



# ANDOVER TOWN COUNCIL

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## Minutes Annual Council

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### Time and date

7.00pm on Wednesday 28 May 2014

### Place

Upper Guildhall, Andover

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Cllr G McBride (Chairman) Item 1 only

Cllr V Pond (Chairman) (P) From item 2

Cllr B Long (Vice Chairman) (A) From item 2

Cllr K Bird (P)

Cllr B Carpenter (P)

Cllr A Cotter (P)

Cllr C Ecclestone (P)

Cllr L Gates (P)

Cllr S Hardstaff (A)

Cllr K Hughes (P)

Cllr R Hughes (P)

Cllr M James (P)

Cllr R Pond (P)

Officers Present: Wendy Coulter (Town Clerk) (taking the minutes)

Members of the Public: 13 (including Members of the Press)

### C 01/15 Election of Chairman

Councillor Roderick Pond proposed and Councillor Katherine Bird seconded that Councillor Veronika Pnd be elected Chairman for the ensuing Municipal Year 2015/2016.

There were no further proposals.

**RESOLVED:** That Councillor Veronika Pond be elected Chairman of Andover Town Council for the ensuing Municipal Year 2015/2016.

### C 02/15 The Chairman to make the Declaration of Acceptance of Office

Councillor Veronika Pond made her Declaration of Acceptance of Office and continued with the duties of Chairman.

The Chairman thanked Cllr Pond and Cllr Bird for proposing and seconding her nomination as Chairman and thanked the Members of the Town Council for electing her as Chairman for the Municipal Year 2015/2016.

**C 03/15 Vote of Thanks to the Retiring Chairman**

Councillor Katherine Bird gave the following Vote of Thanks to the retiring Chairman:

*"Thank you to our retiring Chairman, Geoff-or should I say as he steps down from the chair? Retiring is, thankfully, not one of his main traits! He has been a force to be reckoned with, supporting and driving forward project including the youth council and better giving the town council a business plan, and long term strategy.*

*A staunch supporter of all councillors who came on board and worked positively for Andover Town Council, and proud community activist his time as the chairman has been well used.*

*I shall stop there lest it sound like his obituary! Suffice to say thank you to Geoff for all of his hard work".*

**C 04/15 Chairman's Review**

Cllr McBride thanked all the staff, councillors and volunteers for their support and work during 2014/2015.

He stated that his proudest moment with the Town Council was laying the Memorial Wreath on 11 November 2014.

He hoped that good work would continue with the Town Council and that it should take every opportunity that came its way.

He congratulated the Youth Council on all its good work and hoped that its success would continue in the future.

**C 05/15 Election of Vice-Chairman**

Councillor Christopher Ecclestone nominated Councillor Katherine Bird as Vice-Chairman, however there was no seconder.

Councillor Alan Cotter proposed and Councillor Veronika Pond seconded that Councillor Barbara Long be elected Vice-Chairman for the ensuing Municipal Year 2015/2016.

There were no further nominations.

**RESOLVED: That Councillor Barbara Long be elected Vice-Chairman for the Municipal Year 2015/2016.**

**C 06/15 Declaration of Acceptance of Office of Vice-Chairman**

Councillor Barbara Long was not present for the meeting and it was agreed that she would

make her declaration of Acceptance of Office at the next meeting of full Council.

**C 07/15 Declaration of Acceptance of Office**

The Declaration of Acceptance of Office was received and witnessed by the Responsible Officer of the Town Council from the following Members of Andover Town Council:

**Councillor Katherine Bird**

**Councillor Barbara Carpenter**

**Councillor Alan Cotter**

**Councillor Christopher Ecclestone**

**Councillor Leonard Gates**

**Councillor Steven Hardstaff**

**Councillor Kevin Hughes**

**Councillor Robin Hughes**

**Councillor Michael James**

**Councillor Geoffrey McBride**

**Councillor Barbara Long**

**Councillor Roderick Pond**

**Councillor Veronika Pond**

**The Chairman confirmed the following** the Town Council has 13 Uncontested Councillors following the recent election. The operational number for the Town Council is 19 Councillors in total. During the next six months the Town Council will co-opt Members to fill the seats. Until all 19 seats are filled, the Town Council will refer back to Statutory Standing Orders Number 1 U **“No business may be transacted at a meeting unless at least one third of the whole number of Members of the Council are present and in no case shall the quorum of a meeting be less than three”**.

