



ANDOVER TOWN COUNCIL

Minutes Council

Time and date

6.30 pm on Wednesday 11 May 2022

Place

The Guildhall with live streaming.

Cllr B Long - Town Mayor (A) (for Item 1)		
Cllr R Hughes - Deputy Town Mayor (P) (for Item 1 - 4)		
Cllr D Coole (P) - Town Mayor (from Item 1)		
Cllr R Meyer (P) - Deputy Town Mayor (from Item 4)		
Cllr N Asamoah (P)	Cllr L Banville (P)	Cllr J Coole (P)
Cllr C Ecclestone (P)	Cllr L Gregori (P)	Cllr K Hughes (P) (Arrived at 6.45pm)
Cllr N Long (A)	Cllr M Mumford (P)	Cllr R Rowles (A)
Cllr J Sangster (P)	Cllr D Treadwell (P)	Cllr S Waue (P)

Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Town Clerk) (Managing the live streaming)

Michelle Young (Committee Officer) (Taking the notes)

County/Borough Councillors present:

Cllr Z Brooks

County/Borough Councillor Apologies:

Cllr I Anderson

Members of the Public: 12 (Guildhall)

Members of the Press: 1

C023/5/22	ELECTION OF THE TOWN MAYOR
	<p>It was proposed by Councillor M Mumford and seconded by Councillor J Sangster that Councillor B Long be elected to position of Town Mayor for the Municipal Year 2022/2023.</p> <p>It was proposed by Councillor L Banville and seconded by Councillor S Waue that Councillor D Coole be elected to position of Town Mayor for the Municipal Year 2022/2023.</p> <p>It was proposed by Councillor L Banville and seconded by Councillor D Treadwell that Councillor R Meyer be elected to position of Town Mayor for the Municipal Year 2022/2023. Councillor R Meyer thanked Councillors L Banville and D Treadwell but declined the nomination.</p> <p>There were no further nominations.</p> <p>A vote was taken to elect the new Town Mayor for the ensuing Municipal Year 2022/2023. The result was: Councillor B Long – 4 Councillor D Coole - 8</p> <p>RESOLVED: That Councillor David Coole be elected as Town Mayor for the Municipal Year 2022/2023.</p>
C024/5/22	THE TOWN MAYOR TO MAKE THE DECLARATION OF ACCEPTANCE OF OFFICE
	<p>The Council received Councillor D Coole's Declaration of Acceptance of Office, who gave a speech of thanks.</p> <p>Councillor D Coole continued with his duties as Town Mayor and chaired the meeting.</p>
C025/5/22	VOTE OF THANKS TO THE RETIRING TOWN MAYOR
	<p>Councillor R Hughes gave a vote of thanks to the retiring Town Mayor</p>
C026/5/22	TOWN MAYOR'S REVIEW
	<p>A Town Mayor's review was not presented.</p>
C027/5/22	ELECTION OF DEPUTY TOWN MAYOR
	<p>It was proposed by Councillor C Ecclestone and seconded by Councillor L Banville that Councillor S Waue be elected to position of Deputy Town Mayor for the Municipal Year 2022/2023.</p> <p>A vote was taken: For - 3</p> <p>It was proposed by Councillor D Treadwell and seconded by Councillor J Coole that Councillor R Meyer be elected to position of Deputy Town Mayor for the Municipal Year 2022/2023.</p> <p>A vote was taken: For - 5</p> <p>It was proposed by Councillor M Mumford and seconded by Councillor J Sangster that Councillor R Hughes be elected to position of Deputy Town Mayor for the Municipal Year 2022/2023.</p>

	<p>A vote was taken: For – 4 There were no further nominations.</p> <p>RESOLVED: That Councillor Rebecca Meyer be elected as Deputy Town Mayor for the Municipal Year 2022/2023. (Councillor K Hughes joined the meeting at 6.45pm)</p>
C028/5/22	DEPUTY TOWN MAYOR TO MAKE THE DECLARATION OF ACCEPTANCE OF OFFICE
	The Council received Councillor R Meyer’s Declaration of Acceptance of Office, who gave a speech of thanks.
C029/5/22	APOLOGIES FOR ABSENCE
	Apologies were received and accepted from Councillors B Long, N Long and R Rowles.
C030/5/22	DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS
	There were no Declarations of Interest in relation to any item on the agenda.
C031/5/22	MINUTES OF PREVIOUS MEETING
	<p>It was proposed by Councillor M Mumford and seconded by Councillor S Waue that the Minutes of the Council meeting held on 13 April 2022, be signed by the Town Mayor as a correct record.</p> <p>A vote was taken: FOR – 11, AGAINST – 0, ABSTENTIONS - 1</p> <p>RESOLVED: That the Minutes of the Council meeting held on 13 April 2022, be signed by the Town Mayor as a correct record.</p>
C032/5/22	DEMOCRATIC CHANGE PROPOSAL
	<p>Members considered proposals for a revised Democratic Structure for Andover Town Council which included the revised Democratic Structure and Committee Terms of Reference.</p> <p>It was proposed by Councillor L Banville and seconded by Councillor S Waue that the recommendations from the Policy and Resources Committee be accepted and approved. Members went into a debate and an amendment to the recommendations was made. It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the Democratic Structure be approved in principle and that the Terms of References be referred back to the respective Committees for further review and be brought back to Council for approval.</p> <p>A vote was taken: FOR – 12, AGAINST – 0, ABSTENTIONS – 1</p> <p>RESOLVED: That the Democratic Structure be approved in principle and that the Terms of References be referred back to the respective Committees for further review and be brought back to Council for approval.</p> <p>A Member noted that the Terms of Reference for the Planning Committee should state the quorum of the committee as 3 Members.</p> <p>It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the</p>

