



ANDOVER TOWN COUNCIL

Minutes of Budgets & Staffing Committee

Time and date

5.30pm, Friday 8 November 2019

Place

The Upper Guildhall, High Street, Andover, Hampshire

Details of Attendance:

Cllr R Meyer (Chairman) (P)

Cllr V Harber (Vice Chairman) (P)

Cllr L Banville (P)

Cllr S Blackmore (A)

Cllr C Ecclestone (A)

Cllr D Coole (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 Test Valley Borough Council: Cllrs I Andersen, Z Brooks (Also Hampshire County Councillor)

Members of the Public: 4

Members of the Press: 1

BS 044/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr C Ecclestone.

BS 045/19 ELECTION OF CHAIRMAN

In the absence of a Chairman it was agreed that a new Chairman would be elected until the end of Municipal Year.

It was proposed by Cllr D Coole and seconded by J Coole that Cllr R Meyer be elected Chairman. It was further proposed by Cllr V Harber and seconded by Cllr L Banville that Cllr V Harber be elected Chairman.

A vote was taken:

Cllr R Meyer, 4 for, 2 against.

Cllr V Harber, 2 for, 4 against.

RESOLVED: Cllr R Meyer was duly elected as Chairman of the Budgets & Staffing Committee until the end of the Municipal Year (May 2020).

BS 046/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

BS 047/19 MINUTES

It was proposed by Cllr L Banville and seconded by Cllr D Coole that the Minutes of the Budgets & Staffing Committee meeting held on 26 September 2019 be signed by the Chairman as a correct record.

It was brought to the Committees attention that that minute number BS 039/19 be amended to state: "**RESOLVED: That the item, Dates of Meetings 2020/2021 be brought to the next Budgets & Staffing Committee meeting for decision**". It was noted that the minutes be amended.

A vote was taken, which was unanimous.

RESOLVED: That the Minutes of the Budgets & Staffing Committee meeting held on 26 September 2019 be signed by the Chairman as a correct record.

BS 048/19 PUBLIC PARTICIPATION

The notes below are a precis of statements/questions. They are not recorded word for word.

Member of public 1:

- Reference Andover Lottery – consulted with residents, no interest in an Andover Lottery. Not the right time, charities also not interested.

Member of Public 2:

- Reference a Community Worker, would they help out in the office or just assist Veterans, Young People and people with disabilities within the Town of Andover?
It was noted in the Internal Audit report that the Office was understaffed. Was £35,000 on a Community Worker justified?

The Chairman responded to the question: no further information had been received, the Committee would discuss it during the meeting.

Member of Public 3:

- The lack of information on the Community Worker indicates a lack of transparency and should be referred to the next meeting.

The Chairman responded: It would be considered during the meeting and if necessary deferred.

BS 049/19 INTERNAL AUDITORS REPORT & ACTION PLAN – PART 1

The Internal Auditors report was noted and it was agreed that it should be recommended to full Council for approval.

It was noted that the Internal Auditor had drawn attention to the staffing levels in the office.

Cllr L Banville proposed and Cllr D Coole seconded that the Committee receive the Internal Auditors Report, approve the Council's Action Plan in response to the Internal Auditors Report – Part 1 for 2019 and recommend to Full Council the Internal Auditors Report and implementation of the Action Plan.

A vote was taken – 5 For and 1 Abstentions.

RESOLVED: that the Committee receive the Internal Auditors Report – Part 1, approve the Council’s Action Plan in response to the Internal Auditors Report for 2019 and recommend to Full Council the Internal Auditors Report and implementation of the Action Plan.

BS 050/19 DRAFT BUDGET 2020/2021

Members considered a budget report for recommendation to full Council.

Members approved for recommendation to full Council the Operational Budget for 2020/2021.

This was proposed by Cllr D Coole and seconded by Cllr L Banville.

A vote was taken which was unanimous.

RESOLVED: That the Operational Budget for 2020/2021 be recommended to full Council for approval.

Members considered Capital Projects for inclusion in the Budget 2020/2021, including items on the agenda, Wildflowering, Events Committee, Cost of Elections & By-Elections, Town Centre Manager, Chamber of Commerce, Youth Clubs and Community Worker.

It was suggested that £12,000 be included in the Budget for Youth Club support across the 6 Council Wards.

