



ANDOVER TOWN COUNCIL

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

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

(copies to all other Members of the council)

You are hereby summoned to attend a meeting of the **POLICY and RESOURCES Committee** to be held at Town Council Offices, 66c, High Street, Andover on **Wednesday 5 June 2013 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
30 May 2013

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

1 **APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence.

2 **DECLARATIONS OF INTEREST**

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

3 **MINUTES**

To agree the minutes of the Policy and Resources Committee meeting held on 27 March 2013 – attached at **Appendix A.**

4 **PUBLIC PARTICIPATION**

There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer will be given, or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

5 **REVIEW OF POLICY AND RESOURCES TERMS OF REFERENCE**

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

6 **MEMORIAL TO REG PRESLEY**

To consider the design and wording for the Memorial to Mr Reg Presley – report attached at **Appendix C.**

7 **ACCOUNTS FOR YEAR ENDED 31 MARCH 2013 AND ANNUAL RETURN**

To approve the Accounts for the Year Ended 31 March 2013 – Accounts attached at **Appendix D.**
To approve the accounts for the Annual Return and recommend approval to full Council.

8 **INTERNAL AUDITORS REPORT**

To approve the Action Plan arising from the Internal Auditors Report – Internal Auditors Report and Action Plan to follow.

9 **BRANDING**

To consider and discuss a suggestion from the Website Working Group to carry out a Branding Exercise – report

attached at **Appendix E.**

10 **OFFICE EQUIPMENT**

To approve the purchase of further office equipment – report attached at **Appendix F.**

11 **FINANCE**

Payment of Accounts up to 3 June 2013

To approve the Payment of accounts up to 3 June 2013 – papers to follow.

Accounts up to 30 April 2013

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

12 **COMMITTEE WORK PROGRAMME**

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

CONFIDENTIAL PART 2

13 **PENSIONS**

To approve recommendation to Full Council that the Town Council join the Hampshire County Council Local Government Pension Scheme – report sent under separate cover for Members only.

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Minutes of Policy & Resources Committee

Time and date

7.00pm on Wednesday 27 March 2013

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (A)

Cllr Z Brooks (P)

Cllr D Drew (P)

Cllr K Hamilton (P)

Cllr S Hardstaff (P)

Cllr K Hughes (P)

Cllr M Kerley (A)

Cllr G McBride (A)

Cllr R Shukri (A).

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

PR60/12 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Bird, Kerley, McBride and Shukri.

PR61/12 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR62/12 MINUTES

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

RESOLVED: That the Minutes of the Policy and Resources Meeting held on 6 February 2013 were agreed and signed by the Chairman as a correct record.

PR63/12 PUBLIC PARTICIPATION

Councillor B Long reported that a resident has requested a Grit Bin to be located in Pickton Road. She also informed the Committee that Mr Reg Presley had lived in Batchelors Barn Road for a number of years and that might also be considered for a location of a memorial plaque.

PR64/12 REVIEW OF STANDING ORDERS

Members considered and reviewed the Town Council Standing Orders and agreed that no changes and amendments were required.

RESOLVED:

That no amendments or changes be made to the Town Council Standing Orders.

PR65/12 REVIEW OF FINANCIAL REGULATIONS

Members considered and reviewed the Town Council Financial Regulations and agreed that no changes

and amendments were required.

RESOLVED:

That no amendments or changes be made to the Town Council Financial Regulations.

PR66/12

MEMORIAL TO REG PRESLEY

Members considered whether the Town Council should fund a Memorial to Reg Presley of The Troggs. Members recommended that, in principle, subject to the approval of Mr Presley's Family the Town Council should fund a Memorial to Mr Presley and recommended that it should be in the form of a plaque. Members discussed which Budget the monies should be taken from and agreed in principle, subject to the approval of full Council, that the monies should come from the Events Budget up to a maximum spend of £400.

Members considered where the memorial plaque could be located and considered either 12 High Street, where The Troggs used to practice, or outside the Town Mills where a poetry plaque is located for The Troggs.

