



**Time and date**

6.30pm on Wednesday **31 July 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 ✓	Cllr R Kidd ✓

**Officers Present:**

Gail Foster (Town Clerk)

**Members of the Public:**

3

**County/Borough Councillors:**

0

**Members of the Press:**

0

**ELECTION OF CHAIRMAN**

**PR 001/08/24** It was proposed by Councillor K Bird and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that Councillor S Hardstaff be elected as Chairman of the Policy and Resources Committee.

**PR 002/08/24** The website and council structure document would be updated to show the members of the P&R Committee. **Action: Town Clerk.**

**ELECTION OF VICE-CHAIR**

**PR 003/08/24** It was proposed by Councillor H Neate and seconded by Councillor E Reynolds and **RESOLVED: FOR – 5, AGAINST – 0, ABSTENTIONS - 4**, that Councillor K Bird be elected as Vice-Chairman of the Policy and Resources Committee.

**PUBLIC SESSION**

**PR 004/08/24** No questions were raised by members of the public.

**APOLOGIES**

**PR 005/08/24** No apologies had been received from councillors.

**INTERESTS**

**PR 006/08/24** 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.

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## MINUTES

**PR 007/08/24** It was proposed by Councillor Reynolds and seconded by Councillor J Hughes and **RESOLVED: FOR – 8, AGAINST – 0, ABSTENTIONS - 1**, that the [Minutes](#) of the Town Council Meeting held on 10<sup>th</sup> April 2024, be signed by the Chairman as a correct record, as soon as possible after the meeting had closed. **Action: Town Clerk.**

## FINANCIAL REGULATIONS ASSUMPTIONS

**PR 008/08/24** The new set of financial regs from NALC had been amended by the Clerk in preparation for council review. Some assumptions had been made, when making the amendments, and these were detailed in a [back up paper](#). The assumptions had been read prior to the meeting and were noted.

## CROSS REFERENCE SHEET

**PR 009/08/24** A [cross reference sheet](#) had also been prepared which listed similar guidelines in the drafts of the Standing Orders, Scheme of Delegation, Risk Management Scheme & Risk Assessment, Committee Terms of Reference and the Financial Regulations. This sheet had been read and noted by Councillors prior to the meeting.

## P&R TERMS OF REFERENCE.

**PR 010/08/24** It was proposed by Councillor Bird and seconded by Councillor Reynolds to accept the draft Terms of Reference for the Policy and Resources Committee. An amendment to the draft was proposed by Councillor R Hughes and seconded by Councillor J Hughes, to add in three extra responsibilities: A vote was taken and it was **RESOLVED: Unanimously**, to add in the following responsibilities to the draft:

- a) Review the budget twice before the full council meeting in January.
- b) Review the council calendar for schedule of meetings.
- c) Review the Financial return before it is presented to full council.

**Action: Town Clerk**

**PR 011/08/24** Another amendment to remove the references to the Business plan was proposed by Councillor Gregori and seconded by Councillor R Hughes. A vote was taken **FOR – 3, AGAINST – 5, ABSTENTIONS - 1**, and the motion failed.

**PR 012/08/24** Another amendment to clarify if the Committee could decide or only advise full Council on each responsibility was proposed by Councillor Gregori and seconded by Councillor Neate and seconded by Councillor Bird. A vote was taken, **FOR – 1, AGAINST – 6, ABSTENTIONS - 2**, and the motion failed.

**PR 013/08/24** A final vote was taken on the substantive motion to approve the draft document with the addition of the three extra responsibilities and it was **RESOLVED: FOR – 7, AGAINST – 0, ABSTENTIONS - 2**, that the amended Terms of Reference would be recommended to Full Council for approval. **Action: Town Clerk.**

## HR TERMS OF REFERENCE

**PR 014/08/24** It was proposed by Councillor Bird and seconded by Councillor Neate to approve the [HR Sub-Committee Terms of Reference draft](#) as attached to the agenda. A discussion started and it was proposed by Councillor J Hughes and seconded by Councillor Bird and **RESOLVED: Unanimously**, to add an amendment to the

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proposal to add in the responsibility to carry out a staff well-being survey.

**Action: Town Clerk**

**PR 015/08/24** Another amendment was proposed by Councillor Bird and seconded by Councillor Reynolds and **RESOLVED: Unanimously**, to delete the words "Scheme of delegation," and to change the regularity of meetings to "To meet at least three time per year as jointly arranged by the Town Clerk and the Sub-Committee." **Action: Town Clerk**

**PR 016/08/24** A further amendment was proposed by Councillor R Hughes and seconded by Councillor Gregori, and **RESOLVED: FOR – 5, AGAINST – 3, ABSTENTIONS – 1**, that the the words "decision making committee" be removed from the first paragraph. **Action: Town Clerk**

**PR 017/08/24** Councillors discussed the wording under clause 4. Performance Management. Some suggestions were made:

1. It was suggested that clause A be added at the end of clause B to make better sense.
2. That the appraisal panel consist of not more than 2 members.
3. That appraisals be carried out twice per year, in June and December so that issues could be dealt with throughout the year.

