



ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

To the Members of Andover Town Council:

You are hereby summoned to attend a meeting of full **COUNCIL** to be held in **The Upper Guildhall, Andover on Thursday 7 September 2017 at 7.00 pm** when it is proposed to transact the following business:-

Wendy R Coulter
Town Clerk – 1 September 2017

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

PRIOR TO THE START OF THE MEETING, AT 6.30PM, THERE WILL BE AN INAUGURATION OF NEW ANDOVER YOUTH COUNCILLORS – ALL MEMBERS OF THE PUBLIC ARE WELCOME.

- 1 **APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- 2 **DECLARATIONS OF INTEREST**
To receive and note any declarations of interest relevant to the agenda.
- 3 **MINUTES**
The Chairman to sign as a correct record the minutes of the Town Council meeting held on 22 June 2017, attached at **Appendix A**.
- 4 **PUBLIC PARTICIPATION**
There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer 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.
- 5 **REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS**
To receive any reports from Borough and County Councillors from the Andover Wards.
For clarification: Reports are;
 - Information and updates regarding Andover with which the Councillor has been involved
 - News from Test Valley Borough Council and Hampshire County Council committees which directly affect any of the Andover Wards.Reports are not;
 - Comments on the evening's meeting
 - Comments on Andover Town Council policies or procedures
 - Press releases.Items which are not reports can be forwarded to the Town Clerk for circulation.
- 6 **QUESTIONS FROM TOWN COUNCILLORS TO BOROUGH AND COUNTY COUNCILLORS**
To receive any Questions from Town Councillors to Borough and County Councillors for the Wards of Andover.

7 **YOUTH COUNCIL UPDATE**

To receive an update on the activities of the Andover Youth Council.

8 **COMMITTEE MINUTES**

To receive and note the attached Minutes of the under-mentioned committees:

13 July 2017, Assets & Amenities Committee – **Appendix B.**

20 July 2017, Community Engagement Committee – **Appendix C.**

19 June 2017, Planning Committee – **Appendix D.**

10 July 2017, Planning Committee – **Appendix E.**

31 July 2017, Planning Committee – **Appendix F.**

21 August 2017, Planning Committee – **Appendix G.**

9 **RECOMMENDATION FROM PLANNING COMMITTEE**

Recommendation to full Council that further work to the Neighbourhood Plan be put on hold and that a Town Design Statement be investigated for Andover, reporting to the Planning Committee.

10 **NEIGHBOURHOOD PLAN – ELECTION OF TOWN COUNCIL MEMBER**

To consider the election of a Town Council Member to the Steering Committee of the Neighbourhood Plan.

11 **RECOMMENDATION FROM COMMUNITY ENGAGEMENT COMMITTEE**

LGBT Group - Grant

That Andover Town Council fund a Breakout Youth Project in Andover to a maximum of £2,000 – report attached at **Appendix H.**

12 **RECOMMENDATIONS FROM POLICY AND RESOURCES COMMITTEE**

To approve the recommendation of the Policy and Resources to approve the following Policies:

Parental Leave Policy – **Appendix I.**

Shared Parental Leave Policy – **Appendix J.**

Civic Protocol – **Appendix K.**

13 **INTERNAL AUDIT REPORT & ACTION PLAN**

To note the Internal Auditors Report for the Year Ended 31 March 2017 and to approve the Action Plan – Report attached at **Appendix L.**

14 **APPOINTMENT TO OUTSIDE BODIES**

A request has been received to appoint a Town Council Representative on the Pub-watch Scheme for Andover. To nominate a Town Council representative.

15 **PROMS IN THE PARK EVENT – REPORT AND FOLLOW-UP**

To receive a report on the actions taken with regard to the Proms in the Park Event.

To note the report and to approve recommendations for following actions – report attached at **Appendix M.**

16 **ANDOVER TOWN CREST – UPDATE**

All the paperwork has been completed for the petition to the Queen.

It was sent off to the College of Arms on 23rd May. The College of Arms has been chased twice by email and phone. A reply is still awaited.

17 **MAYORAL EVENTS**

To note the Andover Town Mayoral Events for 2017/2018:

A BBQ in September 2017 to be held at the Rock House (instead of a Mayors Ball)

Christmas Thank You to be held at the White Hart (similar to previous events held by Chairmen of the Town Council)

Easter ‘Eggstravaganza’ to be held at The Queen Charlotte (Easter 2018)

Civic Service between April and May 2018

18 **TOWN COUNCIL OFFICES – SIGNING OF CONTRACT**

To note an update report on progress with the new Office Premises – report attached at **Appendix N.**

To approve and sign the Contract for the Office Premises located at 68B High Street, Andover (two Town Councillors are required to sign the Contract) – Contract sent to Cllrs by separate cover.

19 **FINANCE**

To receive and approve the list of payments up to 5 September 2017 – **To follow**

To note the Bank Reconciliation up to 30 June 2017 – **To follow**

20 **QUESTIONS FROM COUNCILLORS**

To receive questions from Councillors as per Standing Order No 8, provided three clear working days’ notice of the question has been given to the Town Clerk.

