



**Time and date**

6.30pm on Wednesday **9 April 2025**

**Place**

The Lights, Andover

**Councillors Present:**

Arrival time noted if after meeting start

Cllr S Hardstaff (Chairman) ✓	Cllr K Bird (Vice Chairman) X	Cllr E Reynolds ✓
Cllr L Gregori ✓	Cllr M Farren ✓	Cllr H Neate ✓
Cllr J Hughes ✓	Cllr R Hughes ✓	Cllr R Kidd X

**Officers Present:**

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

**Members of the Public:**

2

**County/Borough Councillors:**

0

**Members of the Press:**

0

**PUBLIC SESSION**

**PR 096/04/25** No questions were raised by members of the public.

**APOLOGIES**

**PR 097/04/25** Apologies were received from Councillors K Bird and R Kidd.

**INTERESTS**

**PR 098/04/25** Non-pecuniary declarations were received from:  
1. Councillor E Reynolds, as a member of the Drove Association, and as an allotment plot holder.

**MINUTES**

**PR 099/04/25** It was proposed by Councillor E Reynolds and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that the Minutes of the Town Council Meeting held on 8<sup>th</sup> January 2024, be signed by the Chairman as a correct record.

**CONTRACTUAL & DELEGATED PAYMENTS**

**PR 100/04/25** Members noted the payments that had already been made from 3 March 2025 to 31 March 2025.

**PAYMENTS FOR APPROVAL**

**PR 101/04/25** Members noted that there were no payments made above the RFO's delegated authority.

These Signed as a true and accurate record of the meeting.

Mayor / Chairman: .....

Date: .....

## YEAR END 2024-2025 REVIEW

**PR 102/04/25** Members reviewed the Year End reports.  
It was proposed by Councillor L Gregori and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the following reports be approved.  
[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 [Full List](#)  
[Draft Annual Return](#) Printout  
[Virements for Year End](#)

**PR 103/04/25** It was proposed by Councillor L Gregori and seconded by Councillor R Hughes and **RESOLVED: Unanimously**, that the Year End reports be recommended to Full Council for final approval.

**PR 104/04/25** Members noted that the Policy & Resources Chairman, Councillor S Hardstaff, had completed a check of the bank statements as per the Financial Regulations clause 2.2.

### INTERNAL AUDIT

**PR 105/04/25** Members noted the findings and recommendations from [internal auditor Mulberry & Co.](#)  
It was proposed by Councillor L Gregori and seconded by Councillor R Hughes and **RESOLVED: Unanimously**, that the Internal Auditor's report be recommended to Full Council.  
Members conveyed their congratulations and thanks to the Officers for their hard work for the audit and Year End.

**PR 106/04/25** Members noted that there were no actions to be taken in response to the internal audit report by Mulberry & Co.

**PR 107/04/25** Members noted that as per C 288/05/24, Mulberry & Co had been engaged for a three year term, ending in 2027.

### AGAR

**PR 108/04/25** Members noted the Internal Audit [Report 2024/202](#)

**PR 109/04/25** It was proposed by Councillor L Gregori and seconded by Councillor R Hughes and **RESOLVED: Unanimously**, that the [Annual Governance Statement](#) (Section 1) of the AGAR be approved and recommended to Full Council for approval.

**PR 110/04/25** It was proposed by Councillor L Gregori and seconded by Councillor R Hughes and **RESOLVED: Unanimously**, that the [Draft Accounting Statement](#) (section 2) of the AGAR be approved and recommended to Full Council for approval.

**PR 111/04/25** It was proposed by Councillor L Gregori and seconded by Councillor R Hughes and **RESOLVED: Unanimously**, that the [Draft Notice of Public Rights](#) and Dates for inspection, be approved and recommended to Full Council for approval.

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## HR SUB-COMMITTEE TERMS OF REFERENCE

**PR 112/04/25** Members reviewed the [HR sub-committee Terms of Reference \(clean\)](#). Members went into discussion regarding levels of HR training that members of the Recruitment panel should have and the best way to obtain the training.

**PR 113/04/25** It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that two amendments were made and **RESOLVED: Unanimously**, as follows:

- Section "Responsibility", 2A) to read 'to make recommendations and a report to the Policy & Resources Committee on staffing levels for the Council.'
- Section "Performance Management", 4b) to read 'to appoint a small panel from all Council Members, as an appraisal panel for the Town Clerk, that will meet twice a year in June and December.'

