

# ANDOVER TOWN COUNCIL



## Minutes of Policy & Resources Committee

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### Time and date

6.30pm, Tuesday, 26 April 2022

### Place

The Lights, Andover

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### Details of Attendance:

#### Members of the Committee:

Cllr R Hughes (Chairman) (P)

Cllr S Waue (Vice Chairman) (P)

Cllr L Gregori (P)

Cllr N Long (P)

Cllr M Mumford (P)

Cllr J Sangster (A)

### Officers Present:

Wendy Coulter (Town Clerk)

**Other Councillors:** Councillor D Coole

**Members of the Public:** 1

**Members of the Press:** 0

### PR 043/04/22 APOLOGIES FOR ABSENCE

There were no apologies received at the meeting.

### PR 044/04/22 DECLARATIONS OF INTEREST

There were no Declarations of Interest in relation to any items on the agenda.

### PR 045/04/22 MINUTES

It was proposed by Councillor N Long and seconded by Councillor M Mumford that the Minutes of the Policy and Resources Committee meeting held on 18 January 2022 be signed by the Chairman as a correct record.

A vote was taken which was unanimous.

**RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 18 January 2022 be signed by the Chairman as a correct record.**

**PR 046/04/22 PUBLIC PARTICIPATION**

There were no comments received from Members of the Public present at the meeting.

**PR 047/04/22 RESIGNATION FROM COMMITTEE**

Members noted that Councillor R Rowles had resigned as a member of the Policy and Resources Committee.

**PR 048/04/22 FINANCIAL REGULATIONS REVIEW**

Members considered a Model Financial Regulations 2019 (Reviewed 2020) for recommendation to Full Council in May 2022, for adoption.

Members were reminded that this document was the Association of Local Council's (NALC) up to date version.

The Town Clerk advised the Members of the changes/additions that had been made as follows:

1.8 - The Town Clerk has been appointed as Responsible Finance Officer (RFO) for this council and these regulations will apply accordingly.

1.14 - Approve any grant or a single commitment in excess of £1,000.00.

4.1 - Delegated authority to the Clerk on expenditure for any items below £500.00.

4.4 - Salary budgets to be reviewed annually in October.

5.1 - The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council.

6.15 - Internet banking arrangements will be checked by the RFO as the Service Administrator.

6.18 - Debit card issued for use will be specifically restricted to the Town Clerk for a single transaction maximum value of £250.00.

6.21 - The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses.

It was noted that the current Earmarked Reserves Policy did not match the Model Financial Regulations. A suggestion was made to update the financial regulations with a referral point to the Earmarked Reserves Policy.

It was proposed by Councillor R Hughes and seconded by Councillor M Mumford that the Model Financial Regulations with the amendments completed and highlighted, be recommended to Full Council for approval.

A vote was taken which was unanimous.

**RESOLVED: That the Model Financial Regulations with the amendments completed and highlighted, be recommended to Full Council for approval.**

Members were requested to review the document with the highlighted amendments and advise the Town Clerk with their comments in writing, prior to the next Full Council meeting.

**PR 049/04/22 STANDING ORDERS REVIEW**

Members considered and reviewed a revised Model Standing Orders for recommendation to Full Council in May 2022, for adoption.

The Town Clerk talked the Members through the additions that had been included in the Model Standing Orders.

Councillor L Gregori proposed that Section 3, Point Y, that read "A meeting shall not exceed a period of two hours unless by unanimous agreement of all the councillors present and the Town Clerk", be removed from the Model Standing Orders.

There was no seconder for the Motion.

The following suggestions were made:

Section 1, point t, be amended to read "three (3) minutes."

Section 4, point e, be amended to read "Apologies for absence should be received by the Proper Officer at least 2 days prior to the meeting unless there are extenuating circumstances."

Section 4, point f, number 5, to be removed completely.

Section 4, point f, number 6, the wording "other than a standing committee" to be removed.

Section 4, point f, number 9, be amended to read "Committee, Sub-Committee, Working Group or Panel shall determine..."

Section 5, an additional point be added to read "To receive questions from Councillors, provided three clear working days' notice of the question has been given to the Town Clerk."

Section 18, point c, the wording "framework agreement" to be amended to capitals.

Section 20, point a, be amended to include "Information Commissioner."

Section 20, point b, be removed completely.

It was proposed by Councillor R Hughes and seconded by Councillor S Waue that the revised Model Standing Orders with the amendments completed and highlighted, be recommended to Full Council for approval.

A vote was taken which was unanimous.

**RESOLVED: That the Model Standing Orders with the amendments completed and highlighted, be recommended to Full Council for approval.**

#### **PR 050/04/22 RISK MANAGEMENT POLICY**

Members considered a Risk Management Policy for recommendation to Full Council for approval.

The following suggestions were made:

The removal of the GDPR Privacy Statement.

The registered office address be updated to the new premises.

It was proposed by Councillor R Hughes and seconded by Councillor N Long that the Risk Management Policy, with the amendments completed, be recommended to Full Council for approval.