21 **REPORTS FROM TOWN COUNCILLORS**

To receive any reports from Town Council Members.

22 **DATE OF NEXT COUNCIL MEETING**

To note the date of the next Council meeting, **Thursday 7 September 2017**, in the Upper Guildhall, starting at **7pm**.

The Chairman will close the meeting.

Report from: Cllr Andy Fitchet

Report To: Full Council – 7th September 2017.

RE: Andover LGBT Support Group

Support for Andover's young people has steadily been decreased by Hampshire County Council over the last 7 years with the squeeze on Hampshire County's budget. Hampshire County Youth Services as offering open access youth work, no longer exists. Professional & open access support for young LGBT+ people in Andover is non-existent. For some time the closest support has been in Basingstoke. This is a real shame for the young people in Andover and could potentially mean that some do not get the support that they need.

Test Valley Community Team have been liaising with Michael Salmon from Breakout Youth to see if A support service can be set up in Andover. Breakout Youth is a Charity set up in May 2012. Breakout youth currently offers group based support to LGBTQ young people in Southampton, Eastleigh, Basingstoke and on The Isle of Wight

It has been agreed that Breakout can apply for a TVBC multi ward bid for up to £2,000 to get this project started. This funding needs to be match funded.

Project Meeting Place: Coffee #1

Planned Length: 1 year with paid workers before continuing as a voluntary group.

Planned frequency: Fortnightly

Budget Implications: Max. £1000 for the financial year 2017/18 and max. £1000 for financial year 2018/19.

Recommendation: That ATC match fund a Breakout Youth project in Andover, to the maximum funding of £2000.



Internal Audit Action Plan for Year Ending 31 March 2017

Author: Wendy Coulter (Town Clerk)	
Produced for: Full Council	Date of Report: Wednesday 12 July 2017

Key Issues

As part of the annual Audit Process the Town Council is required to have its policies, processes and accounts subject to an internal audit review. The Town Council appointed AAT Lightatouch Internal Audit Services in 2016 to undertake this work.

As a result of the issues raised in the report (attached) an Action Plan has been produced, included below, to address the issues raised by the Internal Auditor.

Below is a summary of the Action Plan and Actions taken from the Internal Audit in 2016 and the Actions completed.

Following this are the points raised in the Internal Audit Inspection undertaken on 14 June 2017 and the recommended actions and date by which the points raised should be addressed.

The Internal Audit is advisory and the Town Council can chose to action the points raised or not.

It is suggested that the Policy and Resources Committee approve the actions and recommend the Internal Auditors Report and the subsequent Action Plan to full Council for approval.

INTERNAL AUDIT Year ending 31 March 2016

Action Plan 2016		
Requirement – Internal Audit Comments	Action	To be completed by
<p>Appropriate books of account have been properly kept throughout the year.</p> <p>The Council maintains its accounts using the Edge accounting system which is not commonly used by Councils of a similar size. Generally the accounts were found to be well maintained.</p>	<p>The Town Council has used the Edge finance system since 2012. The allotment software system also links to the finance package.</p>	<p>No action required.</p>

<p>Observation: The system in use is based on MS Access. It is relatively complex to operate and lacks certain reports which are normally considered standard within other accounting packages. One particular report that cannot be produced of the system is a Trial Balance which is normally a standard report on other systems.</p> <p>It is the view of the Internal Auditor that the councils current system is unduly complex which makes it more difficult for Council staff to effectively monitor and control the financial affairs of the Council.</p> <p>Recommendation: The Council should conduct a review of its accounting arrangements to determine whether the existing system is the most appropriate for the Councils day to day operations.</p>	<p>The Town Council's staff have no problems with operating the system and find it easy to use.</p> <p>All the reports required to be produced for the Internal Audit can be produced effectively and easily.</p> <p>A Trial Balance can be produced, the Trial Balance for the Year End 31 March 2016 is attached as evidence.</p>	
<p>The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.</p> <p>Observation: The Council reviewed its financial regulations at a meeting held on 14th May 2015. These regulations do not refer to the requirements recently issued Public Contracts Regulations. It is understood that the Council is in the process of updating its regulations with reference to the new 2016 NALC model regulations.</p> <p>Recommendation: Council to note</p>	<p>The Policy and Resources Committee is currently reviewing the Financial Regulations and is looking to approve the NALC model FR's 2016 as soon as possible.</p>	<p>Financial Regulations Reviewed and agreed.</p>
<p>The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p> <p>The Council reviewed risk at a meeting of the Policy & Resources Committee held on 21st April 2016.</p>	<p>The Town Council must review its Corporate Risk within the year being Audited.</p> <p>Risk for 2016/2017 to be reviewed and approved by October 2016.</p>	<p>Corporate Risk Assessment Completed.</p>
<p>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</p> <p>The council set its budget and precept at a meeting held on 28 January 2015</p>	<p>The Town Council has a sound process for its Precept setting.</p> <p>However, reporting of Budget spend needs to be improved by presenting quarterly reports.</p>	<p>No action for Precept management.</p> <p>Quarterly reporting of Budget to be implemented with Financial Regulations</p>
<p>Expected income was fully received, based on correct process, properly recorded and promptly banked; and VAT was appropriately accounted for.</p> <p>Observation: It was noted that there has been a delay in submitted VAT returns and reclaiming VAT due. The VAT return for the period ending 31 December 2015 due to be submitted by 7 February 2016 was not submitted until 19 April 2016 – 10 weeks late.</p> <p>Observation: as at the 31 March 2016 the balance on the VAT control account was £10,209 and the value of the two outstanding claims from HMRC total £5,470, this indicates that there is a balance of VAT not claimed of £4,739. It is understood that the Clerk is aware of this and will arrange recovery of the amount due.</p> <p>Recommendations: The Council should note the delay in submitting VAT returns and ensure that they are submitted in a timely manner in future.</p>	<p>VAT returns have been delayed due to other work commitments for the Clerk.</p> <p>Discussions are taking place as to whether to split the role of Responsible Financial Officer from the Clerk's role to alleviate the pressure and ensure timely returns.</p>	<p>To complete VAT under-claim by end of July 2016</p>

