



# ANDOVER TOWN COUNCIL

## Final Council Minutes

**Time and date**

5.30pm on Thursday 17 May 2023

**Place**

The Lights, Andover

Cllr R Hughes - Town Mayor from Item 1) (P)		
Cllr J Sangster - Deputy Town Mayor from item 2) (P)		
Cllr K Bird (P)	Cllr J Cockaday (P)	Cllr M Farren (P)
Cllr L Gregori (P)	Cllr T Gregory (A)	Cllr S Hardstaff (P)
Cllr J Hughes (P)	Cllr K Hughes (P)	Cllr R Kidd (P)
Cllr M McGarry (A)	Cllr R Meyer (P)	Cllr H Neate (P)
Cllr E Reynolds (P)	Cllr S Waue (P)	

**Officers Present:**

Gail Foster (Town Clerk)

Tor Warburton (Deputy Clerk) (Recording the Minutes)

**County/Borough Councillors:**

Councillor I Anderson

Councillor D Drew

**Members of the Public: 7****Members of the Press: 1**

Prior to the start of the meeting, the Retiring Town Mayor gave his thanks to the Officers and Members for their support during his time as Town Mayor.

ELECTION OF MAYOR	
<b>C001/05/23</b>	It was proposed by Councillor L Gregori and seconded by Councillor R Kidd that Councillor Robin Hughes be elected Town Mayor for the Municipal Year 2023/2024.  There was a second proposal.  It was proposed by Councillor S Hardstaff and seconded by Councillor M Farren that Councillor Heather Neate be elected Town Mayor for the Municipal Year 2023/2024.

Signed as a true and accurate record of the meeting:

	<p>As there were 2 proposals a vote was taken by a show of hands as per Standing Orders.  The result was:  Councillor R Hughes: 8 votes  Councillor H Neate: 6 votes  <b>RESOLVED: That Councillor R Hughes be elected as Town Mayor for the Municipal Year 2023/2024.</b></p> <p>The Council received Councillor R Hughes' Declaration of Acceptance of Office, who gave a speech of thanks.</p> <p>The Town Mayor gave a Vote of Thanks for the retiring Town Mayor.</p>
<b>ELECTION OF DEPUTY MAYOR</b>	
<b>C002/05/23</b>	<p>It was proposed by Councillor L Gregori and seconded by Councillor E Reynolds that Councillor Jason Sangster be elected as Deputy Mayor for the Municipal Year 2023/2024.</p> <p>There was a second proposal.</p> <p>It was proposed by Councillor S Hardstaff and seconded by Councillor J Cockaday that Councillor Heather Neate be elected as Deputy Mayor for the Municipal Year 2023/2024.</p> <p>As there were 2 proposals a vote was taken by a show of hands as per Standing Orders.  The result was:  Councillor H Neate: 6  Councillor J Sangster: 8  <b>RESOLVED: That Councillor J Sangster be elected as Deputy Mayor for the Municipal Year 2023/2024.</b></p> <p>The Council received Councillor J Sangster's Declaration of Acceptance of Office, who gave a speech of thanks.</p>
<b>APOLOGIES</b>	
<b>C003/05/23</b>	<p>Apologies were received from Councillors T Gregory and M McGarry.</p>
<b>PUBLIC SESSION <i>The discussion below is a short summary and is not recorded word for word.</i></b>	
<b>C004/05/23</b>	<p>A Member of Public stated that they had attended several meetings over last 4 years. This is a new start for Andover Town Council. You have been elected to do a job. No arguing but compromise and agree. It's your responsibility to make this Council a respectable position.</p>

Signed as a true and accurate record of the meeting:

