



ANDOVER TOWN COUNCIL

Minutes Council

Time and date

7.00pm on Wednesday 11 June 2014

Place

The Upper Guildhall, High Street, Andover

Details of Attendance:

Cllr G McBride (Chairman) (P)
Cllr V Pond (Vice-Chairman) (P)

Cllr K Bird (P)	Cllr Z Brooks (A)	Cllr B Carpenter (P)	Cllr A Cotter (P)	Cllr D Drew (P) (arrived at 7.05pm)
Cllr A Fitchet (P)	Cllr K Hamilton (P)	Cllr S Hardstaff (P)	Cllr S Hawke (A)	Cllr K Hughes (P)
Cllr M Kerley (A)	Cllr R Khuman (A)	Cllr B Long (P)	Cllr C Lynn (A)	Cllr P North (A)
Cllr B Page (A)	Cllr R Shukri (P).			

Officer: Wendy Coulter (Town Clerk) (P) (Taking the minutes)

Members of the Public: 10

C 15/14 Apologies for Absence

Apologies for absence were received and accepted from Cllrs Khuman and North. The Chairman explained to Members that a letter had been received from Cllr Khuman, requesting dispensation for absence from the Council until he was able to return to his duties. It was proposed by Cllr B Long and seconded by Cllr A Fitchet that Andover Town Council Standing Orders be set aside to allow Cllr Khuman dispensation for absence until he is able to return to his duties.

RESOLVED: That Andover Town Council set aside Standing Orders to allow Cllr R Khuman dispensation for absence until he is able to return to his duties.

C 16/14 Declarations of Interest

There were no declarations of interest.

C 17/14 Minutes

The Minutes of the Council Meeting held on 28 May 2014 were signed by the Chairman as a correct record.

C 18/14 Public Participation

Cllr Nigel Long suggested that the Town Council should consider investing in a sound system to enable the Members of Public to hear the proceedings of the Council Meetings.

C 19/14 Chairman's Announcements

The Chairman, Cllr McBride informed Members that he would shortly be attending a meeting for the Andover Vision Board, one of the items on the Agenda was the Grow Your Own Project which he was keen to progress.

Cllr McBride also informed Members that the Andover Youth Council Advisory Panel would be attending Safeguarding Training on Thursday 12 June 2014.

C 20/14 Committee Minutes

The following Minutes were received and noted:

22 May 2014 – Amenities and Town Development Committee

28 April 2014 – Planning Committee

19 May 2014 – Planning Committee

C 21/14 Internal Auditors Report and Action Plan

Members noted the report from the Internal Auditor and the Action Plan to address the issues raised in the report.

Members noted that the Action Plan included actions completed from the previous year. It was further noted that all the issues raised by the Internal Auditor had been dealt with and completed, including the VAT Returns, minutes signing and Asset Register.

Cllr Bird thanked the Town Clerk for all the work done to complete the Internal Audit and commented that all the issues raised had been dealt with and the Action Plan completed prior to the full Council meeting.

Cllr McBride reiterated his thanks to the volunteers who had been helping out in the office to give the Town Clerk the time to complete all the work.

It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird and unanimously

RESOLVED: That the Internal Auditors Report and Completed Action Plan for the year ending 31 March 2014 be received and approved.

C 22/14 Annual Return and Accounts for the Year Ended 31 March 2014

The Annual Return and Accounts for the Year Ended 31 March 2014 were presented to full Council.

It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird and unanimously

RESOLVED: That the Annual Return and Accounts for the Year Ended 31 March 2014 be received and approved for signature by the Chairman of Andover Town Council.

The Chairman, Cllr G McBride signed the Annual Return.

C 23/14 Virements from 2013.2014 to 2014.2015

Members noted that during the December meeting of the Policy and Resources Committee it was noted that there would be possible savings from the 2013/2014 budget which were taken into account when approving the 2014/2015 Budget.

The End of Year Accounts had been completed and the projected savings were confirmed.

To comply with the Town Council's Financial Regulations, approval was required by full Council to transfer monies into Earmarked Reserves.

Members noted a list of proposed transfers into Earmarked Reserves and it was proposed Councillor K Bird and seconded by Councillor D Drew and unanimously

RESOLVED: To that the Virements listed, be approved to be allocated to Earmarked Reserves for 2014/2015 – a full list of Virements to Earmarked reserves is attached to record minutes.

