



P&R Committee Minutes

Time and date

6.30pm on Wednesday **6 November 2025**

Place

The Lights, Andover

Councillors Present:

Arrival time noted if after meeting start

Cllr S Hardstaff (Chairman)	✓	Cllr J Goodwin (Vice Chairman)	✓	Cllr K Bird	x
Cllr M Farren	✓	Cllr L Gregori	x	Cllr A Horsnell	✓
Cllr J Hughes	✓	Cllr R Hughes	✓	Cllr R Kidd	x
Cllr H Neate	x	Cllr E Reynolds	✓	Cllr G Walters	x

Officers Present:

Tor Warburton (Town Clerk), Micha West (Deputy RFO)

Members of the Public:

1

County/Borough Councillors:

0

Members of the Press:

0

PUBLIC SESSION

PR 040/11/25 There were no comments received from the Member of Public present.

APOLOGIES

PR 041/11/25 Apologies were received from Councillors K Bird, L Gregori, H Neate and G Walters.

INTERESTS

PR 042/11/25 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 043/11/25 It was proposed by Councillor E Reynolds and seconded by Councillor J Goodwin and **RESOLVED: Unanimously**, that the Minutes of the Policy and Resources Committee meeting held on [15 October 2025](#), be signed by the Chairman as a correct record.

CONTRACTUAL & DELEGATED PAYMENTS

PR 044/11/25 Members received and noted the payments that had already been made for the period of [1 October 2025 to 28 October 2025](#).

PAYMENTS FOR APPROVAL

PR 045/11/25 Members noted that there were no payments made above the RFO's delegated

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authority.

FINANCES

- PR 046/11/25** It was proposed by Councillor E Reynolds and seconded by Councillor J Goodwin and **RESOLVED: Unanimously**, that the following reports, be approved:
- [Bank Statements & Bank Reconciliation](#)
 - [Cashbook](#)
 - [Earmarked Reserves](#)
 - [Financial Comparison to date](#)

STAFFING

- PR 047/11/25** Members received and considered a [staffing report](#), which followed the HR Sub-Committee meeting held on 16 October 2025.
- PR 048/11/25** It was noted that all staff appraisals had been conducted satisfactorily and that pay increments would be actioned on 1 April 2026.
- PR 049/11/25** It was proposed by Councillor E Reynolds and seconded by Councillor J Goodwin and **RESOLVED: Unanimously**, that the agreed awards in recognition of industry related qualifications, be recommended to Full Council for approval.
- PR 050/11/25** The HR Budget was reviewed and recommended to Full Council for approval.

BUDGET 2026/2027

- PR 051/11/25** Members reviewed the [full budget](#) (minus the Planning Committee input) and members went into a discussion.
- PR 052/11/25** A recommendation was made by Councillor J Goodwin that if taxes increased, allotment rents should also be reviewed and adjusted accordingly. This would ensure that tenants would continue to pay a fair and proportionate rate. This matter would be referred back to the Allotment Committee for consideration.
- PR 053/11/25** It was proposed by Councillor R Hughes and seconded by Councillor E Reynolds and **RESOLVED: Unanimously** that the removal of budget lines with zero amounts and any duplicate lines, be approved.

NEXT MEETING

- PR 054/11/25** Members noted that the date of the next meeting would be on **Wednesday 7 January 2026 at The Lights, Andover, at 6.30pm.**

MEETING CLOSURE

- PR 055/11/25** The Chairman closed the meeting at **7.21pm.**

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