

ANDOVER TOWN COUNCIL



Minutes of Policy & Resources Committee

Time and date

6.30pm, Tuesday, 18 April 2023

Place

The Lights, Andover

Details of Attendance:

Members of the Committee:

Cllr R Hughes (Chairman) (P)
Cllr S Waue (Vice Chairman) (P)
Cllr D Coole (P) Cllr L Gregori (P) Cllr N Long (P) Cllr R Meyer (A) Cllr M Mumford (P)
and Cllr T Reynolds (P)

Officers Present:

Gail Foster (Town Clerk)
Tor Warburton (Deputy Clerk)

Members of the Public: 0

Members of the Press: 0

APOLOGIES FOR ABSENCE

PR 128/04/23 There were no apologies received.

DECLARATIONS OF INTEREST

PR 129/04/23 Declarations of Interests were declared by Councillor E Reynolds as he is a Member of the Drove Allotment Association and a plot holder.

MINUTES

PR 130/04/23 It was proposed by Councillor S Waue and seconded by Councillor E Reynolds and **RESOLVED: FOR – 6, AGAINST – 0, ABSTENTIONS - 1** that the Minutes of the Policy and Resources Committee meeting held on 21 February 2023 be signed by the Chairman as a correct record.

Action: Committee Officer

[These Minutes are published in draft pending approval at the next Committee meeting.](#)

PUBLIC PARTICIPATION

PR 131/04/23 There were no Members of the Public present at the meeting.

UPDATE ON BANK ACCOUNTS AND BALANCES

PR 132/04/23 Members received and noted a statement which showed bank balances of £86,156.42 in the Unity Trust Instant Access Account, £575,835.08 in the Unity Trust Current Account and £85,000.00 in the new Redwood 35 Day Notice Account. The amounts had been verified online by Councillor E Reynolds.

INTERNAL AUDITORS WRITTEN REPORT 2022/2023

PR 133/04/23 Members noted the Internal Auditor's written report, which contained Mulberry & Co.'s findings and recommendations.

PR 134/04/23 The RFO's response and actions that would be taken, was also noted.

YEAR END REPORTS 2022-2023

PR 135/04/23 It was proposed by Councillor D Coole and seconded by Councillor S Waue and **RESOLVED: Unanimously**, that the following Year End Reports be recommended to Full Council for approval:

- a. Bank Statements and Bank Reconciliation
- b. Final Budget Summary
- c. Cashbook and Income and Expenditure
- d. List of Debtors and Creditors
- e. VAT Return information
- f. Earmarked Reserves
- g. Internal Audit report
- h. Trial Balance and Balance Sheet
- i. Asset Register
- j. Draft Annual Return Printout
- k. Draft Annual Governance Statement – (AGAR Section 1)
- l. Draft Accounting Statement – (AGAR Section 2)
- m. Draft Notice of Public Rights and dates for inspection
- n. Virements for Year End

Action: RFO

Councillor S Waue requested the following be Minuted:

"A solid pat on the back for the ATC staff, for managing to save so much money, with an even bigger pat on the back to the Deputy Clerk."

AMENDMENTS TO STANDING ORDERS

PR 136/04/23 It was proposed by Councillor L Gregori and seconded by Councillor E Reynolds and **RESOLVED: FOR – 3, AGAINST – 3, ABSTENTIONS – 1**, (the Chairman used his casting vote and voted for.) that the Standing Orders remain unchanged and that no amendments be made.

RE-APPOINTMENT OF THE INTERNAL AUDITOR FOR FINANCIAL YEAR 2023/2024

PR 137/04/23 It was proposed by Councillor L Gregori and seconded by Councillor M Mumford and **RESOLVED: Unanimously**, that a recommendation that Mulberry & Co be re-appointed as the Internal Auditor for the financial year 2023/2024, be made to Full Council for approval.

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Action: Town Clerk

COMMITTEE WORK PROGRAMME

PR 138/04/23 Members noted the Committee Work Programme. A suggestion was made that completed items would remain on the work programme, but struck through to show completion. Training dates for new councillors would be added when possible and the training packs reviewed. **Action: Town Clerk.**

DATE OF THE NEXT MEETING

PR 139/04/23 Members noted that the date of the next meeting would be finalised at the Annual Meeting of the Town Council on 17 May 2023.

The Chairman closed the meeting at 7.17pm.

DRAFT