and provide his time, free of charge. Members discussed the merits of differing venues for the conference and it was suggested the Mr Henry contact the Major of Test Valley to enquire whether she would allow the use of the Guildhall.

Cllr McBride pointed out that the date of the conference needed to coincide with the schools and not fall within half term or holidays.

Cllr Bird offered to assist Mr Henry with the project and Cllr McBride added that a good dialogue between stakeholders was required for a successful outcome.

It was agreed that an item would be included on the full Council Agenda recommending that the Town Council continue to support the project and that funding be provided up to a value of £1,500.

Cllr B Long requested to speak to the Committee regarding staffing matters. It was therefore resolved:

RESOLVED: That the Press and Public be excluded from the meeting to allow discussion of staffing matters.

Members considered Cllr Long's concerns regarding staffing matters and it was agreed that the Chairman of the Policy and Resources Committee would discuss the issues raised, with the Town Clerk and a report would be brought back to a future meeting of the Policy and Resources Committee.

RESOLVED: That the meeting be re-opened to the Press and Public.

PR07/14 REG PRESLEY MEMORIAL PLAQUE

Members received an update on the progress of the Reg Presley Memorial Plaque:

The Landlord of 12 High Street had sent a letter of approval and permission for the plaque to be erected.

Members noted that it was recommended that he be invited to the unveiling of the plaque.

Planning permission was being sought for the erection of the plaque.

The Heritage Foundation required 3 weeks to manufacture the plaque.

PR08/14 TOWN CENTRE MANAGER

Members received an update regarding the Town Centre Manager.

A company had been appointed to provide the services of the Town Centre Manager and an event was to be held on 12 June 2014 at 6pm in the Star and Garter to meet the new Town Centre Manager.

PR09/14 NEIGHBOURHOOD PLAN

Members received a report regarding the reallocation of monies for the Neighbourhood Plan. Previously the Policy and Resources committee had agreed that £350 be set aside for training for the Neighbourhood Plan. However, two members had received training at a discounted rate and the monies had been drawn from the training budget.

It was proposed that the £350 be used for advertising and marketing for the Neighbourhood Plan.

RESOLVED: That £350 be re-allocated for the use of the Neighbourhood Plan for advertising and marketing.

PR10/14 VIREMENT OF MONIES FROM 2013.2014 BUDGET TO 2014.2015 BUDGET

Members noted that during the December meeting of the Policy and Resources Committee it was noted that there would be possible savings from the 2013/2014 budget which were taken into account when approving the 2014/2015 Budget.

The End of Year Accounts had been completed and the projected savings were confirmed.

To comply with the Town Council's Financial Regulations, approval would be required by full Council to transfer monies into Earmarked Reserves.

Members noted a list of proposed transfers into Earmarked Reserves and

RESOLVED: To Recommend to Full Council that the Virements listed, be approved to be allocated to Earmarked Reserves for 2014/2015.

PR11/14 OFFICE CLEANING CONTRACT

Members noted that all the cleaning in the office was currently carried out by the Town Clerk and the Allotments Administrator. In real time the Town Council was spending £1365.24 per annum on the two officers carrying out the cleaning.

Members noted that three quotes had been received from different cleaning companies to clean the offices once a week.

Members noted that one of the companies did not supply their own materials or apparatus and it was agreed that this could be costly to the Town Council.

It was agreed that the Committee would recommend to full Council that a Cleaning Contract be awarded up to a Value of £1,500 and the Chairman of the Policy and Resources Committee with the Town Clerk be delegated authority to choose the best value contract.

RESOLVED: That it be recommended to full Council that a cleaning contract be awarded up to a value of £1,500 and that the Chairman of the Policy and Resources Committee and the Town Clerk be given delegated authority to choose the best value for money contract.

PRI2/14 VACUUM CLEANER FOR OFFICE

It was agreed that dependent on the Cleaning Contract chosen, a vacuum cleaner would not be required for the office.

PRI3/14 ACCOUNTS FOR YEAR ENDED 31.03.2014

The Accounts for the Year Ended 31 March 2014 were presented to the Policy and Resources Committee for approval and recommendation to full Council.

RESOLVED: That the Accounts for the Year Ended 31 March 2014 be recommended for approval to full Council.

PRI4/14 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 further noted that all the issues raised by the Internal Auditor had been dealt with and completed, including the VAT Returns, minutes signing and Asset Register.

RESOLVED: That the Internal Auditors Report for the year ending 31 March 2014 be recommended to full Council for approval.

PRI5/14 ANNUAL RETURN

The Annual Return for the Year Ended 31 March 2014 was presented to the Policy and Resources Committee for approval and recommendation to Full Council.

RESOLVED: That the Annual Return for the Year Ended 31 March 2014 be recommended for approval to full Council.

PRI6/14 LOCAL GOVERNMENT PENSION SCHEME

Members noted that following a revision of Local Government Pension Scheme, the Town Council has been advised that as an employer, it will now contribute 14%.