Members agreed that it would be preferable to locate the plaque at 12 High Street and agreed in principle, that the plaque should be located at 12 High Street subject to the approval of the landowners and planning permission.

Members discussed the design of the plaque and requested the Town Clerk to investigate the possibility of a blue 'heritage' type plaque and to bring a report back to the next meeting for consideration and approval.

RECOMMENDED:

- a. **That in principle, the Town Council should fund a memorial plaque for Mr Reg Presley of The Troggs, subject to approval of Mr Presley's family.**
- b. **That in principle the funding for the plaque be taken from the Events Budget, subject to approval of full Council, up to £400.**
- c. **That in principle, the memorial plaque be located at 12 High Street subject to the approval of landowners and planning permission.**

RESOLVED: That the Town Clerk investigate the design of the memorial plaque and report back to the next meeting of the Committee.

PR67/12

PRIDE OF ANDOVER AWARDS

Members considered a request for support and funding for the Pride of Andover Awards in 2013. Members received a report from Cllr B Long, a committee member of the Pride of Andover Awards.

Members raised the concern that the Town Council would need to know that the Awards were going ahead before any funding could be agreed.

Members also requested that the Pride of Andover Awards committee provide the Town Council with its Constitution and financial information.

The Town Clerk informed Members that the funding considered was outside the Town Council's Powers under the Local Government Act 1972, therefore the funding would need to be provided under S137 of the LGA 1972.

Members suggested that it be recommended to full Council that, in principle, subject to confirmation that the Pride of Andover Awards would take place and the relevant information was provided to the Town Clerk, £500 be donated to the Pride of Andover Awards under S137.

RECOMMENDED: To full Council that in principle, subject to confirmation that the Pride of Andover Awards would take place and the relevant information was provided to the Town Clerk, £500 be donated to the Pride of Andover Awards under S137.

PR68/12

YOUTH COUNCIL – UPDATE REPORT

Members received a report from the Chairman of the Youth Council Advisory Group on the progress of setting up a Youth Council for Andover.

"The Advisory Panel has been meeting regularly since November 2012 and are well on the way to a plan of action.

The Panel recommends that the youth council should be made up of school years 9 - 12 (ages 14 - 17) and would be recruited from schools, with the possibility of accessing young people from other organisations.

It is hoped that a public meeting will be held, after members of the panel present assemblies to schools, in order to gauge interest.

We are currently in the process of discussing possible election processes, and what our next steps would be after the public meeting”.

Councillor K Hamilton, who sits on the Advisory Group confirmed that, in order to ensure the Youth Council was set up correctly, the Group had decided to move completion dates back. She also reported that the project had received a great deal of support and enthusiasm from local organisations and individuals in Andover.

PR69/12 FINANCE

Payment of Accounts at 25 March 2013

Members noted the payment of accounts up to 25 March 2013 – recorded below:

Supplier	Description of goods/services	Total Paid
Ace Liftaway	Toilet provision for Allotments	£425.15
Noticeboard Company	Provision of noticeboard at Old Winton Rd Allotments	£310.80
Southern Electric	Electricity supply for Christmas Lights 2012	£57.58
Custom Studio	Addition of Grants Page to Website	£314.96
Test Valley Borough Council	Hire of Guildhall 21.03.2013	£42.00
WPS Insurance Brokers	Insurance Premium for 2013/2014	£2,016.06
WPS Insurance Brokers	Additional insurance for Notice Board	£26.50
Mr Bolland	Grass cutting – Admirals Way Allotments	£12.00
British telecom	March 2013 – telephone charges & broadband	£78.27
ACE Liftaway	Toilet provision for Allotments	£576.00
Andover Athletics Club	Andover TC Grant award	£318.00
Andover Adult & Family	Andover TC Grant award	£450.00
Action for Children	Andover TC Grant award	£220.00
Mrs M Bayes	March 2013 salary	£850.98
Miss W Coulter	March 2013 Expenses	£97.60
HM Revenue & Customs	Final tax adjustment for March 2013 Year End	£79.89
TOTAL		£5,875.79

Accounts up to 28 February 2013

Members received the Accounts and Reconciled Bank Statements for the Town Council up to 28 February 2013 in preparation for the Year End 31 March 2013. The Chairman signed the Statements and Reconciled Accounts as a correct record.

