



ANDOVER TOWN COUNCIL

Extraordinary Council Minutes

Time and date

5.30pm on Wednesday 24 August 2022

Place

The Lights, Andover

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

Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Town Clerk)

Michelle Young (Committee Officer) (Taking the Minutes)

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.

C077/08/22	APOLOGIES FOR ABSENCE
	Apologies were received and accepted from Councillors C Ecclestone, K Hughes and M Mumford.

C078/08/22	DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS
	Councillors D Coole and J Coole declared an Interest in Items 9 & 10 of the agenda. Councillor R Meyer declared an Interest in Item 9 of the agenda.
C079/08/22	PUBLIC PARTICIPATION
	<i>The notes below are a precis of statements/questions. They are not recorded word for word.</i> A representative from Unity spoke in support of the Unity's £7,500.00 grant application 'Youth Services for Andover Town.' Aim is to apply services to fill the gap work in consultation with other Youth Groups in Andover. Unity has 12 plus years of experience working in the youth environment, involving trips, events and assisting with employment. The grant will aid the provision of events to work with partnership groups, which will be free to attend.
C080/08/22	MINUTES
	Two Members raised amendments that were required to be made. It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Minutes, with the amendments, of the Council meeting held on 10 August 2022, be signed by the Chairman as a correct record. A vote was taken: FOR – 10, AGAINST – 0, ABSTENTIONS – 1 RESOLVED: That the Minutes, with the amendments, of the Council meeting held on 10 August 2022, be signed by the Chairman as a correct record.
C081/08/22	POLICY AND RESOURCES – TERMS OF REFERENCE
	Members considered the amended Policy and Resources Committee Terms of Reference. A Member asked what changes had been made by the Policy and Resources Committee due to him not being a member of that committee. The Proper Officer clarified that the Terms of Reference had been brought in line with Standing Orders and Financial Regulations, to ensure that the Committee was following what it should be doing with regards to both of those documents. The only other changes that had been made were in relation to the provision of support for Staffing and making sure that the Policy and Resources Committee works with the HR Staffing Sub-Committee, which would ensure that support. It was proposed by Councillor R Hughes and seconded by Councillor R Meyer that the amended Policy and Resources Committee Terms of Reference be accepted and approved. A vote was taken: FOR – 10, AGAINST – 0, ABSTENTIONS – 1 RESOLVED: That the amended Policy and Resources Committee Terms of Reference be accepted and approved.
C082/08/22	TEMPORARY PROPER OFFICER (TOWN CLERK) AND RESPONSIBLE FINANCIAL OFFICER
	Members noted the report on the provision of a temporary Proper Officer (Town Clerk) and Responsible Financial Officer.

It was felt that due to the number of recommendations within the report, each one would be discussed separately.

Committee Meeting Schedule:

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the revised Committee Meeting schedule be approved.

Members went into debate.

Concerns were raised that if the Committee meetings were reduced, in particular the Allotment Committee, the Town Council would fail to meet its statutory duties. The Allotment Committee would need to continue with its current schedule of meetings due to the changes in payment schedule and rental increases, fencing, gate repairs and any issues that arise.

A point was made that Committees with devolved responsibilities, no decisions could be made without the presence of a qualified Clerk. Therefore, decisions made regarding their devolved responsibilities to spend money, would not be correct.

The Deputy Clerk suggested an Allotment meeting be added into the revised schedule for 21 September 2022, in place of 5 October 2022, for discussions on changes with payment terms and rental increases. A further suggestion was made that the Allotment Budgets could also be discussed in the meeting of 21 September 2022, with the potential addition of a further Allotment Committee meeting down the line.

It was proposed by Councillor N Long and seconded by Councillor L Gregori that an Allotment Committee meeting be added into the revised meeting schedule for the 21 September 2022, in place of the schedule meeting on 5 October 2022.

A vote was taken which was unanimous.

RESOLVED: That an Allotment Committee meeting be added into the revised meeting schedule for the 21 September 2022, in place of the schedule meeting on 5 October 2022.

Members returned to vote on the substantive motion, with the revised Allotment meeting dates.

A vote was taken which was:

FOR - 10, AGAINST - 1, ABSTENTIONS - 0

RESOLVED: That the reduced meeting schedule with the revised Allotment Committee meeting date of 21 September 2022, be approved.

Staff Resources:

A procedural motion was proposed by Councillor N Long and seconded by Councillor R Rowles that the Council moved straight to a vote.

A vote was taken:

FOR - 7, AGAINST - 4, ABSTENTIONS - 0

RESOLVED: That Council moved straight to a vote.

It was proposed by Councillor L Gregori and seconded by Councillor R Rowles that Solution 2 be accepted and approved.

A vote was taken:

FOR - 6, AGAINST - 3, ABSTENTIONS - 2

RESOLVED: That Solution 2 be accepted and approved.

Members noted that by the approval of Solution number 2, it had been agreed that the temporary responsibilities and duties of the Proper Officer would be

**transferred to the Deputy Clerk for an agreed temporary period starting on 12 September 2022 (to be reviewed in January 2023).
The responsibility of the Town Council's financial affairs will be transferred to the temporary RFO position.**

The Proper Officer interjected with an updated response received from SLCC, which included an offer of support to the Town Council for the recruitment process, with a comprehensive breakdown of the assistance that could be provided. Members were reminded they had previously agreed a budget of £2,000.00 to do that process. In total SLCC proposed the cost to be a total of £2,190.00. £190.00 more than the original proposal. Members were asked to bear in mind that the Town Council had not received any other offers of support for the recruitment process.

