



Time and date	6.30pm on Wednesday 1 May 2024
Place	Upper Guildhall, Andover

Councillors Present:

Arrival time noted if after meeting start

Cllr R Hughes (Town Mayor) ✓	Cllr J Sangster (Deputy Town Mayor) ✗		
Cllr K Bird ✗	Cllr J Cockaday ✓	Cllr M Farren ✓	
Cllr L Gregori ✓ (18:53pm)	Cllr T Gregory ✗	Cllr S Hardstaff ✓	
Cllr J Hughes ✓	Cllr K Hughes ✗	Cllr R Kidd ✗	
Cllr M McGarry ✗	Cllr R Meyer ✓	Cllr H Neate ✓	
Cllr E Reynolds ✓	Cllr S Waue ✗		

Officers Present:

Gail Foster (Town Clerk)

Members of the Public: 4

County/Borough Councillors: Councillor D Drew for part of the meeting.

Members of the Press: 1

APOLOGIES

C 274/05/24 Apologies had been received from Councillors Jason Sangster, Katherine Bird, Kevin Hughes and Tom Gregory.

PUBLIC SESSION

C 275/05/24 **PUBLIC SESSION** *The discussion below is a short summary and is not recorded word for word.*

A member of the public responsible for submitting the grant application for Andover Community Engage (ACE), which was to be considered under agenda item no. 19b, spoke to advise councillors why the audited accounts had not been submitted in line with the Grant Policy. She asked that Councillors consider the grant application upon the proviso that the outstanding information would be provided when available.

MAYOR'S ANNOUNCEMENTS

C 276/05/24 The Mayor advised that he would be unable to attend the next Full Council meeting and would send a report. The Town Clerk noted his apologies in advance.

EXTERNAL REPORTS

C 277/05/24 Hampshire County Councillor David Drew had sent a written report which had been circulated to members in advance of the meeting, summarised as follows:
Primary school place offers confirmed by Hampshire County Council.

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Further information about the admissions process, including a set of Frequently Asked Questions, is available on the County Council's webpages. For more information about school transport assistance and the eligibility criteria, please visit the County Council's [Travel to School webpages](#). This includes information on school transport assistance which may be available in certain circumstances, where the national eligibility criteria are met (application deadline 31 May).

Hampshire County Council's Cabinet membership changes have been announced today comprises of the following Executive Members:

- Councillor Rob Humby
 - Leader and Executive Member for Hampshire 2050 and Corporate Services
- Councillor Roz Chadd
 - Deputy Leader and Executive Member for Hampshire 2050 and Corporate Services
- Councillor Liz Fairhurst
 - Executive Lead Member for Adult Social Care and Public Health
- Councillor Jan Warwick
 - Executive Member for Younger Adults and Health and Wellbeing
- Councillor Edward Heron
 - Executive Lead Member for Children's Services
- Councillor Steve Forster
 - Executive Member for Education
- Councillor Nick Adams-King
 - Executive Lead Member for Universal Services
- Councillor Kirsty North
 - Executive Member for Countryside and Regulatory Services
- Councillor Zoe Huggins
 - Executive Member for Performance, Human Resources, Communications and Inclusion and Diversity

INTERESTS

- C 278/05/24** 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, and item 23 on the agenda.

MINUTES

- C 279/05/24** It was proposed by Councillor S Hardstaff and seconded by Councillor E Reynolds and **RESOLVED: FOR – 7, AGAINST – 0, ABSTENTIONS - 1**, that the Minutes of the Town Council Meeting held on 20th March, 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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YEAR END 2023-2024 REVIEW

