



# Council Minutes

**Time and date**

6.30pm on Wednesday **20 March 2024**

**Place**

Upper Guildhall, Andover

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## Councillors Present:

Arrival time noted if after meeting start

Cllr R Hughes (Town Mayor)	P	Cllr J Sangster (Deputy Town Mayor)	P		
Cllr K Bird	P	Cllr J Cockaday	P	Cllr M Farren	P
Cllr L Gregori	P	Cllr T Gregory	A	Cllr S Hardstaff	P
Cllr J Hughes	P	Cllr K Hughes	P	Cllr R Kidd	P
Cllr M McGarry	A	Cllr R Meyer	A	Cllr H Neate	A
Cllr E Reynolds	P	Cllr S Waue	P		

## Officers Present:

Gail Foster (Town Clerk)

**Members of the Public:** 3

**County/Borough Councillors:** Councillor Z Brooks

**Members of the Press:** 1

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## PUBLIC SESSION

### C 233/03/24 PUBLIC SESSION

No questions were raised by members of the public.

## APOLOGIES

**C 234/03/24** Apologies had been received from Councillors H Neate and T Gregory, TVBC Councillor I Anderson and Hampshire County Councillor David Drew.

## MAYOR'S ANNOUNCEMENTS (FULL COUNCIL ONLY)

**C 235/03/24** The Mayor advised that the training had been exceedingly good. Further reports would be held later in the meeting.

## EXTERNAL REPORTS

### C 236/03/24 Councillor D Drew

Have Your Say – Household Waste Recycling Centre Proposals.

[www.hants.gov.uk/future-services-consultation](http://www.hants.gov.uk/future-services-consultation)

Nine out of ten Year 6 pupils offered first preference secondary school in Hampshire.

<https://www.hants.gov.uk/News/20240301secondaryadmissions>

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Council Leaders receive assurances from Southern Water.  
<https://www.hants.gov.uk/News/20240227SouthernWaterMtgLdr>

County Council Trading Standards welcomes successful prosecution of fraudulent roofing trader.  
<https://www.hants.gov.uk/News/20240222TradingStandardsCourtCase>  
Learn more about Buy With Confidence.  
[www.buywithconfidence.gov.uk](http://www.buywithconfidence.gov.uk)

A budget to serve the people of Hampshire – County Council approves £2.6bn spending on local services for residents in 2024/2025.  
<https://www.hants.gov.uk/News/22022024HCCBudget2024-25>

Hampshire’s young people encouraged to make their mark through consultation on campaigning issues.  
<https://www.hants.gov.uk/News/20240220makeyourmark>

More transport choice and an improved built environment is at heart of new 10-year plan.  
<https://www.hants.gov.uk/News/20240208TransportPlan>

**C 237/03/24** Cllr L Gregori reported as a TVBC Councillor, that TVBC have submitted their response to the Hospital Consultation which had been formatted on a cross party basis. The latest Andover Vision meeting had been attended by Town Councillors Hardstaff and Gregori.

## INTERESTS

**C 238/03/24** 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.
3. Councillor M Farren, as a contractor who occasionally undertakes work for The BID organisation, but is not involved in the project to be discussed.

Pecuniary declarations were received. from:

1. Councillor K Bird declared a pecuniary interest in item 18 on the agenda, the A-Fest Grant application and stated that she would answer questions and then leave the room whilst the application was discussed.
2. Councillor S Waue declared a pecuniary interest in item 14 as a business owner who may indirectly receive a benefit from the maps that the council may consider contributing to.

## MINUTES

**C 239/03/24** It was proposed by Councillor S Hardstaff and seconded by Councillor E Reynolds and **RESOLVED: Unanimously, with one abstention**, that the [Minutes](#) of the Town Council Meeting held on 21<sup>st</sup> February 2024, be signed by the Chairman as a correct record, as soon as possible after the meeting had closed. **Action: Committee Officer**

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## CONTRACTUAL & DELEGATED PAYMENTS

**C 240/03/24** Members received and noted the contractual and delegated [payments](#) that had been made in the period of 6<sup>th</sup> March 2024 to 13<sup>th</sup> March 2024, as per report detailed in back up paper 7 on the agenda.

## PAYMENTS FOR APPROVAL

**C 241/03/24** It was proposed by Councillor K Bird and seconded by Councillor S Hardstaff and **RESOLVED: Unanimously**, that the [Payments requiring approval](#) as per the report in agenda item 8 be approved.

## BANK RECONCILIATION

**C 242/03/24** Cllr L Gregori asked if an update could be provided on the bank signatories and new accounts for the next P+R meeting. **Action: Town Clerk.**

**C 243/03/24** It was proposed by Councillor L Gregori and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that the [Bank Statements and Bank Reconciliation](#) showing the following balances be approved:

- i. UTB 1 = £434,116.63
- ii. UTB 2 = £87,834.70
- iii. Redwood Bank = £87,207.18
- iv. Total = £609,158.51.