<p>Recommendation: The Council should note that there is a significant under-claim of VAT and establish why this VAT has not been claimed.</p>		
<p>Petty Cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for. The Council does not maintain a Petty Cash – the Council does have an ALTO prepaid debit card which has not been used during the year</p>	<p>Officers have not used the ALTO card during the year 1st April 2015 to 31 March 2016.</p>	<p>No action</p>
<p>Salaried to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied. Observation: The council pays its employees using HMRC Tools Payroll software. Employees are enrolled in the NEST pension scheme. It was noted that the pension contributions made to NEST are not under a 'NET Pay' arrangement, however they have been calculated under 'NET Pay' arrangement in the HMRC payroll software. This will have resulted in an incorrect calculation of income tax. Recommendation: The council should review the PAYE calculation of all staff included within the NEST pension arrangement as it appears they will have underpaid income tax. The council should compute that the value of the tax underpaid and consider what steps should be taken to pay over to HMRC any amount due.</p>	<p>The Town Clerk has moved the payroll calculation over to SAGE Payroll, which automatically takes into consideration NEST pensions and correctly accounts the tax due. This was completed from 1st April 2016. Staff have been enrolled with the NEST Pension scheme from February 2015, 2 months pension payments were made with the HMRC system. HMRC have been contacted and due to errors with the HMRC system, overpayments in tax were made, not underpayments. The Clerk is working with HMRC to correct the tax amount.</p>	<p>On-going work with HMRC.</p>
<p>Asset and investment registers were complete and accurate and properly maintained. The Council maintains an asset register which has been updated for additions in the year.</p>		<p>No action required.</p>
<p>Periodic and year-end bank account reconciliations were properly carried out. The council has conducted regular reconciliations of its bank accounts which have been subject to independent review by P&R Committee.</p>	<p>The Clerk ensures that the bank reconciliations are completed at the end of each month and reported to either P&R Committee or full Council.</p>	<p>To continue with current system.</p>
<p>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cash book, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded. The Council reports on an income and expenditure basis which is required for a council of this size. Observation: it was noted that the values stated in the 2015 Annual Return differed significantly from those calculated by the Internal Auditor during the previous years audit. The major difference was that they overstated the value of the Council Reserves by the £4,250 being the value of allotment deposits held which should have been recorded as a Creditor. The return also overstated the Box 3 'Other Receipts' value by the same £4,250. There were also differences on Box 4 Staff Costs and Box 7 All Other Payments. Recommendation: Council to restate the 2015 prior year values when submitting the 2016 Annual Return</p>	<p>The Town Council must submit, on its Annual Return, the figures produced by its Accounting System. The Annual Return Figures submitted in 2015 were correct according to the Accounts system. The Internal Auditor should not change the figures. It is noted that the Accounting System needs to be amended to show the Allotment Deposits as a Creditor and not as a Budget Head as it currently shows. The figures produced for the Annual Return for 31.03.2016 match the figures produced by the Accounting System. It is suggested that officers work with the software provider to make the necessary changes to the accounting system to present the allotment deposits correctly and to ensure that the figures are stated correctly for the Year End 31.03.2017.</p>	<p>To work with Edge Software provider to make the necessary changes to state the Allotment Deposits as Creditors, not a separate Budget Head. To restate the Annual Return Figures for 2017.</p>

