



# ANDOVER TOWN COUNCIL

Policy & Resources Committee Meeting Agenda

Tuesday 2 August 2022

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

Cllr D Coole, Cllr L Gregori, Cllr R Hughes, Cllr N Long, Cllr R Meyer, Cllr M Mumford and Cllr S Waue.  
(copies to all other Members of the Council)

You are hereby summoned to attend a Policy & Resources Committee meeting to be held **at The Lights, Andover on Tuesday 2 August 2022 at 6.30 pm** when it is proposed to transact the following business: -

A handwritten signature in blue ink, appearing to read "Wendy R Coulter".

Wendy R Coulter  
Town Clerk & RFO

27 July 2022



# ANDOVER TOWN COUNCIL

Policy & Resources Committee Meeting Agenda

Tuesday 2 August 2022

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS; In line with Andover Town Council's "Recording at Meetings" Policy, Members and the public are requested to note that this meeting will be recorded by the Council, and may also be subject to the recording by members of the public.

## Item 1: Apologies for Absence

To receive and accept apologies for absence.

## Item 2: Declarations of Interest

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

## Item 3: Minutes of the last meeting

To agree the Minutes of the Policy and Resources Committee meeting held on 14 June 2022 - attached at **Appendix A (Page 4)**.

## Item 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 may be given in the meeting and recorded in the minutes 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.

## Item 5: Financial Regulations – Financial Reserves

To consider a Financial Reserves Section for the Financial Regulations – extract from Financial Regulations and suggested wording attached at **Appendix B (Page 11)**.

## Item 6: Review of Business Plan

To consider the Town Council's Business Plan, originally written and approved in 2012. To consider,

updates and amendments – Business Plan attached at **Appendix C (Page 17)**.

## **Item 7: Appraisal Policy**

To consider an Appraisal Policy – Policy attached at **Appendix D (Page 22)**.

## **Item 8: Virements**

At the request of Members, to consider any Virements required – report attached at **Appendix E (Page 30)**.

## **Item 9: Earmarked Reserves**

To consider the Earmarked Reserves and make recommendations to full Council – report and suggested Earmarked Reserves attached at **Appendix F (Page 31)**.

## **Item 10: Review of Council's Resources**

To review the Council's Resources to ensure services are maintained – report attached at **Appendix G (Page 36)**.

## **Item 11: Investment Strategy**

To consider an Investment Strategy for the Town Council in line with Financial Regulations – proposed strategy attached at **Appendix H (Page 44)**.

## **Item 12: Finance - Payments**

To approve the list of payments up to 20 July 2022 – attached at **Appendix I (Page 47)**.

## **Item 13: Timetable of Review of Policies**

To receive a timetable for the review of Town Council Policies – timetable attached at **Appendix J (Page 49)**.

## **Item 14: Committee Work Programme**

To review and update the current Committee Work Programme attached at **Appendix K (Page 52)**.

## **Item 15: Date of the Next Meeting**

Members are requested to note the date of the next meeting: **Tuesday 11 October 2022, to be held at The Lights (meeting venue subject to change)**.

The Chairman will close the meeting.

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# Appendix A: Minutes of the last meeting

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## Minutes of Policy & Resources Committee

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### Time and date

6.30pm, Tuesday, 14 June 2022

### Place

The Lights, Andover

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### Details of Attendance:

#### Members of the Committee:

Cllr R Hughes (Chairman) (P)

Cllr S Waue (Vice Chairman) (P)

Cllr D Coole (P) Cllr L Gregori (P) Cllr N Long (P) Cllr R Meyer (P) Cllr M Mumford (P)

#### Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Clerk)

**Members of the Public:** 0

**Members of the Press:** Unknown

#### PR 061/06/22 ELECTION OF CHAIRMAN OF COMMITTEE

It was proposed by Councillor N Long and seconded by Councillor M Mumford that Councillor R Hughes be elected to position of Chairman for the Municipal Year 2022/2023.

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It was proposed by Councillor D Coole and seconded by Councillor R Meyer that Councillor S Waue be elected to position of Chairman for the Municipal Year 2022/2023.  
There were no further nominations.

A vote was taken to elect the new Chairman for the ensuing Municipal Year 2022/2023.  
The result was:

Councillor R Hughes by majority vote.

**RESOLVED: That Councillor R Hughes be elected as Chairman of the Policy and Resources Committee for the Municipal Year 2022/2023.**

**PR 062/06/22 ELECTION OF VICE CHAIRMAN OF COMMITTEE**

It was proposed by Councillor D Coole and seconded by Councillor R Hughes that Councillor S Waue be elected to position of Vice Chairman for the Municipal Year 2022/2023.

It was proposed by Councillor N Long and seconded by Councillor M Mumford that Councillor L Gregori be elected to position of Vice Chairman for the Municipal Year 2022/2023.

Councillor L Gregori thanked Councillors N Long and M Mumford but respectfully declined the nomination.

There were no further nominations.

**RESOLVED: That Councillor S Waue be elected as Vice Chairman of the Policy and Resources Committee for the Municipal Year 2022/2023.**

**PR 063/06/22 APOLOGIES FOR ABSENCE**

There were no apologies received at the meeting.

(Councillor N Long left the meeting at 6.35pm)

**PR 064/06/22 DECLARATIONS OF INTEREST**

There were no Declarations of Interest in relation to any items on the agenda.

**PR 065/06/22 MINUTES**

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the Minutes of the Policy and Resources Committee meeting held on 26 April 2022 be signed by the Chairman as a correct record.

A vote was taken which was unanimous.

**RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 26 April 2022 be signed by the Chairman as a correct record.**

**PR 066/06/22 PUBLIC PARTICIPATION**

There were no Members of the Public present at the meeting.

**PR 067/06/22 ACCOUNTS YEAR END 31 MARCH 2022**

Members received the Accounts for the Year Ended 31 March 2022 and noted the covering report.

There was a discussion regarding a review of the Earmarked Reserves and it was agreed that they would require some reallocation.

It was proposed by Councillor L Gregori and seconded by Councillor D Coole that the Year End Accounts with explanation of Virements of Budget be recommended to Full Council for approval. That the net balance for the Council Budget, Year End 2022 of £79,084.80 be transferred to Operational Reserves.

A vote was taken which was unanimous.

**RESOLVED: That the Year End Accounts with explanation of Virements of Budget be recommended to Full Council for approval. That the net balance for the Council Budget, Year End 2022 of £79,084.80 be transferred to Operational Reserves.**

**PR 068/06/22 INTERNAL AUDITORS REPORT FOR YEAR END 31 MARCH 2022**

Members received the Internal Auditors Report for the Year Ended 31 March 2022 and subsequent Action Plan.

The Town Clerk talked the Members through the report.

A suggestion was made with the 'on-going' parts of the auditor's report, had a completion date allocated to them. The Town Clerk was requested to produce a report on how these parts would be completed with dates and bring it to the next Policy and Resources Committee meeting.

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the Internal Auditor's Report for the Year Ended 31 March 2022, subsequent action plan with completion dates be recommended to Full Council for approval.

A vote was taken which was unanimous.

**RESOLVED: That the Internal Auditor's Report for the Year Ended 31 March 2022, subsequent action plan with completion dates be recommended to Full Council for approval.**

**PR 069/06/22 ANNUAL INTERNAL AUDIT REPORT 2021/2022**

Members received the Annual Internal Annual Internal Audit Report.

It was proposed by Councillor D Coole and seconded by Councillor R Hughes that the Annual Internal Audit Report be recommended to Full Council for approval.

A vote was taken which was unanimous.

**RESOLVED: That the Annual Internal Audit Report be recommended to Full Council for approval.**

**PR 070/06/22 ANNUAL GOVERNANCE STATEMENT 2021/2022**

Members received the Annual Governance Statement 2021/2022.

The Town Clerk reiterated that the Annual Governance Statement was about ensuring the Town Council has completed its processes correctly in accordance with the Financial Regulations.

Members reviewed and discussed each section of the AGAR separately.

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the Annual Governance Statement 2021/2022 be recommended to Full Council for approval.

A vote was taken which was unanimous.

**RESOLVED: That the Annual Governance Statement 2021/2022 be recommended to Full Council for approval.**

**PR 071/06/22 ACCOUNTING STATEMENT 2021/2022**

Members received the Accounting Statement 2021/2022

It was proposed by Councillor L Gregori and seconded by Councillor M Mumford that the Accounting Statement 2021/2022 be recommended to Full Council for approval.

A vote was taken which was unanimous.

**RESOLVED: That the Accounting Statement 2021/2022 be recommended to Full Council for approval.**

**PR 072/06/22**

**TERMS OF REFERENCE FOR POLICY AND RESOURCES COMMITTEE AND HR PANEL**

Members received the revised Terms of Reference for the Policy and Resources Committee and the HR Panel. Consideration was given as to whether the revised Terms of reference met the requirements of the Committee and Panel, complied with the Town Council Policy and were in line with the Town Council's Standing Orders.

**Policy and Resources Terms of Reference.**

The following amendments were suggested:

The 3<sup>rd</sup> line to read: 'The Committee shall appoint a Member as its Chairman.'

The 4<sup>th</sup> line to read: 'The Committee shall appoint a Member as its Vice Chairman.'

Add an additional line to read; It Officer will be the Town Clerk as the Responsible Finance Officer.

Under the title 'Terms of Reference', after the word address, amend the comma to the word 'and'.

Paragraph 4: amend to read 'Responsible Finance Officer and 'Committees' Finances.'

Paragraph 7: remove 'accordingly' and add 'in accordance with Financial Regulations.'

Paragraph 8: amend to read 'To review the Council's 3-year Financial Forecast and strategy.'

Paragraph 11: add 'Section 106 and Community Infrastructure Levy funds.'

Paragraph 18: amend 'Local Authority' to read 'Local Council.'

Paragraph 19: Remove 'in Andover.'

Paragraph 20: amend to read 'To organise, create and oversee the Council's Business Plan process throughout the year.'

Paragraph 21: amend to read 'To encourage the citizens of Andover to play a major role in the shaping of the Council's Business Plan.'

Paragraph 22: amend to read: To review progress of current elements of the Council's Business Plan and make recommendations to Full Council.'

Paragraph 23: amend to read: 'To review and ensure the Town Clerk maintains Staffing Levels at appropriate levels to manage the Council's assets, services and responsibilities and make recommendations to Full Council.'