PRI7/14 FINANCE

Payment of Accounts at 2 June 2014

Members noted and approved the payment of accounts up to 2 June 2014 – recorded below (to comply with Internal Audit, all payments up to 2 June are listed below):

April 2014			
Cheque No	Supplier	Service/Product Supplied	Total (£)
400679	Baxter Confidential	Waste Removal (confidential)	78.00
DD – BT April	British Telecom	Telephone and Broadband Services	78.91
400680	DMJ Butler Country Services	Allotments-Job No's 665,677,694,682	249.82
400681	DMJ Butler Country Services	Allotments-Job No's 547,497,523,493	360.00
400682	Convenient Hire Ltd	Provision of toilets for allotments	560.98
400683	Custom Studio Ltd	Provision of hosting for website/emails	35.94
400684	Danwood Group	Hire of photocopier (quarterly)	187.54
400685	Danwood Group	Colour and Mono printing (quarterly)	89.57
400686	HALC	Affiliation fee and NALC Levy	2528.00
400687	Kevin Justice	Repair of tap (BL) turn on water (6)	280.00
400688	South East Employers	Subscription and Membership renewal	233.10
400689	Southern Water	AW Allts Water Charges	16.62
400690	Southern Water	VR Allts Water Charges	132.29
400691	Southern Water	CW Allts Water Charges	47.54
400692	Test Valley Borough Council	Cost to reinstate/remove xmas tree	431.47
400693	Test Valley Borough Council	Hire of Guildhall 24.04.2014	43.50
400694	Viking Payments	Stationery	38.87
400695	Viking Payments	Stationery for allotment invoices	130.00
400696	WPS Insurance	Insurance Renewal 2014/2015	2197.58
400697	WPS Insurance	Insurance for monies taken for allt rnt	53.00
400698	Blachere Illuminations	Hire of Christmas Lights for 2014	5952.65
400699	Mrs R Greenwood	Locum Town Clerk Support	113.70
400700	DMJ Butler Country Services	Allotments – Job No 710,686,679	509.95

400701	Town Clerk	April Reimbursements	90.98
Total Payments for April 2014			14440.01
May 2014			
Cheque No	Supplier	Service/Product Supplied	Total (£)
400702	Allotment Administrator	Salary May 2014	898.87
400703	Town Clerk	Salary May 2014	2233.41
400704	Hampshire Pension Fund	Pension contribution for AA April '14	192.97
400705	Southern Water	The Drove Allts Water Supply	271.96
400706	Mrs B Long	Stationery and electrical fitting	9.28
400708	Allotment Warden (AW)	Warden Duties	20.00
400709	Allotment Warden (BL)	Warden Duties	20.00
400710	Allotment Warden (CW)	Warden Duties	20.00
400711	Allotment Warden (OWR)	Warden Duties	20.00
400712	Allotment Warden (MR)	Warden Duties	20.00
400713	Allotment Warden (TD)	Warden Duties	20.00
400714	Allotment Warden (VR)	Warden Duties	20.00
400715	Blachere Illuminations	Repair to Christmas Tree Star	96.00
400716	Convenient Hire Ltd	Provision of Toilets for allotments	587.65
400707/400717	Town Clerk	Reimbursements May 2014	209.23
400718	Custom Studio	Email and website provision	35.94
400719	DMJ Butler Country Services	Allotments Job No: 678,679,725	622.80
400720	First Clean Services	Office Window Cleaning	18.00
400721	Mrs B Long/Direct 365	General Waste and Recycling Services	222.00
DD-May 2014	N Power	Energy Provision (Council Office)	91.61
400722	Pitney Bowes	Postal Charges	32.10
400723	DMJ Butler Country Services	Allotments job no: 740	500.00
400724	Southern Water	Barlows Lane Allts – Water Supply	349.99
400725	Southern Water	Old Winton Road Allts – Water Supply	70.59
Total Payments for May 2014			6582.40
June 2014			
Cheque No	Supplier	Service/Product Supplied	Total (£)
400726	Andover Business Computers	Removal of virus/install hardwire	139.99
400727	Andover Business Computers	Cabling & network laptop	120.98
400728	Allotment Administrator	June 2014 Salary	756.45
400729	Town Clerk	June 2014 Salary	2160.12
400730	Town Clerk	June 2014 Reimbursements	98.45
400731	Custom Studio	Web hosting & email provision	35.94
400732	HW Assurance & Controls	Internal Audit May 2014	900.00
400733	H M Revenue & Customs	June 2014 Tax	779.90
400734	LGPS	Hampshire Pension Fund (AA)	158.88
400735	Mrs Simonds	Refund of allotment rent re Warden	20.92
400736	Test Valley Borough Council	Hire of Guildhall 28.05.2014	43.50
400737	Viking Supplies	Stationery	34.79
400738	Convenient Hire Ltd	Allotment Toilet Provision	587.65
DD – BT May 14	British Telecom	Telephone and Broadband Services	26.90
DD-Pitney Bowes	Purchase Power	Monthly franking machine hire	24.88
Total Payments for June 2014			5889.35
Total Payments			26911.76

PRI8/14 COMMITTEE WORK PROGRAMME

Members discussed items on the current Work Programme and agreed to add the following items:
Report from Staffing Sub-Committee – 6 August 2014

The Chairman closed the meeting at 8.50pm.

Chairman

Date