



# ANDOVER TOWN COUNCIL

## Minutes Council

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### Time and date

7.00pm on Thursday 5 September 2013

### Place

Upper Guildhall, Andover

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#### Details of Attendance:

Cllr G McBride (Chairman) (A)

Cllr A Fitchet (Vice-Chairman) (P)

Cllr K Bird (P)

Cllr Z Brooks (P)

Cllr B Carpenter (P)

Cllr A Cotter (P)

Cllr D Drew (P)

Cllr K Hamilton (P)

Cllr S Hardstaff (A)

Cllr S Hawke (P)

Cllr K Hughes (P)

Cllr M Kerley (P)

Cllr R Khuman (A)

Cllr B Long (P)

Cllr C Lynn (P)

Cllr P North (P)

Cllr B Page (P)

Cllr V Pond (P)

Cllr R Shukri (A).

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

Members of the Public: 6

**Prior to the commencement of the Council meeting, the Town Council received a presentation from Mr Hayes, the Police Commissioner for Hampshire. The Police Commissioner outlined his plans for the policing in Hampshire for the next 3 years.**

#### **C 32/13 Apologies for Absence**

Apologies for absence were received and accepted from Councillors G McBride, S Hardstaff, R Khuman and R Shukri.

Cllr A Fitchet took the Chair in the absence of the Chairman, Cllr G McBride.

#### **C 33/13 Declarations of Interest**

There were no declarations of interest.

#### **C 34/13 Minutes**

The Minutes of the Annual Council Meeting held on 13 June 2013 were signed by the Chairman as a correct record.

#### **C 35/13 Welcome of New Councillor**

The Chairman of the Council welcomed Cllr Khuman to the Council however Cllr Khuman had given his apologies for the meeting.

The Chairman reported that Cllr Khuman had requested to sit on the Planning Committee and the Allotments Sub-Committee.

**RESOLVED: That Cllr Khuman be elected to be a member of the Planning Committee and the Allotments Sub-Committee.**

**C 36/13 Public Participation**

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

**C 37/13 Chairman's Announcements**

The Chairman reported that the Andover Vision Board had recently met and the following items had been discussed:

Varying levels of performance for secondary school pupils

Results of research into making Andover predominantly an engineering town

Andover's connectivity – internet provision

Healthy work/life balance in Andover

Update on Town Centre Summit working groups

**C 37/13 Committee Minutes**

The following Minutes were received and noted:

18 July 2013 – Amenities and Town Development Committee

5 June 2013 – Policy and Resources Committee

31 July 2013 – Policy and Resources Committee

8 July 2013 – Planning Committee

29 July 2013 – Planning Committee

19 August 2013 – Planning Committee

**C 38/13 Policy and Resources Committee – Terms of Reference**

Members considered the approval of revised Terms of Reference of the Policy and Resources Committee and the recommendation of the Committee that the Quorum of the Standing Committees be amended to be 1/3 + 1.

Cllr Long asked what the quorum would be for each Committee.

The Chairman explained that the quorum for each committee would be:

Amenities and Town Development: 5

Policy and Resources Committee: 5

Planning Committee: 4

Cllr North confirmed that the change was to enable the Town Council to continue with its business.

It was proposed by Councillor P North and seconded by Councillor K Bird. A vote was taken 9 for, 0 against and 4 abstentions. The vote was carried and

**RESOLVED: That the revised Terms of Reference for the Policy and Resources Committee be agreed.**

**That the Quorum of the Standing Committee be 1/3 + 1.**

**C 39/13 Internal Audit Plan**

Members considered the adoption of a 3 year Internal Audit Plan.

It was proposed by Cllr P North and seconded by Cllr K Bird and unanimously

**RESOLVED: That the 3 year Internal Audit Plan be adopted.**

**C 40/13 Council Policies**

Members received a Grievance Policy for approval and adoption.

The Chairman, Cllr Fitchet explained that it was the recommendation of the Staffing Sub-Committee that the Grievance Policy be adopted.

Cllr Drew expressed his concern that the Town Council had not previously adopted a Grievance Policy.

The Chairman acknowledge that he and the Town Clerk thought that one had been adopted but this was not the case, therefore one needed to be adopted by Council. Cllr Fitchet further explained that the Grievance Policy was based on the ACAS model policy.

