



# ANDOVER TOWN COUNCIL

## Minutes of Policy & Resources Committee

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### Time and date

6.00pm, Thursday, 22 April 2021

### Place

Virtual On-Line Meeting via Zoom

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### Details of Attendance:

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

### Officers Present:

Wendy Coulter (town Clerk)  
Tracy Predeth (Locum Clerk)  
Tor Warburton (Deputy Clerk)

### Borough/County Councillors:

Cllr I Anderson  
Cllr N Matthews

**Members of the Public:** 5

**Members of the Press:** 1

### PR 142/19    APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr J Coole and Cllr C Ecclestone

### PR 143/19    DECLARATIONS OF INTEREST

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

**PR 144/19 MINUTES**

It was proposed by Councillor R Meyer and seconded by Councillor D Coole that the Minutes of the Policy and Resources Committee meeting held on 19 January 2021 be amended to acknowledge that no apologies were received and to note that J Cockaday is not a Borough Councillor.

A recorded vote was as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
R Meyer	X		
D Coole	X		
D Treadwell	X		
L Gregori	X		
R Hughes	X		
<b>TOTAL</b>	<b>5</b>	<b>0</b>	<b>0</b>

**RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 19 January 2021 be amended to acknowledge that no apologies were received and to note that J Cockaday is not a Borough Councillor.**

It was proposed by Councillor R Meyer and seconded by Councillor D Coole that the Minutes of the Policy and Resources Committee meeting held on 19 January 2021 be accepted as a correct record with the agreed amendments.

A recorded vote was as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
R Meyer	X		
D Coole	X		
D Treadwell	X		
L Gregori	X		
R Hughes	X		
<b>TOTAL</b>	<b>5</b>	<b>0</b>	<b>0</b>

**RESOLVED: that the Minutes of the Policy and Resources Committee meeting held on 19 January 2021 be accepted as a correct record with the agreed amendments.**

**PR 145/19 ACTIONS LIST**

Members noted the Action List.

**PR 146/19 PUBLIC PARTICIPATION**

There were no Members of the Public who wished to speak at the meeting.

**PR 147/19 INTERNAL AUDIT ARRANGEMENTS**

Members received and noted the report on the internal audit arrangements.

**PR 148/19 BANKING ARRANGEMENTS**

Members received and noted the update report on the banking arrangements.

**PR 149/19 INVESTMENT STRATEGY**

Members agreed that the Draft Investment Strategy would be brought back to a future meeting of the committee.

**PR 150/19 ANNUAL REPORT**

Members viewed a Draft contents page of the Annual report and noted that it was being prepared ahead of the Annual Meeting of Electors and noted that the date of meeting was yet to be finalised.

**PR 151/19 TOWN COUNCIL POLICIES**

Members noted that the Human Resource policies were being reviewed by Ellis Whittam and that they would be brought back to a future Policy and Resources meeting.

It was confirmed to members that the Society of Local Council Clerks Consultant was the professional already agreed by Council to help mentor the staff, and that she was reviewing the Standing Orders and Financial Regulations within the cost of her contract.

Members requested that the Standing Orders be sent to the Working Group for review once completed.

Members requested that the Standing Orders and Financial Regulations be brought to the Annual Meeting of the Council if at all possible.

Members requested that a timetable for the review of the Operational Policies be brought back to a future Policy and Resources meeting.

**PR 152/19 DRAFT 2021/2022 COUNCIL/COMMITTEE MEETING DATES**

Members received the draft 2021/2022 Council/Committee meeting dates and noted the date change of the Annual Meeting to the 27 May 2021 to accommodate venue hire and staff availability which would be required due to the Covid-19 Restrictions and Regulations.

**PR 153/19 WORK PROGRAMME**

It was agreed that the following items would be included on the work programme:  
Investment Strategy – date of meeting to be reported to, be determined by Officers.

**PR 154/19 DATE OF THE NEXT MEETING**

It was noted that the date of the next meeting would be confirmed at the Annual Meeting on 27<sup>th</sup> May 2021.

The Chairman closed the meeting at 6.32pm.

Chairman

Date