PR70/12 WORK PROGRAMME

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

To add to the Work Programme for 5 June 2013 the following items:

Grit Bins

Review of Standing Committees Terms of Reference

Memorial to Reg Presley

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

Youth Council Report

The Chairman closed the meeting at 7.50pm.

Chairman

Date



ANDOVER TOWN COUNCIL

B

Report

Review of Policy and Resources Terms of Reference	
Produced for: Policy and Resources Committee	Date of Report: 28 May 2013
<p>Summary of Key Issues</p> <ul style="list-style-type: none"> • To review the Terms of Reference of the Standing Committees beginning with the Policy and Resources Committee (P & R) • To establish Terms of Reference for the P & R Committee in line with SMART methodology. • To align the terms of reference of the Committee with the objectives and targets for the Committee using the SMART methodology to inform the Annual Report of the Town Council. • To clarify the role of committees. • To provide a simple system of performance management, this can demonstrate to the community and other organisations the achievements of the Town Council. 	
<p>Overview</p> <p>All Committees are required to have established Terms of Reference to give clear guidelines as to their role within the Council. This will also clarify to the organisation and the community the areas of responsibility for each committee.</p> <p>A committee is able to demonstrate its viability and effectiveness by having a work programme directly reflected in its Term of Reference.</p> <p>It is therefore important that any review of a committee terms of reference are linked to and are within its Terms of Reference.</p> <p>The work programme for each committee will be developed using a simple management methodology called SMART.</p> <p>This will provide a simple method of managing performance for each committee.</p> <p>SMART is a mnemonic to be used as a guide when setting objectives. For instance, project management, employee performance management and personal development. The definition of SMART is as follows:</p> <ul style="list-style-type: none"> • Specific • Measurable • Attainable • Relevant • Time-specific. 	

This method of goal setting and performance management will provide an important information tool for each committee linked to its terms of reference and will feed in to the Councils Annual Report.

Current Situation

Currently the Town Council has no established or clearly accountable method of measuring its performance as it works through year or to provide clear information for the Annual Report.

The Council currently does not have an adopted method of performance management and it has been discussed at previous meetings that if the Town Council were to adopt a SMART methodology, then it would be more transparent in the operations it carries out.

Developing SMART Goals

Specific

This is the need for a specific goal. The Goal must be clear and unambiguous. It must tell the team (the Committee) exactly what is expected, why it is important, who is involved, where it is going to happen and which attributes are important.

A specific goal should answer five “W” questions:

1. What: What do we want to accomplish?
2. Why: Purpose of accomplishing goal
3. Who: Who is involved?
4. Where: Identify a location
5. Which: Identify requirements and constraints

Measurable

The need for concrete criteria for measuring progress toward the attainment of the goal. If the goal is not measurable, it is not possible to know whether the Council is making progress toward successful completion. Measuring the progress will keep the Council on track.

A measurable goal should answer questions such as:

1. How much?
2. How many?
3. How will the Council know it is accomplished?

Attainable

The Goal must be realistic and attainable. The goal might stretch the Council in order to obtain it, the goal should not be extreme.

An attainable goal will answer the question:

1. How: How can the goal be accomplished?

Relevant

The Goal must matter. Relevant goals, when met, drive the Council forward.

A relevant goal will answer yes to these questions:

1. Does this seem worthwhile?
2. Is it the right time?
3. Does this match our other efforts/needs?
4. Are you the right person?

Time-bound

Goals must have a time frame, giving target dates. A commitment to a deadline helps the Council to focus on completion of goals on or before the due date. It is intended to prevent goals from being overtaken by day-to-day crisis that invariably arise. A time-bound goal is intended to establish a sense of urgency.