<b>C005/05/23</b>	A second Member of the Public commented that it was a disappointing start. Liberal Democrats whipped on their way to voting. Party politics does have a play in the Andover Town Council.
<b>C006/05/23</b>	<p>Congratulations to you both on your seats. Hope to work together for the people of Andover. Congratulations to Councillor K Bird on running A-Fest this Sunday. Question regarding A-Fest. Were the Rangers working on Sunday as security?</p> <p>Councillor K Bird's response: Initially no, however, as the A-Fest was a key event, they wanted to be a part of it and changed their rota.</p>
<b>MEMBERS ACCEPTANCE OF OFFICE FORMS</b>	
<b>C007/05/23</b>	The Council noted that all Members had signed their Declaration of Acceptance of Office forms and these had been received by the Town Clerk.
<b>EXTERNAL REPORTS</b>	
<b>C008/05/23</b>	<p><b>Councillor D Drew</b> Congratulations to everyone who stood for election and commiserations to those who did not get elected. Congratulations to the Town Mayor and Deputy Town Mayor. Primary School offer places as confirmed by Hampshire County Council, out of approx. 21,000 applications, 98% got their first, second or third choices and 93% got their first choices. Potholes – keep reporting them. The real challenge is there is not enough money available to do the work to maintain the roads network. A website called <a href="http://1.network.com">1.network.com</a> will show you all the roadworks.</p> <p><b>Councillor I Anderson</b> Ladbrookes and the Arc – our leader has written to the owner to ask how much longer for the repair to go on.</p>
<b>ACCEPTANCE OF OFFICE</b>	
<b>C009/05/23</b>	The Town Clerk confirmed that all Members' Declarations of Acceptance of Office forms, had been received.
<b>INTERESTS</b>	
<b>C010/05/23</b>	The Town Clerk confirmed that all Members' Pecuniary and Non-Pecuniary Declarations of Interest forms, had been received.
<b>DISPENSATIONS FOR INTERESTS</b>	
<b>C011/05/23</b>	<p>Councillors E Reynolds and H Neate are both allotment holders and required dispensations to be granted to ensure that they can fully partake in items on the agendas within the Council. It was proposed by Councillor K Bird and seconded by Councillor L Gregori and <b>RESOLVED: FOR – 12, AGAINST – 1, ABSTENTIONS – 1</b>, that the dispensation requests for Councillor E Reynolds and Councillor H Neate, be approved.</p>

Signed as a true and accurate record of the meeting:

<b>MINUTES</b>	
<b>C012/05/23</b>	It was proposed by Councillor K Hughes and seconded by Councillor R Meyer and <b>RESOLVED: FOR - 12, AGAINST - 0, ABSTENTIONS - 2</b> , that the Minutes of the Town Council Meeting, held on 27 April 2023, be signed by the Chairman as a correct record, as soon as possible after the meeting had closed. <b>Action: Committee Officer</b>
<b>ADOPT GPC</b>	
<b>C013/05/23</b>	It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird and <b>RESOLVED: Unanimously</b> , that it be confirmed and accepted that the Town Council is eligible to exercise the General Power of Competence. <b>Action: Town Clerk</b>
<b>CONTRACTUAL &amp; DELEGATED PAYMENTS</b>	
<b>C014/05/23</b>	Members received and noted the <a href="#">contractual and delegated payments</a> that had been made in the period of 1 April 2023 to 5 May 2023, as per report detailed in appendix 12 on the agenda.
<b>PAYMENTS FOR APPROVAL</b>	
<b>C015/05/23</b>	It was proposed by Councillor K Bird and second by Councillor J Sangster and <b>RESOLVED: Unanimously</b> , that <a href="#">payments made for the period 1 April 2023 to 5 May 2023</a> , as per report detailed in appendix 13 on the agenda, be approved.
<b>FINANCIAL REPORTS</b>	
<b>C016/05/23</b>	It was proposed by Councillor K Hughes and seconded by Councillor R Kidd and <b>RESOLVED: Unanimously</b> , that the following financial papers be approved: <ul style="list-style-type: none"> <li>a. Bank Statements and Bank Reconciliation showing balances: <ul style="list-style-type: none"> <li>i. UTB 1 = £548,968.06</li> <li>ii. UTB 2 = £86,156.42</li> <li>iii. Redwood Bank = £85,000.00</li> <li>iv. Total = £720,124.48</li> </ul> </li> <li>b. Cashbook <ul style="list-style-type: none"> <li>i. Gross receipts to date = £182,984.50</li> <li>ii. Gross payments to date = £21,957.79</li> </ul> </li> <li>c. Budget <ul style="list-style-type: none"> <li>i. Net Budget remaining = £168,028.47</li> </ul> </li> <li>d. Earmarked Reserves <ul style="list-style-type: none"> <li>i. Elections = £79,036.28</li> <li>ii. Allotments = £ 88,011.04</li> <li>iii. Christmas Lights = £ 12,591.74</li> <li>iv. Property Purchase = 102,000.00</li> <li>v. CIL Funds = £ 99,099.83</li> </ul> </li> </ul>
<b>POLICIES</b>	
<b>C017/05/23</b>	Members received and reviewed the <a href="#">Beekeeping Policy</a> . It was proposed by Councillor K Hughes and seconded by Councillor L Gregori and <b>RESOLVED: Unanimously</b> , that the Beekeeping Policy be approved. <b>Action: Town Clerk</b>

