



ANDOVER TOWN COUNCIL

Minutes of Policy & Resources Committee

Time and date

6.00pm, Tuesday, 19 January 2021

Place

Virtual On-Line Meeting via Zoom

Details of Attendance:

Cllr R Meyer (Chairman) (P) Cllr D Coole (Vice Chairman) (P) Cllr J Coole (P) Cllr C Ecclestone (P)
Cllr L Gregori (P) Cllr R Hughes (P) Cllr J Sangster (A) Cllr D Treadwell (A)

Officers Present:

Wendy Coulter (town Clerk)
Tracy Predeth (Locum Clerk)
Tor Warburton (Deputy Clerk)

Other Councillors:

Cllr B Long

Borough/County Councillors:

Cllr N Matthews

Members of the Public: Unknown

Members of the Press: Unknown

PR 128/19 APOLOGIES FOR ABSENCE

There were no apologies received or accepted.

PR 129/19 DECLARATIONS OF INTEREST

Councillors D Coole and J Coole declared an interest in item 10 of the Agenda.

PR 130/19 MINUTES

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Minutes of the Policy and Resources Committee meeting held on 1 December 2020 be signed by the Chairman as a correct record.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
R Meyer	X		
D Coole	X		
J Coole	X		
C Ecclestone	X		
L Gregori	X		
R Hughes	X		
TOTAL	6	0	0

RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 1 December 2020 be signed by the Chairman as a correct record.

PR 131/19 ACTIONS LIST

Members noted the Action Plan.

PR 132/19 PUBLIC PARTICIPATION

There were no Members of the Public whom spoke at the meeting.

PR 133/19 FINANCE AND BANKING ARRANGEMENTS

Members received and considered the report on the progress of setting up additional bank accounts and the progression of previous Council approved Bank Signatories. Some Members stated their reasons for the recommendation of the removal of the Town Mayor and Deputy Town Mayor as Bank Signatories. Other Members stated their concerns that the removal would result in the Town Council being unable to meet its payment obligations, whilst being in the process of adding additional authorised signatories. It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that the removal of the Town Mayor and Deputy Town Mayor as Bank Signatories be recommended to Full Council.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
R Meyer	X		
D Coole	X		
J Coole	X		
C Ecclestone	X		
L Gregori		X	
R Hughes		X	
TOTAL	4	2	0

RESOLVED: That the removal of the Town Mayor and Deputy Town Mayor as Bank Signatories be recommended to Full Council.

A member questioned how long the process of adding new authorised Bank Signatories would take from obtaining the correct information, proof of identities (which in itself would take time due to not being able to meet in person because of Covid) and signatures on the documentation, to actually being legally able to sign off payments.

The Proper Officer advised that worst case scenario it could take up to 6 months and best case scenario, it could take up to 3 months, from the beginning to finalisation. Another Member

pointed out that a resolution was passed in the Full Council meeting of 20 January 2020 that Officers would be added as authorised Bank Signatories to act as contingency in an emergency. He asked why this had not happened. The proper Officer advised that Officers felt it was not appropriate at the time, however, this would now be actioned.

The Chairman asked Members of the Policy and Resources Committee to confirm if they wished to be added as authorised Bank Signatories. Members noted that Councillors D Coole, J Coole, C Ecclestone and R Meyer confirmed they wanted to be added as authorised Bank Signatories. It was agreed that the remaining Members of the Town Council would be asked at the next Full Council meeting.

It was proposed by Councillor L Gregori and seconded by Councillor D Coole that the appointment of new Members as Bank Signatories be recommended to Full Council.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
R Meyer	X		
D Coole	X		
J Coole	X		
C Ecclestone	X		
L Gregori	X		
R Hughes	X		
TOTAL	6	0	0

RESOLVED: That the appointment of new Members as Bank Signatories be recommended to Full Council.

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the Newbury Building Society be recommended to Full Council for approval to hold Andover Town Council monies.

A recoded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
R Meyer	X		
D Coole	X		
J Coole	X		
C Ecclestone	X		
L Gregori	X		
R Hughes	X		
TOTAL	6	0	0

RESOLVED: That the Newbury Building Society be recommended to Full Council for approval to hold Andover Town Council monies.

PR 134/19 EARMARKED RESERVES

Members received the report on existing Earmarked Reserves and considered the addition of new Earmarked Reserves.