**C 08/15 Apologies for absence**

Apologies for absence were received and accepted from Councillors B Long and S Hardstaff.

**C 09/15 Public Participation**

There were no members of the public who wished to make a statement.

**C 10/15 Disclosable Pecuniary Interests and Non-Pecuniary Interests**

There were no Declarations of Interest.

**C 11/15 Minutes**

The Minutes of the Council meeting held on 28 January 2015 were approved and signed by the Chairman as a correct record.

**C 12/15 Committee Minutes**

The following Minutes were received and noted:

4 March 2015 – Amenities and Town Development Committee

4 February 2015 – Policy and Resources Committee

2 April 2015 – Policy and Resources Committee

9 February 2015 – Planning Committee

2 March 2015 – Planning Committee

23 March 2015 – Planning Committee

**C 13/15 Committee Structure**

Members were asked to approve a committee structure for 2015/2016.

Members noted that requests had been made to change the Committee Structure for the Town Council. It was proposed that the Amenities and Town Development Committee be disbanded and its business be included in the main Council agenda.

The Chairman explained that the purpose behind the change was to provide further transparency for Members of the public and to allow the public to feed into the Council any ideas that they might have for projects to enhance Andover.

Therefore the following Committee structure was proposed:

Full Council

Policy and Resources Committee

Planning Committee

Allotments Sub-Committee

Staffing Sub-Committee

Christmas Lights Working Group (to operate all year)

The Chairman reminded Members that each of the Standing Committees above had their own Terms of Reference which set out clearly the aims and objectives of each of these committees. If the changes were agreed, each Committee and Sub-Committee would review its Terms of Reference for approval by Full Council.

Members are requested to approve and agree the new Committee Structure.

**C 14/15 Membership of Standing Committees**

Members considered the appointment of Members to Committees.

**RESOLVED: That the Membership for the Policy and Resources Committee, Planning Committee, Allotment Sub-Committee and Staffing Sub-Committee for 2015/2016 as set out below be agreed.**

**Policy and Resources Committee**

Katherine Bird, Steven Hardstaff, Robin Hughes, Geoffrey McBride, Rick Pond

**Planning Committee**

Barbara Carpenter, Alan Cotter, Christopher Ecclestone, Steven Hardstaff, Christopher Ecclestone, Michael James, Barbara Long, Veronika Pond

**Allotment Sub-Committee**

Alan Cotter, Kevin Hughes, Geoffrey McBride, Veronika Pond.

**Staffing Sub-Committee**

Katherine Bird, Len Gates, Steven Hardstaff, Geoffrey McBride.

It was noted that the Christmas Lights Working Group continued its work all year round and its Membership was as follows: Barbara Long, Alan Cotter.

**C 15/15 Amendments to Standing Orders and Financial Regulations**

Members noted that the Town Council was required to review and amend its Standing

Orders and Financial Regulations. Members further noted that a new law 'Protocol for public and press reporting at Council meetings' had been introduced which required an amendment to Standing Orders.

It was proposed by Councillor Bird and seconded by Councillor Cotter and

**RESOLVED:**

- 1. That the amendments to Standing Orders with particular reference to the new Protocol for Public and Press Reporting be approved and agreed.**
- 2. That the Amended Financial Regulations be approved and agreed.**

The Chairman drew Members attention to Standing Order 26.

She asked Members to take note of this as it is important that any actions that are taken on behalf of the Council, have been approved by Council. Furthermore, the Town Council staff work for the whole Council, not individual Councillors, Councillors may ask the Clerks advice on any matter, however any projects or work to be done involving Council staff, MUST have been approved by a Committee or Full Council.

#### **C 16/15 Authorisation of the Clerk**

It was proposed by Cllr M James and seconded by Cllr A Cotter that the Town Clerk be authorised to sign any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at the meeting or in any Resolutions passed by the Council.