Signed as a true and accurate record of the meeting:

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<b>CODE OF CONDUCT</b>	
<b>C018/05/23</b>	<p>Members reviewed the Code of Conduct. It was proposed by Councillor S Waue and seconded by Councillor S Hardstaff that the Andover Town Council Code of Conduct be accepted.</p> <p>An amendment was proposed by Councillor R Hughes and seconded by Councillor L Gregori that the Andover Town Council Code of Conduct be adopted as it is, reviewed within 3 months by the Policy and Resources Committee and recommended to Full Council for approval. Members voted to accept the amendment which was <b>RESOLVED: FOR – 11, AGAINST – 0, ABSTENTIONS – 3.</b></p> <p>Members voted on the substantive motion. It was proposed by Councillor K Bird and seconded by Councillor L Gregori and <b>RESOLVED: Unanimously</b>, that the Andover Town Council Code of Conduct be adopted as it is, reviewed within 3 months by the Policy and Resources Committee and recommended to Full Council for approval. <b>Action: Town Clerk</b></p>

<b>STANDING ORDERS</b>																												
<b>C019/05/23</b>	<p>Members review the revised Standing Orders. It was proposed by Councillor S Hardstaff and seconded by Councillor M Farren that the revised Standing Orders be adopted. Members went into a debate. An amendment was proposed by Councillor K Bird and seconded by Councillor R Kidd that the Standing Orders be adopted as it is, reviewed within 3 months and brought back to Full Council for approval. A recorded vote was taken:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">FOR</th> <th style="width: 33%;">AGAINST</th> <th style="width: 33%;">ABSTENTIONS</th> </tr> </thead> <tbody> <tr> <td>R Hughes</td> <td>S Hardstaff</td> <td>H Neate</td> </tr> <tr> <td>J Hughes</td> <td>M Farren</td> <td>J Sangster</td> </tr> <tr> <td>K Hughes</td> <td>K Bird</td> <td></td> </tr> <tr> <td>L Gregori</td> <td>R Meyer</td> <td></td> </tr> <tr> <td>J Cockaday</td> <td>S Waue</td> <td></td> </tr> <tr> <td>R Kidd</td> <td></td> <td></td> </tr> <tr> <td>E Reynolds</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>7</b></td> <td style="text-align: center;"><b>5</b></td> <td style="text-align: center;"><b>2</b></td> </tr> </tbody> </table> <p><b>RESOLVED: That the Standing Orders be adopted as it is, reviewed within 3 months and brought back to Full Council for approval.</b> <b>Action: Town Clerk</b></p> <p>Members voted on the substantive motion. <b>RESOLVED: FOR – 11, AGAINST -2, ABTENTIONS - 1</b></p>	FOR	AGAINST	ABSTENTIONS	R Hughes	S Hardstaff	H Neate	J Hughes	M Farren	J Sangster	K Hughes	K Bird		L Gregori	R Meyer		J Cockaday	S Waue		R Kidd			E Reynolds			<b>7</b>	<b>5</b>	<b>2</b>
FOR	AGAINST	ABSTENTIONS																										
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<b>FINANCIAL REGULATIONS</b>	
<b>C020/05/23</b>	Members reviewed the Financial Regulations.

Signed as a true and accurate record of the meeting:

It was proposed by Councillor K Bird and seconded by Councillor L Gregori and **RESOLVED: Unanimously**, that the Financial Regulations be re-adopted.  
**Action: Town Clerk**

**DELEGATION ARRANGEMENTS**

**C021/05/23**

Members reviewed the Council's delegation arrangements to Committees, Sub-Committees, Staff and other authorities. Members went into debate.  
 It was proposed by Councillors L Gregori and seconded by Councillor J Sangster that option C be adopted.