A discussion was held on the costs of Elections in 2023 and the By-Elections in 2021. The Proper Officer clarified that the figure of £38,012.32 shown as the Costs of By-Elections was the current balance held against that Budget Head. It was further clarified that the By-Elections were still intended to proceed in May 2021, although no confirmed costings were known yet.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the establishment of an Earmarked Reserve for Legal Costs and an Earmarked Reserve for New

Allotment Sites, with a virement of £50,000.00 from the Allotment Fencing Budget to the New Allotment Sites Earmarked Reserves, be recommended to Full Council for approval.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
R Meyer	X		
D Coole	X		
J Coole	X		
C Ecclestone	X		
L Gregori		X	
R Hughes		X	
TOTAL	4	2	0

RESOLVED: That the establishment of an Earmarked Reserve for Legal Costs and an Earmarked Reserve for New Allotment Sites, with a virement of £50,000.00 from the Allotment Fencing Budget to the New Allotment Sites Earmarked Reserves, be recommended to Full Council for approval.

PR 135/19 VIREMENT OF FORECASTED 2020/2021 BUDGET UNDERSPEND

Deferred until the Year End 31 March 2021 had been completed.

PR 136/19 POLICY AND RESOURCES COMMITTEE BUDGET 2021/2022

Proposed by Cllr D Coole and seconded by Cllr R Meyer that it be recommended to full Council that £25,000 be included in the Policy and Resources Budget for Legal Costs.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
R Meyer	X		
D Coole	X		
J Coole	X		
C Ecclestone	X		
L Gregori		X	
R Hughes		X	
TOTAL	4	2	0

RESOLVED: That it be recommended to full Council that £25,000 be included in the Policy and Resources Budget for Legal Costs.

Cllr J Coole left the meeting.

Proposed by Cllr D Coole and seconded by Cllr R Meyer that it be recommended to full Council that £19,200 be included in the Policy and Resources Budget for Members Allowances.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
R Meyer	X		
D Coole	X		
C Ecclestone	X		
L Gregori		X	
R Hughes		X	

TOTAL	3	2	0
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RESOLVED: That it be recommended to full Council that £19,200 be included in the Policy and Resources Budget for Members Allowances.

Proposed by Cllr R Meyer and seconded by Cllr D Coole that the Policy and Resources Budget for 2021/2022 with the added items, be recommended to Full Council for inclusion in the Budget for 2021/2022.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
R Meyer	X		
D Coole	X		
C Ecclestone	X		
L Gregori			X
R Hughes			X
TOTAL	3	0	2

RESOLVED: That the Policy and Resources Budget for 2021/2022 with the added items, be recommended to Full Council for inclusion in the Budget for 2021/2022.

PR 137/19 DRAFT BUDGET

It was proposed by Cllr D Coole and seconded by Cllr R Meyer to extend the meeting for half an hour.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
R Meyer	X		
D Coole	X		
C Ecclestone	X		
L Gregori	X		
R Hughes	X		
TOTAL	5	0	0

Resolved: That the meeting be extended by half an hour.

It was proposed by Cllr D Coole and seconded by Cllr Ecclestone that the following be amended in the Budget and that the Draft Budget, with amendments, be recommended to full Council for approval and adoption:

- 4700/16 – Pancake Day - £500 – reduce to £0
- 4700/17 – Tourism - £6,000 – reduce to £0
- 4700/18 - Water Butt Scheme - £500 reduce to £0
- 4700/20 – Food Fair - £500 – reduce to £0
- 4700/21 – Gardening Fair - £500 – reduce to £0
- Street Furniture - £5,000 – reduce to £0
- 4205 – Bus Shelters - £2,500 - reduce to £0
- Legal Costs – include at £25,000
- Members Expenses – include at £19,200
- Revised Budget - £466,208.00

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
R Meyer	X		
D Coole	X		
C Ecclestone	X		
L Gregori			X
R Hughes			X
TOTAL	3	0	2

Resolved: That the following be amended in the Budget and that the Draft Budget, with amendments, be recommended to full Council for approval and adoption:

4700/16 – Pancake Day - £500 – reduce to £0

4700/17 – Tourism - £6,000 – reduce to £0

4700/18 - Water Butt Scheme - £500 reduce to £0

4700/20 – Food Fair - £500 – reduce to £0

4700/21 – Gardening Fair - £500 – reduce to £0

Street Furniture - £5,000 – reduce to £0

4205 – Bus Shelters - £2,500 - reduce to £0

Legal Costs – include at £25,000

Members Expenses – include at £19,200

Revised Budget - £466,208.00

PR 138/19 TIMETABLE OF MEETINGS FOR 2021/2022

This item was deferred to the next Policy and Resources Committee meeting.

PR 139/19 MEMBERS TRAINING

It was agreed that a Member Training Schedule would be brought to the next Policy and Resources Committee meeting.

PR 140/19 WORK PROGRAMME

It was agreed that the following items would be included on the work programme:

Business Plan Review

Policy Review

Members Training.

PR 141/19 DATE OF THE NEXT MEETING

Members noted that the date of the next meeting was **Wednesday 17 February 2021, virtually via Zoom starting at 6.00pm.**

The Chairman closed the meeting at 8.23pm.

Chairman

Date