## CASHBOOK

**C 244/03/24** It was proposed by Councillor S Hardstaff and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the [Cashbook](#) showing the following balances be approved:

- i. Gross receipts to date = £418,478.38
- ii. Gross payments to date = £368,378.66

## BUDGET REPORT

**C 245/03/24** It was proposed by Councillor R Kidd and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the [Budget](#) showing the net budget remaining of £33,825.56 be approved:

## EARMARKED RESERVES

**C 246/03/24** It was proposed by Councillor S Hardstaff and seconded by Councillor R Kidd and **RESOLVED: Unanimously**, that the Earmarked Reserves as listed in the [report](#) be approved:

- i. Elections = £79,036.28
- ii. Allotments = £ 76,280.26
- iii. Christmas Lights = £ 12,591.74
- iv. Property Purchase = 102,000.00
- v. CIL Funds = £ 99,099.83

## TRAINING

**C 247/03/24** Cllrs K Bird, J Cockaday, M Farren, S Hardstaff, R Hughes, H Neate and E Reynolds had attended a training session on Saturday 16<sup>th</sup> March. Cllr J Cockaday reported that he

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had both enjoyed the training and also found it useful. Cllr E Reynolds felt that the session had been very informative with a through presentation by the trainer. Cllr K Bird said that the training had been excellent and given clearly by a very knowledgeable trainer. Thanks were given to the trainer and to the Town Clerk for arranging. Cllr R Kidd expressed his sadness at missing the session.

## TOWN MAPS

### C 248/03/24

Councillors discussed the benefits of supporting businesses in the town, versus the fact that any map might be considered out of date as soon as it was printed. It was noted that the map only covered the centre of Andover, but that it would demonstrate how many businesses were in fact trading in the Town.

The idea was a positive step towards increasing footfall and helping move people around town to areas they may not usually visit when shopping.

Cllrs suggested that feedback be given to the organisers, and that they should maybe consider a webmap or interactive application and to make larger maps available by the parking meters.

Although it was acknowledged that businesses can change quickly, there was a good argument that information provision should start somewhere and be updated periodically. The maps would be seen as a useful resource.

It was proposed by Councillor K Bird and seconded by Councillor S Hardstaff and **RESOLVED: Unanimously, with abstentions from Cllrs J Hughes and S Waue**, that the council would contribute £509.70 towards the cost of printing the [concertina maps](#) as arranged by InAndover. **Action: Town Clerk.**

## WEBSITE

### C 249/03/24

Cllr J Sangster apologized for missing the last two meetings that had been held to discuss the website provision. Cllr S Hardstaff explained that the councillors that had been delegated to make the decision in relation to the website supplier had met and considered some extra issues. Cllr J Sangster asked that a further meeting be held, to consider if all the questions he was concerned about had been addressed. If a recommendation had been reached, it would be reported at the Policy and Resources committee on 10<sup>th</sup> April. **Action: Town Clerk.**

## PICKET PIECE

### C 250/03/24

The consultation had closed and the paper versions of the survey would be entered into the online questionnaire. The results would be given to Cllr T Gregory to analyse as soon as possible. **Action: Town Clerk.**

### C 251/03/24

Cllr L Gregori asked if a list of other consultees could be added to the end of the survey to show how many organisations had been asked to participate. **Action: Town Clerk.**

## POLICIES

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**C 252/03/24** Cllrs agreed that the Policies Working Groups had considered all the wordings in detail. It was proposed by Councillor K Bird and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the policies for: [Assets Loan](#), [Equality & Diversity](#), [Defibrillator](#), [SIDS](#), [Allotment Allocation](#), [Financial Risk Assessment](#), [Risk Management Scheme](#) be approved. **Action: Deputy Clerk.**

## GRANT APPLICATIONS

**C 253/03/24** Cllrs had been forward the full [grant application](#) for £2,000 from A-Fest Andover CIC. Cllr K Bird offered to answer questions from Councillors before leaving the room. She advised that there would be more stalls this year than in previous years, and that this year all would be on the high street as putting some in Riverside Park hadn't worked as well as had been hoped. It was asked why HCC had not contributed the full amount that had been applied for. Cllr Bird advised that the County Councillor grants had be depleted, but that she had been asked to reapply when the grants schemes re-opened. She also clarified on a question asking how much funding was held in reserves in the A-Fest bank account.

Cllr K Bird left the meeting room at 19.23.

It was proposed by Councillor R Kidd and seconded by Councillor J Cockaday and **RESOLVED: Unanimously, with an abstention from Cllr M Farren**, that the grant request be approved in full at £2,000 and paid before year end. **Action: Town Clerk.**

**C 254/03/24** The Grant response process would be followed: **Action: Admin Assistant & Deputy Responsible Financial Officer.**

Cllr K Bird returned to the meeting at 19.30.

