



ANDOVER TOWN COUNCIL

Minutes of Budgets & Staffing Committee

Time and date

6.00pm, Wednesday, 2 September 2020

Place

Virtual On-Line Meeting via Zoom

Details of Attendance:

Cllr R Meyer (Chairman) (P) Cllr D Coole (Vice Chairman) (P) Cllr J Coole (P) Cllr C Ecclestone (P)
Cllr L Gregori (P) Cllr R Hughes (P) Cllr D Treadwell (P)

Officers Present:

Wendy Coulter (Town Clerk)
Tor Warburton (Deputy Clerk)
Michelle Young (Committee & GDPR Officer) (Taking the Minutes)

Other Councillors: Cllr L Banville, Cllr B Long

Members of the Public: 5

Members of the Press: 1

BS 081/19 APOLOGIES FOR ABSENCE

There were no apologies submitted at the meeting.

BS 082/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest made relevant to the Agenda.

BS 083/19 MINUTES

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Minutes of the Budgets & Staffing Committee meeting held on 10 January 2020 be signed by the Chairman as a correct record.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, R Meyer and D Treadwell.

Abstentions: Councillors L Gregori and R Hughes.

For 5, Abstentions 2

RESOLVED: That the Minutes of the Budgets & Staffing Committee meeting held on 10 January 2020 be signed by the Chairman as a correct record.

BS 084/19

PUBLIC PARTICIPATION

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

Public Member 1:

External Auditor report – too much money is being held in one account. At last meeting I asked when was it going to happen. When can we expect this to be done?

Officer's Response:

This is why a Relationship Manager from Local Government of Churches, Charities and Local Authorities has joined this meeting this evening.

Public Member 2:

A reminder that AFest is this Sunday. It has a full schedule and it will be very exciting. Please share the link through your Social Media avenues. I will send you the link.

Has the payment been approved as we have not received the monies yet? If it has been approved, when will it be transferred to the AFest account? We need to start paying the people. Can you put £2000 in the Budget for next year's AFest? We are using it as a sign posting site for the Youth of Andover.

Officer's response:

One Councillor has authorised the AFest monies. We are currently awaiting the 2nd Councillor to authorise it.

Chairman's Response:

Thank you for the update.

Public Member 3:

Have the extra financial signatories been sorted?

If you are sorting Budgets, perhaps Shilling Fair for 2021 can be considered.

Officer's Response:

No, not yet. The Signatories are being processed.

Chairman's response:

I believe we have a Budget line for Shilling Fair. I'm in favour of £1000. Not sure about £3000. We would need to look into that.

BS 085/19

INVESTMENTS

Members received a presentation from a Relationship Manager from the Local Government of Churches, Charities and Local Authorities (CCLA) on The Public Sector Deposit Fund and The Local Authorities' Property Fund.

BS 086/19

VIREMENT OF BUDGETS 2019/2020

Members noted the Virement of Budgets report.

Officers reminded Members that the Virements in the report were suggestions only and any further ideas to be submitted to the Chairman.

Members debated transferring the underspend from 2019/2020 budget to 2020/2021 budget without the relevant Budget Lines being set up. It was questioned whether the monies could be transferred straight into the Operational Reserves. Officers advised it was an option, however, not advisable and Council must decide what it's going to do.

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that it be recommended to full Council for approval, to temporarily vire the 2019/2020 Budget Underspend of £53,519.36 to Operational Reserves. To instruct the Committees to make recommendations to the 7th October 2020 Budgets and Staffing Committee meeting, for the transfer/re-allocation of the virement to appropriate Earmarked Reserves Budget Lines.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori, R Meyer and D Treadwell.

Unanimous.

RESOLVED: That it be recommended to full Council for approval, to temporarily vire the 2019/2020 Budget Underspend of £53,519.36 to Operational Reserves. To instruct the Committees to make recommendations to the 7th October 2020 Budgets and Staffing Committee meeting, for the transfer/re-allocation of the virement to appropriate Earmarked Reserves Budget Lines.

BS 087/19

DRAFT BUDGET 2021/2022

Members considered the Draft Budget for 2021/2022.

A Member reiterated the importance of having sufficient Budget Lines set up in order to demonstrate the seriousness of taking on the transfer of services from Test Valley Borough Council (TVBC).

A new Budget Heading of "Parish Services" was suggested with the following Budget Lines: Street Furniture, Playgrounds, Urban Parks and Open Spaces, Cemeteries, Public Halls, Outdoor Sports Facilities and Dog and Litter Bins.

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that it be recommended to full Council for approval to set a new Budget Heading of Parish Services with the following Budget Lines:

- Street Furniture
- Playgrounds
- Urban Parks and Open Spaces
- Cemeteries
- Public Halls
- Outdoor Sports Facilities
- Dog and Litter Bins

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori, R Meyer and D Treadwell.

Unanimous.