A time-bound goal will answer these questions:

1. When?
2. What can the Council do six months from now?
3. What can the Council do six weeks from now?
4. What can the Council do today?

Revising the Committee Terms of Reference

1. Attached at Annex 1 are the original Terms of Reference for the Policy and Resources Committee.
2. Attached at Annex 2, for comparison and discussion are the revised Terms of Reference broadly using a SMART system.
3. Having revised the terms of reference it will be necessary to agree a committee work plan to deliver the projects within the committee area of responsibility
4. Developing clear Terms of Reference linked to an achievable work plan will allow the Council and its committees to be transparent to the public in the work that is being undertaken by the Town Council.

Recommendations

- **That the Policy and Resources Committee adopts a SMART methodology to agree targets, objectives and measure performance.**
- **That the Terms of Reference of each Committee are amended to reflect a committee work plan using the SMART methodology as per Annex 2.**
- **That the work plan is amended to identify the committee's objectives and targets.**

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
POLICY AND RESOURCES COMMITTEE

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

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

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

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

Purpose

To address and, where appropriate, formulate policy, other than that determined by Committee, for consideration by Council; to manage the Council's financial and other assets as delegated by Council; to secure the good governance of the Council's affairs, including the management of staffing and appointments, media relations, external relationships, committee arrangements and day to day business.

Terms of Reference

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

Policy and Procedures

1. To identify key policy issues facing the Council and to formulate, for the Council's consideration, its strategies and timetables for dealing with them.
2. To make recommendations to Council on changes and review to Standing Orders and Financial Regulations
3. To ensure the Council is adequately resourced to achieve its aims and objectives, powers and duties of the Council and Standing Committees if relevant.
4. In consultation with the Town Clerk, to agree the principles for the Management of Committee business
5. To review the Council's Risk Management Strategy and recommend to Council accordingly.
6. To maintain Business Continuity for the Council
7. To maintain and review the Council's strategic objectives and performance
8. To formulate, review and recommend the Council's Business Plan to Council.

Finance

9. To review the Council's Financial Plan and Strategy
10. To prepare annual budgets reflecting the Council's agreed strategy and priorities for approval by Council and recommendation of Precept to Council.
11. To secure effective control of expenditure authorising items of expenditure on behalf of the Council and scrutiny of expenditure against budgets throughout the year.
12. To authorise the use of financial reserves
13. To make recommendations to Council on charges and fees of Council services.
14. Treasury Management
15. Leasing, loans and finance
16. To appoint an Independent Internal Auditor for the accounts and procedures of the Council.
17. To consider the audited accounts and report back to Council
18. To oversee the Council's banking and investment arrangements and keep investment policy under review.
19. To ensure the proper management of the property and amenities owned, controlled or provided by the Council.

Asset Management

20. Asset and Management Strategy
 - To maintain an overview of the Council's assets and potential assets (including services) and report to Council on their impact and effectiveness.
 - To negotiate the transfer or management of assets to Andover Town Council from Test Valley Borough Council.
21. To ensure that the Council is fully covered by Insurance to carry out all its functions as a Local Authority

Human Resources

22. To review and maintain Staffing levels at appropriate levels to deliver services
23. To approve the Grading of Staff and level of remuneration using as a guide the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions in line with the Society of Local Council Clerks. (SLCC)
24. To appoint a small Panel to undertake the Annual Appraisal of the Town Clerk

ANNEX I

25. To undertake recruitment procedures, equal opportunity statements and guidelines on employment practice
26. To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees.

Communications

27. To develop strategy on media relations, and to formulate policy on public participation.
28. To act as a channel for communication with external partners.
29. To assist the Town Clerk with the preparation of the Annual Report for the Town Meeting.
30. To oversee the maintenance and development of the Council's website.
31. To formulate an Emergency Plan for the Council as and when required.

Democratic Services

32. To oversee and approve a programme for Members Training
33. To oversee provision for Members Services
34. To formulate an Economic Development Policy for recommendation to Council.