Trust Funds (including charitable) The Council has met its responsibilities as a trustee.	The Council does not act as Trustee.	No Action required.
INTERNAL AUDIT Year ending 31 March 2017		
1st Interim Audit April – December 2016		
Bank Reconciliation <ul style="list-style-type: none"> the financial totals as at 31 March 2016 brought forward are accurately shown in the cash books. all un-presented cheques and un-banked income was checked to bank statements and any that remain outstanding were checked to the bank reconciliation at 30 April 2016. all direct debits, standing orders, transfers were checked and accounted for in the period 1 April 2016 through to 31 December 2016. all bank paying in slips were banked and agreed to bank statements in the period 1 April 2016 through to 31 December 2016. bank reconciliations for all bank accounts had been carried out between 1 April 2016 to 30 November 2016, and totals agreed to those shown in Cashbook.. 	<p><i>Audit note: It was noted that one cheque for £175.66 remains outstanding from 10 June 2015 which has not been presented and this should now be written back into the cash book.</i></p> <p><i>Audit note: It was noted that the Cashbook entries on the Unity Trust Bank Current Account no 20334109 for December 2016 had yet to be entered by the Town Clerk who agreed that this would be done as soon as possible</i></p>	<p>To be completed as part of Year End work March 2017.</p> <p>Completed by February 2017</p>
Income and Expenditure <ul style="list-style-type: none"> all un-presented cheques and un-banked income information as at 31 December 2016 was checked to ensure that the details are accurately recorded in the Town Council records. all Remittance Advices were checked and agreed to the Cashbooks and bank statements for the period 1 April 2016 – 31 December 2016. 		<p>No action required.</p>
VAT <ul style="list-style-type: none"> We noted reimbursements for VAT has been processed during the period for April – June 2016 in the sum of £3680.01 and July 2016 – September 2016 in the sum of £2802.82. We test checked that these reimbursements had been made into Unity Current Account and found that these had been credited on 20 July and 13 October 2016. The VAT reimbursement claim July – September 2106 was checked to ensure that all the VAT elements were correctly recorded from the Invoices for the same period. 	<p><i>Audit Note: It is noted that the VAT reimbursement claim for the period October – December 2016 is currently being prepared by the Town Clerk and will be submitted to HMRC in the near future.</i></p>	<p>Completed</p>
BACS Payments <ul style="list-style-type: none"> A test check of the invoice payment file was carried out (April 2016 to December 2016) to ensure that the totals paid by cheques and BACS were authorised and matched the payment vouchers held on the file. We also checked that the BACS payments were correctly recorded on the bank statements to confirm the accuracy of payments made. 		<p>No action required.</p>
Minutes of the Town Council <ul style="list-style-type: none"> We checked from the website the Minutes of the Town Council and Committees for decisions and approvals for the period April 2016 – October 2016. 		<p>No action required.</p>

<p>Audit Opinion</p> <p>It is our opinion that the various records and procedures in place for the Council provide an adequate standard of control for the Town Council with the exception of the Allotments information which will be reported from our next Internal Audit visit planned in March 2017 and to completion of the Cashbook entries for December 2016.</p> <p>All other minor queries were resolved during the course of the audit for the period 1 April 2016– 31 December 2016 for the various transactional elements.</p>		
<p>2nd Interim Audit – January 2017</p>		
<p>Allotments</p> <p>Findings:</p> <ul style="list-style-type: none"> • <i>The current process for the collection of deposits does not provide good value for money to the Town Council as the cost of collection and it's monitoring of receipt and returns cannot be covered in the initial deposit sums per allotment.</i> • <i>The Unity Deposit Bank account is used to record the deposits taken from Allotment Holders but the historic information for those who may have paid in the past is not reliable and therefore it is difficult to assess those that have paid a deposit in the past. The current balance held on the Unity Trust Bank Deposit Account 20334112 as at 31 December 2016 is £5065.43.</i> • <i>The Allotment Officer has revised the allotment spreadsheet held by the Town Council to ensure that better management information is shown which records the details of all sums due and paid within each allotment site.</i> • <i>Monitoring of the unpaid rents by tenants can now be easily obtained from the allotment spreadsheet and tenants will be sent follow up letters to chase payment where it remains outstanding for more than 30 days.</i> • <i>It is noted that the anniversary date of the Allotment rent collections is based on 1 September each year and not the beginning of the financial year.</i> • <i>It is noted that four tenants have not paid their rent for 2016/2017. The Allotment Officer is currently following up with these tenants reasons for none payment.</i> 	<p>Recommendations:</p> <ul style="list-style-type: none"> • <i>Consideration should be given to cease the collection of initial deposits from Allotment Tenants as there is no added value to the Town Council.</i> • <i>Further work should be carried out to establish those tenants that have paid initial deposits with a view to returning these payments.</i> • <i>The use of the Unity Bank Deposit Account 20334112 should be reviewed and consideration given to whether it should be closed once all of the Deposits have been returned to the tenants, or whether it should remain open and used to provide the Town Council with an opportunity to use it as an investment account.</i> • <i>The Town Council should review the Allotment rents annually.</i> • <i>The Town Council should consider realigning the annual collection of rents in line with the financial year and introduce an anniversary date of the 1 April each year.</i> 	<p>Taken to Allotment Committee meeting on 6 July 2017. Deposits will cease to be collected from 1 September 2017. Work will continue to return deposits where necessary.</p> <p>Recommendations to be made to Policy and Resources Committee regarding the use of the Bank Deposit Account. November 2017.</p> <p>Allotment Rental will be reviewed by Allotment Committee – 5 October 2017</p> <p>The timing of the collection of rental to be reviewed by Allotment Committee – 5 October 2017.</p>
<p>Bank Reconciliations</p> <ul style="list-style-type: none"> • the financial totals as at 31 December 2016 brought forward are accurately shown in the cash books. • all un-presented cheques and un-banked income was checked to bank statements and any that remain outstanding were checked to the bank reconciliation as at 31 January 2017. • all direct debits, standing orders, transfers were checked and accounted for in the period 1 January 2017 through to 31 January 2017. • all bank paying in slips were banked and agreed to bank statements in the period 1 January 2017 to 31 January 2017. 	<p>Audit note:</p> <ul style="list-style-type: none"> • <i>It was noted that one cheque for £175.66 still remains outstanding from 10 June 2015 which has not been presented and this should now be written back into the cash book.</i> • <i>It was also noted that three unbanked sums shown as income received on 5 October 2016 (details were provided to the Town Clerk) are included in the bank reconciliation for the 31 January 2017. We have requested the Town Clerk to provide details of the reason for their inclusion in the bank reconciliation as at the 31 January 2017.</i> 	<p>To be completed as Year End Work – March 2017</p> <p>Town Clerk to investigate and report back to Internal Auditor for June 2017.</p>

