



*Constantia Basis Virtutum*

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# ANDOVER TOWN COUNCIL

## Minutes of Budgets & Staffing Committee

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### Time and date

5.30pm, Friday 21 June 2019

### Place

Town Council Offices, 68B, High Street, Andover

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### Details of Attendance:

Cllr Revd A Fitchet (Chairman) (P)

Cllr V Thorp (Vice Chairman) (A)

Cllr L Banville (P)

Cllr S Blackmore (P)

Cllr C Ecclestone (P)

Cllr D Coole (P)

Cllr J Coole (P)

Cllr R Rowles (P)

Cllr A Watts (P) (Substitute)

### Officers Present:

Wendy Coulter (Town Clerk)

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

### Members of the Public: 3

### Members of the Press: 1

### Borough & County Councillors present:

Councillor Z Brooks

*Cllr A Watts attended the meeting as a nominated substitute for Cllr V Thorp*

### BS 001/19 ELECTION OF CHAIRMAN

It was proposed by Cllr L Banville and seconded by Cllr R Rowles that Cllr Revd A Fitchet be elected as Chairman for the ensuing Municipal Year 2019/2020.

It was proposed by Cllr C Ecclestone and seconded by D Coole that Cllr S Blackmore be elected as Chairman for the ensuing Municipal Year 2019/2020.

As there were two nominations for the role of Chairman of the Budgets & Staffing Committee a vote was taken for each of the nominations.

Votes for Cllr Revd A Fitchet: 5.

Votes for Cllr S Blackmore: 3.

**RESOLVED: That Cllr Revd A Fitchet be elected as Chairman of the Budget & Staffing Committee for the ensuing Municipal Year 2019/2020.**

**BS 002/19 ELECTION OF VICE CHAIRMAN OF COMMITTEE**

It was proposed by Cllr R Rowles and seconded by Cllr L Banville that Cllr V Thorp be elected as Vice Chairman for the ensuing Municipal Year 2019/2020.

It was proposed by Cllr D Coole and seconded by Cllr C Ecclestone that Cllr S Blackmore be elected as Vice Chairman for the ensuing Municipal Year 2019/2020.

Cllr S Blackmore requested to be removed as a nominee for Vice Chairman due to lack of experience. There were no further nominations.

**RESOLVED: That Cllr V Thorp be elected as Vice Chairman of the Budgets & Staffing Committee for the ensuing Municipal Year 2019/2020.**

**BS 003/19 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr V Thorp and it was noted that Cllr A Watts had been nominated by Cllr V Thorp as her substitute.

**BS 004/19 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**BS 005/19 MINUTES**

Due to the Election of new Councillors in May 2019 and the fact that none of the new Councillors were members of the previous Policy and Resources Committee, the Minutes of the meeting held on 21 February 2019 were not signed but were noted.

**BS 006/19 PUBLIC PARTICIPATION**

**Public Member 1:**

(Submitted statement and questions written below)

*"I feel that I need to remind you all that Cllr Rowles was previously going to organise a newsletter when in previous council before the elections. It never happened despite money being set aside for it!*

*Then Cllr Fitchet was going to take up the reins & organise it, again it never happened!*

*To find that you now want to take almost £5000 of public money to waste on a newsletter is beyond belief. £400 for design? More money for your mates? Why can't you do it yourself?*

*You already do a newsletter to all your allotment tenants & this is sent out by a mixture of email & post 4/5 times a year. If you really feel the need for extra info, why can you not just add a page to this? You could do it online for anyone else who requests it. Saving a lot of money.*

*Its not as if this Council has a lot of responsibilities is it? In fact only 3 really, allotments, Christmas lights & being a statutory consultee on planning issues.*

*On the other hand if you insist on doing this newsletter, I hope you include information on the vote of NO CONFIDENCE of the Mayor, the spates between Cllrs, how you waste money on a empty building, criticize each other via the paper & social media? Yes it could make a good read, ha-ha.*

*By constantly taking money from reserves/new building fund just shows you have no foresight of ever having a building that you own, paying over £15000 a year on rent etc. Sad really."*

**Public Member 2:**

What are the costs involved? Have three quotes been obtained?

Are local companies being used as they are more expensive?

**Cllr R Rowles response:**

A local company has been approached for prices. No commitment to spend at this stage, just a virement of the budget. Three quotes will be obtained.

**BS 007/19 BUDGET 2019/2020 – TO CONSIDER VIREMENT OF BUDGETS**

Members considered a report on Virement of Budgets.

Members discussed the report. It was commented that the report was light on detail regarding costs and requirements of the local community. It was suggested that this item was referred to a Working Group.

It was confirmed that the Policies Working Group had been tasked with considering a Media Policy for the Town Council.

It was explained that most town and parish councils produce newsletters and it was a suitable place to promote what the Town Council does.