Add an additional paragraph 24 to read: 'To appoint a Human Resources Sub-Committee from Members of the Town Council and approve it's Terms of Reference.'

Old paragraph 24 – change to 25.

Old paragraph 25 – change to 26.

Old paragraph 26 – change to 27.

Old Paragraph 27 – change to 28.

Paragraph 28: remove the word 'Panel' and after sub-Committee add in 'are to manage.'

Old paragraph 28 – change to 29.

Paragraph 29: amend to read 'To approve and monitor a programme for Members Training.'

Old paragraph 29 – change to 30.

Councillor Mumford gave thanks to Councillor D Coole for his time in producing the amendments.

### **Human Resources Panel.**

The following amendments were suggested:

Remove '(Recommended New Sub-Committee)' from the title.

The 1<sup>st</sup> line: change 'This committee' to read 'This Sub-Committee.'

The 2<sup>nd</sup> line: amend to read 'The quorum of the Sub-committee will be 3 Members.'

4<sup>th</sup> line: amend to read 'The Sub-committee shall appoint its Chairman.'

5<sup>th</sup> line: amend to read 'The Sub-committee shall appoint its Vice Chairman.'

Paragraph 1: remove 'To ensure.'

Paragraph 2: remove 'To ensure.'

Paragraph 3: amend to read 'To review all Human Resources and Employment Law Policies and make recommendations to the Policy and Resources Committee and Full Council.'

Add an additional paragraph 4: 'To ensure all Officers' job descriptions are reviewed as required by the Town Clerk and that the pay scales are assessed and evaluated by an external Human Resources Consultant and make recommendations to Policy and Resources Committee and Full Council.

Paragraph 5 (nee 4): 'To monitor and consider complaints about unequal pay on an annual basis, based on statistical information produced by the Town Clerk and to make recommendations to the Policy and Resources Committee.'

Paragraph 6 (nee 5): 'To consider Officers staffing levels as identified by the Town Clerk as necessary, to manage the Town Council's assets, services and responsibilities and make recommendations to Policy and Resources Committee.'

Paragraph 7 (nee 6): 'To ensure the Town Clerk forms a recruitment and selection panel for all vacant Officer posts.'

Paragraph 8 (nee 7): 'To appoint 1 Council Member to sit on a recruitment and selection panel with the Town Clerk.'

(Deputy Clerk left the meeting at 8.04pm)

Paragraph 9 (nee 8): 'To consider Officer training and development needs as identified by the Town Clerk. If there are insufficient funds in the budget to deliver them, to make recommendations to the Policy and Resources Committee.'

Paragraph 10 (nee 9) and 14 (nee 13): 'To appoint an appraisal panel which would then carry out a 6- and 12-month staff appraisal review of the Town Clerk in accordance with the Appraisal Policy.'

Paragraph 12 (nee 11): add onto the end of the sentence, 'and make recommendations to Policy and Resources Committee as necessary.'

Paragraph 13 (nee 12): 'To appoint a panel of 3 Council Members to consider any Officer disciplinary and/or grievance matters in accordance with the Council's Human Resources Policy.'

Paragraph 14 (nee 13): To appoint a panel of 3 Council Members, who have not been materially involved in either the disciplinary and/or grievance procedure, to hear appeals on personnel issues.'

Paragraph 15 (nee 14): 'The Chairman of the Human Resources Sub-committee and the Chairman of the Policy and Resources Committee are to manage any additional hours and payment of additional hours to the Town Clerk and are to manage Time Off In Lieu of the Town Clerk.'



It was proposed by Councillor R Meyer and seconded by Councillor M Mumford that the Policy and Resources Committee Terms of Reference and Human Resources Terms of Reference with the amendments are recommended to Full Council for approval.

A vote was taken which was unanimous.

**RESOLVED: That the Policy and Resources Committee Terms of Reference and Human Resources Terms of Reference with the amendments are recommended to Full Council for approval.**

**PR 073/06/22**

**STANDING ORDERS – HANDLING STAFF MATTERS**

Members considered the wording for the “Handling Staff Matters” section of the Standing Orders, to ensure it complied with Council Policy and the Terms of Reference for the Policy and Resources Committee and Human Resources Panel.

The following amendments were suggested for version 3:

Paragraph A: Staffing levels to manage the Council’s assets and responsibilities and the day-to-day staff matters are the responsibilities of the Town Clerk, guided by procedures contained within the Council’s Human Resources Policies. The Town Clerk will inform the Human Resources Sub-committee or the Policy and Resources Committee if issues arise requiring their oversight or approval and Full Council where appropriate.

Paragraph B: Change ‘A’ to ‘Any.’

Paragraph C: amend to read ‘A Panel of 3 Members from the Human Resources Sub-Committee shall conduct staffing appraisal reviews in accordance with the Appraisal Policy and to negotiate with the Town Clerk, the new performance management targets set for the coming year, that will be recorded in writing.’

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the meeting be extended beyond the 2-hour point by thirty minutes.

A vote was taken which was unanimous.

**RESOLVED: That that the meeting be extended beyond the 2-hour point by thirty minutes.**

Paragraph D: ‘Any Officer disciplinary and/or grievance matter shall be dealt with in accordance with the Town Council’s Disciplinary and/or Grievance Policy and Procedures.’

Paragraph E: Change the word ‘staff’ to ‘Officers.’ Change the wording ‘grievance and disciplinary’ to ‘disciplinary and/or grievance.’

The majority of the Members suggested that the Town Clerk refer this item to the Union for clarity on the compliance of these amendments with the Employment Law.

It was proposed by Councillor D Coole and seconded by Councillor M Mumford that the version 3 wording, with the amendments and subject to the Union’s confirmation of compliance with the Employment Law, be recommended to Full Council for approval.

A vote was taken:

FOR – 5, AGAINST – 0, ABSTENTION – 1

**RESOLVED: That the version 3 wording, with the amendments and subject to the Union’s confirmation of compliance with the Employment Law, be recommended to Full Council for approval.**

**PR 074/06/22**

**FINANCE - PAYMENTS**

It was proposed by Councillor L Gregori and seconded by Councillor D Coole that the List of Payments up to 7 June 2022 be approved.

A vote was taken which was unanimous.

**RESOLVED: That the List of Payments up to 7 June 2022 be approved.**

**PR 078/06/22 COMMITTEE WORK PROGRAMME**

Members noted the Committee Work Programme.

The following items were requested to be added:

- Financial Regulations
- Investments Strategy
- Review of the Business Plan
- Appraisal Policy
- Virements
- Earmarked Reserves

**PR 079/06/22 DATE OF THE NEXT MEETING**

Members noted that the date of the next meeting would be **Tuesday 2 August 2022**, at **The Lights (meeting venue subject to change) at 6.30pm.**

The Chairman closed the meeting at 8.45pm.

Chairman

Date

# Appendix B : Financial Regulations – Financial Reserves

# B

## EXTRACT FROM THE ANDOVER TOWN COUNCIL - MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND

1.15. In these Financial Regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these Financial Regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

### 3. Annual estimates (budget) and forward planning

3.1. Each committee shall review its three-year forecast of income and expenditure. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Policy and Resources Committee and then Council not later than the end of November each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than November, prepare detailed estimates of all income and expenditure including the use of operational reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy & Resources Committee and the Council.

3.3. The Council shall consider annual budget proposals in relation to the Council’s three year forecast of income and expenditure including recommendations for the use of Earmarked Reserves and Operational reserves and sources of funding and update the forecast accordingly.

3.4. The Council shall fix the precept (Council Tax Requirement), and relevant basic amount of Council Tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

## **17. Use of Financial Reserves**

- 17.1 *Andover Town Council is required to maintain adequate financial reserves to meet the needs of the organisation.*
- 17.2 *Section 32 and 43 of the Local Government Finance Act 1992 requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure then calculating the budget requirement; however, there is no specified minimum level of reserves that an authority should hold. It is the responsibility of the Responsible Financial Officer and the Members of the Council to determine the level of reserves and to ensure that there are procedures for their establishment and use.*

## **18. The Governance & Accountability for Local Councils Practitioners Guide**

18.1 *"Councils have no legal powers to hold revenue reserves other than for reasonable working capital needs or for specifically earmarked purposes, whenever a council's year end general reserve is significantly higher than the annual precept, an explanation should be provided to the auditor. Earmarked reserves, which are set aside for specific purposes and for savings for future projects, should be realistic and approved by the Council. However, the amount of general reserve should annually be risk assessed and approved by the Council".*

## **19. Types of Reserves**

19.1. *Reserves can be categorised as 'operational' (held to cushion the impact of uneven cash flows or unexpected events) or 'earmarked' (held for a specific purpose).*

19.2. *Earmarked or 'specific' Reserves can be held for several reasons. As the name suggests these represent amounts which are 'earmarked' for specific items of expenditure to meet known or predicted liabilities or projects. Specific Reserves can be used to "smooth" the effects of certain expenditure commitments over a period of time thereby reducing the impact of significant expenditure in any one year. 'Earmarked' Reserves are typically held for four main reasons:*

1. *Renewals*  
*Used to plan and finance an effective programme of equipment replacement, planned property repair and maintenance or grounds maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.*
2. *Carry Forward of Under-spend*

*Some expenditure budgeted for projects in a given financial year cannot be spent in that year. Reserves are used as a mechanism to carry forward these resources.*

**3. Insurance Reserve**

*To enable the Council to meet the excesses not covered by insurance.*

**20. Other Earmarked Reserves**

- a. *May be set up from time to time to meet known or predicted liabilities.*
- b. *Operational Reserves are often referred to as the 'working balance' and is money which is not earmarked for specific purposes but rather a sum of money held in anticipation of uneven cash flow or set aside to deal with unexpected events or emergencies. This is usually created through surpluses as a result of activities being postponed, cancelled or coming in under budget. Reserves of this nature can be spent or earmarked at the discretion of Members, subject to approval by Council. The 'General' or 'Emergency' Reserve needs to be regularly reviewed using a risk based assessment.*

**21. Earmarked Reserves**

- a. *Earmarked Reserves will be established on a 'needs' basis in line with anticipated requirements.*
- b. *Any decision to set up or extinguish redundant Reserves must be reviewed by the Policy and Resources Committee and recommended to full Council for formal approval. The Council will be required to identify the following when making recommendations for each reserve:*
  - 1. *The reason/purpose of the Reserve*
  - 2. *How and when the Reserve can be used*
  - 3. *Any procedures for the Reserve's management and control*
  - 4. *A process and timescales for review of the Reserve to ensure continuing relevance and adequacy*

