



# ANDOVER TOWN COUNCIL

## Minutes of Budgets & Staffing Committee

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### Time and date

5.30pm, Friday 10 January 2020

### Place

Town Council Offices, 68b High Street, Andover, Hampshire

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### Details of Attendance:

Cllr R Meyer (Chairman) (P)

Cllr D Coole (Vice Chairman) (P)

Cllr L Banville (P)

Cllr S Blackmore (A)

Cllr C Ecclestone (P)

Cllr J Coole (P)

Cllr R Rowles (A)

Cllr D Treadwell (P)

### Officers Present:

Wendy Coulter (Town Clerk)

Michelle Young (Committee & GDPR Officer) (Taking the Minutes)

**Members of the Public: 2**

**Members of the Press: 0**

### BS 064/19 ELECTION OF VICE CHAIRMAN

It was proposed by Councillor L Banville and seconded by Councillor J Coole that Councillor D Coole be elected Vice Chairman.

A vote was taken, 5 for, 1 abstention.

**RESOLVED: Councillor D Coole was duly elected as Vice Chairman of the Budgets & Staffing Committee until the end of the Municipal Year 2019/2020.**

### BS 065/19 APOLOGIES FOR ABSENCE

There were no apologies submitted at the meeting.

### BS 066/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

### BS 067/19 MINUTES

It was proposed by Councillor C Ecclestone and seconded by Councillor L Banville that the Minutes of the Budgets & Staffing Committee meeting held on 8 November 2019 be signed by the Chairman as a correct record.

A vote was taken, which was unanimous.

**RESOLVED: That the Minutes of the Budgets & Staffing Committee meeting held on 8 November 2019 be signed by the Chairman as a correct record.**

**BS 068/19 PUBLIC PARTICIPATION**

There were no members of the public present.

**BS 069/19 STAFFING SUB-COMMITTEE MEMBERSHIP**

The Membership of the Staffing Sub-Committee was considered. Councillors R Meyer, D Coole, J Coole and C Ecclestone put their names forward for the Committee.

It was agreed that an additional Member would be sought at the next full Council meeting to be held on Wednesday 22 January 2020.

It was proposed by Councillor D Coole and seconded by Councillor L Banville that Councillors R Meyer, D Coole, J Coole and C Ecclestone form the membership of the Staffing Sub-Committee with an additional Member to be sought from the full Council meeting to be held on 22 January 2020.

**RESOLVED: That Councillors R Meyer, D Coole, J Coole and C Ecclestone form the membership of the Staffing Sub-Committee with an additional Member to be sought from the full Council meeting to be held on 22 January 2020.**

**BS 070/19 DRAFT BUDGET 2020/2021**

Members considered a draft budget for recommendation to full Council.

Members considered the costs for the provision of the Allotments and it was agreed to recommend to the Allotment Committee that they look at ways of reducing the expenditure for 2021/2022 and to work to make the Allotments cost neutral. It was proposed by Councillor D Coole and seconded by Councillor J Coole. A vote was taken which was unanimous.

**RESOLVED: That the Allotment Committee look at ways of reducing the expenditure for 2021/2022 and to work to make the Allotments cost neutral.**

It was proposed by Councillor R Meyer and seconded Councillor D Coole that the meeting be extended beyond the 2 hour time limit.

A vote was taken which was unanimous.

**RESOLVED: That the meeting be extended beyond the 2 hour time limit.**

Members continued to consider the covering report accompanying the proposed budget.

Amendment were made to the budget to reduce costs.

The final proposed budget to recommend to full Council was as follows:

Income: £25,660

Expenditure: £405,326

Members further agreed to recommend to full Council that the Precept level be increased to £23.29 to cover the proposed budget costs.

This was proposed by Councillor C Ecclestone and seconded by Councillor L Banville. A vote was taken, 5 for, 1 against, no abstentions.

**RESOLVED: The proposed Budget to recommend to full Council be as follows:**

**Income: £25,660**

**Expenditure: £405,326**

**To recommend to full Council that the Precept level be increased to £23.29 to cover the proposed budget costs.**

**BS 071/19 EARMARKED AND OPERATIONAL RESERVES**

Members considered a report on Earmarked and Operational Reserves.

It was noted that each of the Standing Committees was responsible for monitoring its Earmarked Reserves.

It was therefore proposed by Councillor R Meyer and seconded by Councillor C Ecclestone that the Events Committee consider the Earmarked Reserves set aside under the Terms of Reference for the Events Committee and any recommended reductions/changes. A vote was taken which was unanimous.

**RESOLVED: That the Events Committee consider the Earmarked Reserves set aside under the Terms of Reference for the Events Committee and any recommended reductions/changes.**

It was then proposed by Councillor D Coole and seconded by Councillor R Meyer that the Allotments Committee review its Earmarked Reserves set aside under the Terms of Reference for the Allotment Committee in particular with reference to the removal of non-essential hedges and produce a 10 year programme of expenditure. A vote was taken which was unanimous.