Urgent Matters

35. To provide any two elected members of the group to be consulted by the Town Clerk to deal with urgent matters which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council meeting.

Working Groups

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

ANDOVER TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE

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

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

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

Purpose

To address and, where appropriate, formulate policy, for consideration by Council; to manage the Council’s financial and other assets as delegated by Council; to secure the good governance of the Council’s affairs, including the management of staffing and appointments, media relations, external relationships, committee arrangements and day to day business.

Terms of Reference

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

Policy and Procedures

No	Action/Objective	Frequency	Notes
1.	Every six months, identify any key policy issues facing the Council	April & October	
	Formulate, within 6 weeks of an issue being identified, for Council consideration, strategies & timetables to deal with them	Six weeks from identified issue	
2.	Review Standing Orders	Every 12 months	
	Review Financial Regulations	Every 12 months	
3.	Every year, ensure the Council is adequately resourced to achieve its aims and objectives, powers and duties of the Council and Standing Committees (if relevant).	Every 12 months	
4.	Every year, in consultation with the Town Clerk, agree the principles for the Management of Committee Business	Every 12 months	
5.	Every year, review of the Council’s Risk Management Strategy and recommend to full Council	October/November	
6.	Every year, ensure there is Business Continuity for the Council	October/November	Business continuity maintained through proper management of the budget/business plan.
7.	Every year maintain and review the Council’s strategic objectives and performance	February/March	Annual report – have all objectives been accomplished?
8.	Every year review and recommend the Council’s Business Plan to Council.	November	

ANNEX 2

Finance

No	Action/Objective	Frequency	Notes
1.	Every September/October review the Council's Financial Plan and Strategy	September/October	This can be done when reviewing Budgets for the coming year.
2.	Every September/October prepare annual budgets reflecting the Council's agreed strategy and priorities for approval by Council and recommendation of Precept to Council.	September/October	
3.	Every month secure effective control of expenditure authorising items of expenditure on behalf of the Council and scrutiny of expenditure against budgets.	Each month	TC to prepare and present to each meeting monthly accounts with reconciliation and bank statements.
4.	Every six months authorise the use of financial reserves (if required)	April/October	
5.	Every September/October make recommendations to Council on charges and fees of Council services.	September/October	TC and Committees to prepare charges and fees for review by P&R ready for Budgets
6.	Every year review Treasury Management (if required)	October	
7.	Every six months review leasing, loans and finance (if required)	April/October	TC to prepare 6 monthly accounts and budget comparisons
8.	Every three years appoint an independent Internal Auditor for the accounts and procedures of the Council	Every 3 years	
9.	Every year, consider the audited accounts and report back to Council	September/October	
10.	Every year review the Council's banking and investment arrangements and keep investment policy under review	May/December	
11.	Every year review the property and amenities owned, controlled or provided by the Council	May/December	

Asset Management

No	Action/Objective	Frequency	Notes
1.	Every two years review the Council's assets and potential assets (including services) and report to Council on their impact and effectiveness	Every 2 years	
2.	Every year negotiate the transfer or management of assets to Andover Town Council from Test Valley Borough Council (if appropriate)	Every year	This to be kept under review.
3.	Every year review the Council's Insurance Policy to ensure the Council is insured to carry out all its functions as a Local Authority	September	

ANNEX 2

Human Resources

No	Action/Objective	Frequency	Notes
1	Every year review and maintain Staffing Levels appropriate to deliver services	June	
2	Every three years (as appropriate) approve the Grading of Staff and level of remuneration using, as a guide, the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions in line with the Society of Local Council Clerks (SLCC).	Every 3 years	
3	Every year, review recruitment procedures, equal opportunity statements and guidelines on employment practice	February	

Communications

No	Action/Objective	Frequency	Notes
1	By September 2013, develop a strategy on media relations	September	
2	Every year monitor the channels of communication with external partners.	June	
3	Every year assist the Town Clerk with the preparation of the Annual Report for the Town Meeting	January/February	
4	Every two years review the need for the formulation of an Emergency Plan for the Council	Every 2 years	