- c. *Expenditure from Reserves can only be authorised by full Council.*

**21.1.** *Reserves should not be held to fund ongoing expenditure.*

**21.2.** *All Earmarked Reserves are recorded on a central register held by the Responsible Financial Officer. The register should list the purpose for which the earmarked reserve is held.*

**21.3.** *Reviewing the Council's Financial Risk Assessment is part of the annual budgeting by Committee and the year-end accounting procedures. Part of this process identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.*

## **22. General Reserves**

*6.1. An Emergency or General Reserve will be held by the Town Council to cushion the impact of uneven cash flows, and the impact of unexpected, unforeseen, emergency and uninsured situations.*

*6.2. The level of General Reserves is a matter of professional judgement and so this does not attempt to prescribe a level. The primary means of building a General Reserve will be through reallocation of funds e.g. where a project comes under budget or through allocation from the annual budget.*

*6.3. If in the most extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its Earmarked Reserves to provide short-term resources.*

*6.4. The Council must at all times keep a minimum balance sufficient to pay two month's salaries to staff and associated expenses e.g. National Insurance, tax contributions and pensions.*

## **23. Principles to Assess the Adequacy of Balances and Reserves**

*23.1. A considerable degree of professional judgement is required in making any financial assessment and the Responsible Financial Officer can only be expected to provide advice with the help and possible guidance from the Members and other advisory sources.*

*23.2. Setting the budgets is the responsibility of the individual Committees in collaboration with the Responsible Financial Officer, reviewed by the Policy and Resources Committee and a recommendation then made to full Council for ratification and formal approval. This forms the foundation of setting the precept.*

*23.3. In order to assess the adequacy of Reserves when setting the budget, both the Responsible Financial Officer and the Committees should take account of the strategic, operational and financial risks facing the Committee/Council. The financial risks should be assessed in the context of the Council's overall approach to risk management. The Responsible Financial Officer should ensure that the Council has put in place effective arrangements for internal audit of the control environment and systems of internal control.*

*23.4. Setting the level of Reserves is just one of several related decisions in the formulation of the long and medium term financial strategy as well as the budget for a particular year. Account should be taken of the key financial assumptions underpinning the budget*

alongside a consideration of the Town Council's financial management arrangements. In addition to the cash flow requirements of the Council the following factors should be considered:

<b>Budget Assumptions</b>	<b>Financial standing and management</b>
<i>Inflation and interest rates</i>	<i>The overall financial standing of the Town Council (such as the level of borrowing, debt outstanding, collection rates etc.)</i>
<i>Estimates of the level and timing of capital receipts</i>	<i>The authorities track record in budget and financial management including the robustness of plans.</i>
<i>The treatment of demand led pressures</i>	<i>The Town Council's capacity to manage in-year budget pressures</i>
<i>Planned efficiency savings / productivity gains</i>	<i>The strength of the financial information and reporting arrangements.</i>
<i>The financial risks inherent in any significant new funding partnerships, major outsourcing arrangements or major capital developments. The availability of other funds to deal with major contingencies and the adequacy or provisions.</i>	<i>The Town Council's virement and end of year procedures in relation to budget under / overspends. The adequacy of the insurance arrangements to cover major unforeseen risks.</i>
<i>Keeping increases to a minimum or within any applied capping.</i>	<i>Taking a balanced approach between likely expenditure and the ability of the community as a whole to absorb the financial impact of an increased precept.</i>
<i>Availability of other funding sources</i>	<i>Bearing in mind the possibility of other funding streams e.g. Section 106 or CILS monies or grants for projects.</i>

23.5. *Balancing the annual budget by drawing on 'General' or 'Emergency' Reserves must be viewed as a legitimate short term option only. Such reserves must not be deployed to finance recurrent expenditure or to financial anticipated or foreseeable projects.*

## **24. Governance Concerning the Balances and Reserves**

24.1. *Balances and Reserves will be reviewed annually as part of the review of Financial Regulations by the Policy and Resources Committee and reported to the Town Council as part of the budget setting process.*

24.2. *This will include a report from the Responsible Financial Officer, prepared in collaboration with the Policy and Resources Committee, on the adequacy of the Reserves (Operational and Earmarked) taking into account the forthcoming financial year and the Council's medium and long-term financial plans or projects.*

24.3. *The Responsible Financial Officer in collaboration with all Council Committees should review the levels of Earmarked Reserves held and make recommendations to the Policy and Resources Committee on creation of additional Reserves as well as the extinction of redundant Earmarked Reserves as part of the Annual budgeting process. Any*

*recommendations once reviewed by the Policy and Resources Committee will then be taken to full Council for formal approval.*

*24.4. Operational Reserves must be viewed as a short-term resolution of unexpected costs, they must not be used to finance recurrent expenditure or to finance foreseeable or anticipated projects.*

*24.5. Foreseeable or anticipated project costs should be properly budgeted for and included in Earmarked Reserves.*

## **25. Reserves Currently Maintained**

*25.1. The level of Operational Reserves is to be not less than sufficient to pay two month's salaries to staff and associated expenses and no more than 6 months operating costs, i.e. half the annual precept and in any year.*

*25.2. The level of Earmarked Reserves is listed in the register.*



# Business Plan

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Document Version 1.3

The report outlines a business plan for Andover Town Council over the next 10 years

Introduction .....	2
The Report .....	2
Council.....	2
Years 1 to 3 .....	2
Policy .....	2
Town Development.....	3
Years 4 to 8 .....	3
Policy .....	3
Town Development.....	3
Years 9 to 13 (Aspirations) .....	3
Policy .....	3
Town Development.....	3
Conclusions and Recommendations .....	3

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# Andover Town Council Business Plan

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## Introduction

This report has been compiled at the request of Andover Town Council.

The report was compiled after three workshops with the elected members of the Town Council.

The report reviews the aspirations which the Town Council wish to achieve over a period of thirteen years.

The outline business plan is organic in nature and will need to respond to changes in the local community and legislation (Localism Bill). It will also need to consider if the objectives identified in the plan provide the best value for money and service for the Council, residents and business.

The success of this business plan will depend on the implementation of a strong project management basis to ensure that limited resources are used efficiently to deliver best value for money.

Currently the Council employs one full time member of staff and one part-time member of staff.

There are 19 elected Councillors.

## The Report

### Council

- To develop and work in partnerships with residents, local businesses and local organisations
- To develop Council meetings as a method of public engagement
- To improve the Town Councils role within the local community
- To be an advocate for local residents and business to address local issues

### Years 1 to 3

#### Policy

- To monitor the progress and implementation of the business plan, to respond to changes and challenges
- To ensure that the Town Council complies with its legal statutory duties and governance
- To develop a Council and Community Website and support other local community websites and communication.
- To develop, facilitate and encourage communication with local residents to raise awareness on local issues and to improve services
- To manage and improve the Town Council's communication and profile within the community
- To monitor services to ensure value for money for the local tax payer

- To develop a Town Plan

#### **Town Development**

- To develop and implement a Christmas Lights scheme for the Town Centre
- To take over the management and maintenance of local finger post signs in the Town Centre
- To promote Andover Heart Town
- To organise charity and community awareness days in the High Street
- To manage the maintenance of public footpaths in Andover
- To proactively assist young people to be involved in their local community
- To improve the quality of service and availability of allotments within Andover and to implement an allotment awards scheme

### **Years 4 to 8**

#### **Policy**

- To monitor the progress and implementation of the business plan, to respond to changes and challenges
- To ensure that the Town Council complies with its legal statutory duties and governance
- To ensure that funding and resources are available to implement the second phase of the business plan
- To review the role of the Civic Leader of the Town Council

#### **Town Development**

- To maintain a Christmas Lights scheme for the Town Centre
- To maintain the level of service to allotment holders
- To take over the delivery of other services from Test Valley Borough Council and Hampshire County Council including, bus shelters, litter bins and toilets by open spaces
- To promote visitor information and promote local facilities including conferences and town centre shopping

### **Years 9 to 13 (Aspirations)**

#### **Policy**

- To monitor the progress and implementation of the business plan, to respond to changes and challenges.
- To review the business plan as a result of the progress made.
- To ensure that the Town Council complies with its legal statutory duties and governance .

#### **Town Development**

- To maintain a Christmas Lights scheme for the Town Centre.
- To consider other services to be managed by the Town Council ,including recreation grounds, sports facilities and event management

### **Conclusions and Recommendations**

The aspirations identified in the above plan need to be planned into a work programme to ensure that their implementation is managed efficiently.

The current document is not project specific with regard to the delivery of these aims and if the Council adopts this business plan, further work should be completed to identify the projects that will deliver the above aims.

For this plan to achieve credibility with the residents of Andover it is necessary to develop some clear projects which can be clearly associated with the Town Council and recognised by the public as an achievement by the Town Council.

A more effective process of monitoring and reporting could be developed to ensure that projects are delivered more efficiently within agreed time limits.

The Council should ensure that as part of its project initiation the cost of implementing and the on-going management of any services is considered and a suitable budget identified in the start-up year and the following years.

The implementation of the above recommendations will provide the Town Council with a clear structure of performance management against which the Town Council can measure its own performance in an open and public way to its residents all the year round and at the Annual Meeting of Electors.

## Appendix D: DRAFT Appraisal Policy

# D

### **ANDOVER TOWN COUNCIL APPRAISAL POLICY – 2022 (AUGUST 2022)**

#### **Purpose**

The purpose of the staff appraisals is:

1. To integrate the Town Council's objectives with the assessment of staff.
2. To enhance communication between officers.
3. To assist the Town Council to determine general training needs.
4. To review job descriptions.
5. To provide a vehicle for Councillors, the Town Council and individual members of staff to agree specific training requirements.

#### **When does it happen?**

Normally key targets and objectives are set during September for the year beginning 1 April. During the financial year, these objectives will be reviewed formally at least once, although it is expected that key targets and objectives will be the basis of frequent discussions through the one to one sessions as appropriate. The actual appraisal itself will take place in September, when the staff member's performance against objectives can be assessed. At this time, or shortly thereafter, key targets and associated objectives will be agreed for the coming year. Finally, action plans will be added to the objectives.