**RESOLVED: that the Allotments Committee review its Earmarked Reserves set aside under the Terms of Reference for the Allotment Committee in particular with reference to the removal of non-essential hedges and produce a 10 year programme of expenditure.**

Councillor D Coole proposed and seconded by Councillor R Meyer that the Events Committee review the Earmarked Reserves set aside for the Christmas Lights. A vote was taken which was unanimous.

**RESOLVED: That the Events Committee review the Earmarked Reserves set aside for the Christmas Lights.**

It was proposed by Councillor C Ecclestone and seconded by Councillor D Coole that the management file for the Earmarked Reserves show the monies set aside for Elections as 2 funds. A Main Election fund and a By-Election Fund. A vote was taken which was unanimous.

**RESOLVED: That the management file for the Earmarked Reserves show the monies set aside for Elections as 2 funds. A Main Election fund and a By-Election Fund.**

Members considered the Operational Reserves held by the Town Council including the Operational Reserves Policy. It was noted that currently the Operational Reserves were recommended to be held at 6 months of operating costs. However, the Town Council did not hold sufficient Reserves to maintain 6 months operating costs. It was therefore proposed by Councillor R Meyer and seconded by Councillor L Banville that it be recommended to full Council that the level of Operational Reserves be reduced to 3 months operating costs. A vote was taken which was unanimous.

**RESOLVED: That it be recommended to full Council that the level of Operational Reserves be reduced to 3 months operating costs.**

#### **BS 072/19 CORPORATE RISK ASSESSMENT**

Members received the Corporate Risk Assessment for the Year 2019/2020 which included the Summary Report, Overall Risk Report and the Risk Action Plan Report.

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that the Corporate Risk Assessment for year 2019/2020 be recommended to full Council for approval. A vote was taken which was unanimous.

**RESOLVED: That the Corporate Risk Assessment for year 2019/2020 be recommended to full Council for approval.**

#### **BS 073/19 INTERNAL AUDIT**

Members received Part 2 of the Internal Audit Report and Action Plan for the Year End 31 March 2020. It was proposed by Councillor D Coole and seconded by Councillor R Meyer that Part 2 of the Internal Audit Report and Action Plan be recommended to full Council for approval. A vote was taken which was unanimous.

**RESOLVED: That Part 2 of the Internal Audit Report and Action Plan be recommended to full Council for approval.**

#### **BS 074/19 FIVE YEAR BUDGET**

Members considered starting work to create a 5 Year Budget Plan. This would enable the Town Council to plan for the future and draw up a plan to take on the services covered by the Andover Levy and other services that Town and Parish Councils were empowered to undertake.

It was agreed that the existing Business Plan would be used as a basis to create a 5 year budget proposal. It was proposed by Councillor C Ecclestone and seconded by Councillor D Coole that the Budgets & Staffing Committee start work on creating a 5 Year Budget Plan.

**RESOLVED: that the Budgets & Staffing Committee start work on creating a 5 Year Budget Plan.**

**BS 075/19 POLICY & STANDING ORDERS REVIEW**

Members noted that the Standing Orders and Council Policies required reviewing on a regular basis. It was proposed by Councillor C Ecclestone and seconded by Councillor L Banville that Councillors R Meyer and D Coole work with the Town Clerk to start reviewing the Standing Orders and Policies of the Town Council. A vote was taken which was unanimous.

**RESOLVED: That Councillors R Meyer and D Coole work with the Town Clerk to start reviewing the Standing Orders and Policies of the Town Council.**

**BS 076/19 PROVISION OF TOILETS ON ALLOTMENT SITES**

Members considered requesting the Allotment Committee to look into the cost of the provision of toilets on the allotment sites and possibly replacing them with compostable toilets.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Allotment Committee be requested to look into the cost of the provision of toilets on the allotment sites and possibly replacing them with compostable toilets. A vote was taken which was unanimous.

**RESOLVED: that the Allotment Committee be requested to look into the cost of the provision of toilets on the allotment sites and possibly replacing them with compostable toilets.**

**BS 077/19 MEMBERS TRAINING**

Members considered setting up a Members Training Programme.

It was suggested that Test Valley Borough Council be approached to ask if they could provide Town Council Members with training.

It was agreed that Officers would bring proposals back to the next Committee meeting.

**BS 078/19 OFFICE MANAGEMENT**

Members received an update on the Management of the Town Council Offices. It was noted that a Part Time Temporary Receptionist had been recruited.

Members considered recommending to full Council a proposal for a staffing structure. It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that a proposed Staffing Structure be recommended to full Council. A vote was taken which was unanimous.

**RESOLVED: That a proposed Staffing Structure be recommended to full Council. A vote was taken which was unanimous.**

(Cllr D Treadwell left the meeting at 8.23pm.)

**BS 079/19 WORK PROGRAMME**

It was agreed that the Work Programme would include the following:

To show the entire Municipal Year

Refurbishment of Town Council Office

Monitor of Building

Review of Policies

5 Year Budget

Report on recruitment progress.

**BS 080/19 DATE OF THE NEXT MEETING**

Members noted that the date of the next meeting was Friday 17 April 2020, to be held in the Upper Guildhall, High Street, Andover at 5.30pm.

The Chairman closed the meeting at 8.32pm.

Chairman

Date