Democratic Services

No	Action/Objective	Frequency	Notes
1	Every year review the programme for Members Training	September	
2	Every year review the provision for Members Services	September	
3	Every year review the Economic Development Policy for recommendation to Council	September/October	

Urgent Matters

No	Action/Objective	Frequency	Notes
1	Every year review the provision of two elected members of the Committee to be consulted by the Town Clerk to deal with urgent matters which may have a legal or financial implication for the Council and time restraints prevent normal arrangement of a Council meeting.	June	Urgent matters as per Standing Orders and Financial Regulations

Working Groups

No	Action/Objective	Frequency	Notes
1	Every year review the formation of time and task limited Working Groups, from Elected Members of Council to carry out specific tasks	September	



ANDOVER TOWN COUNCIL



Report

Memorial for Reg Presley	
Produced for: Policy and Resources Committee	Date of Report: Tuesday 28 May 2013
Summary of Key Issues <ul style="list-style-type: none"> • To consider the design of a memorial plaque for Reg Presley • To consider the wording for a memorial plaque for Reg Presley 	
Current Situation Following the previous Policy and Resources Committee a recommendation was proposed to full Council to spend up to £500 on a Memorial Plaque for Reg Presley. Full Council agreed to spend up to £500. The Town Clerk has written to Mr Presley's family seeking permission to erect a Memorial. At the previous Policy and Resources meeting Members requested the Town Clerk to investigate designs for a plaque including the Blue Plaque scheme.	
Types of Plaques The Town Clerk has investigated different types of plaques and information on the Blue Plaque scheme will be available at the meeting (two booklets on the scheme). There are different materials available for example: Stone with gold lettering (15" x 24") = £151.40 + £9 for lettering = £160.40 Wood with laser engraving (225mm x 575mm) = £139.29 + £3 for lettering = £142.29 Members are asked to consider maintenance and fixings. For instance the two examples quoted above will not require maintenance once in situ.	
Wording for the Plaque and Costing of Plaques The cost of the Plaque will depend on the wording and number of characters to be used. Members are asked to consider appropriate wording for the plaque for example: "IN MEMORY OF REG PRESLEY 12 JUNE 1941 – 4 FEBRUARY 2013 REHEARSED WITH THE BAND, THE TROGGS, HERE AT 12 HIGH STREET, ANDOVER"	
Recommendations <ol style="list-style-type: none"> a. To consider whether the Town Council should erect a Blue Plaque b. To consider the design of the memorial plaque c. To approve wording for the plaque. 	

d. To authorise the Town Clerk to contact all relevant parties to complete the project.

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SPI0 ING.

Tel: 01264 335592

Email: townclerk@andover-tc.gov.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

Income and Expenditure Account

31/03/12 £		31/03/13 £
	INCOME	
10,119.48	Allotment Rents and Charges	10,709.38
68.44	Income	533.59
338.40	Interest on Investments	302.54
130,225.00	Precept	131,123.00
<u>140,751.32</u>	INCOME TOTAL	<u>142,668.51</u>
	EXPENDITURE	
53,236.32	Administration Costs	64,678.00
14,377.83	Allotment Costs	17,381.93
11,028.12	Corporate Management	6,294.00
710.40	Democratic Representation	566.00
6,000.00	Grants	6,843.00
0.00	Other Expenditure	0.00
7,718.53	Other Services to the public	0.00
0.00	S. 137 Payments	215.00
27,520.99	Town Centre Development	35,908.68
<u>120,592.19</u>	EXPENDITURE TOTAL	<u>131,886.61</u>
54,273.05	Balance as at 01/04/12	74,432.18
140,751.32	Add Total Income	142,668.51
195,024.37		217,100.69
120,592.19	Deduct Total Expenditure	131,886.61
<u>0.00</u>	Stock Adjustment	0.00
0.00	Transfer to/ from reserves	-6,932.03
<u>74,432.18</u>	Balance as at 31/03/13	<u>78,282.05</u>