#### **Who appraises whom?**

Each member of staff will normally be appraised by the Deputy Town Clerk.

The exception is the Town Clerk who will be appraised by a panel of Members from the Human Resources Panel.

#### **Roles and responsibilities**

All staff share an ongoing responsibility to monitor and review their performance and the Deputy Clerk and Town Clerk should, as a matter of course, observe and monitor the performance of their staff and offer feedback whenever appropriate in terms of recognition, praise or constructive criticism. This will be conducted through the formal one to one sessions.

### **The appraisee / postholder**

All staff will be appraised by the Deputy Clerk. The role of the appraisee is as follows:

1. To prepare adequately for the interview – a preparation form is available to facilitate this process (form can be obtained from the Staffing Server).
2. To be open in discussion of the performance and the context of that performance.
3. To participate in the process of setting key targets, associated objectives and action plans for the achievement of objectives.
4. To contribute to the process of drawing up a plan to address training or development needs.

### **The appraiser**

The process of appraisal is not meant to replace the normal process of officers talking about work progress. Ongoing progress will be discussed through the one to one sessions. The appraisal is the opportunity to sit down to review performance over a longer period of time. The appraiser's role is to help ensure that the appraisee's past and current performance is jointly and fairly reviewed, based on evidence which describes what the person has actually achieved in the job according to the agreed objectives. The appraiser will:

- Agree with the appraisee the date, time, location of the interview.
- Give the appraisee a preparation form (form can be obtained from the Staff Server).
- Ensure both parties have details of the key targets and objectives agreed the previous year and discussed during the formal mid-year review.
- Gather the information necessary for a meaningful discussion to take place, in particular, details of the appraisee's actual performance.
- Manage the appraisal discussion so that both parties can effectively contribute.
- Jointly agree key targets and associated objectives.
- Complete the form after the interview and give it to the appraisee for confirmation of the content and to add any comments.
- Pass the completed document to the Town Clerk for comments and signature.
- Return the document to the appraisee for any final comments following review and signature.
- Pass the final document to the Town Clerk.
- Carry out agreed actions.
- Monitor the appraisee's performance on an ongoing basis.

### **The Town Clerk**

The role of the Town Clerk is to help ensure there is no unjustified bias, to help the overall system to work consistently and to guard against appraiser inexperience. S/he will:

- Read and sign the appraisal form and add further comments if appropriate.
- Return the form for further comment by the appraiser and appraisee and for signature.

### **The Deputy Clerk**

The Deputy Town Clerk will assist by:

- Monitoring the scheme to encourage consistency of operation.
- Providing advice on the operation of the scheme and completion of the documentation.
- Providing the appropriate paperwork and informing the Town Clerk of the agreed timetable for completion.

## **Confidentiality**

All staff appraisal documents are treated as confidential. This includes the contents of preparation forms and the staff appraisal form together with any notes taken by either party during the interview. Only the appraisee, appraiser and the Town Clerk may have access to the information. The Deputy Town Clerk will review the documentation to ensure consistency.

## **Openness**

The system is designed to be open. This means that all information should be available to the appraisee.

## **Training**

The Deputy Clerk and Town Clerk will undertake appropriate training and all appraisees are entitled to have the process explained to them in detail. The Town Clerk is responsible for ensuring that appropriate training is made available.

## **Procedure for dealing with disagreements**

An appraisee who is not satisfied with the appraisal report shall, in the first instance discuss the matter with the Deputy Clerk. In the event of the disagreement remaining unresolved, it shall be the role of the Town Clerk to decide the matter. The aggrieved appraisee, if not satisfied with the Town Clerk's response, may then refer the matter through the grievance procedure.



## Guidance for preparing for an appraisal

As with any effective meeting, success depends on careful preparation and planning.

### Preparation

- Employees must be given the appraisal form two weeks prior to the date of the appraisal interview and be informed of the time, place and venue of the appraisal interview.
- At least two hours should be set aside for the interview.
- Prior to the interview, ensure that you have the employee's job description, last appraisal form (if applicable), appraisal form (if the employee has given this to you).
- Study the individual's job description and consider his or her overall performance during the last year.
- Note any points you particularly want to discuss. What have been his or her major achievements/shortcomings, etc, during the year.
- Ensure you yourself know what levels of performance the postholder should be achieving and make notes of these.

## The appraisal interview

The appraisal interview is above all a two-way joint communications session. There should be thorough frank discussion between the employer and the Deputy Clerk. The appraisal interview itself will consist of two parts. Part one is primarily concerned with assessing performance and the appraisal should concentrate on:

- The appraisee's work performance during the last 12 months.
- The Deputy Clerk's assessment of the employee's work performance.
- The employee's own assessment of his or her work performance.
- How work performance can be improved upon.
- Identifying training and development needs and how these can be met.

A suggested format for this part of the meeting is as follows:

- Review the current job description – is it still current?
- Explain clearly the levels of performance expected.
- Ask the employee to outline his/her work performance.
- Introduce your review of their work performance and provide feedback of same.

- Review targets and plan of action set during previous appraisal (if applicable).

This system should lead to an open discussion as to:

- Why someone has performed well or badly.
- What you/they think they have achieved.
- How performance can be improved.
- Strengths and weaknesses and how these can be improved.
- Obstacles and barriers which affect job performance and satisfaction.
- How training and personal development needs can be met.
- Discuss an individual's longer term ambitions.

During the interview the Deputy Clerk should:

- Listen.
- Ask open questions.
- Strike a balance between negative and positive.
- Focus on performance not an individual's personality.
- Deal with key points.
- Encourage discussion.
- Make notes highlighting key points that have been discussed.
- Summarise at appropriate points.

## Concluding part one of the interview

During the course of the appraisal interview you will have had the opportunity of telling the employee how you feel he or she is performing and if they are meeting the necessary levels of performance. Similarly the employee will be given the opportunity to make an assessment of his or her own performance. At the end of the interview the key points should be shared so that the appraisee is aware of what is being written down. This is useful as it helps to summarise the discussion which has taken place prior to moving on to the second part of the appraisal interview, i.e. the action plan.

## The action plan

The second part of the appraisal interview consists of the drawing up of the action plan to assist employee development and job performance. In drawing up the action plan, the employee should be encouraged to think about actions for him/herself. It should be the employee who is instrumental in setting the action plan. The action plan is vital to the success of performance appraisal as it contains the action required not only to assist employee development but also the steps required to improve work performance. The plan may therefore contain:

- Action needed to improve employee work performance.
- Action the employee may need to enable him/her to perform more effectively.
- The setting and/or resetting of key targets and objectives.
- The identification of training needs and how these will be met.
- Dates when progress will be reviewed.

## Appraisal form

The purpose of this form is to enable a record of the appraisal to be written up. It must be completed after the interview and not during it. It is an important document especially for the appraisee and great care must therefore be taken in its completion. The notes taken during the appraisal interview will assist in the completion of the form. It is essential that both parts of the appraisal form be completed as fully and comprehensively as possible.

## Guidance on appraisee preparation

This guide has been drawn up in order to assist you to prepare for your appraisal meeting. The Deputy Clerk will inform you of the exact date, time and place of your appraisal interview. It is primarily aimed at developing you as an employee and as a person, assisting in improving your job performance. The appraisal interview is concerned with assessing your work performance over a 12 month period and drawing up a plan for the coming 12 months. The chief objectives of Andover Town Council's appraisal scheme are:

- To clearly identify and establish a job's content, scope and objectives.
- To identify and establish the levels of performance expected in a job.
- To provide feedback to individual employees of "How they are getting on" in relation to the required standards.
- To allow individual employees the opportunity of assessing themselves.
- To facilitate the individual's personal growth and development.
- To agree a plan of action so that job performance and satisfaction can be improved and, if necessary, to reset standards and/or targets for the next 12 months.
- To assist in the identification of training needs and plan how these needs can be met.
- To provide a forum for the discussion and resolution of wider work related issues/problems.

## The appraisal process

Two weeks prior to the appraisal interview, the Deputy Clerk will inform you of the date, time and place of your appraisal interview and will give you an appraisal self-assessment form and a copy of your job description and specification.

The appraisal self-assessment form has been designed in order to help you to prepare for your appraisal interview. It is up to you how to use it. However, it is recommended you prepare as fully as possible for your appraisal interview in order to derive maximum benefit and, therefore, it is desirable that you make full use of the self-assessment form.

Your manager will also do some preparation work concentrating primarily on your overall performance over the last 12 months.

## The appraisal interview

The appraisal interview will consist of two parts. The first part of the interview will concentrate on:

- Your work performance in the preceding 12 months.
- An assessment of your performance by the Deputy Clerk.
- A self-assessment of your performance.
- How your work performance can be improved upon.
- Your training and development needs and how these can be met.
- Your career aspirations.

Following discussion on the above, the second part of your appraisal interview will consist of the drawing up of an action plan for the future. The action plan is drawn up by you and the Deputy Clerk. Its purpose is to help develop you as an employee and an individual as well as assisting in improving job performance. The action plan may therefore consist of:

- Action you may have to take to improve performance.
- Action the Deputy Clerk may have to take to enable you to perform more effectively.
- The future development of the job.
- The setting and/or resetting of targets.
- Training needs identified and how best these will be met.
- When progress will be reviewed.

Following your appraisal interview, the formal 'Staff Appraisal Record' will be completed and sent to you by the Deputy Clerk. Part 1 of the form will include a written record of the Deputy Clerk's assessment of your performance during the last 12 months. You will be asked to sign this, confirming that you have read and understood its contents. Additionally, you will be given the opportunity to add your own comments.

The second part of the form will consist of the action plan drawn up by the Deputy Clerk. You will be asked to sign this, confirming that you have read and understood it and that you agree with its contents. The form is then returned to the Deputy Clerk who will sign it. The form is then passed on to the Town Clerk for agreement and signature. Once this has been done, you will receive a copy of the signed form.

One copy will be held by the Deputy Clerk so that the action plan agreed to can be implemented during the next 12 months. Finally, a copy of the Appraisal Record form will be held in your personal file. All documents relating to appraisal will be kept on the Staffing Server.