**RESOLVED: That the Town Clerk be authorised to sign any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at the meeting or in any Resolutions passed by the Council.**

#### **C 17/15 Representation on Outside Bodies**

Members considered the Appointment of Members to Outside Bodies:

**RESOLVED: That the following members be appointed to the Test Valley Association of Town and Parish Councils: Cllrs Katherine Bird and Barbara Long.**

**RESOLVED: That the following members be appointed to the HALC Board, if accepted: Cllrs Katherine Bird and Geoffrey McBride.**

**RESOLVED: That the Chairman of the Town Council would be authorised to sit on the Board of Andover Vision and Cllr Barbara Long as Vice-Chairman would deputise if Cllr Pond was unable to attend.**

Cllr Ecclestone wished it to be recorded that he did not approve of the Andover Vision Board.

**RESOLVED: That the Chairman Councillor Veronika Pond and Councillor Steve Hardstaff would be authorised to sit on the Town Centre Partnership Board and Cllr Barbara Long as Vice-Chairman would deputise if either Cllr Pond or Hardstaff were unable to attend.**

**RESOLVED: That the following Members be appointed to represent the Town Council on the Youth Council Advisory Panel: Cllr Geoffrey McBride and Cllr M James.**

#### **C 18/15 Cheque Signatories**

Members noted that as stated in Financial Regulations the Town Council was required to have Councillors authorised to sign cheques and authorise payments.

Members noted that the Town Council operated a dual system using cheques and BACS payments. Payments are either approved at Policy and Resources Committee or full Council or reported to the next available meeting thereof.

**RESOLVED: That the following Councillors be authorised by Council to approve payments to be reported to the Policy and Resources Committee or full Council or the next available meeting thereof: Christopher Ecclestone, Len Gates, Kevin Hughes, Robin Hughes, Rick Pond.**

**C 19/15 Christmas Lights**

Members received a report on the continuing provision of Christmas Lights for Andover. Members noted that the Christmas Lights Working Group had consulted various other firms that provided Christmas Lights. However, none could provide the very large pole mounts which were currently used and provided by the current supplier.

This being the case, Members noted that the Christmas Lights Working Group recommended remaining with the current supplier and entering into a 3 or 4 year contract, thus reducing overall costs to the Town Council.

Members agreed that the lights thus far provided by the current supplier were excellent and agreed that large pole mounts were needed to create the desired effect.

Members agreed that a 4 year contract would save the Town Council more money overall, therefore it was proposed by Cllr Geoff McBride and seconded by Cllr M James and

**RESOLVED: That the Town Council approve a 4 year contract with Blachere Illuminations Ltd for the provision of Christmas Lights for Andover.**

Members were further asked to approve the Christmas Lights Scheme for 2015, Members had previously seen 'visuals' of how the display would appear and

**RESOLVED: That the Christmas Lights scheme for 2015 be approved.**

**C 20/15 Notice Board**

Members considered a report regarding the management of a Community Notice Board for the town, supplied by Hampshire County Council. Members noted that the Community Notice Board would be situated in Newbury Street, adjacent to the church yard.

Members raised concerns regarding whether the board would need planning permission and who would be responsible for the upkeep, maintenance and insurance of the board.

The Town Clerk confirmed that it would be the responsibility of Hampshire County Council to gain planning permission, if it were needed. She further confirmed that she would investigate the matters regarding maintenance and insurance and would bring the item back to the Policy and Resources Committee if it were to fall to the Town Council.

It was proposed by Cllr Christopher Ecclestone and seconded by Cllr Michael James and

**RESOLVED: In principle to agree to the Town Council taking over the management of a Community Notice Board to be located in Newbury Street, subject to confirmation of Maintenance and Insurance Matters.**

**C 21/15 Date of Next Meeting**

Members noted that the date of the next Full Council meeting was scheduled to be held on Thursday 11 June 2015 at 7pm in the Upper Guildhall.

The Chairman closed the meeting at 8.00pm

Chairman

Date