RESOLVED: That it be recommended to full Council for approval to set a new Budget Heading of Parish Services with the following Budget Lines:

- **Street Furniture**
- **Playgrounds**
- **Urban Parks and Open Spaces**
- **Cemeteries**
- **Public Halls**
- **Outdoor Sports Facilities**
- **Dog and Litter Bins**

Members discussed Budget Lines in preparation for the additional Allotment sites. It was suggested that Budget Heading "Allotments" with the following Budget Lines be introduced: New Allotment Sites and Allotment Maintenance.

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that two generic headings be added to the Draft Budget 2020/2021 as follows:

- New Allotment Sites
- Allotment Maintenance

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori, R Meyer and D Treadwell.

Unanimous.

RESOLVED: That two generic headings be added to the Draft Budget 2020/2021 as follows:

- **New Allotment Sites**
- **Allotment Maintenance**

BS 088/19

FIVE YEAR BUDGET

Members considered a Five Year Budget Plan

It was agreed that each individual Committee would need to consider their own expenditure requirements. A suggestion was made to have a Revenue Budget for one to three years to incorporate regular expenditure and a Capital Budget for five years to incorporate long term planning.

It was agreed that the Five-Year Budget Plan would be discussed further at the next meeting to allow individual Committees time to consider their Budget requirements.

BS 089/19

STANDING ORDERS REVIEW

Members noted that the review of Standing Orders had begun by the Officers. The Town Clerk confirmed the draft Standing Orders would be completed by the end of the week. The Town Clerk was instructed to email to Members within a week of the meeting, a copy of the draft Standing Orders in order that the Members would within a week, advise the Town Clerk if they wanted to form a working group to review the Standing Orders.

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

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori, R Hughes, R Meyer and D Treadwell.

Unanimous.

RESOLVED: That the meeting be extended by one hour beyond the 2-hour time limit.

(The Chairman, Councillor R Meyer handed the meeting to the Vice Chairman, Councillor D Coole at 7.52pm and left the meeting)

BS 090/19

MEMBERS TRAINING

Members considered a Members Training Programme offered by Hampshire Association of Local Councils (HALC) which included Core Skills, The Knowledge, Finance and Planning. It was noted that due to the Coronavirus situation, courses were being conducted online and spaces were limited. Officers suggested that the Town Council's Internal Auditor may know of an alternative provider of Finance training. Officers also recommended that Local Government Law would be useful to the Members as it covers procedures.

(The Chairman, Councillor R Meyer returned to the meeting at 8.02pm and continued running the meeting)

BS 091/19

OFFICE MANAGEMENT

Members noted the report on the Management and Refurbishment of the Town Council Offices.

The Vice Chairman gave his thanks to the Officers for the work done. It was questioned whether the fire escape from the 2nd floor had been chased up. Officers confirmed that quotes had been obtained and the order would be placed. Officers confirmed that a full report including Risk Assessments, Town Council Sign, COVID19 Equipment and Fire Escape would be produced for the Members to consider.

BS 092/19

STAFFING STRUCTURE AND CONSULTATION PROGRESS

Members noted the update report on the proposed Staffing Structure and Consultation progress – attached to record Minutes.

A Member stated that he had not seen any details or information relating to the Proposed Staffing Structure and reiterated that it needed to be shared with all the Members of the Budgets and Staffing Committee.

Officers confirmed copies would be provided to all Members following the meeting and reminded Members that the job descriptions are still subject to evaluations, changes and consultations.

Members noted that the proposed Staffing Structure was put forward for the purpose of taking over services and assets from Test Valley Borough Council.

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that the following recommendations be approved:

- To recommend the Town Council engages South East Employers to assist with job evaluations, consultation with Officers and advise on all aspects of Employment Law covered within the proposed Staffing Structure change.
- To approve the release of funds from the Legal and Professional Fees Budget of 2020/2021 to cover the costs of the Consultancy Fees.

- To engage South East Employers for the required time to complete the actions lawfully.
- To recommend to full Council any advised changes to the Staffing Structure as a result of Consultation to ensure the Town Council complies with the requirement of showing that alternatives/options have been considered and reasons clearly stated as to why they have or have not been accepted.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori, R Hughes and R Meyer.

Against: Councillor D Treadwell.

For 6, against 1.

RESOLVED: That the following recommendations be approved:

- **To recommend the Town Council engages South East Employers to assist with job evaluations, consultation with Officers and advise on all aspects of Employment Law covered within the proposed Staffing Structure change.**
- **To approve the release of funds from the Legal and Professional Fees Budget of 2020/2021 to cover the costs of the Consultancy Fees.**
- **To engage South East Employers for the required time to complete the actions lawfully.**
- **To recommend to full Council any advised changes to the Staffing Structure as a result of Consultation to ensure the Town Council complies with the requirement of showing that alternatives/options have been considered and reasons clearly stated as to why they have or have not been accepted.**

BS 093/19 WORK PROGRAMME

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

- Five Year Budget Plan
- Members Training
- Office Management

BS 094/19 DATE OF THE NEXT MEETING

Members noted that the date of the next meeting was **Wednesday 7 October 2020, virtually via Zoom starting at 6.00pm.**

The Chairman closed the meeting at 8.34pm.

Chairman

Date