## Document Information

Title:	Appraisal Policy
Status:	1 <sup>st</sup> draft
Version:	26 July 2022
Consultation:	Policy & Resources Committee
Approved by:	
Approval Date:	
Review Frequency:	Every three years or if change occurs
Next Review:	July 2025

## Document Control

Date	Version	Description	Sections Affected	Approved by
July 2022	1	1 <sup>st</sup> Draft	All	Policy & Resources Committee

## Virements during 2022/2023

**Produced for:**

Policy and Resources Committee

**Date of Report:**

Tuesday 26 July 2022

**Summary of Key Issues**

To consider any Virements between Budgets required up to August 2022 for recommendation to full Council.

To note agreement at previous Policy & Resources Committee meeting that the net balance for the Council Budget, Year End 2022 of £79,084.80 be transferred to Operational Reserves.

**Current Situation**

To consider any Virements between Budget for recommendation to full Council.

The Town Council is only 5 months into its financial year 2022/2023. There is only one Budget which has overspent, 4210/11 Subscriptions/Memberships by £413.00. It is suggested that a Virement be made from 4210/6 Heating & Lighting – Office of £413.00. Budget line 4210/6 will not be utilised after September 2022 as the Town Council will have moved to new offices where the rental rate is inclusive of utilities.

There are no further subscriptions due this year.

**Financial Implications**

The financial implications are included in the report.

**Legal and Policy Implications**

Any recommendations for Virements between Budgets must be approved by Full Council.

**Recommendations**

**To note that the recommendation from the Policy and Resources Committee that the net balance for the Council Budget, Year End 2022 of £79,084.80 be transferred to Operational Reserves will be considered by Council in August 2022.**

**To recommend to full Council that a Virement be made from 4210/6 Heating & Lighting – Office of £413.00 to 4210/11 Subscriptions/Memberships.**

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592 Email: [townclerk@andover-tc.co.uk](mailto:townclerk@andover-tc.co.uk) Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors

# Appendix F: Earmarked Reserves – Suggested Movements

# F

## Earmarked Reserves – Suggested Movements Report

<b>Produced for:</b> Policy and Resources Committee	<b>Date of Report:</b> Tuesday 26 July 2022	<b>Author of Report:</b> W Coulter (Town Clerk, DPO, RFO)
<b>Summary of Key Issues</b> To note, the Internal Auditor raised a concern regarding unused Earmarked Reserves and suggested the Council revise the Earmarked Reserves. To reconsider the Earmarked Reserves of Andover Town Council. To recommend to Full Council movements of Earmarked Reserves.		
<b>Earmarked Reserves in Summary</b> Cost of Elections - £60,000 Cost of By-Elections - £19,036.28 Christmas Lights - £12,591.74 Property Purchase Fund - £102,000 Allotments - £98,255.02 Defibrillator - £1072.01  Total Currently set aside for Earmarked Reserves - £292,955.05		
<b>Suggested Movements</b> Property Purchase Fund – Remove from Earmarked Reserves. This fund was set up in 2016 with the anticipation that the Town Council would be able to purchase a building within Andover for its offices and for Council Meetings. However, circumstances have changed and it may be considered that this requirement no longer exists. Defibrillator – Remove from Earmarked Reserves The Council agreed in 2018 that it would no longer directly purchase defibrillators. This fund is no longer required within Earmarked Reserves.		
<b>Revised Total</b> If the Town Council were minded to remove the Property Purchase Fund and Defibrillator fund from Earmarked Reserves the revised total required for Earmarked Reserves would be: £189,883.04		

### **Legal and Policy Implications**

Section 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure

*Earmarked reserves, which are set aside for specific purposes and for savings for future projects, should be realistic and approved by the Council.*

Any decision to set up or extinguish redundant Reserves must be reviewed by the Policy and Resources Committee and recommended to full Council for formal approval. The Council will be required to identify the following when making recommendations for each reserve:

1. The reason/purpose of the Reserve
2. How and when the Reserve can be used
3. Any procedures for the Reserve's management and control
4. A process and timescales for review of the Reserve to ensure continuing relevance and adequacy

### **Recommendations**

To recommend to full Council changes to Earmarked Reserves.

**Note:** The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: [townclerk@andover-tc.co.uk](mailto:townclerk@andover-tc.co.uk) Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors



ANDOVER TOWN COUNCIL - EARMARKED RESERVES

Minute No	Title of Earmarked Reserve	Purpose	Management & Control						Balance (£)
			Amount set aside (£)	Date set aside	Date of expenditure	TN	Amount	Supplier	
C0132/10	Cost of Elections	To ensure funds available to cover cost of elections	£101,879.50	31.03.2019					
	Cost of Elections	Uncontested Parish Elections 2019	£101,879.50	31.03.2019	28.05.2019	158	£57.60	Test Valley Borough Council	£0.00
	Cost of Elections	To ensure funds available to cover cost of elections	£20,000.00	31.03.2020					£0.00
	Cost of Elections	Dowlands Ward By-Election			06.03.2020	578	£6,860.57	Test Valley Borough Council	£0.00
	Cost of Elections	Harroway Ward By-Election Part 1			20.03.2020	660	£6,860.57	Test Valley Borough Council	£0.00
	Cost of Elections	Harroway Ward By-Election Part 2			31.03.2020	652	£10,088.44	Test Valley Borough Council	£0.00
	Cost of Elections 2023								£60,000.00
BS 071/19	Cost of By-Elections	By Elections 2020	£38,069.92						£0.00
	Cost of By-Elections 2020/21	By-Elections 2021			31.03.2021	1513	£14,647.93	Test Valley Borough Council	£0.00
	Cost of By-Elections 2021	By-Elections 2021			31.03.2022		£4,328.11	Test Valley Borough Council	£0.00
	Cost of uncontested Elections	By-Elections 2021					£57.60	Test Valley Borough Council	£19,036.28
C .... /19	Community Notice Boards	Remove from Earmarked Reserves	£2,500.00	31.03.2013	31.03.2020		£2,500.00	Moved to Operational Reserves as monies no	£0.00
C 029/17 & C 105/17	Office Accommodation	One off costs to update and renovate new office accommodation at 68B - additional costs approved to be taken from Operational Reserves as per Minute No		29.03.2018	May-18		-£7,682.45		£0.00
AC 088/18	Christmas Lights - power column for Christmas Tree	One off cost for a power column purchase and installation following change in legislation (HCC)	£5,000.00	25.01.2018	23.08.2019		£5,982.00	Difference taken from operational reserves	-£982.00
	Christmas Lights - power columns for extension to lighting scheme	One off cost to purchase and install power columns to enable lighting trees in the Town for Christmas	£7,000.00	31.03.2019					£0.00

	Christmas Lights - power columns for extension to lighting scheme	One off cost to purchase and install power columns to enable lighting trees in the Town for Christmas			31.03.2020		£3,166.26	Blachere	£3,833.74
AC 022/18	Christmas Lights - Structural survey	To carry out a structural survey (legislation)	£2,500.00	25.01.2018	Aug-18		£1,260.00		£1,240.00
	Christmas Lights - Replacement/upgrade of eye-bolts	To provide replacement/upgrade of eye-bolts (legislation)	£5,000.00	25.01.2018					£5,000.00
	Christmas Lights - Installation of additional commando sockets on additional columns	To install additional commando sockets on new columns to extend the scheme	£3,500.00	25.01.2018					£3,500.00
	Property Purchases Fund	Funds set aside for a new building purchase/build	£152,000.00	31.03.2019					
C339/19	Property Purchases Fund	Funds set aside for a new building purchase/build	£152,000.00	31.03.2019	25.01.2021	n/a	£50,000.00	Transferred to new Allotments (2) -	£102,000.00
	Allotments - Removal of non-essential Hedges	One off cost to remove non-essential hedges and trees around boundaries of allotment sites	£7,000.00	25.01.2018					£7,000.00
	Allotments - Upgrade access roads/tracks	To upgrade all tracks/access roads on allotment sites	£4,800.00	25.01.2018					£4,800.00
	Allotments - Upgrade piping/water supplies	To upgrade piping/water supplies on all allotment sites	£7,000.00	25.01.2018					£7,000.00
	Allotments - Installation of toilets on all 7 sites	To install permamnt toilets on all allotment sites	£7,000.00	25.01.2018					£7,000.00
	Allotments - Upgrade of car parking facilities on all sites	To upgrade car parking facilities on all allotment sites	£4,000.00	25.01.2018					£4,000.00
	Allotments - Installation of security systems	To install security systems on allotment sites to minimise theft and ensure safety of allotment holders	£200.00	25.01.2018					£200.00
	Allotments - Replacement Fencing and gates on all sites	To replace and upgrade all fencing and gates on all 7 allotment sites to improve security	£70,000.00	25.01.2018					
AC 16/19		Replacement of entry gates at Vigo Road Allotments			16.09.2019	312	£1,744.98	Bawden	£0.00
	Allotments - Replacement Fencing and gates on all sites				19.01.2021	n/a	£50,000.00	Transferred to new Allotments - Additional	£0.00
C 339/19	Allotments - Replacement Fencing and gates on all sites				25.01.2021	n/a	£18,255.02	Transferred to Allotments (2) - Replacement Fencing	£0.00
BS..... C 339/19	Allotments - Additional Allotment Sites Fund	To assist with the provision of additional Allotment Sites for Andover	£50,000.00	19.01.2021	25.01.201		£50,000.00	Transferred to Allotments (2) - Replacement Fencing	£0.00
C 339/19	Allotments (2) - Replacement Fencing and gates on all sites	To replace and upgrade all fencing and gates on all 7 allotment sites to improve security	£68,255.02	25.01.2021					£68,255.02