The Chairman summarised the original motion and the amendments already voted on, and included the last 3 amendments in the substantive motion for councillors to vote on. It was **RESOLVED: Unanimously**, to approve the draft document with all the amendments for recommendation to full council. **Action: Town Clerk**

**HR SUB-COMMITTEE MEMBERS**

**PR 018/08/24** The Chairman asked if there were any proposals for Councillors to join the sub-committee. All Councillors present, bar Councillor Neate, were proposed and seconded.

**PR 019/08/24** Voting individual councillors to the sub-committee took place in alphabetical order of councillors' surnames and in accordance with Standing Order 4A :

**PR 020/08/24** **RESOLVED: FOR – 5, AGAINST – 4, ABSTENTIONS – 0**, That councillor Bird join the HR Sub-Committee.

**PR 021/08/24** **RESOLVED: FOR – 5, AGAINST – 3, ABSTENTIONS – 1**, That councillor Farren join the HR Sub-Committee.

**PR 022/08/24** **RESOLVED: FOR – 4, AGAINST – 5, ABSTENTIONS – 0**, That councillor Gregori not join the HR Sub-Committee.

**PR 023/08/24** **RESOLVED: FOR – 5, AGAINST – 0, ABSTENTIONS – 4**, That councillor Hardstaff join the HR Sub-Committee.

**PR 024/08/24** **RESOLVED: FOR – 4, AGAINST – 4, ABSTENTIONS – 1**, with the Chairman declaring a casting vote **AGAINST**. That councillor J Hughes not join the HR Sub-committee.

**PR 025/08/24** Councillor J Hughes interrupted the voting summary to advise why he wanted to join the Sub-Committee. The Chairman reminded the councillor that it was not a point for negotiation. The Town Clerk asked for clarification of the voting as she had only noted eight votes and had not noted who had abstained. Councillor J Hughes made an outburst of an offensive profanity towards the Town Clerk and other councillors.

**PR 026/08/24** Several councillors were offended and asked the Chairman to intervene. Councillor Hardstaff reminded Councillor J Hughes that the language used was

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uncalled for. Councillor R Hughes defended Councillor J Hughes in advising that he was autistic and that it was a reaction to what was going on. Councillor Hardstaff replied that this was understood, but that the language was still unacceptable. Councillor J Hughes interrupted by raising his voice and repeating the offensive word towards Councillors Neate and Bird and laughed.

- PR 027/08/24** Councillor Neate noted again the unacceptable language and behaviour. The Chairman moved the meeting on.
- PR 028/08/24** **RESOLVED: FOR – 4, AGAINST – 5, ABSTENTIONS – 0**, That councillor R Hughes not join the HR Sub-Committee.
- PR 029/08/24** **RESOLVED: FOR – 4, AGAINST – 5, ABSTENTIONS – 0**, That councillor Kidd not join the HR Sub-Committee.
- PR 030/08/24** **RESOLVED: FOR – 5, AGAINST – 3, ABSTENTIONS – 1**, That councillor Reynolds join the HR Sub-Committee.
- PR 031/08/24** The Website would be updated to show the revised Sub-Committee members.  
**Action: Town Clerk**

## STANDING ORDERS

- PR 032/08/24** It was proposed by Councillor Bird and seconded by Councillor Reynolds to approve the draft document as circulated. Councillor R Hughes said he would vote against because he felt the document wasn't worth the paper it was written on.  
Cllr Bird asked him to explain why, but this was declined.
- PR 033/08/24** At 7.47pm Councillors Neate and Kidd left the room.
- PR 034/08/24** Councillor Farren asked if there was any way of making the Standing Orders more enforceable. The Clerk was not aware of any legislative changes in that regard.
- PR 035/08/24** It was explained that the document was a template provided by NALC with tracked changes made by the Town Clerk. Councillor R Hughes asked if the Committee's recommendation in relation to the document would be going to full council for further approval and the Town Clerk confirmed this would be the case.
- PR 036/08/24** Councillor R Hughes proposed an amendment that all of the changes made to the template should be reviewed one by one. This was seconded by Councillor Gregori. A vote was taken: **FOR – 2, AGAINST – 4, ABSTENTIONS – 2**, and the motion failed.
- PR 037/08/24** Councillors Kidd and Neate returned to the room.
- PR 038/08/24** Councillors voted on the original proposal to accept the draft version for recommendation to full council and it was **RESOLVED: FOR – 4, AGAINST – 1, ABSTENTIONS – 1**, that the document be approved. It would be added to the September Full Council meeting agenda. **Action: Town Clerk.**