- C 280/05/24** Councillors reviewed the year end accounts and papers, including draft documents for the Annual Governance and Accountability Return. The Statements 1-9 on the Annual Governance Statement were considered. It was proposed by Councillor E Reynolds and seconded by Councillor S Hardstaff and **RESOLVED: Unanimously**, that paper labelled s a-r as per the agenda, be approved or noted where applicable.
- C 281/05/24** The following documents were noted: the [findings and recommendations](#) from the internal auditor and the [Internal Audit Report](#) completed by Mulberry & Co.
- C 282/05/24** The list of documents approved were: [Bank Statements & Bank Reconciliation](#), [Final Budget Summary](#), [Cashbook](#), [Income & Expenditure](#), [List of Debtors & Creditors](#), [VAT Return information](#), [Trial Balance](#), [Balance Sheet](#), additions to the [Asset Register](#) and Register, draft [Annual Return Printout](#) for completing the Draft Accounting Statement.
- C 283/05/24** The [Annual Governance Statement \(Section 1\)](#) was approved.
- C 284/05/24** The [Draft Accounting Statement \(Section 2\)](#) was approved.
- C 285/05/24** [Draft Notice of Public Rights and Dates](#) for inspection was approved. This would be publicised on the website and on the notice boards. **Action: Deputy RFO.**
- C 286/05/24** It was noted that the P+R Chairman has completed a check of the bank statements as per Financial Regulations 2.2.
- C 287/05/24** It was approved that no Virements would be made between budget lines for Year End so that any overspends are visible at a later date.
- C 288/05/24** It was approved to re-appoint the Internal Auditor Mulberry & Co. for a [three-year term](#). **Action: Town Clerk.**
- C 289/05/24** The approved accounts and AGAR forms would be prepared for the External Auditor with the other required documentation. **Action: Town Clerk.**
- C 290/05/24** Cllr S Hardstaff thanked the Town Clerk for her efforts and time in completing the Year End accounts so quickly and noted it was the fastest Audit that had been completed by Council. This was echoed by all Councillors.
- C 291/05/24** Members considered the agenda item [7s](#) in relation to the budget heading in the Trial Balance that read "Town Centre Development". It was proposed by Councillor R Hughes, and seconded by Councillor E Reynolds that the line be renamed "Events and Projects." **Action: Town Clerk.**

POLICIES

- C 292/05/24** The Mayor gave thanks to the Policies WG who had been reviewing the policies prior to bringing the resulting drafts to the P&R Committee and then Full Council for further review. It was proposed by Councillor S Hardstaff and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the three draft policies for Capability, Communication and Involvement, and Complaints be approved. The policies would be adjusted with the Minute no. and uploaded to the website. **Action: Deputy Clerk.**
- C 293/05/24** Hampshire County Councillor David Drew and Councillor Luigi Gregori arrived at 18:53hrs.
- C 294/05/24** Councillor H Neate advised that whilst the Working Group was working well, it was not always apparent how well a policy would function until they came into use, and this should be borne in mind for future.

ALLOTMENT FENCING

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- C 295/05/24** Councillors noted the hard work that had gone into the preparation of the information under consideration. It was proposed by Councillor R Hughes and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the fencing and gate quotes for Admirals Way and Churchill Way totalling £60,024.00 be approved. The contractor would be contacted to obtain a start date. **Action: Town Clerk.**
- C 296/05/24** The cost of the works would be taken from Earmarked Reserves which for Allotments currently stand at £76,280.26. It may be possible to obtain funding from the Section 106 funds held by TVBC which have been collected from Developers. **Action: Town Clerk.**
- C 297/05/24** A vote of thanks to Councillor E Reynolds was proposed by Councillor S Hardstaff for all his work on the allotments.

APOLOGY PROCESS

- C 298/05/24** Three proposals were discussed. The first was a list of seven reasons that Councillors would think acceptable to miss a council meeting. The list comprised: 1) short term illness, 2) long term illness over a period of time; 3) family commitments; 4) work commitments; 5) holidays; 6) for TVBC Cllrs only, a clash with a TVBC meeting; 7) for HCC Cllrs only, a clash with an HCC meeting.
- The second proposal was that apologies must be given to the Town Clerk in writing by latest 17:00hrs on the day before the meeting unless there are exceptional reasons why this cannot be done. This is to ensure that if a meeting needs to be cancelled due to not meeting quorum, that it can be done in good time to publicise the cancellation.
- The third proposal was that the minutes would continue to note apologies unless a specific resolution is passed to accept an apology. This had been discussed in the recent training sessions and had implications on whether a councillor would be automatically removed from office if they had missed all meetings in a 6 month period.
- C 299/05/24** Some councillors expressed frustration when other councillors did not turn up to meetings and did not send apologies.
- It was proposed by Councillor M Farren and seconded by Councillor S Hardstaff that all three proposals be approved. It was **RESOLVED: FOR – 5, AGAINST – 2, ABSTENTIONS – 2**, that the proposals be accepted. **Action: Town Clerk.**
- C 300/05/24** The Standing Orders would be checked in case a change needed to be made. **Action: Town Clerk.**