## CREST AND LOGO

**C 255/03/24** It was proposed by Councillor K Bird and seconded by Councillor M Farren and **RESOLVED: Unanimously**, with one abstention from Cllr J Sangster that the logo would have two formal designs. One would be square and the other rectangular, so that the more appropriate version could be used on different types of marketing. The Square version would have "Andover" written centrally underneath the crest, and on the second line "Town Council" would also be centralised. The rectangular version would have the writing positioned to the right of the crest, with "Andover" on the top line, followed by "Town Council" underneath. Both lines would be justified to the left. In all logos the written words would use the font "Open Sans", there would be no emphasis on any particular words, and sentence case would be used rather than capitals. Councillors reviewed the sizing of the words in comparison to the crest on an overhead projector until final versions were approved. Final artwork would be prepared for use with hi-res images and marketing. **Action: Deputy Clerk.**

## OFFICE MOVE

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**C 256/03/24** Councillors have previously expressed their desire that the Town Council's office be open to the public at certain times. The current office space was too small to allow all the current officers and a receptionist to work at the same time and would not afford any space for visitors. A larger office in the same building had become available for an extra £163 + VAT per month. The boardroom would still be available for hire on the same terms.

It was **RESOLVED: FOR – 11, AGAINST – 1, ABSTENTIONS - 0**, that the increase in costs be approved and staff to progress the move. **Action: Town Clerk.**

**C 257/03/24** The existing rental contract would be amended to show the new office no. and the amended monthly cost. **Action: Town Clerk.**

## RISK ASSESSMENTS

**C 258/03/24** Councillors noted that Risk Assessments had been drawn up for the following.

- i. [Guildhall](#)
- ii. [The Lights](#)
- iii. [Allotment Sites](#)
- iv. [Council Office](#)

It was not thought necessary to pass any of the document to the Policies Working Group. The Council's website would be updated. **Action: Deputy Clerk.**

## LGBTQIA+ TRAINING

**C 259/03/24** The councillors that had attended the training praised the trainer for their professionalism. Councillors had been given detailed information that would be helpful for organising Andover Pride in June. It had been a positive and worthwhile training session. The report name would be amended. **Action: Deputy Clerk.**

## YOUTH ENGAGEMENT WG

**C 260/03/24** Councillors noted the notes from the last meeting. No questions were asked. It was seen that the Terms of Reference for the group were published on the Council's website at the bottom of the [Terms of Reference page](#).

## ALLOTMENT FENCING

**C 261/03/24** A report would be brought to the next committee meeting. **Action: Town Clerk.**

## HOSPITAL CONSULTATION RESPONSE.

**C 262/03/24** Councillors noted the response to the [HIOW ICB Hospital Consultation](#) that had been prepared by the Planning Committee. Councillor L Gregori advised that comments were being drafted for the TVBC Local Plan and that Councillors would be encouraged to provide comments by the following Monday afternoon prior to the next planning meeting.

## SPEED INDICATOR DEVICES - SIDS

**C 263/03/24** Councillors were reminded of the decisions taken in September 2023. It was noted that the PCC was up for election and that any new appointment of the Police and Crime commissioner might have an impact on the Town Council's plans. It was proposed by Councillor K Hughes and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, to revisit the subject in July after the PCC election.

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**COUNCILLOR REPORTS**

**C 264/03/24** Cllr J Hughes advised that on the 13<sup>th</sup> April, St Mary's Chamber Choir were giving a performance to fundraise for Finding Freedom from Abuse. All were welcome.

**FUTURE ITEMS**

**C 265/03/24** Cllr K Bird gave advance apologies for the next meeting on 24<sup>th</sup> April.

**C 266/03/24** Cllr K Bird asked that now that the Defibrillator policy was up to date, that Council consider a strategy for the placement of new devices in Andover. This would be added to the April agenda. **Action: Town Clerk.**

**C 267/03/24** A list of village halls that might be suitable for use for meetings had been provided by Cllr L Gregori. The Admin Officer was investigating the feasibility and costs for each location. A column indicating whether a defibrillator was available at each building would be added. **Action: Admin Officer.**

**C 268/03/24** The Picket Piece Village Hall had requested help with applying for a defibrillator. This would be followed up. **Action: Town Clerk.**

**C 269/03/24** The Methodist Church in Weyhill Road may be for sale in the future. The building may be suitable for a Youth Engagement project. The vendors would be contacted to find out if a sale price had been advertised. **Action: Town Clerk.**

**C 270/03/24** The building may already have been listed as an Asset of Community Value. This would be checked with TVBC. **Action: Town Clerk.**

**C 271/03/24** Cllr J Hughes asked that an item regarding Charities be placed on the next agenda. This would be discussed with the Town Clerk during the month to write up the proposal. **Action: Town Clerk & Cllr J Hughes.**

**NEXT MEETING**

**C 272/03/24** Members noted that the date of the next meeting of the Policy and Resources Committee would be **Wednesday 10 April 2024**, to be held at The Lights, Andover at 6.30pm.

The next Full Council meeting would be held on **Wednesday 24<sup>th</sup> April** in the **Upper Guildhall, Andover, at 6.30pm**

**MEETING CLOSURE.**

**C 273/03/24** The Town Mayor closed the meeting at 8.21pm.

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