



*Constantia Basis Virtutum*

A

# ANDOVER TOWN COUNCIL

## Minutes of Budgets & Staffing Committee

---

### Time and date

5.30pm, Friday 19 July 2019

### Place

The Rendezvous, Union Street, Andover

---

### Details of Attendance:

Cllr Revd A Fitchet (Chairman) (P)

Cllr V Thorp (Vice Chairman) (P)

Cllr L Banville (A) Cllr S Blackmore (P)

Cllr J Coole (A) Cllr R Rowles (P)

Cllr C Ecclestone (A)

Cllr R Meyer (P) (Substitute)

Cllr D Coole (A)

Cllr D Treadwell (P) (Substitute)

### Officers Present:

Wendy Coulter (Town Clerk)

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

**Members of the Public:** 4

**Members of the Press:** 0

### Borough & County Councillors present:

Councillor Z Brooks

*Cllr R Meyer attended the meeting as a nominated substitute for Cllr J Coole*

*Cllr D Treadwell attended the meeting as a nominated substitute for Cllr D Coole*

### BS 022/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr D Coole, Cllr J Coole and Cllr C Ecclestone.

It was noted that Cllr R Meyer had been nominated by Cllr D Coole as his substitute and Cllr D Treadwell had been nominated by Cllr J Coole as her substitute.

### BS 023/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

### BS 024/19 MINUTES

It was proposed by Cllr R Rowles and seconded by Cllr S Blackmore that the Minutes of the Budgets & Staffing Committee meeting held on 21 June 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 21 June 2019 be signed by the Chairman as a correct record.**

BS 025/19

#### **PUBLIC PARTICIPATION**

##### **Member of the Public 1 (Verbatim from notes submitted):**

There are a number of items regarding the Budget which were not discussed at the previous Budgets & Staffing Committee meeting.

Regarding Item 5 on the agenda, it is not the best way forward shutting the office from members of the public. As a public body, you need to be accessible to the public, in particular to the allotment holders.

Item 6 on the agenda regarding mobile phones, is this directed to the councillors and the public?

##### **Chairman's response:**

The use of mobile phones is directed at the Councillors, to ensure a focus during a meeting.

The office will still be accessible to members of the public via an appointment system.

There was a shortage of time in which to discuss the Budgets, therefore it was easier to bring the item to full Council.

##### **Member of the Public 2:**

You seem to be having many substitutions at meetings. We as the public do not know who the members are. Can you tell me where in your Standing Orders this is?

##### **Cllr R Rowles' response:**

It is in there and it is valid.

##### **Town Clerk's response:**

It is up to the members themselves to decide whether to nominate a substitute in their absence, we have approached the Solicitors to check. It is legal and above board as long as the absent Councillor clarifies and notifies of their choice of substitution.

Cllr Z Brooks commented that whilst Test Valley Borough Council do not have substitutions, it is normal practice at Hampshire County Council to have them.

BS 026/19

#### **OFFICE MANAGEMENT**

Members noted the Office Management report.

Members discussed the suggestion of an alternative method of managing the office and the benefits of a new door entry system being purchased and installed, which included a significant reduction in staff costs.

Telephone calls and minor administration for the Town Council would be outsourced.

Cllr Revd A Fitchet proposed an amendment to the recommendations that a report be produced after a period of three months on the success of the new method of office management.

It was proposed by Cllr Revd A Fitchet and seconded by Cllr R Rowles that it be recommended to full Council to approve a change in managing the office on a day to day basis and to approve the cost of a new door entry system from the "New Office Equipment" budget and that a report be produced on the success after a period of three months.

A vote was taken, 5 for, 1 abstention.

**RESOLVED: That it be recommended to full Council to approve a change in managing the office on a day to day basis and to approve the cost of a new door entry system from the "New Office Equipment" budget and that a report be produced on the success after a period of three months.**

BS 027/19

#### **USE OF MOBILE PHONES IN TOWN COUNCIL MEETINGS**

Members discussed whether rules should be imposed for the use of mobiles phones in Town Council Meetings and Training Sessions.

It was felt that Councillors' attention should be entirely on matters at hand and not be distracted by personal issues except in extreme circumstances.

It was proposed by Cllr S Blackmore and seconded by Cllr R Rowles that an additional rule be added to the Andover Town Council's Code of Conduct, prohibiting the use of mobile phones during Town Council meetings and Training sessions.

A vote was taken which was unanimous.

**RESOLVED: That an additional rule be added to the Andover Town Council's Code of Conduct, prohibiting the use of mobile phones during Town Council meetings and Training sessions.**

**BS 028/19 COMMITTEE WORK PROGRAMME**

Members noted the items on the current Committee Work Programme and requested the following additional items to be added:

13 September 2019 - Review Suppliers Costs.

**BS 029/19 DATE OF NEXT MEETING**

It was noted that the next Budgets & Staffing Committee meeting would take place on **Friday 13 September 2019**, in the **Upper Guildhall**, Andover, **starting at 5.30pm**.

**BS 030/19 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Cllr S Blackmore and seconded by Cllr R Rowles that the Press and Public be excluded from the meeting at Item 10, Staffing Matters, due to consideration of confidential staffing matters.

A vote was taken which was unanimous.

**RESOLVED: That the Press and Public be excluded from the meeting at item 10 due to consideration of confidential staffing matters.**

**CONFIDENTIAL ITEMS**

**BS 031/19 STAFFING MATTERS**

Members noted that the Confidential Minutes from the Budgets & Staffing Committee meeting held on 21 June 2019 were signed off by the Chairman Cllr Revd. A Fitchet, as a correct record.

The Chairman closed the meeting at 6.08pm.

Chairman

Date