



# P&R Committee Minutes

**Time and date**

6.30pm on Wednesday **10<sup>th</sup> April 2024**

**Place**

The Lights, Andover

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## Councillors Present:

Arrival time noted if after meeting start

|                                |          |                                |   |                 |   |
|--------------------------------|----------|--------------------------------|---|-----------------|---|
| Cllr S Hardstaff<br>(Chairman) | ✗        | Cllr K Bird<br>(Vice Chairman) | ✗ | Cllr E Reynolds | ✓ |
| Cllr L Gregori                 | ✗        | Cllr R Meyer                   | ✗ | Cllr H Neate    | ✓ |
| Cllr J Hughes                  | ✓ 6:32pm | Cllr R Hughes                  | ✗ | Cllr R Kidd     | ✗ |

## Officers Present:

Gail Foster (Town Clerk)

|                                    |   |
|------------------------------------|---|
| <b>Members of the Public:</b>      | 1 |
| <b>County/Borough Councillors:</b> | 0 |
| <b>Members of the Press:</b>       | 0 |

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## ELECTION OF CHAIRMAN FOR THE MEETING

**PR 079/04/24a** It was proposed by Councillor E Reynolds, and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, that Councillor H Neate be elected as Chairman for the duration of the meeting.

## PUBLIC SESSION

**PR 079/04/24b** No questions were raised by members of the public.

## APOLOGIES

**PR 080/04/24** Apologies were noted from Councillors K Bird, L Gregori, S Hardstaff, R Hughes and R Kidd.

## INTERESTS

**PR 081/04/24** 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 082/04/24** It was proposed by Councillor E Reynolds and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, that the Minutes of the Policy and Resources Committee

These minutes are published in draft pending approval at the next Committee meeting.

Meeting held on [13 March 2024](#), be signed by the Chairman as a correct record, as soon as possible after the meeting had closed. **Action: Committee Officer.**

## CONTRACTUAL & DELEGATED PAYMENTS

**PR 083/04/24** It was proposed by Councillor E Reynolds and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, that the contractual and delegated payments that had been made in the period of 14th March 2024 to 31<sup>st</sup> March 2024, as per report detailed in back up [paper 5](#) on the agenda be approved.

## YEAR END 2023-2024 REVIEW

**PR 084/04/24** Members reviewed each document listed below in detail, page by page:

- a. [Bank Statements & Bank Reconciliation.](#)
- b. [Final Budget](#) Summary
- c. [Cashbook](#)
- d. [Income & Expenditure](#)
- e. [List of Debtors & Creditors](#)
- f. [VAT Return information](#)
- g. [Trial Balance](#)
- h. [Balance Sheet](#)
- i. [Additions](#) to the Asset Register and [full list.](#)
- j. Draft [Annual Return Printout](#)
- k. [Virements](#) for Year End

The Town Clerk answered questions and gave clarification where requested.

**PR 085/04/24** The Bank Statements and Bank Reconciliation showing the following balances were approved:

- i. UTB 1 = £411,131.55
- ii. UTB 2 = £88,436.91
- iii. Redwood Bank = £87,444.38
- iv. Total = £587,012.84

**PR 086/04/24** The Final Budget Summary showing a net surplus of £20,451.41 was approved. The report for full council's approval would show the over and underspends versus 2023-2024 budget. **Action: Town Clerk.**

**PR 087/04/24** The Section 106 Officer at Test Valley Borough Council would be chased for a formal response to the question of spending funds on Property, Land and Allotment Fencing. **Action: Town Clerk.**

**PR 088/04/24** the Cashbook showing the following balances was approved:

- i. Gross receipts to date = £419,882.34
- ii. Gross payments to date = £391,967.27

**PR 089/04/24** Total Income of £401,818.82 and Expenditure of £382,340.17 were approved.

**PR 090/04/24** The accounting package supplier would be contacted to advise if the three lines showing "Photocopying" could be removed or changed to be more meaningful descriptions. **Action: Town Clerk.**

