



Time and date

6.30pm on Wednesday **6 November 2024**

Place

The Lights, Andover

Councillors Present:

Arrival time noted if after meeting start

| | | |
|----------------------------------|----------------------------------|----------------------|
| Cllr S Hardstaff (Chairman) ✓ | Cllr K Bird (Vice Chairman) ✓ | Cllr E Reynolds ✓ |
| Cllr L Gregori ✓ | Cllr M Farren ✓ | Cllr H Neate ✓ |
| Cllr J Hughes ✓ | Cllr R Hughes ✓ 6.33pm | Cllr R Kidd ✓ 6.31pm |

Officers Present:

Tor Warburton (Acting Town Clerk), Michelle Young (Acting RFO)

Members of the Public:

1

County/Borough Councillors:

0

Members of the Press:

0

PUBLIC SESSION

PR 052/11/24 No questions were raised by members of the public.
(Councillor R Kidd joined the meeting at 6.31pm)
(Councillor R Hughes joined the meeting at 6.33pm)

APOLOGIES

PR 053/11/24 No apologies had been received from councillors.

INTERESTS

PR 054/11/24 Non-pecuniary declarations were received from:

1. Councillor E Reynolds, as a member of the Drove Association, and as an allotment plot holder.
2. Councillor H Neate, as a plot holder at Ox Drove allotment site.

MINUTES

PR 055/11/24 It was proposed by Councillor K Bird and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the Minutes of the Town Council Meeting held on 31st July 2024, be signed by the Chairman as a correct record.

CONTRACTUAL & DELEGATED PAYMENTS

PR 056/11/24 Members noted the payments that had already been made from 17 October 2024 to 31 October 2024.

PAYMENTS OVER £1000

PR 057/11/24 Members noted that there were no payments that required approval above the RFO's delegated authority.

BANK RECONCILIATION

PR 058/11/24 It was proposed by Councillor K Bird and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the Bank Statements and Bank Reconciliation showing the following balances be approved:

- i. UTB 1 = £486,498.54
- ii. UTB 2 = £89,043.25
- iii. Redwood Bank = £88,384.19
- iv. Total = £663,925.98

CASHBOOK

PR 059/11/24 It was proposed by Councillor E Reynolds and seconded by Councillor K Bird and **RESOLVED: FOR -8, AGAINST - 0, ABSTENTION - 1**, that the Cashbook showing the following balances be approved:

- Gross receipts to date = £432,591.74
- Gross payments to date = £355,678.60

CURRENT ACCOUNT BALANCES

PR 060/11/24 Members noted the Current Account Balances.

EARMARKED RESERVES

PR 061/11/24 It was proposed by Councillor K Bird and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the Earmarked Reserves, as below, be approved:

| EARMARKED RESERVES | TOTAL (as at 31.10.2024) |
|--------------------|--------------------------|
| Elections | £79,036.28 |
| Allotments | £17,796.26 |
| Christmas Lights | £12,591.74 |
| Property Purchase | £152,000.00 |
| CIL | £99,099.83 |
| TOTAL | £360,524.11 |

GRANTS BUDGET LINE

PR 062/11/24 It was proposed by Councillor H Neate and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that £12,000.00 be transferred from the General Reserve into the Grants Budget (2024/2025), be approved.

GRANTS STRATEGY AND POLICY (CE 033/08/24)

PR 063/11/24 Members reviewed the Grants Policy and Procedure for consideration. It was proposed by Councillor H Neate and seconded by Councillor L Gregori and **RESOLVED: Unanimously**, that an additional line be added to the Grants Policy as follows: "Typically consider grants up to £2,000.00, however, exceptional circumstances would be considered and the budget reviewed as necessary throughout the year."

PR 064/11/24 It was proposed by Councillor L Gregori and seconded by Councillor H Neate and **RESOLVED: FOR - 6, AGAINST - 0, ABSTENTIONS - 3**, that the Business Plan Working Group be asked to consider a Strategy for Grants, Service and Sponsorship, to be brought back to the next meeting.

PR 065/11/24 An amendment was proposed by Councillor K Bird and seconded by Councillor M Farren and **RESOLVED: FOR - 2, AGAINST - 6, ABSTENTIONS - 1**, that the Strategy only covered Grants and Sponsorship.
Motion not carried.

BUDGET

PR 064/11/24 Members reviewed the Policy and Resources Committee Budget for 2025/2026. It was proposed by Councillor L Gregori and seconded by Councillor H Neate and **RESOLVED: Unanimously**, that the following amendments be made and recommended to Full Council for approval:

- A 5% increase across all items.
- HR Consultant Budget line be increased to £12,500.00.
- Website Budget line be increased to £8,000.00 (to incorporate both websites)
- Members Training Budget line be increased to £2,000.00.
- Staff Training Budget line be increased to £4,000.00.