<ul style="list-style-type: none"> bank reconciliations for all bank accounts had been carried out between 1 January 2017 to 31 January 2017, and totals agreed to those shown in Cashbook. 		
<p>Income and Expenditure</p> <ul style="list-style-type: none"> all un-presented cheques and un-banked income information as at 31 January 2017 was checked to ensure that the details are accurately recorded in the Town Council records. all Remittance Advices were checked and agreed to the Cashbooks and bank statements for the period 1 January 2017 – 31 January 2017. 		No action required.
<p>VAT</p> <ul style="list-style-type: none"> We noted reimbursements for VAT has been processed during the period for October 2016 – December 2016 in the sum of £3,764.86 <p>We test checked that these reimbursements had been made into Unity Current Account and found that these had been credited on 26/01/2017. We also checked to ensure that all the VAT elements were correctly recorded from the Invoices for the same period.</p>		
<p>BACS Payments</p> <ul style="list-style-type: none"> A test check of the invoice payment file was carried out (January 2017) to ensure that the totals paid by cheques and BACS were authorised and matched the payment vouchers held on the file. We also checked that the BACS payments were correctly recorded on the bank statements to confirm the accuracy of payments made. 		
<p>A-FEST</p> <ul style="list-style-type: none"> It is noted that the A-FEST contribution for 2016/2017 was set at an amount of £1200 per contributor (this included the Town Centre Partnership). It is understood that the contribution from Town Centre Partnership has been reduced to £600 due to a management issue with the Town Council. As the Town Council did not have any agreement in writing from Town Centre Partnership the Town Council have agreed that the reduction in contribution will have to be accepted. For future years it is recommended that arrangements with all Contributors are agreed in writing and that these should be formalised before any activities have taken place. 		Community Engagement Committee to note recommendations regarding A-Fest
<p>Minutes of the Town Council</p> <ul style="list-style-type: none"> We checked from the website the Minutes of the Town Council and Committees for decisions and approvals for the period October 2016 – January 2017 	<p><i>Audit Note: It is noted that the Standing Orders of the Town Council require all approval and decision to be binding by all Town Councillors for six months after they are adopted before any changes can be brought back to the Town Council for further decision.</i></p>	Full Council to note Internal Audit Recommendation – September 2017