COUNCILLOR TRAINING - HALC

- C 301/05/24** The training session on the 8th April had been attended by councillors K Bird, J Cockaday, M Farren, S Hardstaff, J Hughes, R Hughes, H Neate, E Reynolds and the Town Clerk, Deputy Clerk and Deputy RFO. Feedback on the success of the training was discussed.
- Councillor H Neate felt it had been very informative and interesting, it had highlighted good practice, changes in legislation and in her opinion had been good value for money, much like the auditor's training. Councillor J Cockaday said he had found the trainer very down to earth and had enjoyed attending. Councillor R Hughes said he had found the training to be exceptionally good although on one subject, both trainers had had differing views.

DIVERSITY TRAINING

- C 302/05/24** Councillors had recently attended training in understanding LGBTQIA+ issues and are aware that there are other groups in society are sometimes treated unfairly due to widespread misconceptions or lack of understanding. Councillors wish to make sure they are all fully

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informed and have been given the training required to identify and support minority groups and consider the impact on them when making decisions.

Councillors noted that they had a legal obligation to comply with the Equality Act in day-to-day business and decision making, and felt that this training would plug any existing gaps in knowledge.

- C 303/05/24** It was proposed by Councillor S Hardstaff and seconded by Councillor H Neate and **RESOLVED: Unanimously**, that the 3 hour course offered by Unity for a cost of £250.00 would be accepted and arrangements would be made to find a suitable time and date.
Action: Town Clerk.

YOUTH ENGAGEMENT WORKING GROUP

- C 304/05/24** Councillors received the [notes](#) from the last meeting and noted the [survey for young people](#) had been published.

CHRISTMAS LIGHTS

- C 305/05/24** Councillors noted the updated [report](#). No questions were raised.

ST ANDREWS WEYHILL

- C 306/05/24** Members noted that the [Church on Weyhill Road](#) was currently for sale. The building is currently used as a Polling Station, and by a Pre-school who have not as yet found an alternative site for September 2024. It is the only community hall in the area. It was proposed by Councillor J Hughes and seconded by Councillor S Hardstaff to instruct officers to:

1. Obtain the sale particulars.
2. Instruct a structural survey to be undertaken. (max cost £2,500 or as councillors see fit)
3. Obtain the current timetable for usage of the building.
4. Draft a basic business plan for future uses of the building. (with assistance of 2 other councillors – TBC)
5. Apply for section 106 funding from TVBC for the purchase value (less EMR).
6. Bring report to Council for an extraordinary meeting as soon as possible.

- C 307/05/24** An amendment was proposed by Councillor R Hughes and seconded by Councillor S Hardstaff and **RESOLVED: Unanimously**, to remove the second instruction in the original motion.

- C 308/05/24** Councillor moved to vote on the substantive motion. It was **RESOLVED: Unanimously**, that the sale particulars would be obtained. **Action: Town Clerk.**

- C 309/05/24** The current timetable for usage of St. Andrew's Church would be obtained.
Action: Town Clerk.

- C 310/05/24** A basic business plan for future uses of the building would be drafted. **Action: Town Clerk, Cllr J Hughes & Cllr S Hardstaff.**

- C 311/05/24** Section 106 funding would be applied for from TVBC. **Action: Town Clerk.**

- C 312/05/24** A report would be brought to Council for an extraordinary meeting as soon as possible.
Action: Town Clerk.

