



# ANDOVER TOWN COUNCIL

## Minutes Extraordinary Council

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### Time and date

6.34pm on Monday 25 July 2022

### Place

Upper Guildhall, Andover

Cllr D Coole – Town Mayor (P)		
Cllr R Meyer - Deputy Town Mayor (P)		
Cllr N Asamoah (P) (Arrived at 6.38pm)	Cllr L Banville (A)	Cllr J Coole (P)
Cllr C Ecclestone (A)	Cllr L Gregori (P)	Cllr K Hughes (P)
Cllr N Long (A)	Cllr R Hughes (P)	Cllr M Mumford (A)
Cllr R Rowles (P)	Cllr J Sangster (A)	Cllr D Treadwell (A)
Cllr S Waue (A)		

### Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Clerk)

Michelle Young (Committee Officer) (Taking the minutes)

### County/Borough Councillors:

Councillor I Anderson

Councillor Z Brooks

Councillor T Burley

**Members of the Public: 6**

**Members of the Press: 1**

<b>C051/07/22</b>	<b>APOLOGIES FOR ABSENCE</b>
	Apologies were received from Councillors C Ecclestone, N Long, M Mumford, J Sangster, D Treadwell and S Waue.
<b>C052/07/22</b>	<b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS</b>
	There were no Declarations of Interest in relation to any item on the agenda.
<b>C053/07/22</b>	<b>PUBLIC PARTICIPATION</b>
	There were no comments received from Members of the Public present at the meeting.
<b>C054/07/22</b>	<b>MINUTES</b>
	<p>A suggestion was made that unless there was a vote to accept apologies for absences, the Minutes in Agenda item 'Apologies for Absence' should be amended to read, "Apologies were received from."</p> <p>An amendment was requested to Minute reference C041/5/22 to read "National Allotment Society (NAS)."</p> <p>It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the Minutes of the Town Council meetings held on 23 March 2022, 11 May 2022 and 29 June 2022, with the amendments, be signed by the Chairman as correct records.</p> <p>A vote was taken: FOR – 6, AGAINST – 0, ABSTENTIONS – 1</p> <p><b>RESOLVED: That the Minutes of the Town Council meetings held on 23 March 2022, 11 May 2022 and 29 June 2022, with the amendments, be signed by the Chairman as correct records.</b></p>
<b>C055/07/22</b>	<b>ACCOUNTS YEAR ENDING 31 MARCH 2022</b>
	<p>It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the Accounts for Year Ending 31 March 2022 be approved.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the Accounts for Year Ending 31 March 2022 be approved.</b></p>
<b>C056/07/22</b>	<b>INTERNAL AUDITORS REPORT YEAR ENDING 31 MARCH 2022</b>
	<p>It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the Internal Auditors Report for Year Ending 31 March 2022 be approved.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the Internal Auditors Report for Year Ending 31 March 2022 be approved.</b></p>