	<p>Terms of Reference for the Planning Committee be amended to state the quorum as 3 Members.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That the Terms of Reference for the Planning Committee be amended to state the quorum as 3 Members.</p>
C033/5/22	APPOINTMENT OF MEMBERS TO COMMITTEE
	<p>Policy and Resources Committee: Councillors D Coole, R Hughes, L Gregori, M Mumford, S Waue, N Long and R Meyer volunteered to be appointed as Members of the Policy and Resources Committee. It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that Councillors D Coole, R Hughes, L Gregori, M Mumford, S Waue, N Long and R Meyer, be appointed as Members of the Policy and Resources Committee for the Municipal Year 2022/2023.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That Councillors D Coole, R Hughes, L Gregori, M Mumford, S Waue, N Long and R Meyer, be appointed as Members of the Policy and Resources Committee for the Municipal Year 2022/2023.</p> <p>Community and Events Committee: Councillors B Long, N Long, L Banville, J Sangster, N Asamoah, C Ecclestone, D Treadwell and R Meyer volunteered to be appointed as Members of the Community and Events Committee. It was proposed by Councillor J Sangster and seconded by Councillor N Asamoah that Councillors B Long, N Long, L Banville, J Sangster, N Asamoah, C Ecclestone, D Treadwell and R Meyer, be appointed as Members of the Community and Events Committee for the Municipal Year 2022/2023.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That Councillors B Long, N Long, L Banville, J Sangster, N Asamoah, C Ecclestone, D Treadwell and R Meyer, be appointed as Members of the Community and Events Committee for the Municipal Year 2022/2023.</p> <p>Allotments Committee: Councillors B Long, N Long, R Hughes, L Gregori, K Hughes and D Coole volunteered to be appointed as Members of the Allotments Committee. It was proposed by Councillor R Hughes and seconded by Councillor K Hughes that Councillors B Long, N Long, R Hughes, L Gregori, K Hughes and D Coole, be appointed as Members of the Allotments Committee for the Municipal Year 2022/2023.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That Councillors B Long, N Long, R Hughes, L Gregori, K Hughes and D Coole, be appointed as Members of the Allotments Committee for the Municipal Year 2022/2023.</p> <p>Planning Committee: Councillors B Long, N Long, R Hughes, L Gregori, C Ecclestone, J Sangster and R Meyer volunteered to be appointed as Members of the Planning Committee.</p>