	Grants Project	One-off Grants Project for Andover Community	£10,000.00	25.01.2018					
EC 067/19	Grants Project	One-off Grants Project for Andover Community					£10,000.00	Transfer to Operational Reserves	£0.00
	Events - A-Fest	Monies set aside to Fund A-Fest in 2020	£2,000.00	31.03.2019					
EC 067/19	Events - A-Fest	Monies set aside to Fund A-Fest in 2020					£2,000.00	Transfer to Operational Reserves	£0.00
	Youth Council	Future Youth Events	£1,800.00	31.03.2019					
	Youth Council	Future Youth Events					£1,800.00	Transfer to Operational Reserves	£0.00
	Defibrillator	For future provision of Defibrillators	£5,000.00	31.03.2019	30.04.2019		£3,927.99	AEDdonate	£1,072.01
	Bus Shelters	Running costs for Bus Shelters if transferred to the Town Council	£10,000.00	25.01.2018				Transfer to Legal Expenses	£0.00
C 211/19 C 339/19	Vigo Park	Provision of facilities in Vigo Park							£0.00
BS 100/19 C 339/19	Vigo Park	Provision of facilities in Vigo Park	£27,000.00					Transfer to Legal Expenses	£0.00
C 211/19 C 339/19	Public Conveniences	Provision of PC's in the Town Centre							£0.00
BS 100/19 C 339/19	Public Conveniences	Provision of PC's in the Town Centre	£8,500.00					Transfer to Legal Expenses	£0.00
C 211/19 C 339/19	Contribution to Tourism	To assist with the provision of Tourism in Andover							£0.00
BS 100/19 C 339/19	Cemeteries		£3,000.00					Transfer to Legal Expenses	£0.00
BS 100/19 C 339/19	Public Realm		£5,000.00					Transfer to Legal Expenses	£0.00
BS 100/19 C 339/19	St Mary's Ward Neighbourhood Plan		£5,000.00					Transfer to Legal Expenses	£0.00
BS 100/19 C 339/19	Other Wards Neighbourhood Plan		£5,000.00					Transfer to Legal Expenses	£0.00
C144/-1/22	Legal Expenses	Provision of costs for any potential legal expenses-Judicial Review	£63,500.00	25.01.2021	25.01.2022		63500	Transfer to Operational Reserves	£0.00

**TOTAL FOR EMR**

**£292,955.05**

## Review of Town Councils Resources during 2022/2023

### Produced for:

Policy and Resources Committee

### Date of Report:

Tuesday 26 July 2022

### Summary of Key Issues

To consider whether the Town Council has adequate resources to carry out its approved 'Back to Basics' Policy and additional approved projects during the remaining financial year 2022/2023.  
To consider whether projects should be reallocated.

### Current Situation

In October 2021 Members of the Town Council agreed a 'Back to Basics' Policy which would enable the Town Council to get back onto a firm footing with regard to all its statutory duties, policies and procedures. Since then, additional projects have been put forward and require consideration to ensure there are sufficient resources to deliver.

Members are also reminded that the current Town Clerk will be leaving the Town Council in early September 2022 and this could have additional impact on resources.

### Back to Basics – Work to be done/completed

#### Statutory responsibilities/essential

##### Allotments

*Project Management, Invoicing & payments, Filing & archiving, Site Visits, Warden Liaison, Managing disputes, Contractors, Water Supply, Tree surveys, Vermin control, Complaints, Tenant on-boarding, Evictions, Report writing, Preparing quotations, Updating databases & records, Banking, Administration including: emails, phone calls, job creation, Liaising with other local authorities, Research for projects, Tender management, Provision of documents to Wardens, Attend Allotment Committee Meetings, Managing provision of toilets on sites, Applying for grants for events, Attending Events, Organising Allotment Events, Risk Assessments, Notice Boards on sites, Security Management, Tenant welfare, Warden Welfare, Health & Safety, Policies & legislation. (This work is being undertaken by 2 part-time allotment officers)*

*Senior Management team: on-boarding of 3 new allotment sites, site visits, liaising with developers, negotiating site resources to be included in handover, liaising with lawyers, final sign off. On-boarding new tenants. (One site handover has been completed, Saxon Heights to be handed over in the next few weeks, ongoing work to complete Picket Twenty)*

##### Planning - statutory consultee

*Committee meeting every three weeks – production of agenda, collation of planning lists, collation of correspondence from principal authorities, report writing, distribution of agenda and attachments, publication of agenda on noticeboard, website, and social media. Attend meeting, clerk, and take notes, write up minutes, follow up actions, send observations to principal authority.*

Ad hoc projects: Andover Down  
(This work is undertaken by the Committee Officer)

### **Highly desirable**

#### Christmas tree and lights

*This service was taken on by the Town Council in 2011 and is an annual requirement.*

*Order tree, delivery and supervise delivery on High Street, having liaised with TVBC to ensure access is available, to comply with Town Council Public Liability Insurance.*

*Maintain structural survey and reporting on all columns used for Christmas Light provision, in order to;*

- *Apply and obtain licences to hang Christmas lights above highways,*
- *permission to hang on columns,*
- *third party attachment licence,*
- *unmetered distribution licence,*
- *ensure all HERS certificates from Lighting company and installation company are up to date and send to the licencing authority.*

*Liaise with multiple agencies and authorities to facilitate this.*

*Create/update visual graphics to accompany license applications.*

*Liaise with members via Committees and Council, ensure regular report writing to relevant Committee/Council to update members on progress.*

*Every approved action requires a resource analysis and report back on viability.*

*Update annually Risk Assessments and Health and Safety regulations to ensure that all parties are compliant.*

*Liaise with suppliers to create installation schedule. Ensure all agencies are aware (eg TVBC/Guildhall) so that necessary access is available when required.*

*Attend site during installation to comply with Council Public Liability insurance. Report all back to relevant Committee/Council.*

*Create a check list for bi-weekly lighting check, to be recorded and kept for review if required. Physically visually check lights on a bi-weekly basis (This continues over and during the holiday period).*

*Create and distribute an emergency procedure to follow during office closure.*

*Fencing – liaise with Committee/Council on new requirement. Action approved scheme, potential to create Town Council own fencing, source supplier, storage, and delivery.*

*The Town Council is about to invite tenders for the next four years of Christmas Lights provision, before this is done the required extension to the provision must be considered. This will need extensive work liaising with SSE, HCC, TVBC to name a few, the structural integrity of the remaining columns in the Town Centre will need to be investigated and any remedial works undertaken before tenders are invited.*

*To deliver the Christmas Lights Provision, the Town Council must comply with the following legal regulations and Officers must remain up to date on any changes:*

- *Highways Act 1980 Section 178 (with specific attention to subsection (1))*
- *BS EN 40-3-1:2013 Lighting Columns. Design and verification. Specification for characteristic loads.*
- *BS EN 40-3-2:2013 Lighting Columns. Design and verification. Verification by testing.*
- *BS EN 40-3-3:2013 Lighting Columns. Design and verification. Verification by calculation.*
- *PD 6547:2004+A1: 2009. Guidance on the use of BS EN 40-3-1 and BS EN 40-3-3.*
- *TR22 Managing a vital asset: Lighting Supports. ILP*
- *GP03: Code of Practice for Electrical Safety in Highway Electrical Operations. ILP*

- BS7671: Requirements for Electrical Installations.
- Traffic Management Act 2004.
- The Construction (Design and Management) Act 2007
- Health and Safety and Work etc Act 1974

*(All this work is being undertaken by the Deputy Clerk. A working Group has been set up to assist with the process for quotes for a new contract from 2023).*

#### Grants

Advertisement (Website, Facebook, local papers), liaison with applicants. processing applications, Grant Panel, Grant Panel Meetings, report writing to Council, processing payment, follow-up. Liaising with website designer to create/update Grant forms. Transferring grant information received onto Grant forms to be presented to Panel for recommendation to Full Council.

*(The Town Clerk has recruited a temporary Communities Officer to carry out the work for the Grant Applications)*

#### Others (supported by motions and funded)

Project Plan and resources assessment

#### SIDs (Speed Indicator Signs) (partially funded)

Research other Town and Parish Councils, procurement, instalment, and maintenance of their SiDs. Research alternative methods of moving and maintaining SiDs when installed (ie Andover Fire Station).

Continue to source SiDs that fall under the weight limit for columns they are to be attached to. To research any costs involved and report back to Committee/Council.

A Risk Assessment has been carried out on the installing and maintenance of SiDs.

S72 Speed Sign Licence to be completed by Town Clerk just before instalment of SiDs,

Consent from and Survey check to be carried out on columns to be used (Structural Survey).

A qualified and licenced maintenance Contractor to be sourced.

SiDs must be moved every 2-3 weeks and not just turned off. This will require regular maintenance and supervising, which will include relevant training and qualifications.

Once it is understood what is required from the data collected this will require administration.

*(This work has been undertaken and completed by the Committee Officer – a report was submitted to full Council but has yet to be considered)*

#### Clerk Council meetings and Committees

Preparation of Minutes, preparation of Agendas, Committee Management, Preparation for Meetings, Meeting attendance, Research, Report research, Report preparation, Committee follow-up, Liaison with Councillors

*(This work is undertaken by the Town Clerk, Deputy Clerk and Committee Officer)*

#### Council administration (including Proper Officer and RFO)

Out of Hours Emergencies (providing cover and contact), Environmental Impact, Legal advice & claims,

Attendance at Events, Civic functions (Town Mayor) (Management), Complaints, Statutory provisions to run

the Town Council, Official contact for the Town Council, Policy implementation, Marketing & PR, Council accountability, Compliance with legislation (all areas), Audit – Internal & External – Day to Day, Provision of adequate services & resources, Procurement, Ensuring records are available to the public, Transparency of Council, Insurance Provision & review, Head of paid staff, Public and Employee liability, Corporate Risk Assessment, Welfare Officer, Data Protection Officer and Controller, Proper Officer

*(This work is undertaken by the current Town Clerk. When she leaves in September 2022, this work will need to be covered by a Locum Clerk in the interim until a new Town Clerk is recruited. The recruitment may take several months).*

Responsible Financial Officer – Budget creation and preparation, AGAR Preparation, Payroll initiation, Banking, Reconciliation, Sign-offs, Payments, Invoicing, Grant & funding sign off, Audit (Internal & External) Finance Insurance – Public Liability and Employer Liability, Asset Management, Budgets (day to day), Accounts management (overall & day to day), Year End, Management of risk of raising and spending public money, Financial advisor to Town Council Members.

*(This work is undertaken by the current Town Clerk. When she leaves in September 2022, this work will need to be covered by a Locum Clerk in the interim until a new Town Clerk is recruited. The recruitment may take several months).*

#### Town Council offices

Maintenance of Buildings: Health and Safety, Cleaning, Heating & Lighting, Wifi Services, IT provision, access. *(Some of this has been negated by the Council's decision to move to semi-serviced offices. However the Health and Safety, Wifi Services, IT Provision and access all still need to be managed. This is mainly undertaken between the Town Clerk and Deputy Town Clerk).*

#### Manage allotment estate

See above in statutory duties – Allotments

#### Run website and social media (both minimal?)

Post agendas and minutes, update Members, Committees and Council meetings, research, and post news items. Officers would like to expand this area because it is required both by law and is a valuable asset to promote the Town Council's profile and is not utilised enough due to lack of staffing time. Website and Social media maintenance MUST be done by Officers of the Town Council. If the Town Council has a website, it is a legal requirement to keep it up to date.