**PR 091/04/24** Year End Debtors totalling £3,275.80 and Creditors totalling £17,073.13 were approved.

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- PR 092/04/24** The VAT Return Summary was approved and Councillors noted that HMRC were being chased for a refund of £142.28.
- PR 093/04/24** The Trial Balance was reviewed and approved. Councillors questioned the heading "Town Centre Development". It was agreed that this was a confusing description, and an agenda item would be written for the next Council meeting. **Action: Town Clerk.**
- PR 094/04/24** The Balance Sheet was reviewed and approved.
- PR 095/04/24** The additions to the Asset Register were reviewed and Councillors agreed that no items had been missed.
- PR 096/04/24** The Full Asset Register was looked at, and explanations were given regarding some items valued at £0.00. A project was underway to research dates and prices of items that had been purchased years ago, but not added to the Asset Register until recently. This had been discussed with the Internal Auditor who would be reviewing the re-statement values at the interim audit later in 2024. **Action: Town Clerk.**
- PR 097/04/24** Councillors noted that some Assets were being recommended for disposal, and an in-depth report would be brought to Full Council. **Action: Town Clerk.**
- PR 098/04/24** The date of the Ox Drove allotment site handover would be clarified. **Action: Deputy Clerk.**
- PR 099/04/24** The Annual Return printout from the accounting package was reviewed and approved.
- PR 100/04/24** Councillors considered whether Virements were required at Year End, and agreed with the Responsible Financial Officer's advice that none are made so that any overspends on budget lines should be inspected at a later date.
- PR 101/04/24** It was proposed by Councillor E Reynolds and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, that documents a-k be recommended to Full Council for approval. **Action: Town Clerk.**
- PR 102/04/24** It was noted that the P+R Chairman, Cllr S Hardstaff had completed a check of the bank statements as per the requirements of Financial Regulations clause 2.2.

#### INTERNAL AUDIT

- PR 103/04/24** Councillors noted the [report](#) that had been prepared by Mulberry & Co. and that there were only two recommendations carried forward for the next review.
- PR 104/04/24** A report giving a response for Full Council would be written. **Action: Town Clerk.**

#### ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

- PR 105/04/24** Councillors noted the [Internal Audit Report](#) completed by Mulberry & Co.
- PR 106/04/24** It was proposed by Councillor J Hughes and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the [Annual Governance Statement \(section 1\)](#) of the AGAR be approved and recommended to Full Council for approval. **Action: Town Clerk.**
- PR 107/04/24** It was proposed by Councillor J Hughes and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the draft [Accounting Statement \(section 2\)](#) of the AGAR be approved and recommended to Full Council for approval. **Action: Town Clerk.**
- PR 108/04/24** It was proposed by Councillor J Hughes and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the draft [Notice of Public Rights and Dates](#) be approved and recommended to Full Council for approval. **Action: Town Clerk.**

#### FUTURE AUDITS

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- PR 109/04/24** It was proposed by Councillor E Reynolds and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, that it be recommended to Full Council to re-appoint Mulberry & Co. for a three year term. **Action: Town Clerk.**
- PR 110/04/24** At the next review of the Terms of Reference for the Policy & Resources Committee, it would be considered if clause 19 should be amended to allow the Policy and Resources Committee to appoint the Internal Auditor without Full Council approval. **Action: Town Clerk.**
- PR 111/04/24** Research would be undertaken to make sure that a Committee appointing an auditor was not unlawful or in contradiction of current regulations or guidelines. **Action: Town Clerk.**

#### **POLICIES – ANTI\_FRAUD**

- PR 112/04/24** There was no proposal to approve the draft Anti-Fraud Policy, and the policy would be referred back to the Policies Working Group in order to make amendments to reflect the current arrangements as specified by the Government. **Action: Deputy Clerk.**

#### **POLICIES – BUSINESS PLAN**

- PR 113/04/24** There was no proposal to approve the draft Business Plan Policy. Members felt that review of the Policy in June would not be practical, and that an ongoing review, perhaps quarterly might be more effective. The Town Clerk cautioned against another work program to be updated by officers. Cllr J Hughes suggested that a delegation to a small number of councillors and an officer, perhaps as a sub-committee of the Policy and Resources Committee might be more effective in writing the Policy and the Business Plan. This would be added to the Full Council agenda. **Action: Town Clerk.**
- PR 114/04/24** The Business Plan had been discussed previously, and the minute actions from that discussion would be reviewed. **Action: Town Clerk.**

#### **POLICIES – CAPABILITY**

- PR 115/04/24** It was proposed by Councillor E Reynolds and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, that the Capability Policy be approved and recommended to Full Council for approval. **Action: Deputy Clerk.**

#### **POLICIES – COMMUNICATION and INVOLVEMENT**

- PR 116/04/24** It was proposed by Councillor E Reynolds and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, that the phrase “In plain English” be replaced with “In plain language”, and subject to this correction, the policy would be recommended to Full Council for approval. **Action: Deputy Clerk.**
- PR 117/04/24** Advice would be sought on training officers to write “In Plain English” and the steps that need to be taken for the Council to gain accreditation in this subject. **Action: Town Clerk.**

#### **POLICIES – COMPLAINTS**

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**PR 118/04/24** It was proposed by Councillor E Reynolds and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, that the policy would be recommended to Full Council for approval. **Action: Deputy Clerk.**

**NEXT MEETING**

**PR 119/04/24** Members noted that the date of the next Full Council meeting would be **Wednesday 24<sup>th</sup> April 2024**, to be held in the **Upper Guildhall, Andover, at 6.30pm.**

**PR 120/04/24** The Chairman of the Committee closed the meeting at 20:01pm.

DRAFT

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