A recorded vote was taken:

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTIONS</b>
J Hughes	R Meyer	
K Hughes	H Neate	
R Hughes	S Waue	
L Gregori	M Farren	
R Kidd	S Hardstaff	
J Sangster	K Bird	
	J Cockaday	
	E Reynolds	
<b>6</b>	<b>8</b>	<b>0</b>

Motion not passed.

Councillor K Bird proposed and Councillor M Farren seconded an amendment that Option B is adopted.

An amendment to Option B was proposed by Councillor J Hughes and seconded by Councillor L Gregori that the Allotment WG in Option B is amended to Allotment Committee.

A recorded vote was taken:

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTIONS</b>
R Hughes	J Cockaday	
J Sangster	K Bird	
E Reynolds	S Hardstaff	
L Gregori	M Farren	
J Hughes	S Waue	
R Kidd	H Neate	
K Hughes	R Meyer	
<b>7</b>	<b>7</b>	<b>0</b>

The Town Mayor used his casting vote in favour.

**RESOLVED: That the Allotment WG in Option B is amended to Allotment Committee.**

Members voted on the substantive vote.

It was proposed by Councillor K Bird and seconded by Councillor J Hughes that Option B, with the amendment, be adopted.

Signed as a true and accurate record of the meeting:

A recorded vote was taken:

FOR	AGAINST	ABSTENTIONS
R Hughes	J Cockaday	
J Sangster	S Hardstaff	
E Reynolds	M Farren	
J Hughes	S Waue	
K Bird	H Neate	
K Hughes	R Meyer	
L Gregori		
R Kidd		
<b>8</b>	<b>6</b>	<b>0</b>

**RESOLVED: That Option B, with the amendment, be adopted.**

**TERMS OF REFERENCE**

**C022/05/23**

It was proposed by Councillor L Gregori and seconded by Councillor S Hardstaff and that the Terms of Reference for the following Committees, be referred to the relevant committees/working groups, for review.

- a) Policy and Resources Committee
- b) Planning Committee
- c) HR Panel
- d) Community and Resources Committee
- e) Allotments Committee

A recorded vote was requested; however, it was **RESOLVED: Unanimously** by all Councillors without any abstentions, that the Terms of Reference for the following Committees, be referred to the relevant committees/working groups, for review.

- a) Policy and Resources Committee
- b) Planning Committee
- c) HR Panel
- d) Community and Resources Committee
- e) Allotments Committee

**Action: Town Clerk**

**APPOINTMENT TO COMMITTEES**

**C023/05/23**

Councillors received a [schedule](#) that the Town Clerk had provided, showing which committees they had requested to be a member of.

It was proposed by Councillor K Bird and seconded by Councillor R Meyer and **RESOLVED: Unanimously**, that Standing Orders be suspended to allow the addition of an amendment that Policy and Resources Committee will contain all the Members that chose to be on it.

After discussion it was proposed by Councillor S Hardstaff and seconded by Councillor L Gregori and **RESOLVED: Unanimously**, that the Standing Orders be reinstated and that the amended schedule be accepted.

**Action: Town Clerk**

Signed as a true and accurate record of the meeting:

