



ANDOVER TOWN COUNCIL

Minutes of Budgets & Staffing Committee

Time and date

5.30pm, Thursday 26 September 2019

Place

The Town Council Offices, High Street, Andover, Hampshire

Details of Attendance:

Cllr Revd A Fitchet (Chairman) (P)

Cllr V Harber (Vice Chairman) (P)

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

Cllr C Ecclestone (A)

Cllr D Coole (P)

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

Cllr M James (P) (Substitute) Cllr A Watts (P) (Substitute)

Officers Present:

Wendy Coulter (Town Clerk)

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

Members of the Public: 0

Members of the Press: 0

Cllr M James attended the meeting as the nominated substitute for Cllr S Blackmore

Cllr A Watts attended the meeting as the nominated substitute for Cllr L Banville

BS 032/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr L Banville and Cllr S Blackmore. It was noted that Cllr M James had been nominated by Cllr S Blackmore as his substitute and Cllr A Watts had been nominated by Cllr L Banville as her substitute.

BS 033/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

BS 034/19 MINUTES

It was proposed by Cllr R Rowles and seconded by Cllr M James that the Minutes of the Budgets & Staffing Committee meeting held on 19 July 2019 be signed by the Chairman as a correct record.

A vote was taken, 5 for, 2 abstentions.

RESOLVED: That the Minutes of the Budgets & Staffing Committee meeting held on 19 July 2019 be signed by the Chairman as a correct record.

BS 035/19 PUBLIC PARTICIPATION

There were no members of the public present at the meeting.

BS 036/19 MOTIONS

Standard Operating Procedures

Members were asked to consider the following motion, proposed by Cllr S Blackmore and seconded by Cllr R Rowles:

The Motion is to instruct Officers to develop a plan to implement a full set of SOP's for every operation of the Town Council over a period of time (the period of time is to be defined by the Proper Officer presenting this Committee with a Project Plan in November 2019).

The first set of SOP's will be based on Areas/Functions within the existing Corporate Risk Assessment. Each SOP will cover internal processes and those processes which involve communication and activities with members of the public and Members of the Town Council.

A vote was taken which was unanimous.

The Motion was carried.

Officers Workload

Members were asked to consider the following motion, proposed by Cllr Revd. A Fitchet and seconded by Cllr R Rowles:

The Motion is to instruct the officers to maintain a cumulative record of the amount of time and the number of requests from Council Members and present this information on a quarterly basis to Budgets and Staffing Committee such that it becomes public information.

A vote was taken, 5 for, 2 against.

The Motion was carried.

Budget Framework

Members were asked to consider the following motion, proposed by Cllr Victoria Harber and seconded by Cllr R Rowles:

The Motion is to define the process as the following (below) with the person or body responsible for each item in brackets (). To delegate authority to the relevant officers as outlined below:

1. To produce a report each year which will include (RFO):

- ***Timetable for the Budget Process***
- ***The inflationary predictions to be used***
- ***Salary Review results, to include:***
 - Previous years no pay rise, only first-year 2019***
 - Inflationary rise for the past year***
 - Additional responsibilities pay increase***
 - Pay structure [National Joint Council Grading]***
- ***Maintenance of new and existing Earmarked Reserves [Statutory Earmarked Reserves highlighted]***

- **Expected expenditure for current activities i.e. Christmas lights, allotments, grants**

2. Committee budgets for next year (Committees).

3. New items for consideration (Budgets and Staffing Committee).

4. Budget recommendation from Budgets and Staffing Committee (Full Council).

A vote was taken which was unanimous.

The Motion was carried.

BS 037/19 AUDIT TIMETABLE 2019/2020

Members noted the following Audit timetable for Internal and external Audit 2019/2020.

Date	Item/Activity	Comments
18 October 2019	1 st Part of Internal Audit	The Internal Auditor will carry out the first part of the Internal Audit. An audit will be carried out on the Allotment Income, the Minutes will be checked along with accounting practices.
December 2019/ January 2020	2 nd Part of Internal Audit	The Internal Auditor will carry out the bulk of the Internal Audit in preparation for signing off the Annual Return after 31.03.2020
May 2020	Display Notice	The Notice for the Audit of the Council must be displayed for 2 weeks
May 2020	Preparation for Internal Audit	This usually takes about 3 hours for the Town Clerk to gather all papers together for inspection
May 2020	3 rd Part of Internal Audit	This will take about 8 hours and will require all the Town Council Officers to be on call.
1 June 2020	Make records available	The Council must ensure that all its accounting records are available for inspection by the public, if requested, for three weeks
June 2020	B & S Meeting: I A Report and Annual Governance & Accountability Return for the Year End 31.03.2020	To approve and recommend to full Council the recommendations of the Internal Audit Report To approve and recommend to full Council the AGAR for 2019/2020.
June 2020	Full Council Meeting: I A Report & AGAR	To approve the Internal Auditors report and the Annual Return for 2019/2020.
By 26 June 2020	Send AGAR to External Auditors	The AGAR includes all the paperwork requested including bank statements and variation explanations
30 June 2020	Annual Return with External Auditors	This is the final date for the AGAR to be with the External Auditors
29 September 2020	Publication of the AGAR after completion of Annual Review	This is when the Annual Return is open to be viewed by the public having been returned from the External Auditors with any recommendations or reports. It must be published on the Town Council's website and the Notice of Conclusion of Audit must be published on the notice board.