*(The Town Clerk has recruited a temporary Communities Officer to carry out work on the Website and keep the Facebook Pages up to date).*

#### Local Government Act 1986 section 2

#### Local Government Act 1986 sections 4a and 4b.

Website Accessibility Regulations - Public Sector Bodies (website and mobile applications) (no. 2) Accessibility Regulations 2018.

#### Equality Act 2010

#### Disability Act 1995

### **Budget and Precept**



*Although the Town Clerk/RFO prepares the Budget and the P&R Committee recommends a Precept figure, it must be considered and approved by full Council.*

*Local Government Finance Act 1992, s. 41.*

*(The current Town Clerk has prepared basic documents to be utilised for the Budget 2023/2024 but the Locum/new Clerk will be responsible for delivering this for Council).*

### **Council Meetings minimum of 4 times a year**

*The Council must ensure it complies with LGA 1972 to hold a minimum of 4 Council meetings a year including the Annual (Mayor Making) Council meeting.*

*Local Government Act 1972, Sch 12 & Public Bodies (Admissions to Meetings) Act 1960.*

*(The Council meets this requirement).*

### **Electors Meeting**

*The Town Mayor/Chairman must call an Electors Meeting (Parish Meeting) once a year and an Annual Report must be written to demonstrate what the Town Council has achieved over the previous year.*

*Local Government Act 1972, Sch. 12, Part III (Parish Meetings) (s. 9(1)).*

*(The Locum/new Clerk will be responsible for organising this, with the Town Mayor).*

### **Annual Governance and Accountability Report (AGAR)**

*Although the Town Clerk/RFO prepares all the documentation for the AGAR, the Town Council as a Corporate Body must:*

*Complete a review of the effectiveness of the system of internal control Annual Audit*

*Consider the findings of the review of effectiveness of system of internal control*

*Complete Accounting Statements for the Year Ended 31 March*

*Approve Annual Governance Statement prior to approval of Accounting Statements*

*Consider the Accounting Statements by the Members of the Council as a whole*

*Approve Sections 1 & 2 of the AGAR*

*Submit Complete Annual Governance and Account report (AGAR)*

*Publication of Exercise of Public rights*

*Publish approved Sections 1, 2 & 3 of the AGAR*

*(The current Town Clerk has just completed and sent the AGAR YE 31.03.2022 to External Auditors. The Locum/new Clerk will be responsible for any follow up and publication of returned AGAR and preparation for AGAR YE 3.03.2023).*

### **Corporate/Financial risk assessment**

*As part of the AGAR process the Council must, as a Corporate Body, review its Corporate and Financial Risk Assessment*

*(The Locum/new Town Clerk will be responsible for delivering this to full Council).*

### **Review and approval of Council Assets**

*As part of the AGAR process the Council must, as a Corporate Body, review and approve its assets.*

*All the above for the AGAR, Corporate/Financial Risk assessment, Council assets are covered by the following legislation:*

*Sections 137 and 150 of the Local Government Act 1972*

*The Local Audit and Accountability Act 2014*

*The Accounts and Audit Regulations 2015 (SI 2015 No 234*



Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 (SI 2003 No 3146) as amended.

*(The Locum/new Town Clerk will be responsible for delivering this to full Council).*

### **Employment of staff**

As the Town Council employs staff it must, as a minimum, carry out the following:  
Annual appraisals, contracts, record holiday allowance and use, payroll, pensions, sickness and absence, health & safety assessments, risk assessments, provision of fidelity insurance.

Employment of staff is covered by the following legislation:

Health & Safety at Work Act 1974

Trade Union & Labour Relations (Consolidation) Act 1992

Employment Rights Act 1996

Employment Rights (Dispute Resolution) Act 1998

Working Time Regulations 1998 (SI 1998 No 1833)

National Minimum Wage Act 1998

Public Interest Disclosure Act 1998

General Data Protection Regulation and Data Protection Act 2018

Management of Health & Safety at Work Regulations 1999 (SI 1999 No 3242)

Employment Relations Act 1999

Freedom of Information Act 2000

Employment Act 2002

Flexible Working Regulations 2014 (SI 2014 No 1398)

Immigration, Asylum and Nationality Act 2006

Immigration Act 2016

The Transfer of Undertakings (Protection of Employment) Regulations 2006 ("TUPE") (SI 2006 No 246) as amended.

*(The current Town Clerk and the Deputy Clerk have put in place provisions to carry this out for 2022/2023. A new Appraisal Policy has been submitted to P&R Committee for consideration).*

### **Statutory Policy creation and maintenance e.g Equality Policy.**

There are certain Policies that the Town Council, as a corporate body, must have in place. Policies for Human Resources and Employment come from the legislation listed above but there are also policies such as the Equality Policy which the Town Council must have and keep up to date.

Although the administration of the policies is provided by the Town Council's officers, the Town Council must consider each policy and approve them.

*(The current Town Clerk has submitted a Policy Review Timetable to P&R Committee. The SLCC Mentor will assist with the review of the Policies).*

### **Risk Management Policy**

The Town Council has a responsibility to manage risk in order to protect the community, its employees and assets against potential losses **and ensure clarity of action**. Risk management is an integral part of the Council's management process.

*(A Risk Management Policy has been created and recommended to full Council by P&R Committee, full Council has yet to approve it)*

*(The Risk Management will be an ongoing part of the Town Council's operations).*

### **Essential operating needs:**

*To carry out the statutory functions of the Town Council various administration systems need to be maintained and updated where necessary to be kept 'fit for purpose' e.g.: computer systems, payment systems, risk assessments etc.*

### **Additional Projects that have been proposed**

Provision of Careers Fairs (Community & Events Committee)  
Expansion of Christmas Lights Provision (Community & Events Committee)  
Christmas Lights, Lantern Parade (Community & Events Committee)

Members should note that in addition the Community & Events Committee have set up the following Working Groups:

- Youth Support
- Website
- Library Support
- Independent Access
- Christmas Lights/Event Provision
- Community Transport
- Careers Fairs

### **Implications for Resources**

Members are asked to note that the Council has the financial means to complete all the above Projects and Events, however, there are only 3.5 members of staff who are already at maximum capacity. The temporary Communities Officer will be able to provide assistance with the Christmas Lights Project and administration and will have some capacity to assist with small events.

Members are requested to consider the Working Groups and consider whether there is physical capacity and resources to complete all these Projects and Events by 31.03.2023 with the Council's limited resources.

### **Financial Implications**

The provision of the Temporary Communities Officer is included within the current Payroll Budget. Additional resources have not been included in the Budget for 2022/2023.

### **Legal and Policy Implications**

There are no legal implications associated with this report, however, Members should note that in March each year the Town Council is required to report at The Town Electors Meeting on the work it has completed in the previous year.

Consideration should be given now as to whether all the projects can be completed in 2022/2023 and if not, how the Town Council will implement them and report back at the Town Electors Meeting.

### **Recommendations**

**To note the report.**

**To discuss the Projects that are outstanding in 2022/2023.**

**To consider whether the Town Council has the resources to complete the Projects by 31 March 2023.**

**To consider the implementation of the Projects, possibly using Working Groups to complete them.**

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.



## Andover Town Council

### DRAFT Investment Strategy

#### INTRODUCTION

1. Andover Town Council (the Council) acknowledges the importance of prudently saving and investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty.
2. This strategy complies with the revised requirements set out in the Department of Communities and Local Government *Guidance on Local Government Investments* and takes into account Section 15(1)(a) of the Local Government Act 2003 and guidance within Governance and Accountability for Local Councils Practitioners Guide 2020.
3. Town and Parish Councils have the power to invest surplus funds and the Local Government Act 2003 states that a local authority may invest:
  - a. For any purpose relevant to its functions under any enactment.
  - b. For the purpose of prudent management of its financial affairs.
4. The Council defines its treasury management activities as 'the management of the Council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks'.

#### POLICY

5. This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks and should be read in conjunction with the Council's Financial Regulations.

#### INVESTMENT OBJECTIVES

6. The Council's investment priorities are:
  - a. The security of its reserves, and;
  - b. The adequate liquidity of its investments and;
  - c. To support effective treasury management.
- 1 All investments will be made in sterling and within the United Kingdom only.
- 2 The Council aims to maintain investments purely to ensure the liquidity of Council and to ensure it is covered for any eventuality.
- 3 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Crick Parish Council will deposit all reserves within a deposit

- account connected to the Council's main bank account. However, the choice of institution and length of deposit will be at the discretion and approval of full Council.
- 4 Long term investments are defined in the Guidance as greater than 12 months.
  - 5 The Council and Responsible Financial Officer (RFO) will monitor all investments by regular review.

**INVESTMENT STRATEGY**

- 1. Andover Town Council will save and invest as much of its surplus balance as possible into its reserves and deposit accounts, in order to achieve its annual project goals and its investment objectives.
- 2. Andover Town Council currently holds one non-specified long term investment which is with Unity Bank. The balance held is documented regularly on the meeting agendas.
- 3. All other Earmarked reserves are currently held centrally within the main bank account, also with Unity Bank. Again, the balance of such is documented regularly on meeting agendas.

**REPORTING**

- 15. Cashflow, reserves and investments are accounted for when the budget is prepared and at the end of the financial year (31<sup>st</sup> March), the RFO report the investment activity to full council.

**REVIEW OF REGULATIONS**

- 1. The Clerk/RFO and full council are to review the policy annually and revise it if necessary.
- 2. The Council reserves the right to make variations to the Savings and Investment Policy at any time subject to the approval of Council. All variations will be made available to the public.