<p>Audit Opinion</p> <p>It is our opinion that the various records and procedures in place for the Council provide an adequate standard of control for the Town Council with the exception of the Allotments and AFEST findings and recommendations shown above.</p> <p>All other minor queries were resolved during the course of the audit for the period 1 January 2017– 31 January 2017 for the various transactional elements.</p>		
<p>Final Internal Audit for Year Ending 31 March 2017.</p>		
<p>Bank Reconciliations</p> <ul style="list-style-type: none"> • the financial totals as at 31 January 2017 brought forward are accurately shown in the cash books. • all un-presented cheques and un-banked income was checked to bank statements and any that remain outstanding were checked to the bank reconciliation as at 31 January 2017. • all direct debits, standing orders, transfers were checked and accounted for in the period 1 February 2017 through to 31 March 2017. • all bank paying in slips were banked and agreed to bank statements in the period 1 February 2017 to 31 March 2017. • bank reconciliations for all bank accounts had been carried out between 1 February 2017 to 31 March 2017, and totals agreed to those shown in Cashbook. 	<p>Audit note: <i>The Town Clerk has agreed that three unbanked income sums totalling £270 .88 received on 5 October 2016 will need to be written back in to the Town Councils accounts as these were recorded in error. This will now be done as soon as possible.</i></p>	<p>To be completed by July 2017</p>
<p>Income and Expenditure</p> <ul style="list-style-type: none"> • all un-presented cheques and un-banked income information as at 31 March 2017 was checked to ensure that the details are accurately recorded in the Town Council records. • all Remittance Advices were checked and agreed to the Cashbooks and bank statements for the period 1 February 2017 – 31 March 2017. 		<p>No action required</p>
<p>VAT</p> <ul style="list-style-type: none"> • We noted reimbursements for VAT was submitted to HMRC on 6 April 2017 for the period January – March 2017 in the sum of £3525.76. 		<p>No action required</p>
<p>Minutes of the Town Council</p> <ul style="list-style-type: none"> • We checked the Minutes of the Town Council and Committees for decisions and approvals for the period February – March 2017. 		<p>No action required</p>
<p>End of Year Procedures</p> <p>A full check was carried out on the end of year documentation provided by the Town Clerk to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals between 2015/16 and 2016/17</p>		<p>No action required</p>

<p>shown on the Annual Return in Section 2 as required by the External Auditor which is over 10%</p> <p>We are satisfied that the information provided confirms the accuracy of the details to be shown in Section 2 of the Annual Return and therefore have signed Section 4 of the Annual Return.</p> <p>All of the internal control statements shown in Section 4 of the Annual Return have been completed to show our opinion that there are adequate internal control systems for the Town Council.</p>		
<p>Audit Opinion</p> <p>It is our opinion that the various records and procedures in place for the Council provide an adequate standard of control.</p> <p>All minor queries were resolved during the course of the audit for the period 1 February 2017– 31 March 2017 for the various transactional elements.</p>		
<p>Financial Implications:</p> <p>There are no financial implications with regard to the implementation of the Internal Audit Action plan for 2017.</p>		
<p>Legal and Policy Implications</p> <p>The Council is required to undertake an annual internal audit to satisfy its external auditors. The internal audit and action plan are submitted to the external auditors as a demonstration of the Council’s response to its duties to act within the law.</p>		
<p>Recommendations:</p> <ol style="list-style-type: none"> 1. To receive the Internal Auditors Report 2. To approve the Council’s Action Plan in response to the Internal Auditors Report for 2017. 3. To recommend to Full Council the Internal Auditors Report and implementation of the Action Plan. 		

12 July 2017

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, First Floor Offices, 66C High Street, Andover, Hants. SP10 1NG.
Tel: 01264 335592

Distribution: To all Councillors



ANDOVER TOWN COUNCIL



Proms in the Park Event Update Report

Produced for: Full Council	Date of Report: Wednesday 30 August 2017
Summary of Key Issues To receive an update on the Proms in the Park Event To note the actions and decision of the Community Engagement Committee To note that new policies and procedures are required for all Town Council events in the future. To note that the Community Engagement Committee will formulate policies and procedures to be considered by the Policy and Resources Committee for recommendation to full Council.	
Current Situation At the Community Engagement Committee meeting held on 20 th July 2017, the decision was made to withdraw the Town Council's Public Liability Insurance and any administrative support for the Proms in the Park Event. It was agreed that a report would be submitted to the next Full Council meeting to explain the actions taken and to make recommendations to prevent the situation occurring again.	
Timeline In September 2016, it was proposed by Cllr R Rowles via the Community Engagement Committee that the Town Council endorse a new music event for Andover. An idea was drafted out and a submission for £1,000 was included in the Committees' bid for the Budget 2017/2018. At the Community Engagement Committee Meeting on 10 November 2016, the funding was approved and the Community Engagement Committee RESOLVED, the following: "That a Working Group be set up to consider a Last Night of the Proms event and to draw up plan to present at the next meeting, the Working Group to comprise of Cllrs R Rowles, M Mumford, and Iris Andersen also David Harber (Andover Radio), Manuela and Paul (Loft Singers). (All other Town Councillors to be invited). Changes to the Working Group occurred over time and were not reported back to the Community Engagement Committee. The Community Engagement Committee did not receive any plans for the event. The first action taken by officers was to start investigating grant funding and in particular Lottery Grant Funding. The Working Group were asked for information in November 2016. At the Community Engagement Committee meeting held on 8 December 2016 the Working Group Mandate was approved and a Work Schedule and actions noted.	

At the Community Engagement Committee meeting held on 5 January 2016 a verbal report was given by Cllr R Rowles indicating that the Public Liability and Cancellation Insurance would be obtained via the Town Council. There was to be a meeting held with Test Valley Borough Council to establish the licences and paperwork required and it was noted that a Public Relations Plan was being drawn up.