It was proposed by Cllr R Rowles and seconded by Cllr L Banville that it be recommended to full Council that £4,590 be vired from the New Building Budget to the Newsletter Budget and the budgets would stand as follows:

New Building Budget: £15,310, Newsletter Budget: £4840.

A vote was taken, 2 for, 5 against, 1 abstention.

The recommendation was not carried.

**BS 008/19**

## **FINANCE**

Members received the list of payments up to 17 June 2019.

It was proposed by Cllr C Ecclestone and seconded by Cllr D Coole that the list of payments up to 17 June 2019 be approved.

A vote was taken which was unanimous.

**RESOLVED: That the list of payments up to 17 June 2019 be approved.**

Bacs/Cheque No	Invoice Date	Invoice No	Supplier	Goods/Supplies	Cost (£)
670508175			AquAid	Water Bottles x 3	£23.40
733189458		131490-131496	Convenient Hire	Allotment Toilets x 7	£560.98
337935950		2632	Evolve Websites	Website Hosting June 2019	£35.94
776421882		008	J&A Motors	Office Rental June-September	£2,511.55
983407987			MB Pest Services	Pest Control Allotments x 7 sites	£400.00
41449129		22157	Moore's Cleaning	Office Cleaning June 2019	£282.47
256163616		BG449606	Pitney Bowes	Franking Machine Rental	£25.15
620745905			Restore Datashred	Confidential Waste Removal	£25.92
	31.05.2019	340591	AquAid	Annual Rental + Saitisation	£161.87
	11.06.2019	10555	AB Computers	Re-networking main printer & reboot server	£90.00
	29.05.2019	19008	Brymore Productions	Performance Fee for A-Fest 2019	£190.08
	25.05.2019	2707483/10	Business Stream	Water Supply OWR Allts Feb-May19	£58.22
	28.05.2019	2770188/10	Business Stream	Water Supply BL Allts Feb-May19	£107.19
	01.06.2019	131490-131496	Convenient Hire	Allotment Toilets x 7 difference for June Invoice	£80.08
	14.06.2019		Town Clerk	Reimbursements - refreshments + stationery	£43.49
	30.04.2019	2523	Grass & Grounds	Covers + pegs x 7 allotment sites	£421.20
	08.05.2019	2522	Grass & Grounds	GM The Drove Allt (Rotivation)	£72.00
	01.06.2019	2545	Grass & Grounds	Grass Cutting x 7 Allotment Sites May 2019	£540.00
	14.06.2019		Receptionist	Flowers for Retiring Mayor	£37.50
	31.05.2019	190531	Lightatouch	Internal Audit Services to end March 2019	£91.67
	14.06.2019		Mrs B Long	Reimbursements for Shilling Fair Licences	£67.89
	12.06.2019		Andover Radio Ltd	£1000 Grant awarded at Council 16.05.2019	£1,000.00
	31.05.2019	922194/922195	Mainstream Digital	Fraud Protection + call charges	£22.90
	02.06.2019	BG449606	Pitney Bowes	Postal Charges May 2019 (Difference)	£143.78
	01.06.2019	6708086	Sage	Payroll Software Hire June 2019	£13.20
	28.05.2019	10039688	Test Valley BC	Fee for Uncontested Parish Elections Millway & Winton	£57.90

	12.06.2019	10039879	Test Valley BC	Hire of Guildhall 14.06.2019	£142.00
	14.06.2019		Committee Officer	Cards + stationery for Cllr Packs	£65.42
<b>TOTAL</b>					<b>£7,271.80</b>

Members received the Reconciled Bank Statements up to 30 April 2019.

It was proposed by Cllr C Ecclestone and seconded by Cllr R Rowles that the Reconciled Bank Statements up to 30 April 2019 be approved and signed by the Chairman as a correct record.

A vote was taken which was unanimous.

**RESOLVED: That the Reconciled Bank Statements up to the 30 April 2019 be approved and signed by the Chairman as a correct record.**

Members received the Cashbook up to 30 April 2019.

It was proposed by Cllr C Ecclestone and seconded by Cllr D Coole that the Cashbook up to 30 April 2019 be approved and signed by the Chairman as a correct record.

A vote was taken which was unanimous.

**RESOLVED: That the Cashbook up to 30 April 2019 be approved and signed by the Chairman as a correct record.**

**BS 009/19 DATE OF NEXT MEETING**

It was noted that the next Budgets & Staffing Committee meeting would take place on **Friday 19 July 2019**, in the **Rendezvous**, Union Street, Andover, **starting at 5.30pm**.

**BS 010/19 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Cllr Revd A Fitchet and seconded by S Blackmore that the Press and Public be excluded from the meeting at Item 11, 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 11 due to consideration of confidential staffing matters.**

**CONFIDENTIAL ITEMS**

**BS 011/19 STAFFING MATTERS**

Members considered confidential Staffing Matters.

The Chairman closed the meeting at 6.52pm.

Chairman

Date