**Adopted:** .....  
**Minute Ref:** .....  
**Review**  
**Date:** August 2022

# Andover Town Council


## Expenditure transactions - approval list

Start of year 01/04/22

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1915	428170825	£11.01	4500/1/1/2	13/07/22	Mr D Bolland - Grass cutting - petrol Admirals Way Allotments	£11.01
1919	399998478	£77.73	4500/1/4/3	22/06/22	Business Stream - Water Supply - Mylen Rd Allts 08.02.2022-26.05.2022	£77.73
1921	69184001	£16.49	4210/8	19/07/22	W R Coulter - Reimbursement for printing costs June/July 2022	£16.49
1922	610702712	£60.00	4000/3	30/06/22	Datapan Payroll - Payroll Services June 2022	£60.00
1923	138060321	£35.94	4000/6/2	01/07/22	Custom Studio Ltd - Website hosting July 2022	£35.94
1924	205754458	£174.00	4000/3	30/06/22	Forest Call Handling - Call Handling charges June 2022	£174.00
1926	DDINCUHI VEJULY20 22	£900.00	4210/3	30/06/22	The Incuhive Group - Office Rental 108 July 2022	£900.00
1927	170884569	£23.98		18/07/22	Mrs Fern Long - Reimbursement for Scarecrow Comp Prizes 2022	£23.98
1		£2.99	4500/1/1/6		Scarecrow Comp prizes	
2		£2.99	4500/1/2/6		Scarecrow Comp prizes	
3		£2.99	4500/1/3/6		Scarecrow Comp prizes	
4		£2.99	4500/1/4/6		Scarecrow Comp prizes	
5		£2.99	4500/1/5/6		Scarecrow Comp prizes	
6		£3.04	4500/1/6/6		Scarecrow Comp	
7		£3.00	4500/1/7/6		Scarecrow Comp prizes	
8		£2.99	4500/1/8/6		Scarecrow Comp prizes	
1928	558498518	£400.00		30/06/22	M B Pest Services - Perst Control services Allotments June 2022	£400.00
1		£50.00	4500/1/1/8		PC Allts June 2022 AW	
2		£50.00	4500/1/2/8		PC Allts June 2022 BL	
3		£50.00	4500/1/3/8		PC Allts June 2022 CW	
4		£50.00	4500/1/4/8		PC Allts June 2022 MR	
5		£50.00	4500/1/5/8		PC Allts June 2022 OWR	
6		£50.00	4500/1/6/8		PC Allts June 2022 TD	
7		£50.00	4500/1/7/8		PC Allts June 2022 VR	
8		£50.00	4500/1/8/7		PC Allts June 2022 OD	
1929	535147145	£303.65	4210/15	28/06/22	Moore's Cleaning Services Ltd - Office Cleaning Services June 2022 (68B HS)	£303.65
1930	DDPEACJU N2022	£767.18	4210/8	17/07/22	Pan European Asset Company - Rental of Photocopier 01.08.2022-31.10.2022	£767.18
1931	235625490	£113.34	4500/1/2/4	25/06/22	Plummer's - Tap and leaking pipe repairs - Barlows Lane Allots Job Ref:2318	£113.34

Signature

Date

  
20/7/2022

Signature

# Andover Town Council

## Expenditure transactions - approval list

Start of year 01/04/22

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1932	978680620	£80.66	4500/1/3/4	30/06/22	Plummer's - Tap and pipe repairs CW Allts Job No: 2335	£80.66
1933	437450824	£12.00	4210/17	20/06/22	Restore Datashred - Confidential Waste retainer June 2022 - Services Resumed	£12.00
1934	895832027	£189.00	4000/3	12/07/22	Society of Local Council Clerks - Mentor Support 25.05.2022 & 30.06.2022 3.5hrs	£189.00
1935	341802747	£300.00	4000/3	30/06/22	Surrey Hills Solicitors - General Advice Retainer June 2022	£300.00
1936	411423711	£551.52	4100/4	24/06/22	Test Valley Borough Council - Hire of Guildhall and the lights 28.06.2022, 09.05.2022, 22.03.23, 15.03.23, 30.05.22, 17.05.23, 25.01.23, 23.11.22	£551.52
1937	94669739	£115.55	4100/4	27/06/22	Test Valley Borough Council - Hire of Guildhall 27.06.2022	£115.55
1938	501380775	£115.75	4100/4	27/06/22	Test Valley Borough Council - Hire of Guildhall 10 August 2022	£115.75
1939	919058716	£101.06	4100/4	08/07/22	Test Valley Borough Council - Hire of Lights 14.06.22 - 20.06.22	£101.06
1940	531936702	£125.52	4100/4	05/07/22	Test Valley Borough Council - Hire of Guildhall 25.07.2022	£125.52
1941	422802662	£152.77	4210/9	04/07/22	Viking Supplies - Paper for agendas and copying	£152.77
1942	56574587	£40.00	4700/2	29/06/22	Mrs V Warburton - Reimbursement for Christmas Lights Licence 2022	£40.00
1943	491012491	£41.94		17/07/22	Michelle Young - Reimbursement for printing and paper	£41.94
1		£31.95	4210/9		Paper for agendas	
2		£9.99	4210/8		Printing Costs June 2022	
		£13,737.15			Confidential	
<b>Total</b>		£18,446.24				

Signature

Date

  
20/7/2022

Signature

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Page 2



# Appendix J: Policy Review Timetable

# J

## Andover Town Council Policies – Timetable for Review

Name of policy	Legal reference if applicable	Date of approval	Review Due	Date of Review
Standing Orders	LGA 1972. S135	11 May 2022	March 2023	21 February 2023 (P&R)
Financial Regulations	Sections 137 & 150 LGA 1972, Local Audit & Accountability Act 2014, Accounts and Audit Regulations 2015	11 May 2022	March 2023	21 February 2023 (P&R)
Appraisal Policy	Employment Relations Act 1999	TBC	August 2022	2 August 2022 (P&R)
Code of Conduct	Localism Act 2011	September 2021	September 2022	14 September 2022 (Council)
Anti-Fraud & Corruption	Local Audit & Accountability Act 2015	14 March 2019	Every 3 years or if change occurs	11 October 2022 (P&R)
Capability	ACAS Code of Practice for Disciplinary Procedures (April 2009)	14 March 2019	Every 3 years or if change occurs	11 October 2022 (P&R)
Complaints	N/A	14 March 2019	Every 3 years or if change occurs	11 October 2022 (P&R)
Data Protection	Data Protection Act 1998	14 March 2019	Every 3 years or if change occurs	22 November 2022 (P&R)
Dignity at Work	Protection from Harassment Act 1997, Criminal Justice and Public Order Act 1994	14 March 2019	Every 3 years or if change occurs	22 November 2022 (P&R)
Disciplinary	Employments Rights Act 1996	14 March 2019	Every 3 years or if change occurs	22 November 2022 (P&R)
Equality & Diversity	Equality Act 2010	March 2022 (To be approved by Council)	Every 3 years or if change occurs	10 August 2022 (Council)

Financial Reserves	Local Gov Finance Act 1992 s. 32 & 43	14 March 2019	Every 3 years or if change occurs	2 August 2022 (P&R)
Flexible Working	ACAS Code of Practice	14 March 2019	Every 3 years or if change occurs	13 December 2022 (P&R)
Grievance Policy	ACAS Code of Practice	14 March 2019	Every 3 years or if change occurs	13 December 2022 (P&R)
Health & Safety	Health & Safety at Work Act 1974, Management of Health & Safety at Work Regulations 1999	14 March 2019	Every 3 years or if change occurs	13 December 2022 (P&R)
Information	Freedom of Information Act 2000, Data Protection Act 1998, General Data Protection Regulations 2018, Local Government Transparency Code 2015	14 March 2019	Every 3 years or if change occurs	10 January 2023 (P&R)
Maternity Leave & Pay	Employment Rights Act 1996, Employment Regulations Act 1999, Employment Act 2002, Work & Families Act 2006	14 March 2019	Every 3 years or if change occurs	10 January 2023 (P&R)
Media	N/A	June 2019	As urgency requires	10 January 2023 (P&R)
Parental Leave	Children & Families Act 2014	14 March 2019	Every 3 years or if change occurs	21 February 2023 (P&R)
Pay	Equal Pay Act 1970, Equal Pay (Amendment) Regulations 1983, Pensions Act 2011, Equality Act 2010	14 March 2019	Every 3 years or if change occurs	21 February 2023 (P&R)
Pension	Pension Act 2011	14 March 2019	Every 3 years or if change occurs	21 February 2023 (P&R)
Publication	Freedom of Information Act 2000	14 March 2019	Every 3 years or if change occurs	21 February 2021 (P&R)
Risk Management	N/A	March 2022 (To be approved by Council)	Every 3 years or if change occurs	10 August 2022 (Council)
Safeguarding	Children Act 2004. S11, The Vulnerable Groups Act 2006	14 March 2019	Every 3 years or if change occurs	2 May 2023 (P&R)
Sickness and Absence	Employment Rights Act 1996	14 March 2019	Every 3 Years of if change occurs	2 May 2023 (P&R)
Staff Privacy	Employment Rights Act 1996	14 March 2019	Every year if change occurs	2 May 2023 (P&R)

Whistleblowing	Public Disclosure Act 1998 Employment Rights Act 1996	14 March 2019	Every three years or if change occurs	2 May 2023 (P&R)
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# Appendix K: Work Programme

# K

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
August 2022	Review Council's resources	P&R	To review the Council's resources to ensure services are maintained	
August 2022	Investment Strategy	P&R	To consider an Investment Strategy in line with the Financial Regulations	
August 2022	Virements	P&R	To consider virements for 2022/2023	Recommend to full Council
August 2022	Business Plan	P&R	To consider and review the Town Council's Business Plan	Recommend to full Council
August 2022	Policy Review Timetable	P&R	To note the timetable for review of Policies	
October 2022	Review financial plan for 2023/2024		To consider the Financial Plan for 2023/2024 to ensure Budgets cover services required – in preparation for Annual Budget 2023/2024	
October 2022	Review any Leases or Loans (if required)			
October 2022	Review of Members Services Provision		To consider whether provision has been provided within the budget for Members' Services	
November 2022	Timetable of Meetings for 2023		To consider a timetable of meetings for 2023	Recommend to full Council
November 2022	Annual Budget 2023/2024	STAT	To prepare and recommend to Council the Annual Budget for 2023/2024	
December 2022	Annual Budget 2023/2024 (2)	STAT	To recommend to Council the Annual Budget for 2023/2024	
December 2022	Review of Business Plan		To ensure the Town Council is up to date with the Business Plan	
Jan/Feb 2023	Internal Audit Arrangements	STAT	To note Internal Audit arrangements for YE 31 March 2023	
Jan/Feb 2023	Annual Report	STAT	To approve the contents of the Annual Report for 2022/2023	