BS 038/19 OFFICE MANAGEMENT

Members noted the Office Management report.

It was commented that whilst the new call answering system has shown to be cost effective, there had been teething problems and some improvements needed to be made. Concerns

were expressed that there was still a requirement for a Receptionist, to enable members of the public sufficient access to the offices.

No recommendations were made.

BS 039/19 DATES OF MEETING 2020/2021

Members received and considered the dates of meetings for 2020/2021.

An alternative proposal was suggested, reducing the number of Council meetings to nine per year and holding them in different locations to allow more members of the public to attend. It was further suggested that back to back meetings on a Friday evening did not work for all members of the Council.

Concerns were raised that reducing the number of Council meetings would make the meetings longer than they were currently. The changing of meeting locations could potentially be confusing to members of the public. A further comment was made reminding members that the original proposal received a majority vote to have the meetings on a Friday evening. It was proposed by Cllr Revd. A Fitchet and seconded by Cllr V Harber that the item Dates of Meetings 2020/2021 be brought to the next Budgets and Staffing Committee meeting for further discussion.

A vote was taken which was unanimous.

RESOLVED: That the item Dates of Meetings 2020/2021 be brought to the next Budgets and Staffing Committee meeting for further discussion.

BS 040/19 UPDATED PROTOCOLS FOR COMMUNICATING WITH OFFICERS

Members noted the updated protocols for communicating with Officers.

It was proposed by Cllr Revd. A Fitchet and seconded by Cllr V Harber that the updated protocols for communicating with Officers be approved.

A vote was taken, 5 for, 2 against.

RESOLVED: That the updated protocols for communicating with Officers be approved.

BS 041/19 FINANCE

Members received the list of payments up to 4 September 2019 and 19 September 2019.

It was proposed by Cllr R Rowles and seconded by Cllr M James that the list of payments up to 4 September 2019 and 19 September 2019 be approved.

A vote was taken, 6 for, 1 abstention.

RESOLVED: That the list of payments up to 4 September 2019 and 19 September 2019 be approved. List of Payments up 4 September 2019

Bacs/Cheque No	Invoice Date	Supplier	Goods/Supplies	Cost (£)
806404695	30.08.2019	Mrs N Barber	Reimbursements for gardening Fair June 2019	£15.98
DDBESAug2019	15.08.2019	BES Commercial Electricity Ltd	Electricity Charge for 66C High Street	£10.24
34895057	02.08.2019	Mr D Bolland	Grass Cutting AW Allotments August 2019	£7.00
DDBGAug12019	12.08.2019	British Gas	Electricity 68B 02.07.2019-09.08.2019	£48.03
DDBGAug22019	12.08.2019	British Gas	Electricity for 68B 02.07.2019-09.08.2019	£8.67
739237351	29.08.2019	Business Stream	Water Charges Mylen Road Allotments Feb-Aug 2019	£377.85
751081777	20.08.2019	Business Stream	Water Charges Old Winton Road Allotment May-Aug 2019	£242.19
197567015	10.08.2019	Business Stream	Water Charges Churchill Way Allotments April-Aug 2019	£126.75
138629521	10.08.2019	Business Stream	Water Charges Admirals Way Allotments April-August 2019	£78.46

