



ANDOVER TOWN COUNCIL



Minutes of Policy & Resources Committee

Time and date

7.00pm on Wednesday 17 October 2012

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (A)

Cllr Z Brooks (P)

Cllr D Drew (A)

Cllr A Fitchet (A)

Cllr K Hamilton (P)

Cllr S Hardstaff (A)

Cllr K Hughes (A)

Cllr M Kerley (P)

Cllr G McBride (P)

Cllr R Shukri (A).

Officers Present: Wendy Coulter (Town Clerk) (taking the minutes)

PR26/12 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Bird, Drew, Fitchet, Hardstaff, Hughes and Shukri.

PR27/12 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR28/12 MINUTES

The Minutes of the Policy and Resources Meeting held on 26 September 2012 were agreed and signed by the Chairman as a correct record.

PR29/12 PUBLIC PARTICIPATION

Councillor B Long stated that the Allotment Toilets were cleaned on a weekly basis and asked if there will continue to be a disabled toilet at Barlows Lane allotment site?

Councillor Long expressed her concern at the number of hours the Town Clerk may need to work as part of her workflow programme. The Chairman stated that the workflow programme would be discussed under item 6.

PR30/12 ANNUAL BUDGET

1. Draft Outline Budget

Members considered the Draft Outline Budget for the year 2013/2014.

Amendments were made to the Budget amounts and it was agreed that it would be considered again by the Committee at its next meeting for finalisation prior to submission to full Council for approval.

2. Renewal of Contract with ACE Liftaway for the provision of Toilets

Members considered the renewal of a contract for the provision and maintenance of toilets on Allotment Sites.

It was agreed that the current contract would be extended until March 2013, the end of the financial year. Officers would obtain three quotes for the provision of Toilet Services from other suppliers to be considered by the Allotment Sub-Committee prior to March 2013.

RESOLVED:

- 1. That the Draft Outline Budget for 2013/2014 be revised and considered at the next meeting of the Policy and Resources Committee prior to recommendation to Full Council.**
- 2. That the Contract with ACE Liftaway be extended until March 2013. Officers to obtain 3 quotes for the provision of Toilets on Allotment Sites, to be considered by the Allotments Sub-Committee prior to March 2013.**

PR31/12 PROJECT PLAN AND WORKFLOW PROGRAMME

Members considered a Project Plan and Workflow programme for the business and administration of the Town Council including the Business Plan and application for Quality Council Status.

The Chairman stated that it was a good start and clearly more work needed to be done to prioritise projects.

Councillor McBride explained that he completed project plans as part of his employment. He explained that the Workflow Programme presented was a good start but that more work was required on it. He suggested that he work with the Town Clerk and that a further Plan be brought to the Committee meeting in February 2013.

RESOLVED: That the Project Plan and Workflow Programme would be noted and a revised plan would be brought back to the Committee for consideration in February 2013.

PR32/12 REVISION OF STANDING ORDERS

The Committee considered an amendment to Standing Orders to assist Members with the process for adding an item to an agenda for a Committee or Council.

The amendment agreed were as follows:

1. All requests for items to be included on agendas should be submitted to the Town Clerk direct.
2. The Town Clerk will determine whether the request is appropriate by considering the Town Council's legal duties and obligations
3. All requests must be submitted 10 clear working days before any Committee or Council meeting date to ensure that an informed report can be completed and the item included on the agenda within the legal timeframe for the publication of the agenda.
4. The Town Clerk will determine the appropriate committee to consider the request and discuss with the relevant chairman.
5. Each Committee is responsible for developing its own workplan in consultation with the Town Clerk.

RESOLVED: That the amendments to Standing Orders be recommended to Full Council for approval:

PR33/12 CUSTOMER STANDARD FOR RESPONDING TO COMMUNICATIONS

Members were asked to consider recommending to Full Council the adoption of a Service Standard for responding to Communications.

RESOLVED: That the following Service Standard be recommended to Full Council for adoption:

1. All letters will be responded to within 10 working days
2. Where additional information is required a letter will be responded to as above advising of the reason for the delay and the expected response period
3. All emails will be acknowledged within 2 working days
4. All emails which require information will be responded to within 10 working days
5. All Freedom of Information requests will be responded to within the Legal Time Frame of 20 working days, not including the date the request is received.
6. The Customer Service Standard applies to the Town Council Office.

PR34/12 REVIEW OF RISK ASSESSMENT

Members noted that the Council has a duty under its responsibilities for Corporate Governance to undertake an annual Corporate Risk Assessment.

Members considered the Risk Assessment Action Plan and requested the Town Clerk to include a plan for 'Computer Hacking' and

RESOLVED: That the Risk Assessment Action Plan be recommended to Full Council for approval.

PR35/12 SIGNAGE

The Town Clerk reported that she would be making further correspondence with Test Valley borough Council on the progression of the transfer of the management and maintenance of the Town Centre signage to the Town Council.

PR36/12 PARISH BOUNDARIES

Members considered and noted a report on the implications of the inclusion of Augusta Park within the Parish of Andover.

PR37/12 FINANCE

Payment of Accounts at 15 October 2012

Members noted the payment of accounts up to 15 October 2012 – recorded below:

Supplier	Description of goods/services	Total Paid
Baxter Confidential	Waste recycling	£78.00
Blachere Illuminations	Christmas Lights Project	£897.00
Custom Studio	Web hosting, Pecuniary Interest section	£351.94
Danwood	Photocopier rent and copying	£187.54
EdgeDesigns Ltd	Accounting software	£213.60
Network Waste	Waste Recycling (Allotments)	£72.00
Test Valley Borough Council	Grant for Christmas Switch-on	£5,000.00
Viking Supplies	Stationery	£123.49
	TOTAL	£6923.57

PR38/12 WORK PROGRAMME

Members discussed items on the current work programme and made the following changes:

To add an update report on signage to the December meeting.
To change the January date to February on the work programme.
To add the Town Clerk's Workflow programme and Project Plan to the February meeting.

The Chairman closed the meeting at 8.45pm.

Chairman

Date