On 16 February 2017 the Working Group, via Cllr Rowles verbally reported to the Community Engagement Committee that the event was on track and would be financially self-sufficient. Included in the verbal report was the suggestion from the Working Group that tickets for the event be sold at £10 in advance and £15 on the gate. Councillors expressed their concern over the cost. It was noted that Sarah Redhead, the Trust Director for Brecknock Hospice had joined the Working Group.

In March 2017, Officers approached members of the Working Group raising their concern that they had not received feedback as to the progress of the event and asking what was still outstanding. No assistance at that point was requested. The Committee Officer and Cllr R Rowles had a meeting in early April 2017.

In April 2017 Officers were asked to submit an application for grant funding by Cllr R Rowles, Officers requested further information essential to the application (which had initially been requested back in November 2016) from the Working Group in order to complete the submission but did not receive it.

Officers gave their support with regard to the administration of the event, submitting the following licence applications:

Small Lottery – Gambling Act 2005 – Andover Town Council

Big TV booking

Hire of Park or Open Space – Stage 1.

At the Community Engagement Committee meeting held on 13 April 2017 a verbal update was given by Cllr R Rowles. The Cancellation Insurance was in place and the Gambling Licence had been applied for. The sales of tickets online had been organised. It was confirmed at this meeting that the Lottery Grant had not yet been applied for as officers were still waiting for clarification from the working group of proof of community inclusion.

Following this report the Town Clerk was asked by Cllr R Rowles to make an order for the 'Big TV' in order for the event to proceed on the understanding that all hiring costs would be covered by the event.

On 11 May 2017 at the Chairman/Town Mayor making meeting, the Chairmanship of the Community Engagement Committee changed. At the Community Engagement Committee meeting held on 1 June 2017 no update or report was received.

In routine follow-up, after change of Chairman, the Officers and the new Chairman discussed the upcoming event of the Proms. It was noted that the meeting of the Community Engagement Committee on 20 July 2017 was the final Committee meeting prior to the event, where the Committee would ensure everything was running smoothly, sufficient tickets had been sold to cover costs and that the event could take place.

Officers requested a written update report from the Working Group with full costs and the progress of the event. Prior to the Community Engagement meeting the report received via email provided insufficient information for the Committee to be able to endorse the event.

A further request was made to the Working Group for the required information.

A fuller report was received by 19 July 2017, the day before the Committee Meeting.

A request was made that one of the Working Group members attend the Community Engagement Committee meeting and answer any questions. Only Cllr S Hardstaff attended.

The report submitted to the Community Engagement Committee is attached at **Annex 1**.

At the Community Engagement Committee meeting Members considered the attached report. The decision was made that there was insufficient information to determine that monies had been received to cover the costs of the

event. It was noted that the Town Council had set aside £1,000 towards the event against the liability shown in the report of £22,000.

The Committee agreed that the Town Council could not endorse the event and agreed to withdraw the Public Liability Insurance and administrative support.

Reasons for Decision

Following submission of the attached report, the Committee considered the costs, time restraints and outstanding licences.

The Committee noted that:

- There were 7 weeks left until the event and it was further noted that the T E N's Licence had to be submitted by the following Friday. Officers had not received sufficient information from the Working Group to submit the licence application.
- Officers had offered to forgo their Annual Leave in order to complete all the paperwork if the committee were minded to continue the Town Council's support.
- There was no information regarding monies received from ticket sales and no indication that any monies had yet been received from sponsorship.
- The Town Council had agreed to support the event with £1,000 contribution but no further monies had been agreed. Any additional monies would have to be agreed by Full Council which could not be done in a timely manner as the next meeting was scheduled for 7 September 2017, 2 days prior to the event.
- The potential liability to the Council would have been around £22,000.
- The Committee did not have the authority to approve the liability and could not justify spending tax payers' money.
- The Working Group was made up of other outside bodies, the Committee did not have the power to cancel the event it could however withdraw the Town Councils Public Liability Cover and administration support, thereby removing the liability to the Town Council.

Policy and Procedures

The Town Clerk requested the independent Internal Auditor to consider the attached report. The Internal Auditor concluded that the Community Engagement Committee had acted correctly in its decision to withdraw support and therefore the liability upon the Town Council and it would have been inappropriate to continue support.

He recommended that the Town Council put in place a Policy and Procedures for the following reasons:

- To have clear guidelines for how a Town Council event should be run
- To ensure that an officer was part of each working group to ensure that clear reporting back to committee was completed
- To ensure that Officers were not placed in difficult positions being asked to authorise orders without clear procedures being in place
- To have clear audit trails for all events taking place
- To ensure all Members of the Council were informed of progress
- To prevent events taking place if insufficient support/monies were not forthcoming.

It is recommended that the Community Engagement Committee draft a Policy and subsequent procedures to be considered by the Policy and Resources Committee as the Policy will affect the whole Council.

There may be for instance, additional staffing time/costs that will need to be considered if staff are required to attend all Event Working Groups and provide administrative support.

Once the Policy and Resources Committee is satisfied that the policy and procedures are satisfactory, they will be recommended to full Council for approval.