Consolidated Balance Sheet31/03/12
£31/03/13
£

Current assets		
0.00	Investments	0.00
0.00	Loans Made	0.00
0.00	Investment	0.00
0.00	Stocks	0.00
8,528.88	VAT Recoverable	10,419.78
0.00	Debtors	0.00
206.95	Payment in Advance	2,016.06
142,889.35	Cash in Hand at Bank	86,012.17
<u>151,625.18</u>	TOTAL CURRENT ASSETS	<u>98,448.01</u>
<u>151,625.18</u>	TOTAL ASSETS	<u>98,448.01</u>
Current liabilities		
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
-2,003.63	Creditors	-401.20
65,561.50	Receipts in Advance	0.00
<u>63,557.87</u>	TOTAL CURRENT LIABILITIES	<u>-401.20</u>
<u>88,067.31</u>	TOTAL ASSETS LESS CURRENT LIABILITIES	<u>98,849.21</u>
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
<u>0.00</u>		<u>0.00</u>
<u>88,067.31</u>	NET ASSETS	<u>98,849.21</u>
Represented by		
74,432.18	General Fund	78,282.05
	Notice Boards	
1,000.00	Earmarked Reserves	0.00
	Elections	
12,567.16	Earmarked Reserves	20,567.16
	Web Site	
67.97	Ear marked Reserves	0.00
<u>88,067.31</u>		<u>98,849.21</u>

Signed _____

Chairman

Date _____

AUDIT OPINION

Responsible Financial Officer

Section 1 - Statement of accounts - English version**Andover Town Council**

	Year ending 31 March 2013 £
1. Balances brought forward	88,067.31
2. (+) Annual precept	131,123.00
3. (+) Total other receipts	11,545.51
4. (-) Staff costs	44,825.85
5. (-) Loan interest / capital repayments	0.00
6. (-) Total other payments	87,060.76
7. (=) Balances carried forward	98,849.21
8. Total cash and investments	86,012.17
9. Total fixed assets and long term assets	0.00



ANDOVER TOWN COUNCIL

E

Report

Branding	
Produced for: Policy and Resources Committee	Date of Report: Thursday 30 May 2013
Summary of Key Issues <ul style="list-style-type: none"> To discuss whether a Branding exercise should be carried out for the Town Council 	
Current Situation The Website Working Group have been reviewing the website since it was launched in March 2012. Initially the website was designed to be simple as the Town Council does not have any branding or corporate image. The website does not display the Town Council crest and there is no colour on the website, other than photos.	
Improvements to the Website The Working Group have suggested to the Town Clerk that she add as many photos as possible to the website as possible to add interest and colour. The Working Group further suggested that some colour, along with the Town Council's Crest be added. However, the website could end up looking misaligned and untidy if random colour were to be used. The existing Crest/Logo which is available to the Town Council is not good quality and cannot easily be reproduced. It would benefit from being redrawn and perhaps simplified. The Town Clerk also suggested that some kind of 'corporate' logo/colour/image would be helpful for general administration for instance for, letter heads, invoices and remittance, the Annual Report and Official Documents.	
Branding The term 'Branding' refers to a name, logo, slogan and/or design scheme associated with a product or service. (An additional information paper on branding and its importance will be circulated prior to the meeting)	
Legal and Policy Implications <ol style="list-style-type: none"> Branding will help to create the unique identity of the Town Council Branding will help to provide an identity for the Council in the Local Community. 	
Financial Implications The Website Working Group have requested a quote for a Branding Exercise which would include the recreation of the current shield and scroll, creation of master logo, along with the creation of various logos, brand elements,	

colours and type faces. The cost of this would be £562.50.

Recommendation

Members are asked to consider whether the Town Council should undertake a Branding exercise for the whole Council to include the website, administration and Council image.