<b>C057/07/22</b>	<b>ANNUAL INTERNAL AUDIT REPORT 2021/2022</b>
	<p>It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the Annual Audit Report 2021/2022 be approved.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the Annual Audit Report 2021/2022 be approved.</b></p>
<b>C058/07/22</b>	<b>ANNUAL GOVERNANCE STATEMENT 2021/2022</b>
	<p>It was proposed by Councillor R Meyer and seconded by Councillor L Gregori that the Annual Governance Statement 2021/2022 be approved and signed by the Town Mayor as a true statement.</p> <p>A vote was taken:</p> <p>FOR – 7, AGAINST – 0, ABSTENTIONS – 1</p> <p><b>RESOLVED: That the Annual Governance Statement 2021/2022 be approved and signed by the Town Mayor as a true statement.</b></p>
<b>C059/07/22</b>	<b>ACCOUNTING STATEMENTS 2021/2022</b>
	<p>It was proposed by Councillor L Gregori and seconded by Councillor R Meyer that the Accounting Statements 2021/2022, be approved and signed by the Town Mayor and Responsible Finance Officer.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the Accounting Statements 2021/2022, be approved and signed by the Town Mayor and Responsible Finance Officer.</b></p>
<b>C060/07/22</b>	<b>SOCIETY OF LOCAL COUNCIL CLERKS - MENTOR</b>
	<p>It was proposed by Councillor L Gregori and seconded by Councillor R Meyer that the remaining hours of the Society of Local Council Clerks (SLCC) Mentor (56 hours) to be used to assist with reviewing and amending all Town Councils' policies and procedures, be approved.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the remaining hours of the Society of Local Council Clerks (SLCC) Mentor (56 hours) to be used to assist with reviewing and amending all Town Councils' policies and procedures, be approved.</b></p>
<b>C061/07/22</b>	<b>FINANCE</b>
	<p>It was proposed by Councillor L Gregori and seconded by Councillor R Meyer that the List of Payments up to 15 June 2022, the Cashbook up to 31 May 2022 and Bank Reconciliation up to 31 May 2022, be approved.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the List of Payments up to 15 June 2022, the Cashbook up to 31 May 2022 and Bank Reconciliation up to 31 May 2022, be approved.</b></p>
<b>C062/07/22</b>	<b>RECRUITMENT OF TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER</b>

	<p>Members discussed the requirement of a recruitment Panel for the sole purpose of the recruitment and engagement of a Proper Officer (Town Clerk) and Responsible Finance Officer (RFO)</p> <p>The Town Clerk explained the process required for the recruitment of a new Town Clerk and Responsible Finance Officer.</p> <p>Councillor R Rowles proposed Councillors L Gregori, N Long and M Mumford to be Members of the Recruitment Panel.</p> <p>The Town Mayor asked if any of the Members present wanted to be on the Recruitment Panel.</p> <p>Councillor Gregori suggested that a structure be put in place prior to the recruitment of people and that it was open to all the Members of the Council as to whether they wished to be on the Recruitment Panel. It was felt that the absent Members of the Council may not have been aware that they needed to put their names forward to be on the Recruitment Panel, prior to the evening's Extraordinary Council meeting.</p> <p>It was proposed by Councillor L Gregori and seconded by Councillor R Rowles that:</p> <ul style="list-style-type: none"> <li>• A panel of 3-4 Councillors, chosen by Full Council, be created to be responsible for delivery.</li> <li>• Secretarial support and facilitation be provided by the Town Clerk/Deputy Town Clerk excluding any voting rights.</li> <li>• Independent Human Resources support be sought, with a budget of £2,000.00.</li> <li>• A Recruitment Budget be set up with a virement from Operational Reserves.</li> <li>• An Advisor be sought from Hampshire Association of Local Clerks (HALC).</li> </ul> <p>A vote was taken: FOR – 6, AGAINST – 0, ABSTENTIONS – 2</p> <p><b>RESOLVED: That:</b></p> <ul style="list-style-type: none"> <li>• <b>A panel of 3-4 Councillors, chosen by Full Council, be created to be responsible for delivery.</b></li> <li>• <b>Secretarial support and facilitation be provided by the Town Clerk/Deputy Town Clerk excluding any voting rights.</b></li> <li>• <b>Independent Human Resources support be sought, with a budget of £2,000.00.</b></li> <li>• <b>A Recruitment Budget be set up with a virement from Operational Reserves.</b></li> <li>• <b>An Advisor be sought from Hampshire Association of Local Clerks (HALC).</b></li> </ul> <p>All Members of the Town Council were to be invited to be on the Recruitment Panel. The Members expressed their good wishes to the Town Clerk on her new appointment.</p>
<b>C063/07/22</b>	<b>DATE OF NEXT MEETING</b>
	Members noted the date of the next meeting: <b>Wednesday 10 August 2022</b> , at the <b>Upper Guildhall, High Street, Andover, starting at 6.30pm.</b>

The Town Mayor closed the meeting at **6.57pm.**

Town Mayor

Date