107276322	01.09.2019	Convenient Hire Limited	Provision of toilets to 7 x allotment sites August 2019	£587.65
583546478	03.09.2019	W R Coulter	Reimbursements September 2019	£54.00
987250343	01.09.2019	Custom Studio Ltd	Website hosting September 2019	£35.94
138925282	22.08.2019	Jennifer Atherton	Shilling Fair expenses reimbursement August 2019	£345.02
758813977	23.08.2019	Hampshire Cultural Trust Trading Limited	Hire of costumes for the Shilling Fair August 2019	£340.00
805236011	28.08.2019	Heavers Heating Services	Mylen Road Allotment Jon no 1814 Tap Change inc parts & labour	£47.50
938456145	13.08.2019	Horse Drawn Occasions	Provision of pair of horses and carriage for Shilling Fair August 2019	£650.00
123695158	02.09.2019	Mrs B Long	Reimbursement for engraving shilling fair badges	£13.00
594579651	28.08.2019	Moore's Cleaning Services Ltd	Office Cleaning Services August 2019	£282.47
75481225	14.08.2019	Orchid Digital	Social Media/Web Video package Andover Shilling Fair August 2019	£348.00
914338546	21.08.2019	Orchid Digital	Expense for Video Edit Shilling Fair August 2019	£22.80
DDSAGEAEP2019	01.09.2019	Sage UK Limited	Payroll 10 software hire September 2019	£13.20
163520523	22.08.2019	Mr B Samways	Return of Allotment Deposit 37A TD	£50.00
775063992	28.08.2019	Surrey Hills Solicitors	Professional Provision of General Advice ref ANDOV01-04 August 2019	£300.00
130422141	16.08.2019	Test Valley Borough Council	2 Hrs Litter Picking at Shilling Fair August 2019	£96.41
945820099	23.08.2019	Test Valley Borough Council	Installation of electrical sockets in renovated bollard for Christmas Tree + HCC Permits	£5,982.00
202189130	02.09.2019	The Art Room	Services for running art activity at Shilling Fair + materials	£290.00
21864060	14.08.2019	The Duke of Wellington's Dancers	Dance displays & Try Regency Dancing sessions Shilling Fair August 2019	£120.00
498455874	31.08.2019	AquaAid South Coast	Sanitisation + 3 water bottles August 2019	£47.39
TOTAL				£10,874.55
Bacs/Cheque No	Invoice Date	Supplier	Goods/Supplies	Cost (£)
377545820	03.09.2019	Jennifer Atherton	Expenses for Shilling Fair 2019 - Facebook boosted posts	£49.52
227364896	14.05.2019	James Ayres	Job No 1691: Supply & fit welded lock & Shackle + supply & fit chain links and realign gate	£120.00
356713194	07.06.2019	James Ayres	Job No: 1782 Supply & fit new welded lock and shackle	£85.00
355312391	12.07.2019	James Ayres	Job No: 1798 Supply & fit welded lock and shackle	£85.00
416408319	24.07.2019	James Ayres	Job No: 1803 Supply & fit new welded lock & shackle to main gate	£85.00
615931493	14.08.2019	James Ayres	Job No: 1813 Supply & fit new welded lock and shackle to main gate	£85.00
555896681	06.09.2019	James Ayres	Job No: 1817 remove lock gurad from new gates, supply & fit new security chain. Remove welded lock from old gates and refit to new	£95.00

665486890	05.09.2019	Blachere Illuminations	Replacement lights – LED Sparklight warm white and red for Xmas Tree	£340.80
DDBGAug32019	03.09.2019	British Gas	Electricity supply 68B 02.08.2019-01.09.2019	£12.26
188463727	22.08.2019	Fuse Projects	50% of Project Management fee for Andover Shilling Fair 2019	£800.00
947954478	03.09.2019	J&A Motor	Office rent 25.09.2019-24.12.2019	£2,511.55
DDMAINAug12019	31.08.2019	Mainstream Digital	Fraud Protection August 2019 for no 01264 335592	£4.78
DDMAINAug22019	31.08.2019	Mainstream Digital	Fraud Protection + call charges 01.08.2019-31.08.2019	£39.49
747350759	02.09.2019	Pitney Bowes	Postage and franking machine rental August 2019	£429.00
733070704	03.09.2019	PKF Littlejohn LLP	External Audit Fee for YE31.03.2019	£960.00
72530919	03.09.2019	Restore Datashred	Removal of confidential waste September 2019	£25.92
337539132	19.09.2019	Surrey Hills Solicitors	All services in connection with acquisition of Allotments at Picket Piece to date	£510.00
716622504	05.09.2019	Test Valley Borough Council	Hire of Guildhall for Cttee & Council mtg	142.00
TOTAL				£6,380.32

BS 042/19 DATE OF THE NEXT MEETING

It was noted that the next Budgets & Staffing Committee meeting would take place on **Friday 8 November 2019**, in the **Upper Guildhall**, Andover, **starting at 5.30pm**.

BS 043/19 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Cllr R Rowles and seconded by Cllr Revd. A Fitchet that the Press and Public be excluded from the meeting at Item 13, 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 13 due to consideration of confidential staffing matters.

CONFIDENTIAL ITEMS

BS 043/19 STAFFING MATTERS

Members discussed confidential staffing matters.

The Chairman closed the meeting at 6.49pm.

Chairman

Date