Andover Town Council

P&R Committee Minutes

Time and date 6.30pm on Wednesday **1 July2026**

Place The Lights, Andover

Councillors Present: Arrival time noted if after meeting start

Cllr S Hardstaff (Chairman)	**P**	Cllr R Hughes (Vice Chairman)	**P**	Cllr G Walters	**X**
Cllr A Horsnell	**P**	Cllr L Gregori	**P**		
Cllr J Hughes	**P**	Cllr E Reynolds	**P**		
Cllr J Goodwin	**P**	Cllr K Bird	**p**		

Officers Present: Tor Warburton (Town Clerk/RFO)
Started at 6.30pm

Members of the Public: 1
County/Borough Councillors: 0
Members of the Press: 0

ELECTION OF CHAIRMAN

PR 001/07/26 It was proposed by Councillor K Bird and seconded by Councillor L Gregori and **RESOLVED: Unanimously,** that Councillor S Hardstaff be appointed as the Chairman for the civic year of 2026/2027.

ELECTION OF VICE CHAIRMAN

PR 002/07/26 It was proposed by Councillor R Hughes and seconded by Councillor K Bird and **RESOLVED: Unanimously,** that Councillor R Hughes be appointed as the Vice chairman for the civic year of 2026/2027.

Cllr L Gregori left at 6.32pm

PUBLIC SESSION

PR 003/07/26 There were no comments received from the Member of Public present.

APOLOGIES

PR 004/07/26 There were no apologies received.

INTERESTS

PR 005/07/26 Non-pecuniary declarations were received from:

Signed as a true and accurate record of the meeting

Mayor / Chairman: ..... Date: .....

1. Councillor E Reynolds, as a member of the Drove Association and as an allotment plot holder.

MINUTES

PR 006/07/26 It was proposed by Councillor A Horsnell and seconded by Councillor J Hughes and **RESOLVED: Unanimously,** that the Minutes of the Policy and Resources Committee meeting held on 29 April 2026 be signed by the Chairman as a correct record.

CONTRACTUAL & DELEGATED PAYMENTS

PR 007/07/26 Members received and noted the payments that had already been made for the period of 1 June 2026 to 23 June 2026.

PAYMENTS FOR APPROVAL

PR 008/07/26 Members noted the payments made above the RFO's delegated authority.

It was proposed by Councillor A Horsnell and seconded by Councillor R Hughes and **RESOLVED: Unanimously**, that the following payments above the RFO's delegated authority be recommended to Full Council for approval:

- Parish Online £1,500.00 + VAT
- Elveden Farms £3,090.00 + VAT (tree + installation)
- Elveden Farms Ltd £1,690.00 + VAT (tree removal)

FINANCES

PR 009/07/26 It was proposed by Councillor E Reynolds and seconded by Councillor A Horsnell and **RESOLVED: Unanimously,** that the following reports be approved.

- Bank Statements & Bank Reconciliation
- Cashbook
- Earmarked Reserves
- Financial Comparison to date

HR SUB-COMMITTEE

PR 010/07/26 The following members had put their names forward to sit on the HR sub-committee: Cllr S Hardstaff, E Reynolds, K Bird, J Hughes, R Hughes.

It was proposed by Councillor A Horsnell and seconded by Councillor R Hughes and **RESOLVED: Unanimously**, that Cllr S Hardstaff, E Reynolds, K Bird, J Hughes, R Hughes be appointed as the HR sub-committee members for the civic year of 2026/2027.

POLICIES

PR 011/07/26 Members reviewed and approved the following policies for recommendation to Full Council for adoption.

PR 012/07/26 DBS policy (new) - report

It was proposed by Councillor R Hughes and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that the DBS Policy be approved for recommendation to Full Council.

Councillor K Bird requested that it be recorded in the minutes that it should be re-emphasised that DBS checks should only be undertaken where there is a lawful basis and operational justification, as they also carry financial and administrative burdens.

PR 013/07/26 Data Breach and Disposal Incident procedure (new)

Signed as a true and accurate record of the meeting

Mayor / Chairman: ..... Date: .....

It was proposed by Councillor E Reynolds and seconded by Councillor A Horsnell and **RESOLVED; Unanimously**, that the Data Breach and Disposal Incident Procedure Policy be approved for recommendation to Full Council.

PR 014/07/26 Business Continuity Policy (new)

It was proposed by Councillor J Hughes and seconded by Councillor S Hardstaff and **RESOLVED: Unanimously**, that the Business Continuity Policy be approved for recommendation to Full Council.

PR 015/07/26 Grievance Policy (rewritten) – update sheet

It was proposed by Councillor E Reynolds and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that the rewritten Grievance Policy be approved for recommendation to Full Council.

PR 016/07/26 Disciplinary Policy (rewritten) – update sheet

It was proposed by Councillor E Reynolds and seconded by Councillor A Horsnell and **RESOLVED: Unanimously**, that the rewritten Disciplinary Policy be approved for recommendation to Full Council.

PR 017/07/26 Health and Safety Policy (rewritten) - update sheet

It was proposed by Councillor J Hughes and seconded by Councillor S Hardstaff and **RESOLVED: Unanimously**, that the rewritten Health and Safety Policy be approved for recommendation to Full Council.

PR 018/07/26 Information Policy (rewritten) – update sheet

It was proposed by Councillor A Horsnell and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the rewritten Information Policy be approved for recommendation to Full Council.

PR 019/07/26 Record Retention Policy (new)

It was proposed by Councillor A Horsnell and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the Record Retention Policy be approved for recommendation to Full Council.

PR 020/07/26 Risk Management Policy (new)

It was proposed by Councillor K Bird and seconded by Councillor A Horsnell and **RESOLVED: Unanimously,** that the Risk Management Policy be approved for recommendation to Full Council.

STANDING ORDERS

PR 021/07/26 This item was deferred as the legal advice had not yet been received.

NEXT MEETING

PR 022/07/26 Members noted that the date of the next meeting would be on **Wednesday 7 October 2026 at The Lights, Andover, at 6.30pm.**

MEETING CLOSURE

PR 023/07/26 The Chairman closed the meeting at **7.02pm.**

Signed as a true and accurate record of the meeting

Mayor / Chairman: ..... Date: .....