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

F

Report

Office Equipment	
Produced for: Policy and Resources Committee	Date of Report: Thursday 30 May 2013
Summary of Key Issues To approve the purchase of the following items of equipment and software: <ul style="list-style-type: none"> Storage Cupboard Set of Desk Drawers Keyboard and Mouse (for computer 2) Outlook Software (for computer 2) Photoshop Software (for computer 1) 	
Current Situation <ul style="list-style-type: none"> • Further storage space is required for the administration files, therefore a storage cupboard. • The Administration Assistant requires desk draws for her desk for storage and secure storage. • The Administration Assistant requires a new keyboard and mouse. Due to the volume of typing carried out, it is suggested a good quality keyboard be sourced. • The Town Clerk operates Outlook for emails and uses the calendar to project manage and keep a daily diary. The Administration Assistant does not have Outlook and therefore cannot effectively manage emails and a calendar. Outlook is required to allow the Administration Assistant to access the Town Clerk's calendar and assist with administration. • The Town Clerk uses the basic programme 'Paint' to resize photos and images. This is not easy and is time consuming. Councillor Fitchet has assisted the Town Clerk when he can, to resize photos, but this is not an ideal situation when images are required quickly. As mentioned in the previous report, the Website Working Group have asked the Town Clerk to put more photos and images onto the website and this will be done on a regular basis. This will be time consuming if the Town Clerk uses 'Paint'. 	
Legal and Policy Implications The purchase of the equipment listed, will assist with the efficient running of the Town Councils administration. The Council has a legal duty to retain records for specific periods of time and in some cases in perpetuity.	
Financial Implications The costs for the equipment listed are as follows: <ul style="list-style-type: none"> Photoshop (photo editing) - £70.00 Outlook 2013 - £76.89 Keyboard - £40.00 Mouse - £10.00 	

Desk Drawers - £170.00
Storage Cupboard - £137

Photoshop and Outlook (Total £146.89) to be taken from the IT Budget
Office equipment (Total £357) to be taken from the Office Equipment Budget

Recommendation

- **To approve the purchase of the items identified in the report at a total cost of £503.89.**

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.

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POLICY & RESOURCES WORK PROGRAMME: 5 JUNE 2013

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
5 June 2013	Accounts for the year ended 31 March 2013	STAT	To approve the Accounts for the Year Ended 31 March 2013.	
5 June 2013	To receive the Internal Auditors Report	STAT	To approve the Action Plan arising from the Internal Auditors Report	Recommend to Full Council
5 June 2013	Annual Return Preparation	STAT	To review Internal Audit Report and consider Accounts for Annual Return	Recommend to Full Council
5 June 2013	Review of Policy and Resources Terms of Reference	P&R	To ensure Committee Terms of Reference enable the Town Council to operate within SMART	Recommend revised Terms of Reference for approval
5 June 2013	Memorial to Reg Presley	P&R	To agree a style of Memorial for Mr Reg Presley	Recommend to Full Council
31 July 2013	Grit Bins	P&R	To update committee on HCC filling ATC owned grit bins	
31 July 2013	Quality Council Review	P&R	To monitor progress of Town Council's Quality Council application preparations	
31 July 2013	Youth Council Report	P&R	To receive an update	
25 September 2013	Corporate Risk Assessment	STAT	To review the Town Council's Corporate Risk Assessment	Recommend to Full Council
30 October 2013	Annual Budget	STAT	To prepare and recommend to Council the Annual Budget for 2014/2015	
11 December 2013	Review of Business Plan		To ensure Town Council is up to date with the Business Plan	Recommend any actions to Full Council

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
11 December 2013	Annual Budget	STAT	To finalise any changes to the Budget for 2014/2015	Recommend to Full Council
Jan/Feb 2014	Internal Audit Arrangements	STAT	To note Internal Audit arrangements for YE 31 March 2014	
Jan/Feb 2014	Annual Report	STAT	To approve the contents of the Annual Report for 2013/2014.	
March 2014	Review of Standing Orders	STAT	To review Standing Orders to ensure compliance with latest Governance	
March 2014	Review of Financial Regulations	STAT	To review Financial Regulations to ensure compliance with latest Governance	