



ANDOVER TOWN COUNCIL

Minutes Council

Time and date

6.00 pm on Thursday 4 March 2021

Place

Virtual On-Line Meeting via "Zoom"

Cllr R Rowles - Town Mayor (P)

Cllr L Banville - Deputy Town Mayor (A)

Cllr N Asamoah (A)

Cllr D Coole (P)

Cllr J Coole (A)

Cllr C Ecclestone (P)

Cllr L Gregori (P)

Cllr R Hughes (P)

Cllr B Long (P)

Cllr R Meyer (P) (Arrived at 6.14pm)

Cllr J Sangster (P)

Cllr D Treadwell (A)

Officers Present:

Tor Warburton (Deputy Clerk)

Caroline Godfrey (Locum Clerk)

Michelle Young (Committee Officer) (Taking the notes)

County/Borough Councillors:

Cllr Z Brooks

Cllr J Cockaday

Members of the Public: 6

Members of the Press: 1

Due to the Covid-19 Pandemic and Government legislation regarding Social Distancing, it was not possible to hold this meeting at a normal public venue. Therefore, the Town Council made arrangements under the Coronavirus Act 2020, and subsequent Regulations permitting remote meetings, to hold the meeting virtually. A voting procedure was actioned via role call method with each Member's name and response recorded in the Minutes.

C 347/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors J Coole and D Treadwell.

C 348/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest in relation to any item on the agenda.

C 349/19 INTERNAL AUDIT REPORT AND ACTION PLAN – PART 1

Members received the Internal Auditor's Report and Action Plan Part 1.

It was commented that some of the action plan recommendations in the report were out of date and would require changing. The Locum Clerk clarified that the report and its action plans referred to the time period contained within the report. It was not for the Council to decide the current actions of the Council, however, it was for the Council to accept or deny the status quo as at the point that the Auditor's report was made.

A member requested clarification on the section of the Auditor's report that related to the Transparency Code regulations 2015 and its meaning. The Deputy Clerk clarified that this section related to the Website accessibility. Work had been carried out with the Andover Town Council's website provider, which ensured the website was compliant with the current accessibility regulations. Members were advised that a report would be presented at the next full Council meeting.

It was commented that the Andover Town Council's Internal Auditor would be retiring. The Locum Clerk confirmed that she had already advised colleagues at the Town Council of the Hampshire County Council's external auditing process, which involved an organisation who understood the hierarchy nature of Councils. This would also ensure there would be no gaps in the auditing process.

(Councillor R Meyer joined the meeting at 6.14pm)

It was proposed by Councillor R Rowles and seconded by Councillor D Coole that the Internal Auditor's Report and Action Plan Part 1 attached at Appendix A, be approved.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
R Rowles	X		
D Coole	X		
C Ecclestone		X	
L Gregori	X		
R Hughes	X		
B Long	X		
R Meyer		X	
J Sangster	X		
TOTAL	6	2	0

RESOLVED: That the Internal Auditor's Report and Action Plan Part 1 attached at Appendix A, be approved.

C 350/19 CORPORATE RISK ASSESSMENT 2021-2022

This item was deferred to the next full Council meeting.

C 351/19 DATE OF ELECTOR'S MEETING

Members noted that the Elector's Meeting had been postponed to a future date (TBC) due to Covid-19.

C 352/19 DATE OF NEXT MEETING

Members noted the date of the next Council Meeting – **Wednesday 24 March 2021 via Zoom starting at 6.00pm.**

It was noted that the telephone number used for dialling into the zoom meeting, would be provided also.

C 353/19 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor R Rowles and seconded by Councillor D Coole that the Press and Public be excluded from the Meeting at Item 8 & 9, due to consideration of reports which contain confidential personnel information and the Confidential Internal Audit Report which contains confidential personnel information.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
R Rowles	X		
D Coole	X		
C Ecclestone		X	
L Gregori	X		
R Hughes	X		
B Long	X		
R Meyer		X	
J Sangster	X		
TOTAL	6	2	0

RESOLVED: That the Press and Public be excluded from the Meeting at Items 8 & 9, due to consideration of reports which contain confidential personnel information and the Confidential Internal Audit Report which contains confidential personnel information.

C 354/19 INTERNAL AUDITOR'S REPORT (CONFIDENTIAL) - PART 2

Members considered a report on the Internal Auditor's Report Part 2.

C 355/19 BANKING ARRANGEMENTS

Members considered a report on the Banking Arrangements.

The Town Mayor closed the meeting at 7.23pm.

Town Mayor

Date