



# ANDOVER TOWN COUNCIL

## Minutes Council

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### Time and date

6.00 pm on Wednesday 23 June 2021

### Place

Upper Guildhall, High Street, Andover

Cllr B Long - Town Mayor (P)		
Cllr R Hughes - Deputy Town Mayor (P)		
Cllr N Asamoah (A)	Cllr L Banville (A)	Cllr D Coole (A)
Cllr J Coole (A)	Cllr C Ecclestone (P)	Cllr L Gregori (P)
Cllr K Hughes (A)	Cllr N Long (P)	Cllr R Meyer (A)
Cllr M Mumford (P)	Cllr R Rowles (P)	Cllr J Sangster (P)
Cllr D Treadwell (A)	Cllr S Waue (P)	

### Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Town Clerk) (Taking the notes & managing online streaming)

Caroline Godfrey (Support Officer) (Online)

Tracy Predeth (Locum Clerk) (Online)

### County/Borough Councillors:

Cllr I Anderson

Cllr Z Brooks

Cllr k Hamilton

Cllr N Matthews

**Members of the Public:** 11

**Members of the Press:** 1

Due to the Covid-19 Pandemic and Government legislation regarding Social Distancing, this meeting was held in the Guildhall following Coronavirus preventative measures. The Town Council made arrangements to stream the meeting virtually to allow as much public access as possible.

A voting procedure was actioned via role call method with each Member's name and response recorded in the Minutes.

<b>C023/06/21</b>	<b>APOLOGIES FOR ABSENCE</b>																																												
	Apologies were received and accepted from Councillors N Asamoah, J Coole, D Coole, K Hughes, R Meyer and D Treadwell.																																												
<b>C024/06/21</b>	<b>DECLARATIONS OF INTEREST</b>																																												
	There were no Declarations of Interest in relation to any item on the agenda.																																												
<b>C025/06/21</b>	<b>MINUTES</b>																																												
	<p>The Minutes of the Annual Council Meeting held on 27 May 2021 were proposed by Cllr R Rowles and seconded by Cllr N Long as a correct record. A recorded vote was as follows:</p> <table border="1"> <thead> <tr> <th>COUNCILLOR</th> <th>FOR</th> <th>AGAINST</th> <th>ABSTENTION</th> </tr> </thead> <tbody> <tr> <td>Cllr B Long</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr R Hughes</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr J Sangster</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr C Ecclestone</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr S Waue</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr M Mumford</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr L Gregori</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr N Long</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr R Rowles</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>9</b></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>RESOLVED: That the Minutes of the Annual Council meeting held on 27 May 2021 be signed by the Town Mayor as a correct record.</b></p>	COUNCILLOR	FOR	AGAINST	ABSTENTION	Cllr B Long	X			Cllr R Hughes	X			Cllr J Sangster	X			Cllr C Ecclestone	X			Cllr S Waue	X			Cllr M Mumford	X			Cllr L Gregori	X			Cllr N Long	X			Cllr R Rowles	X			<b>TOTAL</b>	<b>9</b>		
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<b>C026/06/21</b>	<b>TOWN MAYOR'S ANNOUNCEMENTS</b>																																												
	<p>I was invited to attend the car boot sale on 31st May and did an interview with InAndover and Love Andover. I attended the flag raising on 21st June in Andover High St. I have been asked to attend the Armed Forces Event at the Poppy Memorial Garden on 26th June and the Independent Day event on 4th July.</p> <p>Mayor of Test Valley Cllr Mark Cooper has offered oak tree to parishes to plant to mark covid victims. We have accepted that offer and a tree will be planted in October.</p> <p>Test Valley BC are doing a consultation on the use of Vigo Rd Recreation ground until September. There is an online survey. There's also a consultation for 2 pieces of art for the Riverside park. They will be in the pocket park on Sat 26th June and again on Sunday 4th July.</p>																																												

<b>C027/06/21</b>	<b>PUBLIC PARTICIPATION</b>
	<p><i>The notes below are a precis of statements/questions. They are not recorded word for word.</i></p> <p><b>Cllr C Ecclestone, asking on behalf of a member of public:</b>  The staffing Sub-committee requested that the Clerk get the CiLCA qualification, has this been achieved yet.  How much has the CiLCA cost in the last 10 years. Is the Clerk being paid for the CiLCA qualification if they haven't got it.</p> <p><b>Town Mayors' Response:</b>  If you would provide the contact details of the Member of Public we will write to them with an answer.</p>