COMMITTEE BUDGETS (F.R. 4.5)

PR 065/11/24 Members reviewed the Committees' Budgets as follows:

Community and Events

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes and **RESOLVED: FOR - 6, AGAINST - 1, ABSTENTIONS - 2**, that the following amendment and additions be made and recommended to Full Council for approval:

- The Community and Events Budget for 2025/2026 be increased by 5%.
- An additional Youth Services Budget line of £50,000.00.
- An additional Pensioners Services Budget line of £20,000.00.

PR 066/11/24 **Planning**

It was proposed by Councillor L Gregori and seconded by Councillor H Neate and **RESOLVED: Unanimously**, that the following amendment be made and recommended to Full Council for approval:

- The Planning Committee Budget for 2025/2026 be increased by 5%.

PR 067/11/24 **Allotments**

It was proposed by Councillor L Gregori and seconded by Councillor E Reynolds at the previous Allotment Committee meeting on 30 October 2024 and **RESOLVED: Unanimously**, that the following amendments be made and brought to Policy and Resources for recommendation to Full Council for approval:

- The Allotment Committee budget for 2025/2026 be increased by 5%.
- That £35,000.00 be put in the Allotments Maintenance based on a Maintenance Strategy.

FINANCIAL CHECKING

PR 068/11/24 Members noted that the Policy and Resources Committee Chairman had completed a check of the bank Statements in accordance with Financial Regulations 2.2.

SALARIES (F.R. 4.2)

PR 069/11/24 (Councillor H Neate left at 7.54pm)

Members noted that a budget for salaries and wages, which included employer contributions, would be reviewed by the Policy and Resources Committee in January 2025, instead of November as per Financial Regulation 4.2, for the following financial year. The final version would be evidenced by a hard copy schedule, signed by the Clerk and the Chairman of the Policy and Resources Committee.

CODE OF CONDUCT

PR 068/11/24 It was proposed by Councillor R Hughes and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that the amended Code of Conduct be approved and recommended back to Full Council, as per C 271/10/24, for final approval.

TERMS OF REFERENCE

PR 069/11/24 It was proposed by Councillor K Bird and seconded by Councillor E Reynolds and **RESOLVED: FOR – 7, AGAINST – 0, ABSTENTION – 1**, that the HR Sub-Committee Terms of Reference be approved and recommended back to Full Council, as per C 275/10/24, for final approval.
(Councillor H Neate rejoined the meeting at 7.57pm)

MEETING SCHEDULE

PR 070/11/24 (Councillor R Kidd left at 7.58pm)
It was proposed by Councillor J Hughes and seconded by Councillor R Hughes and **RESOLVED: FOR – 7, AGAINST – 0, ABSTENTIONS – 1**, that the Council and Committee meeting schedule for 2025/2026, be approved and recommended to Full Council for final approval.

WORKING GROUP POLICY

PR 071/11/24 (Councillor R Kidd rejoined the meeting at 8.05pm)
It was proposed by Councillor H Neate and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that the Working Group Policy be agreed.
It was suggested that the Working Group Terms of Reference would need further review.

BUSINESS PLAN WORKING GROUP

PR 072/11/24 There was no Business Plan Working Group update available.

COUNCILLOR REPORTS

PR 073/11/24 There were no Councillor Reports received.

FUTURE ITEMS

PR 074/11/24 There were no future items received.

NEXT MEETING

PR 075/11/24 Members noted that the date of the next meeting would be on **Wednesday 8th January 2025 at The Lights, Andover, at 6.30pm.**

EXCLUSION OF PRESS AND PUBLIC

PR 076/11/24 It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that Members of the Press and Public be excluded from the meeting at item 26, due to the confidential nature of the item and to comply with GDPR.

STAFFING

PR 077/11/24 Members received a report from the HR Sub-Committee on Staffing.
It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird and **RESOLVED: FOR _ 8, AGAINST – 0, ABSTENTIONS – 1**, that the Acting Town

Clerk/RFO is moved onto the LG Pay scale 37 and the Acting Deputy Clerk/Deputy RFO is moved onto the LG Pay Scale 28.

PR 078/11/24 It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that the revised Staffing Structure be recommended to Full Council for final approval.

PR 079/11/24 Members noted that the Local Government pay rates had been announced and would be implemented. Staff pay rises would be backdated to 1 April 2024 in line with the new rates.

PR 080/11/24 It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that a staffing budget of £225,000.00 for 2025/2026, be recommended to Full Council for approval.

MEETING CLOSURE

PR 081/11/24 The Chairman closed the meeting at **8.27pm**.