Financial Implications

There are no financial implications associated with this report.

Legal and Policy Implications

Following the Internal Auditor's recommendations the Town Council should put in place Policies and Procedures for all its events.

Recommendations

That the Community Engagement Committee formulate a Policy and Procedure for all future events.

That the proposed Policy and Procedures be considered by the Policy and Resources Committee due to possible staffing implications and Council Policy for recommendation back to full Council.

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

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Distribution: To all Councillors



ANDOVER TOWN COUNCIL

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Office Accommodation Update Report

Office Accommodation	
Produced for: Full Council	Date of Report: Wednesday 30 August 2017
<p>Summary of Key Issues</p> <p>To receive an update on progress for securing the lease of 68B, High Street. To release from Earmarked Reserves an additional £2,000 to cover Solicitors Fees. To approve the Terms of Reference and Mandate for the Office Accommodation Working Group. To release a further £2,000 from Earmarked Reserves to provide office chairs for Officers. To approve the Lease Contract and for 2 Councillors to sign the Contract of Lease for the offices at 68B High Street.</p>	
<p>Current Situation</p> <p>At the Town Council meeting held on 22 June 2017 delegated authority was given to the Town Clerk and Office Accommodation Working Group to draw up a Project Plan and implement works to be completed to allow the office move by September/October 2017. Delegated authority was also granted to the Town Clerk to engage the Town Council’s Solicitors to complete the necessary legal documentation for the release of tenancy from 66C High Street and commencement of tenancy for 68b High Street.</p> <p>The Town Clerk immediately contacted the Town Councils Solicitors and negotiations began for the securing of the lease of 68B, High Street.</p>	
<p>Negotiations for Lease Contract</p> <p>Negotiations for the Lease of the Offices proved to be more complicated than initially anticipated. The Town Councils Solicitor ensured that the Town Council would be able to use the Offices for all the uses included under the Local Government Act 1972 and the Lease Contract therefore had to be significantly amended. The Town Clerk and the Solicitor spent a significant amount of time negotiating the changes. Therefore, the Solicitors fees are above the estimated £1,000 set aside from Earmarked Reserves. The Town Council is requested to set aside a further £2,000 from Earmarked Reserves to cover the full costs of the Solicitors Fees.</p>	
<p>Progress of Town Clerk & Working Group</p> <p>The Working Group and Town Clerk have met twice. A Mandate and Terms of Reference for the Working Group is attached at Annex 1 for approval. The Town Clerk and Working Group have drawn up a Project Plan which will be updated on a regular basis. The Working Group will meet weekly in order to progress the project.</p>	
<p>Contractors</p>	

As there are mixed tasks to be completed for the office move, the Town Clerk and the Working Group have agreed to source a contractor to cover all the work to be completed. Three contractors will be sought and given access to the building in order to take photos, measurements etc. in order to start work on their quotations.

It is expected that as soon as the keys are handed to the Town Clerk, the contractors will take at least a week to provide quotes as sub-contractors will be consulted.

Equipment Required

The Working Group have suggested that Officers should be provided with suitable office chairs as the current chairs are not fit for purpose. Under its duty of care to its officers, the Town Council should consider their comfort and wellbeing. It is therefore requested that a further £2,000 be released from Earmarked Reserves to provide 'fit for purpose' office chairs with at least a 5 year warranty.

Time Scales

At the Town Council meeting in June, it was hoped that the Offices would be ready for occupation in September/October. However, as it has taken longer than anticipated to negotiate the Lease Contract, the Contractors possibly will not be able to start work until September/October. Therefore the date of occupation has been moved to December/January.

Reporting Progress

A further update report will be provided to the full Town Council meeting in November 2017.

Lease Contract

The Lease Contract for 68B, High Street has been drawn up in accordance with the Local Government Act 1972. The Lease Contract has been sent to Councillors under separate cover and Council is asked to approve the Contract and approve 2 named Councillors to sign the contract on behalf of the Town Council.

Financial Implications

An additional £2,000 to cover Solicitors fees is requested to be released from Earmarked Reserves. Members are asked to consider releasing into Earmarked Reserves £2,000 for office chairs for Officers. Therefore a total of £4,000 to be included in Earmarked Reserves for the Office move.

Legal and Policy Implications

The Town Council must be responsible for the Health and Safety of its staff and visitors and therefore proper 'fit for purpose' office chairs are required.

The Town Council must continue to provide as best value for money as possible.

The Town Council must comply with the Local Government Act 1972 with regard to the use of its buildings, therefore Solicitors assistance is required to ensure the Town Council is acting legally.

Recommendations

To release from Earmarked Reserves an additional £2,000 to cover Solicitors Fees.

To approve the Terms of Reference and Mandate for the Office Accommodation Working Group.

To release a further £2,000 from Earmarked Reserves to provide office chairs for Officers.

To approve the Lease Contract and for 2 named Councillors to sign the Contract of Lease for the offices at 68B High Street.

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

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