It was proposed by Cllr L Banville and seconded by Cllr J Coole that suggestions for items to be included in the Capital Budget be sent, in writing to the Town Clerk, prior to the next full Council meeting in December.

A vote was taken which was Unanimous.

RESOLVED: That suggestions for items to be included in the Capital Budget be sent, in writing, to the Town Clerk, prior to the next Council meeting in December.

BS 051/19 MEETING SCHEDULE 2020/2021

The Meeting Schedule 2020/2021 was considered and it was agreed that Cllr J Coole’s suggestion, with amendments to include the new Events Committee be recommended to full Council for approval.

It was further suggested that Council meetings could held in alternative venues across Andover and occasionally held in the Council offices to further save money.

It was proposed by Cllr D Coole and seconded by Cllr R Meyer that the meeting schedule suggested by Cllr J Coole be amended to include the Events Committee and be recommended to full Council for approval.

A vote was taken, 5 for, 1 against.

RESOLVED: That the meeting schedule suggested by Cllr J Coole be amended to include the Events Committee and be recommended to full Council for approval.

BS 052/19 ANDOVER WILDFLOWERING

This item was considered as part of the Budget discussions.

It was agreed that Members proposals would be sent to the Town Clerk in writing to be included in the Draft Budget 2020/2021.

BS 053/19 ANDOVER COMMUNITY LOTTERY

It was noted that the Working Group had not met. It was agreed the item would be deferred until the Working Group had drawn up a plan.

BS 054/19 SECURITY OF FUNDS

The Committee considered the establishment of two extra bank accounts and split funds to reduce funds held in one single account.

It was proposed by Cllr D Coole and seconded by Cllr J Coole. A vote was taken which was unanimous.

RESOLVED: That two extra bank accounts be established to split funds to reduce funds held in one single account.

The Town Clerk further suggested that a Local Government Investment Company come and make a presentation to the Committee to outline further options with regard to usage of the Town Councils funds. It was agreed that if possible, the company would come and make a presentation to the Committee in January 2020.

BS 055/19 EVENTS COMMITTEE

It was agreed that Members proposals would be sent to the Town Clerk in writing to be included in the Draft Budget 2020/2021.

BS 056/19 COSTS OF ELECTIONS & BY-ELECTIONS

It was noted that this item was referred to and included in the Draft Budget 2020/2021.

BS 057/19 TOWN CENTRE MANAGER

This item was considered as part of the Budget discussions.

It was agreed that Members proposals would be sent to the Town Clerk in writing to be included in the Draft Budget 2020/2021.

BS 058/19 CHAMBER OF COMMERCE

This item was considered as part of the Budget discussions.

It was agreed that Members proposals would be sent to the Town Clerk in writing to be included in the Draft Budget 2020/2021.

BS 059/19 YOUTH CLUBS

This item was considered as part of the Budget discussions.

It was agreed that Members proposals would be sent to the Town Clerk in writing to be included in the Draft Budget 2020/2021.

BS 060/19 POLICIES & STANDING ORDER REVIEW

This item was referred to full Council.

BS 061/19 STAFFING SUB-COMMITTEE

Members considered the formation of a Staffing Sub-Committee to comprise of 5 Members. The Terms of Reference were noted (attached to record minutes).

It was noted, that due to the Town Council's Policies, the Town Mayor could not be a Member of the Staffing Sub-Committee as the position had to step in if there was an Appeal outside the Membership of the Sub-Committee.

It was proposed that the decision on the Membership of the Sub-Committee be deferred to the January Committee Meeting as not all Members were present.

It was proposed by Cllr D Coole and seconded by Cllr J Coole that a Staffing Sub-Committee, with its Terms of Reference be formed.

A vote was taken which was unanimous.

RESOLVED: That a Staffing Sub-Committee, with its Terms of Reference be formed.

BS 062/19 COMMUNITY WORKER

It was agreed that Members proposals would be sent to the Town Clerk in writing to be included in the Draft Budget 2020/2021.

BS 063/19 DATE OF THE NEXT MEETING

Members noted that the date of the next meeting was Friday 10 January 2020, to be held in the Upper Guildhall, High Street, Andover at 5.30pm.

The Chairman closed the meeting at 6.42pm.

Chairman

Date