ASSET DISPOSALS

- C 313/05/24** Councillors reviewed the [report](#) and noted that some office items were now not required. It was proposed by Councillor E Reynolds and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that the Town Clerk should set the sale prices and to proceed to dispose of the items in the second hand market. **Action: Town Clerk.**

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C 314/05/24 All income generated from the sale of the assets would be paid into the Council's bank account. **Action: Town Clerk.**

ANDOVER PRIDE

C 315/05/24 Councillor H Neate left the room at 7.29pm.

C 316/05/24 Councillors considered items that would need to be sourced for the event, but could also be used for other events in the future.

C 317/05/24 Councillor H Neate returned to the room at 7.31pm.

C 318/05/24 Councillors noted that Andover Mind would be contributing £1,500 towards the Pride event this year. The Council wished that thanks be passed onto the Charity. **Action: Town Clerk.**

C 319/05/24 It was proposed by Councillor R Hughes and seconded by Councillor R Meyer and **RESOLVED: FOR – 4, AGAINST – 3, ABSTENTIONS - 2, Unanimously**, that 16 hi-visibility jackets costing £97.28 would be purchased. **Action: Deputy Clerk.**

C 320/05/24 It was proposed by Councillor R Hughes and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that two gazebos with guttering enabling them to be joined, showing the Council's crest on sides, top and front and including weights for each of the legs be bought, up to a maximum cost of £1,500. **Action: Deputy Clerk.**

C 321/05/24 The gazebos would be useful for many events, and would both be needed by the First Aid and Lost Children areas at Andover Pride. The Council's current gazebo would be used for the Merchandise area if required.

C 322/05/24 Councillors considered whether items associated with Pride should be purchased to sell at the event. It was proposed by Councillor E Reynolds and seconded by Councillor M Farren and **RESOLVED: FOR – 8, AGAINST – 0, ABSTENTIONS - 1**, that a budget of maximum £1,500 be set aside for the purchase of items. The selection of merchandise would be agreed by the Pride Working Group on 3rd May. **Action: Town Clerk.**

LOCAL PLAN

C 323/05/24 Councillors noted the response that had been sent on behalf of Council. Councillor R Hughes gave thanks to Councillor L Gregori for doing a lot of work on formulating the comments from the Planning Committee and putting the [report](#) together.

GRANT APPLICATION – 20th ANDOVER GUIDES

C 324/05/24 Councillors discussed the application, and it was noted that whilst on initial review, it looked like the group did not comply with the Equalities Act 2010 being a single gender group, there are notable exemptions under the Act which allow for single girls only groups. Other than this exception, the Group is fully compliant with the Act and very inclusive. It was noted that the grant would help a limited amount of people, and it was not clear if they were all Andover residents.

C 325/05/24 It was proposed by Councillor J Hughes and seconded by Councillor E Reynolds to support the grant and pay the amount requested of £1,000.

C 326/05/24 An amendment to award the grant only if all 23 children lived in Andover was proposed by Councillor S Hardstaff and seconded by Councillor M Farren. Councillors moved to a vote: **FOR – 2, AGAINST – 3, ABSTENTIONS – 4.** The amendment failed.

C 327/05/24 Councillors returned to the original motion and **RESOLVED: Unanimously**, to award the grant of £1,000. The Council's decision would be communicated to 20th Andover Guides as soon as possible. **Action: Admin Assistant.**

C 328/05/24 Soft copies of the Council's logo would be sent to 20th Andover Guides for publicity. **Action: Deputy RFO.**

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C 329/05/24 Payment of the grant monies to 20th Andover Guides would be made as soon as possible.
Action: Town Clerk.