It was felt that the offer should be accepted and the additional £190.00 be taken from Operational Reserves, which would enable the progress of the recruitment process to be made.

The Town Mayor clarified the last 3 recommendations that required discussion and the extra point raised regarding the £190.00 virement.

It was proposed by Councillor R Rowles and seconded by Councillor S Waue that in line with our adopted solution number 2, the Council agrees the Deputy Clerk's expected contracted hours, the remuneration thereof and the contract will be amended to reflect our decision.

A vote was taken which was unanimous

RESOLVED: That in line with our adopted solution number 2, the Council agrees the Deputy Clerk's expected contracted hours, the remuneration thereof and the contract will be amended to reflect our decision.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that:

- Council agrees to review the temporary staffing solution in January 2023.
- All affected contracts must be redrawn, agreed with the staff members and signed to reflect Council's decision.
- A virement of £190.00 be taken from Operational Reserves to enable the engagement of SLCC for the recruitment process.

A vote was taken which was unanimous.

RESOLVED: That:

- **Council agrees to review the temporary staffing solution in January 2023.**
- **All affected contracts must be redrawn, agreed with the staff members and signed to reflect Council's decision.**
- **A virement of £190.00 be taken from Operational Reserves to enable the engagement of SLCC for the recruitment process.**

C083/08/22 APPOINTMENT OF INTERNAL AUDITOR FOR YEAR END 2023

Members noted the report regarding the continued Internal Auditor provision by Mulberry & Co.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the continued Internal Auditor provision by Mulberry & Co be approved.

A vote was taken which was unanimous.

RESOLVED: That the continued Internal Auditor provision by Mulberry & Co be approved.

C084/08/22	FINANCE
	<p>Members received and noted the List of Payments up to 3 August 2022. Members received and noted the Cashbook up to 31 July 2022. Members received and noted the Bank Reconciliation up to 31 July 2022. It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the List of Payments up to 17 August 2022 be approved. A vote was taken which was unanimous. RESOLVED: That the List of Payments up to 17 August 2022 be approved.</p>
C085/08/22	GRANT APPLICATIONS
	<p>Members considered the recommendations from Community and Events Committee regarding the following Grant Funding Applications for Andover Summer Fayre 2022 and Youth Services for Andover Town (Unity).</p> <p>Youth Services for Andover Town (Unity) It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Youth Services for Andover Town (Unity) grant application as is, be approved. Members went into debate. It was proposed by Councillor J Sangster and seconded by Councillor D Coole that Standing Orders be suspended to allow the Unity's representative to answer Members' questions. A vote was taken: FOR – 7, AGAINST – 4, ABSTENTIONS – 0 RESOLVED: That Standing Orders be suspended to allow the Unity's representative to answer Members' questions.</p> <p>Members asked various questions, however, the majority felt that the responses did not offer sufficient specific details upon which a formal decision could be made. It was proposed by Councillor D Coole and seconded by Councillor R Hughes that Standing Orders be reinstated. A vote was taken which was unanimous. RESOLVED: That that Standing Orders be reinstated.</p> <p>The Proper Officer was asked to clarify whether the grant application satisfied the rules of the Grant Policy. The Proper Officer responded with a no and suggested that Unity be invited to reapply with more details, in order to satisfy the rules of the Grant Policy. It was proposed by Councillor R Rowles and seconded by Councillor N Long that Council move onto the next item. A vote was taken: FOR – 3, AGAINST – 5, ABSTENTIONS – 3 Motion not carried.</p> <p>It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the discussion on Youth Services for Andover Town (Unity) grant be deferred and Unity be invited to resubmit a new application with more specific information. A vote was taken which was unanimous. RESOLVED: That the discussion on Youth Services for Andover Town (Unity) grant be deferred and Unity be invited to resubmit a new application with more specific information.</p>

	<p>Andover Summer Fayre 2022 (Councillors D Coole and J Coole left the meeting at 6.42pm) It was proposed by Councillor R Meyer and seconded by Councillor D Treadwell that the Andover Summer Fayre 2022 grant application be approved, Members went into debate about capital expenditure, insurance, lack of promotion of Andover Town Council, no income and potential profits which is not allowed for a Community Interest Company. A vote was taken: FOR – 4, AGAINST – 5, ABSTENTIONS – 0 Motion not carried.</p>
C086/08/22	FESTIVAL OF MOTORING – RELEASE OF FUNDS
	<p>Members considered the recommendation from the Community and Events Committee to release the funding from the Festival of Motoring Event Budget for the Festival of Motoring Event 2022. It was proposed by Councillor J Sangster and seconded by Councillor D Treadwell that the release of the funding from the Festival of Motoring Event Budget for the Festival of Motoring Event 2022, be approved. A vote was taken: FOR – 6, AGAINST – 2, ABSTENTIONS – 1 RESOLVED: That the release of the funding from the Festival of Motoring Event Budget for the Festival of Motoring Event 2022, be approved.</p>
C087/08/22	DATE OF NEXT MEETING
	<p>Members noted the date of the next meeting: Wednesday 14th September 2022, at The Lights, Andover, starting at 5.30pm.</p>
<p>The Deputy Town Mayor closed the meeting at 7.00pm.</p>	
<p>Town Mayor</p>	<p>Date</p>