	<p>It was proposed by Councillor R Hughes and seconded by Councillor J Sangster that Councillors B Long, N Long, R Hughes, L Gregori, C Ecclestone, J Sangster and R Meyer be appointed as Members of the Planning Committee for the Municipal Year 2022/2023. A vote was taken which was unanimous.</p> <p>RESOLVED: That Councillors B Long, N Long, R Hughes, L Gregori, C Ecclestone, J Sangster and R Meyer be appointed as Members of the Planning Committee for the Municipal Year 2022/2023.</p>
C034/5/22	STANDING ORDERS
	<p>(Councillor C Ecclestone left the meeting at 7.44pm)</p> <p>Members considered the revised Standing Orders as recommended by the Policy and Resources Committee.</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor M Mumford that the revised Standing Orders as recommended by the Policy and Resources Committee be approved.</p> <p>Members went into discussion and made further amendments as follows:</p> <p>P36 – The final sentence on S – “Such request shall be made before moving to the vote” and change that from bold to normal type.</p> <p>P36 - Remove ‘U’</p> <p>P37 – on ‘Y’ – change the sentence to read “A meeting shall not exceed a period of 2 hours unless by majority of agreement of all the councillors present”</p> <p>P37 – 4d – to include “Community and Events Committee”</p> <p>P37 – 4e – to include “2 clear days”</p> <p>P37 – include the sentence “Apologies from the floor can be accepted”</p> <p>P37 – 4fv – change to 4g</p> <p>P37 – 4g – Change to read “The Councils and Committees may, subject to Standing Orders...”</p> <p>P37 – vi - be removed.</p> <p>P38 – 4ii – The wording “other than a standing committee” to be removed</p> <p>P38 – add in H and the wording “Where Committees form or create a working group or panel, they would determine the first meeting date and place”</p> <p>P38 – ix – remove first part of sentence and replace with “Council, Committees and Sub-Committees etc.</p> <p>P38 – x – is to be included in ix and changed to I.</p> <p>P42 – amendment was to say “Councillors may submit written questions to the Town Clerk 3 days prior to the meeting.</p> <p>P44 – 13e – remove the wording “OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required]”</p> <p>P45 – Throughout the Standing Orders, replace ‘District’ with ‘Borough’ and replace ‘Unitary’ with ‘County’.</p> <p>P46 – 15bii – Change to read “6 clear days”</p> <p>P49 – Re-number c and d to d and e and it will be clarified whether section f and g should be in bold.</p> <p>P50 –The Terms of Reference will be checked to ensure they are in line with Section 19.</p> <p>P52 – 24 – Change the wording “District and County” to “Borough and County”</p> <p>P52 – 24a – amend the 4th sentence to read “who are not.”</p>

	<p>It was proposed by Councillor R Hughes and seconded by Councillor M Mumford that the revised Standing Orders as recommended by the Policy and Resources Committee, with the additional amendments, be approved.</p> <p>A vote was taken: FOR – 11, AGAINST – 1, ABSTENTIONS – 0</p> <p>RESOLVED: That the revised Standing Orders as recommended by the Policy and Resources Committee, with the additional amendments, be approved.</p>
C035/5/22	FINANCIAL REGULATIONS
	<p>(Councillor L Banville left the meeting at 8.01pm)</p> <p>Members considered the revised Financial Regulations as recommended by the Policy and Resources Committee.</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor R Meyer that the revised Standing Orders as recommended by the Policy and Resources Committee be approved.</p> <p>Members went into discussion and made further amendments as follows:</p> <p>P55 – remove items 13 and 16. P58 - 1.14 – remove wording “or a single commitment” P60 – 3.2 – remove the word “operational” P60 – remove **** sentence. P60 – 4.1 – second dot – amend sentence to reading “a duly delegated committee of the Council for items over £500 and up to/including £5,000.” P60 – 4.1 – third dot – amend sentence to read “the Clerk, for any items below £500.” P61 – 4.8 - £100 or a percentage of 10% P63 – 5.8 – remove the wording “or Capital” P65 – 6.21 – Change the sentence to read “The Town Council approves the Responsible Financial Officer to maintain a petty cash float of £250 for the purpose of defraying operational and other expenses.” P71 – Section 13 be deleted. P74 – Financial Reserves section be deferred back to the Policy and Resources Committee for further review.</p> <p>It was proposed by Councillor L Gregori and seconded by Councillor M Mumford that the revised Financial Regulations as recommended by the Policy and Resources Committee, with the additional amendments, be approved.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That the revised Financial Regulations as recommended by the Policy and Resources Committee, with the additional amendments, be approved.</p>
C036/5/22	DATES OF MEETINGS
	<p>Members considered the dates of the Council and Committee meetings up to the Annual Council meeting in May 2023.</p>

	<p>It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that the dates of the Council and Committee meetings up to the Annual Council meeting in May 2023, be accepted and approved.</p> <p>A vote was taken: FOR – 9, AGAINST – 0, ABSTENTIONS – 1</p> <p>RESOLVED: That the dates of the Council and Committee meetings up to the Annual Council meeting in May 2023, be accepted and approved.</p>
C037/5/22	OUTSIDE BODIES - COUNCILLOR REPRESENTATIVES
	<p>Members considered the Town Council’s representatives for Outside Bodies 2022/2023.</p> <p>Test Valley Association of Town and Parish Councils:</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor M Mumford that Councillors Barbara Long and Luigi Gregori, be appointed as the Town Council representatives for the Test Valley Association of Town and Parish Councils.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That Councillors Barbara Long and Luigi Gregori, be appointed as the Town Council representatives for the Test Valley Association of Town and Parish Councils.</p> <p>Test Valley Transport:</p> <p>It was proposed by Councillor D Coole and seconded by Councillor R Meyer that Councillors Luigi Gregori and David Coole be appointed as representatives for Test Valley Transport.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That Councillors Luigi Gregori and David Coole be appointed as representatives for Test Valley Transport.</p> <p>Ludgershall/Andover Railway Group:</p> <p>Councillor David Treadwell was nominated.</p>
C038/5/22	GENERAL POWER OF COMPETENCE
	<p>Members noted the General Power of Competence report.</p> <p>It was noted that further to the resolution passed at the Annual Council meeting in May 2019, that the Town Council would make arrangements with the view that the Town Council would become eligible to exercise the General Power of Competence in the future, the criteria had now been met as follows:</p> <ul style="list-style-type: none"> • The number of councillors elected at the last ordinary election and subsequent by-elections exceeded two thirds of the total number of councillors. There were no vacant seats and included uncontested seats. • As of March 2022, the Town Clerk held a sector specific qualification, the Certificate in Local Council Administration (CiLCA) and relevant training was completed through the NTS. <p>It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that it be confirmed and accepted that the Town Council is eligible to exercise the General Power of Competence.</p> <p>A vote was taken:</p>