<b>C028/06/21</b>	<b>ACCOUNTS YEAR END 31 MARCH 2021</b>																																												
	<p>It as proposed by Councillor R Rowles and seconded by Councillor S Waue that the Accounts for Year Ending 31 March 2021 be approved.  A vote was taken, 8 for, 1 against.</p> <table border="1"> <thead> <tr> <th>COUNCILLOR</th> <th>FOR</th> <th>AGAINST</th> <th>ABSTENTION</th> </tr> </thead> <tbody> <tr> <td>Cllr B Long</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr R Hughes</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr J Sangster</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr C Ecclestone</td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Cllr M Mumford</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr L Gregori</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr N Long</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr R Rowles</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr S Waue</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>8</b></td> <td><b>1</b></td> <td></td> </tr> </tbody> </table> <p><b>RESOLVED: That the Accounts for Year Ending 31 March 2021 be approved.</b></p>	COUNCILLOR	FOR	AGAINST	ABSTENTION	Cllr B Long	X			Cllr R Hughes	X			Cllr J Sangster	X			Cllr C Ecclestone		X		Cllr M Mumford	X			Cllr L Gregori	X			Cllr N Long	X			Cllr R Rowles	X			Cllr S Waue	X			<b>TOTAL</b>	<b>8</b>	<b>1</b>	
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<b>C029/06/21</b>	<b>INTERNAL AUDITORS REPORT FOR YEAR END 31 MARCH 2021</b>																																												
	<p>It was proposed by Councillor N Long and seconded by Councillor R Rowles that the Internal Auditors Report for Year Ended 31 March 2021 be approved.  A vote was taken, 8 for, 1 against.</p> <table border="1"> <thead> <tr> <th>COUNCILLOR</th> <th>FOR</th> <th>AGAINST</th> <th>ABSTENTION</th> </tr> </thead> <tbody> <tr> <td>Cllr B Long</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr R Hughes</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr J Sangster</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr C Ecclestone</td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Cllr S Waue</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr M Mumford</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr L Gregori</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr N Long</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Cllr R Rowles</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>8</b></td> <td><b>1</b></td> <td></td> </tr> </tbody> </table>	COUNCILLOR	FOR	AGAINST	ABSTENTION	Cllr B Long	X			Cllr R Hughes	X			Cllr J Sangster	X			Cllr C Ecclestone		X		Cllr S Waue	X			Cllr M Mumford	X			Cllr L Gregori	X			Cllr N Long	X			Cllr R Rowles	X			<b>TOTAL</b>	<b>8</b>	<b>1</b>	
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<b>TOTAL</b>	<b>8</b>	<b>1</b>																																											

**RESOLVED: That the Internal Auditors Report for Year Ended 31 March 2021 be approved.**

**C030/06/21 ASSET REGISTER**

Members received and noted the Asset Register up to and including the Year End 31 March 2021.  
It was proposed by Councillor R Hughes and seconded by Councillor R Rowles that the Asset Register up to and including the Year End 31 March 2021 be accepted.

A vote was taken as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
Cllr B Long	X		
Cllr R Hughes	X		
Cllr J Sangster	X		
Cllr C Ecclestone		X	
Cllr S Waue	X		
Cllr M Mumford	X		
Cllr L Gregori	X		
Cllr N Long	X		
Cllr R Rowles	X		
<b>TOTAL</b>	<b>8</b>	<b>1</b>	

**Resolved: That the Asset Register up to and including the Year End 31 March 2021 be accepted.**

**C031/06/21 CORPORATE RISK ASSESSMENT**

Members approved the Corporate Risk Assessment and the Action Plan for 2020-2021.

It was proposed by Councillor N Long and seconded by Councillor R Rowles that the Corporate Risk Assessment for 2020 -2021 be approved.

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
Cllr B Long	X		
Cllr R Hughes	X		
Cllr J Sangster	X		
Cllr C Ecclestone		X	
Cllr S Waue	X		
Cllr M Mumford	X		
Cllr L Gregori	X		
Cllr N Long	X		
Cllr R Rowles	X		
<b>TOTAL</b>	<b>8</b>	<b>1</b>	

**RESOLVED: That the Corporate Risk Assessment and the Risk Assessment Action Plan for the year 2020/2021 be implemented.**

**C032/06/21 ANNUAL INTERNAL AUDIT REPORT 2020/2021**

Members noted the Internal Auditors Report for Year Ended 31 March 2021.  
It was proposed by Councillor L Gregori and seconded by Councillor R Rowles that the Annual Internal Audit Report 2019/2020 be approved.