It was proposed by Cllr D Drew and seconded by Cllr K Bird and unanimously

**RESOLVED: That the Grievance Policy be adopted by Andover Town Council and implemented with immediate effect.**

**C 41/13 Finance**

1. Members received and approved the list of payments up to 3 September 2013.

Date	Cheque No	Service/Supplier	Amount (£)
02.08.13	400536	Andover Business Computers – setup of network scanner	169.96
31.07.13	400537	Andover & District Mencap – Recycling	7.80
18.07.13	400538	Blachere Illuminations – Christmas Lights Hire 2013	5952.65
01.08.13	400539	Custom Studio Ltd – website hosting & email provision	35.94
05.08.13	400540	Kevin Justice – replacement taps (Mylen & Barlows)	60.00
02.08.13	DD	N Power – electricity charges (April – August)	271.57
08.08.13	400552	Southern Water – AW	102.87
15.08.13	400551	Southern Water – VR	729.51
06.08.13	400541	Ace Liftaway – Toilet Provision (Allotments)	409.75
19.08.13	400542	Andover Business Computers – Install Outlook	69.99
17.08.13	DD	British Telecom – phone and broadband	49.59
02.09.13	400543	Society of Local Council Clerks – CiLCA Registration	150.00
02.09.13	400544	Society of Local Council Clerks – CiLCA modules	70.00
02.09.13	400545	Town Clerk – reimbursements August 2013	92.36
01.09.13	400546	Custom Studio Ltd – web and email hosting	35.94
12.08.13	400547	Southern Water – BL	565.08
12.08.13	400548	Southern Water – MR	279.29
12.08.13	400549	Southern Water – TD	1316.11
01.08.13	400550	Southern Water – OWR	263.32
04.09.13	400553	Administration Assistant – salary September 2013	793.02
01.09.13	400554	Convenient Hire Ltd – Toilet provision allotments	401.27
04.09.13	400555	Town Clerk – salary September 2013	2086.26
04.09.13	400556	Mr G McBride – wrist bands – youth council	140.00
04.09.13	400557	H M Revenue & Customs – tax Sept/Oct 2013	976.26
04.09.13	400558	Test Valley Borough Council – Guildhall Hire 05.09.13	42.00
04.09.13	400559	Viking supplies – stationery	21.92
<b>TOTAL</b>			<b>15092.46</b>

2. Members noted the Reconciled Bank Statement and Accounts up to 31 July 2013 – copy attached to record minutes.

**C 42/13 Questions from Councillors**

There were no questions from Councillors.

**C 43/13 Reports from Councillors**

Cllr Pond reported that she had met two members of the public who had been having difficulty finding the Hospital in Andover. The finger boards provided did not show the way to the hospital or the station. She asked whether the Town Council's Amenities and Town Development Committee could consider any actions that the Town Council could take to remedy the situation.

Cllr Drew, as Chairman of the Allotments Sub-Committee reported that the Allotments Sub-Committee would now meet every quarter and further delegation had been given to the Officers with the agreement of the Chairman and Vice Chairman of the Allotments Sub-Committee to ensure smooth running of the service between meetings.

Cllr Drew further reported that a Heritage Steam Railway between and Andover and Ludgershall had been discussed. He suggested that the Chairman of the Town Council could write a letter of support for the project to Network Rail.

Cllr Drew also reported that discussions were underway with regard to the provision of a Town Centre Manager. He suggested that it would be something that the Town Council could support.

Cllr North confirmed that the Town Centre manager would be considered at the next meeting of the Policy and Resources committee.

Cllr North also informed Members that an enquiry had been lodged with Test Valley Borough Council regarding the funding for Town and parish Councils in 2014/2015.

Cllr Hamilton and Cllr Cotter reported that the opening of the King George Recreation Ground had been a great success.

Cllr Kerley reported that she would be attending a meeting at Andover Police Station on 23 September 2013 on behalf of Andover Neighbourhood Watch.

**C 44/13 Reports from Borough and County Councillors**

Cllr Lynn reported that plans for the new performance area at Vigo Recreation Ground would be displayed over the next couple of weeks.

**C 45/13 Exclusion of the Press and Public**

**RESOLVED: That the members of the press and public be excluded from the meeting at Part 2, item 16 of the Agenda due to consideration of confidential staffing matters.**

**Part 2 – CONFIDENTIAL ITEMS**

**C 46/13 CONFIDENTIAL MINUTES**

The Chairman signed, as a correct record, the confidential minutes of the Extraordinary Town Council meeting held on 29 July 2013.

The Chairman closed the meeting at 8.16pm.

Chairman

Date