<b>NEW COMMITTEES</b>	
<b>C028/05/23</b>	There were no suggestions of new Committees received in the meeting.
<b>SIGNATORIES</b>	
<b>C029/05/23</b>	<p>Members noted the list of signatories as per the report as detailed in Appendix 23 of the agenda.</p> <p>It was noted that Councillor K Bird requested that her name also be added to the list of authorised signatories. <b>Action: Town Clerk</b></p> <p>It was proposed by Councillor L Gregori and seconded by Councillor E Reynolds and <b>RESOLVED: FOR – 10, AGAINST - 0, ABSTENTIONS - 4</b> that the Full Council meeting be extended beyond the 2-hour limit, by 30 minutes.</p>
<b>CONTRACTS</b>	
<b>C030/05/23</b>	<p>Members reviewed contract arrangements with other local authorities, not-for-profit bodies and businesses.</p> <p>It was noted that The Drove Association needed to be added. <b>Action: Town Clerk</b></p>
<b>CONTRACT CONTACTS</b>	
<b>C031/05/23</b>	<p>Members considered Councillor representation on or to work with external bodies and arrangements for reporting back.</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor J Sangster and <b>RESOLVED: Unanimously</b>, that Councillor K Bird be nominated to represent the Town Council at Test Valley Association of Town and Parish Council.</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor K Hughes and <b>RESOLVED: Unanimously</b>, that Councillor L Gregori be nominated to represent the Town Council at Test Valley Association of Town and Parish Council.</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor J Sangster and <b>RESOLVED: Unanimously</b>, that Councillor S Hardstaff be nominated as a reserve to represent the Town Council at Test Valley Association of Town and Parish Council. <b>Action: Town Clerk</b></p>
<b>ASSET REGISTER</b>	
<b>C032/05/23</b>	Members noted the Asset register as detailed in <a href="#">appendix 26</a> on the agenda.
<b>INSURANCE</b>	
<b>C033/05/23</b>	Members noted the insurance cover held by the Council had been provided and that it was renewed on the same basis as the previous year.
<b>SUBSCRIPTIONS</b>	
<b>C034/05/23</b>	Members noted the Council's and/or Officers' <a href="#">subscriptions</a> to other bodies.

Signed as a true and accurate record of the meeting:



<b>REVIEW OF POLICIES</b>	
<b>C035/05/23</b>	It was proposed by Councillor K Hughes and seconded by Councillor K Bird and <b>RESOLVED: Unanimously</b> , that the <a href="#">schedule to review policies</a> , procedures and practices, be approved.  A request was made to bring the grants policy and procedures forward. <b>Action: town Clerk</b>
<b>S.137</b>	
<b>C036/05/23</b>	Members noted the Council's <a href="#">expenditure</a> incurred under s.137 of the Local Government Act 1972 or the general power of competence.
<b>MEETING DATES</b>	
<b>C037/05/23</b>	Members considered the timing ordinary meetings until the next annual meeting. Councillor S Hardstaff requested an amendment that the Policy & Resources Committee meeting of 8 November 2023, be amended to 1 November 2023. It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird that the proposed meeting schedule be accepted with the amendment of moving the P&R meeting from 8 November to 1 November 2023 and <b>RESOLVED: Unanimously</b> , that the proposed meeting schedule be accepted with the amendment of moving the P&R meeting from 8 November to 1 November 2023 <b>Action: Town Clerk</b>
<b>COUNCILLOR TRAINING</b>	
<b>C038/05/23</b>	It was proposed by Councillor K Hughes and seconded by Councillor E Reynolds and <b>RESOLVED: Unanimously</b> , that: <ul style="list-style-type: none"> <li>• HALC's training costings £98.00 per person, be approved.</li> <li>• That the training schedule is referred to Policy and Resources Committee for discussion and details be finalised.</li> <li>• Bookings to be made through the Town Clerk.</li> <li>• Staff be allowed to attend training courses too.</li> </ul> <b>Action: Town Clerk</b>
<b>COUNCILLOR REPORTS <i>The reports below are a short summary and is not recorded word for word.</i></b>	
<b>C039/05/23</b>	<b>Councillor K Bird</b> Sunday is A-Fest. Filling the High Street with Arts & Crafts, fun fair, performance zone in front of the Guildhall, Health & Wellbeing in the Pocket Park. A real family day. All the Town Councillors are invited to join in.
<b>QUESTIONS FROM COUNCILLORS</b>	
<b>C040/05/23</b>	There were no questions received from Members of the Town Council.
<b>DATE OF NEXT MEETING</b>	
<b>C041/04/23</b>	Members noted that the date of the next meeting would be <b>Wednesday 14 June 2023</b> , to be held in <b>The Lights, Andover, at 6.30pm.</b>
The Town Mayor closed the meeting at 8.46pm.	

Signed as a true and accurate record of the meeting:

Signed as a true and accurate record of the meeting:

Town Mayor / Deputy Mayor: .....Date: .....Page **10** of **10**

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