A vote was taken as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
Cllr B Long	X		
Cllr R Hughes	X		
Cllr J Sangster	X		
Cllr C Ecclestone		X	
Cllr S Waue	X		
Cllr M Mumford	X		
Cllr L Gregori	X		
Cllr N Long	X		
Cllr R Rowles	X		
<b>TOTAL</b>	<b>8</b>	<b>1</b>	

**RESOLVED: That the Annual Internal Audit Report 2020/2021 be approved.**

**C033/06/21 ANNUAL GOVERNANCE STATEMENT 2020/2021**

It was proposed by Councillor L Gregori and seconded by Councillor N Long that the Annual Governance Statement 2020/2021 be approved and signed by the Town Mayor as a true statement.

A vote was taken as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
Cllr B Long	X		
Cllr R Hughes	X		
Cllr J Sangster	X		
Cllr C Ecclestone		X	
Cllr S Waue	X		
Cllr M Mumford	X		
Cllr L Gregori	X		
Cllr N Long	X		
Cllr R Rowles	X		
<b>TOTAL</b>	<b>8</b>	<b>1</b>	

**RESOLVED: That the Annual Governance Statement 2020/2021 be approved and signed by the Town Mayor as a true statement.**

**C034/06/21 ACCOUNTING STATEMENTS 2020/2021**

It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that the Accounting Statements 2020/2021 be approved and signed by the Town Mayor and noted that they had already been signed by the Responsible Financial Officer.

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
Cllr B Long	X		
Cllr R Hughes	X		
Cllr J Sangster	X		
Cllr C Ecclestone			X
Cllr S Waue	X		
Cllr M Mumford	X		
Cllr L Gregori	X		
Cllr N Long	X		
Cllr R Rowles	X		
<b>TOTAL</b>	<b>8</b>	<b>1</b>	

**RESOLVED: That the Accounting Statement 2020/2021 be approved and signed by the Town Mayor and noted that they had already been signed by the Responsible Financial Officer.**

**C035/06/21 DEMOCRATIC REVIEW**

Members considered a revised Democratic Structure for the Town Council as noted at the Annual Council Meeting in May which was amended in discussion with Members prior to the meeting. It was proposed by Councillor B Long and seconded by Cllr J Sangster that the revised Democratic Structure for the Town Council be approved.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
Cllr B Long	X		
Cllr R Hughes	X		
Cllr J Sangster	X		
Cllr C Ecclestone		X	
Cllr S Waue	X		
Cllr M Mumford	X		
Cllr L Gregori			X
Cllr N Long	X		
Cllr R Rowles	X		
<b>TOTAL</b>	<b>7</b>	<b>1</b>	<b>1</b>

**RESOLVED: that the revised Democratic Structure for the Town Council be approved.**

**C036/06/21 STANDING ORDERS**

Members considered the revised Standing Orders.

An amendment to the proposed Standing Orders was proposed by Cllr R Hughes and seconded by Cllr Christopher Ecclestone:

**3 (b) The minimum of three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a Saturday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

A vote was taken on the amendment:

COUNCILLOR	FOR	AGAINST	ABSTENTION
Cllr B Long	X		
Cllr R Hughes	X		
Cllr J Sangster			X
Cllr C Ecclestone	X		
Cllr S Waue	X		
Cllr M Mumford	X		
Cllr L Gregori	X		
Cllr N Long	X		

Cllr R Rowles			X
<b>TOTAL</b>	<b>7</b>		<b>2</b>

**RESOLVED: that the following amendment to the proposed Standing Orders be accepted:**

**3 (b) The minimum of three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a Saturday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

It was proposed by Cllr Robin Hughes and seconded by Cllr Christopher Ecclestone that the proposed Standing Orders be accepted with the approved amendment.

A vote was taken:

COUNCILLOR	FOR	AGAINST	ABSTENTION
Cllr B Long	X		
Cllr R Hughes	X		
Cllr J Sangster			X
Cllr C Ecclestone	X		
Cllr S Waue	X		
Cllr M Mumford	X		
Cllr L Gregori	X		
Cllr N Long	X		
Cllr R Rowles	X		
<b>TOTAL</b>	<b>8</b>		<b>1</b>

**RESOLVED: that the proposed Standing Orders be accepted with the approved amendment.**

**C037/06/21 FINANCIAL REGULATIONS**

Members considered the revised Financial Regulations.

It was proposed by Cllr Richard Rowles and seconded by Cllr Michael Mumford that the proposed revised Financial Regulations be accepted.

A vote was taken.