GRANT APPLICATION – ANDOVER COMMUNITY ENGAGE - ACE

- C 330/05/24** Councillors had noted earlier in the meeting that the grant application had been missing some information and the Mayor asked Councillors to consider whether the application should be reviewed or deferred to the next meeting when all paperwork might be available. Councillor H Neate pointed out that the application was to provide money to cover staffing costs for weekend drop in sessions. The application was for a substantial amount of money, and although it would be possible to make an award of a lesser amount, that wouldn't allow the project to go ahead. Councillor Neate asked Councillors to consider the grant budget, and whether the awards should be made on a first come first served basis, or whether funds should be given out more ratably throughout the year. Other options were also available; a smaller amount to be given at the meeting, and a further amount to be consider at a future date when all documentation had been provided.
- C 331/05/24** Councillors discussed that the Grants policy required certain evidence to be provided in order for Council to consider grant applications. It was also argued that Council were free to depart from policy if it this was voted on. As the application was for a large amount of money, Council needed to be clear on why any exception was being made, and noted that exceptions should not be made purely because of the size of an application. The Town Clerk had emailed Councillors earlier in the day with a list of 14 issues pertinent to the application. These were a mixture of highlighting departures from policy, evidence that had not been provided and safeguarding concerns about the proposed project.
- C 332/05/24** It was proposed by Councillor S Hardstaff and seconded by Councillor L Gregori and **RESOLVED: Unanimously**, to suspend standing orders at 8.05pm in order to allow councillors to ask questions of the applicants.
- C 333/05/24** The Member of the Press left the room at 8.08pm.
- C 334/05/24** Councillors had some questions for the applicants, and it was noted that the previous grant award for the Dress to Impress project had only just been updated after questions had been asked last July / August. It was not known if every question had now been answered as the Officer dealing with the report had been unwell and unable to give an update.
- C 335/05/24** It was proposed by Councillor S Hardstaff and seconded by Councillor L Gregori and **RESOLVED: Unanimously**, to re-instate standing orders at 8.12pm.
- C 336/05/24** It was further proposed by Councillor S Hardstaff and seconded by Councillor E Reynolds and **RESOLVED: FOR – 8, AGAINST – 0, ABSTENTIONS - 1**, to consider the application at the current meeting rather than deferring the decision.
- C 337/05/24** The Mayor asked for Councillors to make a proposal. It was proposed by Councillor S Hardstaff and seconded by Councillor L Gregori and **RESOLVED: Unanimously**, that the full amount of the application being £11,576.08 be awarded, subject to a number of caveats.
1. That the audited accounts that are currently outstanding from ACE are provided to officers and forwarded to all councillors for their usual scrutiny. **Action: Admin Assistant and Deputy RFO.**
- C 338/05/24** 2. That any outstanding questions or reports from ACE are received by officers. **Action: Admin Assistant.**
- C 339/05/24** 3. That the grant award to ACE is not paid until the above have been answered satisfactorily. **Action: Town Clerk.**

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- C 340/05/24** 4. That the Council take steps to review the Grant Policy in particular in regard to how to manage the grant budget for the year. This would be added to the next P&R Committee agenda. **Action: Town Clerk.**
- C 341/05/24** The Council's decision would be communicated to the applicant as soon as possible. **Action: Admin Assistant.**
- C 342/05/24** Soft copies of the Council's logo would be sent to Andover Community Engage – ACE for publicity. **Action: Deputy RFO.**

GRANT APPLICATION - CARNIVAL

- C 343/05/24** It was proposed by Councillor L Gregori and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, to approve the grant application for £2,000 from Andover Carnival in full. The Council's decision would be communicated to the applicant as soon as possible. **Action: Admin Assistant.**
- C 344/05/24** Soft copies of the Council's logo would be sent to Andover Carnival for publicity. **Action: Deputy RFO.**
- C 345/05/24** Payment of the grant monies to Andover Carnival would be made as soon as possible. **Action: Town Clerk.**

ALLOTMENT RULES AND REGS

- C 346/05/24** A [recommendation](#) had been made by the Allotments Committee to amend a specific clause in the Rules and Regulations. It was proposed by Councillor J Hughes and seconded by Councillor S Hardstaff and **RESOLVED: Unanimously**, to approve the amendment. The master document would be updated. **Action: Town Clerk.**
- C 347/05/24** The revised document would be uploaded to the Council's website. **Action: Deputy Clerk.**
- C 348/05/24** The clause change would be sent to all allotment holders. **Action: Allotment Officer.**

WEBSITE SUPPLIER

- C 349/05/24** Councillor J Sangster was not present to give a verbal update. Councillor S Hardstaff noted his thanks to Councillor Sangster for the work he had put in on the project. Councillors were due to meet on Friday 3rd May to progress the decision making.
- C 350/05/24** Councillor H Neate reminded councillors that in past meetings, there had been objections raised to the giving of verbal updates, and she requested that council were consistent in the approach requiring written reports from councillors.