	<p>FOR – 10, AGAINST – 0, ABSTENTIONS – 1</p> <p>RESOLVED: That it be confirmed and accepted that the Town Council is eligible to exercise the General Power of Competence.</p>
C039/5/22	INVENTORY OF LAND, ASSETS AND OFFICE EQUIPMENT
	Members noted the inventory of Land, Assets and Office Equipment.
C040/5/22	INSURANCE COVER
	<p>Members noted that the Town Council's insurance is provided by Aviva Insurance Limited. Members noted that the Town Council has Public Liability Insurance up to the value of £15,000,000.</p> <ul style="list-style-type: none"> • Contents Insurance + rented photocopier – approx. £85,000 • Notice Boards x 2 - £3,500 • Office equipment, Christmas Lights & equipment, Regalia, Defibrillators, Portable toilets – approx. £50,000 • Employers Liability - £10,000,000 • Legal Defence - £500,000 • Fidelity - £500,000 • Legal Expenses - £1,000,000 • Officials Liability - £250,000 <p>Members noted that the Town Council's Cyber and Crime Insurance is provided by Travelers Insurance Company Ltd and has Cyber and Crime Insurances up to the value of £100,000 for one claim.</p>
C041/5/22	SUBSCRIPTIONS TO OTHER BODIES
	<p>Members agreed that the Town Council subscribed to the following bodies: It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the Town Council subscribes to the following bodies: Hampshire Association of Local Councils (HALC) National Association of Local Councils (NALC) South East Employers (SEE) National Allotment Society (NAS) Society of Local Council Clerks (SLCC) A vote was taken which was unanimous.</p> <p>RESOLVED: That the Town Council subscribes to the following bodies: Hampshire Association of Local Councils (HALC) National Association of Local Councils (NALC) South East Employers (SEE) National Allotment Society (NAS) Society of Local Council Clerks (SLCC)</p>
C042/5/22	AUTHORISATION OF THE CLERK
	It was proposed by Councillor L Gregori and seconded by Councillor M Mumford that the Town Clerk to act as Proper Officer and Responsible Financial Officer, be authorised to sign or, where appropriate to have sealed on behalf of the Town Council any orders,

	<p>deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any future Resolution passed by the Council. A vote was taken which was unanimous.</p> <p>RESOLVED: That the Town Clerk to act as Proper Officer and Responsible Financial Officer, be authorised to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any future Resolution passed by the Council.</p>
C043/5/22	FINANCE
	<p>Members noted the List of Payments up to 21 April 2022. It was proposed by Councillor M Mumford and seconded by Councillor N Asamoah that the List of payments up to 5 May 2022, be approved. A vote was taken which was unanimous.</p> <p>RESOLVED: That the List of payments up to 5 May 2022, be approved.</p>
C044/5/22	JUBILEE CELEBRATIONS – ERII SIGN
	<p>Members received the report on the recommendations for the required repairs needed to the ERII sign prior to installation at the end of May 2022. It was also noted that permission to hang the sign on the Guildhall had already been obtained. It was noted that large areas of the white strip lights were not working due to water ingress. The costs of the repairs would be £1,354.07. It was proposed by Councillor L Gregori and seconded by Councillor J Sangster that the costs of repairs to the ERII sign of £1,354.07 be approved. A vote was taken which was unanimous.</p> <p>RESOLVED: That the costs of repairs to the ERII sign of £1,354.07 be approved.</p>
C045/5/22	DATE OF NEXT MEETING
	<p>Members noted that the date of the next Council meeting is Wednesday 22 June 2022 at 6pm – venue to be confirmed.</p>
<p>The Town Mayor closed the meeting at 8.26pm.</p>	

Town Mayor

Date