COUNCILLOR	FOR	AGAINST	ABSTENTION
Cllr B Long	X		
Cllr R Hughes		X	
Cllr J Sangster	X		
Cllr C Ecclestone		X	
Cllr S Waue	X		
Cllr M Mumford	X		
Cllr L Gregori		X	
Cllr N Long	X		
Cllr R Rowles	X		
<b>TOTAL</b>	<b>6</b>	<b>3</b>	

**RESOLVED: that the proposed revised Financial Regulations be accepted.**

**C038/06/21 MEMBERSHIP OF STANDING COMMITTEES**

The Standing Committees were confirmed as:  
Allotment Committee  
Planning Committee  
Policy & Resources Committee

It was proposed by Cllr B Long and seconded by Cllr L Gregori that the Membership of the Standing Committees be as follows:

Allotment Committee: Cllr L Gregori, Cllr R Hughes, Cllr S Waue, Cllr N Long, Cllr B Long and Cllr K Hughes.  
Planning Committee: Cllr L Gregori, Cllr R Hughes, Cllr N Long, Cllr B Long, Cllr J Sangster and Cllr C Ecclestone.  
Policy & Resources Committee: Cllr L Gregori, Cllr R Hughes, Cllr S Waue, Cllr J Sangster, Cllr R Rowles and Cllr M Mumford.

A vote was taken, which was unanimous.

**RESOLVED: that the Membership of the Standing Committees be as follows:**

**Allotment Committee: Cllr L Gregori, Cllr R Hughes, Cllr S Waue, Cllr N Long, Cllr B Long and Cllr K Hughes.**  
**Planning Committee: Cllr L Gregori, Cllr R Hughes, Cllr N Long, Cllr B Long, Cllr J Sangster and Cllr C Ecclestone.**  
**Policy & Resources Committee: Cllr L Gregori, Cllr R Hughes, Cllr S Waue, Cllr J Sangster, Cllr R Rowles and Cllr M Mumford.**

**C039/06/21 FINANCE**

Members received the lists of payments up to 26 April 2021, 19 May 2021 and 17 June 2021.  
It was proposed by Cllr R Rowles and seconded by Cllr N Long that the lists of payments be approved.

The vote was as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
Cllr B Long	X		
Cllr R Hughes	X		
Cllr J Sangster	X		
Cllr C Ecclestone			X
Cllr S Waue	X		
Cllr M Mumford	X		
Cllr L Gregori	X		
Cllr N Long	X		
Cllr R Rowles	X		
<b>TOTAL</b>	<b>8</b>		<b>1</b>



<b>C040/06/21</b>	<b>PAYROLL OUTSOURCING &amp; BACS PAYMENT APPROVAL</b>
	<p>Members considered the appointment of Dataplan to carry out the Town Council's Payroll services and to approve that Dataplan transfer salary funds to staff via BACS payments.</p> <p>It was proposed by Cllr R Rowles and seconded by Cllr N Long that the appointment of Dataplan to carry out the Town Council's Payroll services and that Dataplan transfer salary funds to staff via BACS payments be approved.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: that the appointment of Dataplan to carry out the Town Council's Payroll services and that Dataplan transfer salary funds to staff via BACS payments be approved.</b></p>
<b>C041/06/21</b>	<b>REPORT ON GRANT AWARDED FOR UNSUNG HEROES</b>
	Members noted a report received on the Grant awarded to Unsung Heroes.
<b>C042/06/21</b>	<b>VISIT ANDOVER WEBSITE</b>
	Members noted and received an update report on the Visit Andover website.
<b>C043/06/21</b>	<b>OX DROVE ALLOTMENT SITE</b>
	Members received an update on the transfer of the Ox Drove Allotment Site.
<b>C044/06/21</b>	<b>CHRISTMAS LIGHTS 2021 - UPDATE</b>
	Members noted an update report on the Christmas Lights 2021.
<b>C045/06/21</b>	<b>EXCLUSION OF PRESS AND PUBLIC</b>
	<p>It was proposed by Councillor N Long and seconded by Councillor R Rowles that the Press and Public be excluded from the Meeting at Item number 24, due to consideration of a staffing review which contained confidential information.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the Press and Public be excluded from the Meeting at item number 24, due to consideration due to consideration of staffing matters which contained confidential information.</b></p>
<b>C046/06/21</b>	<b>STAFFING REVIEW</b>
	Members were updated on the progress of the Staffing Review and considered contractual matters.
The Town Mayor closed the meeting at 7.48pm.	
Town Mayor	Date