C 24/14 Office Cleaning Contract

Members noted that all the cleaning in the office was currently carried out by the Town Clerk and the Allotments Administrator. In real time the Town Council was spending £1365.24 per annum on the two officers carrying out the cleaning.

Cllr Fitchet advised Members that a cleaning contract had been discussed by the Staffing Sub-Committee and was fully endorsed.

It was proposed by Councillor V Pond and seconded by Councillor K Bird and unanimously

RESOLVED: That a cleaning contract be awarded up to a value of £1,500 and that the Chairman of the Policy and Resources Committee and the Town Clerk be given delegated authority to choose the best value for money contract.

C 25/14 Flags and Banners in the Town Centre

Members noted that the Amenities and Town Development Committee had received a report with a proposal from Test Valley Borough Council to contribute to the cost of banners and flags in the Town Centre to commemorate the WWI centenary. The Amenities and Town Development Committee had recommended that the Town Council contribute £1,000 from Earmarked Reserves towards the banners.

It was proposed by Councillor A Fitchet and seconded by Councillor S Hardstaff and unanimously

RESOLVED: That Andover Town Council contribute £1,000 from Earmarked Reserves to the flags and banners to be erected by Test Valley Borough Council to commemorate the WWI Centenary.

C 26/14 Andover Service Children's Conference

Cllr McBride informed Members that the Policy and Resources Committee had considered the Andover Service Children's Conference project and had recommended that the Town Council continue to support the project. He informed Members that Mr Henry was giving his time, free of charge to the project.

Cllr Drew added that it was an important project for Andover as it was partly a military town.

Cllr McBride explained that the Policy and Resources committee had recommended that the Town Council support the project with funding up to a value of £1,500.

It was proposed by Cllr Hardstaff and seconded by Cllr Fitchet

RESOLVED: That the Town Council support the Andover Service Children's Conference up to a value of £1,500.

C 27/14 Recycling Stars Scheme

Members noted that the Recycling Stars Scheme was an initiative set up by Test Valley Borough Council to encourage more recycling.

Members noted that to sign up to the scheme, the Town Council needed to complete three of the following activities:

- Sign the Recycling Stars Pledge
- Display Recycling Stars Posters
- Include a Recycling Stars article in your newsletter/staff communications/website
- Appoint a Recycling Champion

Cllr McBride encouraged the Town Council to support the scheme and suggested that Members discuss how the Town Council could encourage the scheme at its Strategic Meeting on 17 June 2014.

It was proposed by Cllr Fitchet and seconded by Cllr Drew and

RESOLVED: That the Town Council Sign the Recycling Stars Pledge and support the Recycling Stars Scheme.

C 28/14 Youth Council

Cllr McBride informed Members that the Youth Council had designed and distributed a survey to the young people of Andover, physically and via Facebook to ask what they would like to see in Andover and what they liked about Andover.

The Youth Council was holding a strategic planning session to consider all the suggestions and to choose 1 large project and 2 smaller projects to action and take forward.

Cllr Hamilton added that she would encourage all young people to take a look at the Youth Council Facebook page and become involved with the Youth Council.

C 29/14 Questions from Councillors

There were no questions received from Councillors under Standing order No 8.

C 30/14 Reports from Councillors

Cllr Fitchet reported that he would be attending the WWI commemoration service at Winchester Cathedral on Sunday 22 June 2014.

Cllr Drew reported that on Thursday 12 June at 6pm there would be a chance to meet the new

Town Centre manager at the Star and Garter.

He further reported that the Members of the Heritage Railway Committee were due to visit Swanage Railway to find out how their railway was run and managed. The Ministry of Defence had indicated that the Heritage Railway would not be able to use the Ludgershall Railway Head, so alternative plans were being investigated.

Cllr Hamilton reported that a Consultation on Youth Development was taking place at Saxon Fields on 25 July 2014 from 2pm. Anyone from the area was welcome to come and take part in the consultation and she asked Members to pass the word.

C 31/14 Reports from Borough and County Councillors

There were no reports from Borough or County Councillors.

The Chairman closed the meeting at 7.35pm.

Chairman

Date