



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 8th 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.

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.

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.

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.

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.**

DRAFT