## FINANCIAL REGULATIONS.

- PR 039/08/24** It was proposed by Councillor Bird and seconded by Councillor Reynolds to approve the version as presented.
- PR 040/08/24** Councillor R Hughes asked that each change that the Town Clerk had made to the document be clarified. Councillor Bird responded that she had read the draft and compared it to the sheet of assumptions that had been circulated and noted and that all Councillors had had the opportunity to do the same. Councillor R Hughes explained that he worked and had not had the opportunity to read the

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full document. Councillor Bird responded that she also worked, but was told to “Shut up” by Councillor R Hughes. The Chairman asked for order and Councillor Bird wished it noted she didn’t appreciate being spoken to in that way by another councillor.

**PR 041/08/24** The Town Clerk displayed the amended document on the overhead screen to demonstrate that the tracked changes were clearly marked. She also confirmed that the agenda and documents had been sent out earlier than legislation requires for a public meeting. Councillor R Hughes proposed that each line should be reviewed by the Committee. This was not seconded.

**PR 042/08/24** No more amendments were proposed and it was **RESOLVED: FOR – 6, AGAINST – 0, ABSTENTIONS – 3**, that the draft Financial Regulations be recommended to the Full Council for approval. **Action: Town Clerk.**

## SCHEME OF DELEGATION

**PR 043/08/24** It was proposed by Councillor Bird and seconded by Councillor Reynolds and **RESOLVED: FOR – 5, AGAINST – 2, ABSTENTIONS – 2**, that the draft Scheme of Delegation be recommended to Full Council for approval. **Action: Town Clerk**

## CODE OF CONDUCT

**PR 044/08/24** It was proposed by Councillor Bird and seconded by Councillor Farren to accept the draft as presented. Councillor R Hughes asked if it was the same draft as TVBC version, and the Clerk confirmed that it was with logical amendments. It was **RESOLVED: FOR – 8, AGAINST – 0, ABSTENTIONS – 1, Unanimously**, that policy be approved as presented and recommended to full Council for adoption. **Action: Town Clerk.**

## BUSINESS PLAN

**PR 045/08/24** It was proposed by Councillor Bird and seconded by Councillor Farren that a small number of councillors be delegated to work on the Business Plan. It was further proposed by Councillor R Hughes, that the setting up of a Working Group be delegated to the Chair of the Policy & Resources group and that Terms of Reference be written, and that a draft of the revised Business Plan be brought back to council by early October. Councillors voted on the proposal, and it was **RESOLVED: FOR – 7, AGAINST – 0, ABSTENTIONS – 1**, that the Business Plan Working Group be set up. Those in the room that were interested in joining the WG were Councillors; Farren, Reynolds, Neate, Bird and J Hughes. A member of the public also volunteered to help if the Terms of Reference allowed. **Action: Cllr S Hardstaff.**

**PR 046/08/24** An email would be sent to the whole council to invite other councillors so that they might not be excluded. **Action: Town Clerk.**

## GRANTS BUDGET

**PR 047/08/24** It was proposed by Councillor Neate and seconded by Councillor Farren to transfer £12,000 from the General Reserve into the Grants budget. Councillor Neate reminded councillors that at the first meetings this financial year where grant applications were considered, that she had raised the question of whether grants should be approved on a first come first served basis or some other

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method to guard against running out of budget. The current policy did not prescribe how the funds would be allocated throughout the financial year.

**PR 048/08/24** It was proposed by Councillor Farren and seconded by Councillor Reynolds and **RESOLVED: FOR – 8, AGAINST – 0, ABSTENTIONS – 1**, that the meeting be extended by an extra 30 minutes to allow the remaining agenda items to be completed.

**PR 049/08/24** After discussion, an amendment was proposed by Councillor Neate and seconded by Councillor Farren and **RESOLVED: FOR – 6, AGAINST – 3, ABSTENTIONS – 0**, that the Grants policy be reviewed and a strategy for awarding the grants be written.

**Action: Deputy Clerk.**

**NEXT MEETING**

**PR 050/08/24** Members noted that the date of the next meeting would be on Wednesday 6<sup>th</sup> November 2024 at The Lights, Andover, at 6.30pm.

**MEETING CLOSURE**

**PR 051/08/24** The Chairman closed the meeting at 20.39 pm.

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