A vote was taken

FOR – 4, AGAINST – 0, ABSTENTIONS - 1

**RESOLVED: That the Risk Management Policy, with the amendments completed, be recommended to Full Council for approval.**

#### **PR 051/04/22 EQUALITY POLICY**

Members considered an updated Equality Policy which would comply with current legislation, for recommendation to Full Council.

The following suggestions were made:

Section 7, the title to be amended to read "Equality and Diversity Commitments."

Section 7, point 8, be amended to read "gender identification."

Section 9, the wording "Equal Opportunities" to be amended to "Equality and Diversity."

All reference to "Andover Town Council" to be consistent in all policies.

It was proposed by Councillor R Hughes and seconded by Councillor M Mumford that the Equality and Diversity Policy, with the amendments completed, be recommended to Full Council for approval.

A vote was taken which was unanimous.

**RESOLVED: That the Equality and Diversity Policy, with the amendments completed, be recommended to Full Council for approval.**

## PR 053/04/22 EARMARKED RESERVES

Members noted the Allotment Committee's Resolution for recommendation to Full Council in June 20022.

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the Allotment Committee's Resolution that the £7,000.00 earmarked for "Installation of Toilets on all 7 sites" be removed and added to "Replacement Fencing and Gates on all sites" be recommended to Full Council for approval.

A vote was taken which was unanimous.

**RESOLVED: That the Allotment Committee's Resolution that the £7,000.00 earmarked for "Installation of Toilets on all 7 sites" be removed and added to "Replacement Fencing and Gates on all sites" be recommended to Full Council for approval.**

## PR 054/04/22 COMMITTEE STRUCTURE

Members considered the Committee Structure report for the new Municipal Year starting on 11 May 2022.

Members were advised that it was a recommendation from HALC and the SLCC that the Council should have a sub-committee dealing with HR. It was agreed that the HR Panel could not be changed currently until the officers' quarterly appraisals had been completed. Members discussed the requirement of an additional standing committee which would cover the Events, Grants, Websites and Christmas Lights.

Members addressed the frequency of the meetings. It was decided to increase the number of Allotment Committee meetings to 6 per year.

A suggestion was made to increase the membership number of each committee to 9. This would allow more assurity of quorate meetings.

It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that the Standing Orders be suspended to enable the meeting to be extended beyond the two-hour time limit by fifteen minutes.

A vote was taken which was unanimous.

**RESOLVED: That the Standing Orders be suspended to enable the meeting to be extended beyond the two-hour time limit by fifteen minutes.**

It was proposed by Councillor L Gregori and seconded by Councillor N Long that:

- The standing committees remain unchanged
- The membership number be increased to 9 for each committee
- The new Community and Events Committee be introduced and take on the duties of the Grant Aid Panel and Events Panel.
- All panels to be disbanded with the exception of the HR Panel, to be reviewed at a later date.
- The Town Clerk to be delegated to update the HR Panel's Terms of Reference to bring it in line legally.

A vote was taken which was unanimous.

**RESOLVED: That:**

- **The standing committees remain unchanged**
- **The membership number be increased to 9 for each committee**
- **The new Community and Events Committee be introduced and take on the duties of the Grant Aid Panel and Events Panel.**
- **All panels to be disbanded with the exception of the HR Panel, to be reviewed at a later date.**

- **The Town Clerk to be delegated to update the HR Panel's Terms of Reference to bring it in line legally.**

**PR 055/04/22 TERMS OF REFERENCE OF COMMITTEES**

Members discussed this item under the Committee Structure agenda item.

**PR 056/04/22 DATES OF MEETINGS**

Members noted the proposed meeting dates for May 2022 – May 2023, for recommendation to Full Council for approval.

It was agreed that due to the amendments that were required to be made to the proposed dates, this item would go straight to Full Council.

**PR 057/04/22 INTERNAL AUDIT – ACTION PLAN - UPDATE**

Members noted the update on the Action Plan from the Internal Audit Part 1.

An observation was made that there was no mention of the Town Council's funds currently being held in one bank account in the report. However, the Town Clerk clarified the audit list was made by the Internal Auditor. The Town Clerk advised during the Internal Auditor's next visit in May, this point would then be raised.

**PR 058/04/22 BACK TO BASICS – PART 2**

Members received the Back to Basics report, part 2 and its recommendations on how the Town Council could continue to move forward.

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that:

- Officers be tasked with reviewing and updating all the Town Council policies.
- Officers be delegated to investigate the engagement and costs of an external contractor to transfer the data from the old server onto Microsoft 365.
- Officers and Members be offered training in the use and administration of Microsoft 365.

A vote was taken which was unanimous.

**RESOLVED: That:**

- **Officers be tasked with reviewing and updating all the Town Council policies.**
- **Officers be delegated to investigate the engagement and costs of an external contractor to transfer the data from the old server onto Microsoft 365.**
- **Officers and Members be offered training in the use and administration of Microsoft 365.**

**PR 059/04/22 COMMITTEE WORK PROGRAMME**

Members noted the Committee Work Programme.

There were no additional items requested to be added.

**PR 060/04/22 DATE OF NEXT MEETING**

Members noted the date of the next meeting would be confirmed after the Annual Council Meeting.

The Chairman closed the meeting at 8.43pm.

Chairman

Date