BUSINESS CARDS

- C 351/05/24** Councillors had read a report regarding printing business cards for Councillors to use when dealing with the public. It was proposed by Councillor R Hughes and seconded by Councillor S Hardstaff and **RESOLVED: FOR – 8, AGAINST – 0, ABSTENTIONS - 1, Unanimously**, that cards would not be printed by Council, regardless of whether or not councillors were prepared to make a donation to cover the cost.
- C 352/05/24** Councillor R Hughes advised that Councillors were free to print their own business cards.
- C 353/05/24** Council did not discuss whether any Town Councillor was able to use the Town Council logo on a business card they printed themselves.
- C 354/05/24** Hampshire County Councillor David Drew left the meeting at 8.27pm.
- C 355/05/24** It was proposed by Councillor S Hardstaff and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, to extend the meeting time by a further 30 minutes.

PICKET PIECE LAND UPDATE

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C 356/05/24 Councillors had noted that the consultation survey had closed on 14th March and 334 responses had been received. The vast majority of responses supported council in seeking funding to buy the land. The results and provisional report are currently with our internal auditors for verification and scrutiny of figures and conclusions.
The final report will be brought to the next Full Council meeting on 22nd May 2024. **Action:**
Town Clerk

QUESTIONS FROM COUNCILLORS

C 357/05/24 No questions had been received by the Town Clerk.

COUNCILLOR REPORTS

C 358/05/24 Councillor R Meyer left the room at 8.34pm.

C 359/05/24 Councillor L Gregori had attended A-Fest and had thought it was very good. Councillor Gregori had also attended some meetings; one with Southern Water and the Environment agency where the water tankers issued had been raised.

Another meeting had been with the Climate Emergency Action Group and he suggested it may be worth having a session with them and Town Councillors.

C 360/05/24 Councillor S Hardstaff had attended A-Fest as a stall holder for the Upper Clatford Football Club. He gave thanks to Cllr Bird for the tremendous amount of organization that had been evident as a very well attended event and possibly the best so far.

C 361/05/24 Councillor J Hughes had taken part in the Andover Chamber Choirs concert held on 13th April in aid of Finding Freedom from Abuse (Previously Crisis Centre). It had been a success and had raised £954 (rounded). Another concert in aid of Yellow BrickRoad Projects is planned for Saturday 20th July at St Peter's Church in St Mary's Bourne.

Councillor Hughes also advised he had just gained a qualification as a Mental Health First Aider. Congratulations were given by other Councillors.

C 362/05/24 Councillor H Neate had attended the Test Valley Borough Council Ceremony for the Lighting of the Memorial in St Mary's Church Garden. She had been accompanied by Cllr John Cockaday, Cllr Mark Farren and Cllr Edward Reynolds and had taken apologies from Cllr Katherine Bird who had been poorly on the day.

Councillor Neate had also attended A-Fest and thought it had been well attended.

C 363/05/24 Councillor E Reynolds Light reported that the Memorial Light Switch had been well presented and gave the councillors attending the chance to meet Borough Mayor. Councillor Reynolds had also attended the Resilience Forum in Kings Somborne, and questioned whether the Town Council should be taking part in any resilience planning.

Future items

C 364/05/24 Councillor R Meyer rejoined the room at 8:35 pm.

C 365/05/24 No future items were requested.

NEXT MEETING

C 366/05/24 Members noted that the next meeting of the Council would be the Annual Meeting which would be held on **Wednesday 22nd 2024**, in the **Upper Guildhall, Andover, at 6.30pm.**

MEETING CLOSURE

C 367/05/24 The Town Mayor closed the meeting at 8.36 pm.

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