**PR 114/04/25** Members returned to the substantive motion. It was proposed by Councillor L Gregori and seconded by Councillor R Hughes and **RESOLVED: Unanimously**, that the HR sub-committee Terms of Reference, with the amendments, be approved.

## STAFFING

**PR 115/04/25** Members noted the amended Job Descriptions, as agreed by the Staffing Sub Committee for:

- [Administration Officer](#)
- [Allotment Officer](#)
- [Communications and Events Officer](#)
- [Deputy Clerk and Deputy RFO](#)
- [Town Clerk and RFO](#)

A question was raised whether the job descriptions had been passed through an external body. The acting Town Clerk confirmed that they had.

**PR 116/04/25** Members noted that the Staffing sub-committee made the following resolutions:

- **Town Clerk/RFO recruitment:** that a recruitment panel be made up of Councillors M Farren, E Reynolds and an external partner.
- **Deputy Town Clerk/Deputy RFO:** that the recruitment of the Deputy Town Clerk/RFO be completed after the recruitment of the Town Clerk/RFO.

**PR 117/04/25** Members also noted that the Local Government Pension Scheme (LGPS) had been paused for 3 years as Andover Town Council no longer has any members.

## PUBLICATION SCHEME

**PR 118/04/25** Members reviewed the [Publication Scheme](#).

The following suggestions were made:

- That links be put into the Publication Scheme document on the website, which would enable the reader direct access to any 1 section.
- That a schedule of charges for published information, be made available on the Town Council website.
- That only one version of the Publication Scheme be on the website at a time.

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**PR 119/04/25** It was proposed by Councillor L Gregori and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that the Publication Scheme be accepted and recommended to Full Council for approval.

## GRANTS POLICY

**PR 120/04/25** It was proposed by Councillor J Hughes and seconded by Councillor H Neate and **RESOLVED: Unanimously**, that the following minor amendment to the [Grants Policy](#) be accepted and recommended to Full Council for approval as follows: "Any grant applications exceeding £2,000 to be recommended to Full Council for approval."

**PR 121/04/25** Members noted that the Community and Events Terms of Reference will be amended to reflect this amendment, when they are reviewed at the Annual May Meeting.

## ADDITIONAL P&R MEETING

**PR 122/04/25** Members noted that there would be an additional P&R Committee Meeting on the 30 April 2025, to review the following documents before the Annual Meeting:

- Standing Orders
- Financial Regulations
- Code of Conduct

Review and agree pay increases for the staff

## MEETING SCHEDULE MAY 2025 – May 2026

**PR 123/04/25** Members reviewed the [Meeting Schedule for May 2025 – 2026](#).

**PR 124/04/25** It was proposed by Councillor M Farren and seconded by Councillor E Reynolds and **RESOLVED: FOR – 5, AGAINST – 1, ABSTENTIONS – 1**, that the Meeting Schedule for May 25 – May 26, be recommended to Full Council for approval.

*It was noted that where possible, all clashes of regular meetings with external organisations had been accommodated.*

**PR 125/04/25** Officers were requested to send a list of potential meetings at Test Valley Borough Council (TVBC), that would clash with Andover Town Council meetings.

## LIGHT COLUMN SURVEY

**PR 126/04/25** Members received a [report](#) on the structural survey of the columns agreed at Full Council (**C420/03/25**).

**PR 127/04/25** It was proposed by Councillor L Gregori and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, that a structural survey on all additional approved columns in 2025 to be conducted be recommended to Full Council for approval.

**PR 128/04/25** It was proposed by Councillor L Gregori and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, that the structural survey quote 3 at £70 + VAT (1 lamp column), be accepted and recommended to Full Council for approval.

**PR 129/04/25** It was proposed by Councillor L Gregori and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, that the payment for the structural survey to be taken from CIL funds, be recommended to Full Council for approval.

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**TOWN CENTRE IMPROVEMENT**

**PR 130/04/25** Members noted and discussed a [report](#) on work done with TVBC to improve the Town Centre and make it safer and more welcoming.

**NEXT MEETING**

**PR 131/04/25** Members noted that the date of the next meeting would be on **Wednesday 30 April 2025 at The Lights, Andover, at 6.30pm.**

**MEETING CLOSURE**

**PR 132/04/25** The Chairman closed the meeting at **7.36pm.**

These Signed as a true and accurate record of the meeting.

Mayor / Chairman: .....

Date: .....