



ANDOVER TOWN COUNCIL

Minutes Council

Time and date

7.00pm on Thursday 21 November 2013

Place

Upper Guildhall, Andover

Details of Attendance:

Cllr G McBride (Chairman) (P)

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 (A)

Cllr S Hardstaff (P)

Cllr S Hawke (P)

Cllr K Hughes (P)

Cllr M Kerley (A)

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 (P).

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

Members of the Public: 5

Prior to the commencement of the Council meeting, the Town Council received a presentation from Mr Paul Francis Community Safety Officer for Hampshire Fire and Rescue on Community Safety and Fire Prevention Initiatives across Hampshire and specifically Andover.

C 47/13 Apologies for Absence

Apologies for absence were received and accepted from Councillors K Hamilton, M Kerley and R Khuman.

C 48/13 Declarations of Interest

There were no declarations of interest.

C 49/13 Minutes

The Minutes of the Council Meeting held on 5 September 2013 were signed by the Chairman as a correct record.

C 50/13 Public Participation

Cllr Nigel Long – Test Valley Borough Councillor, congratulated the Town Council on the Christmas Lights display.

He asked the Town Council to consider whether the Town Clerk should be accompanied if she was required to be on duty through to the early hours of the morning while the Christmas Lights were being installed.

Cllr Z Brooks confirmed that the Amenities and Town Development Committee would consider the issue at the next meeting.

C 51/13 Chairman's Announcements

The Chairman reported that he had recently attended the Remembrance Sunday Parade on behalf of the Town Council, he had attended a meeting of the Andover Vision board and the minutes were available from the Town Clerk.

The Chairman introduced Mr Darren Henry from the Armed Forces who had offered to assist with the Andover Youth Advisory Panel.

The Chairman reminded Members that an invitation for a Christmas gathering had been circulated for 12 December 2013.

C 52/13 Committee Minutes

The following Minutes were received and noted:

19 September 2013 – Amenities and Town Development Committee

23 October 2013 – Amenities and Town Development Committee

25 September 2013 – Policy and Resources Committee

30 October 2013 – Policy and Resources Committee

9 September 2013 – Planning Committee

30 September 2013 – Planning Committee

21 October 2013 – Planning Committee

11 November 2013 – Planning Committee

C 53/13 Ludgershall Steam Heritage Railway

Members considered a resolution with regard to the Ludgershall Steam Heritage Railway Project.

RESOLVED: That Andover Town Council agrees to work in partnership with Ludgershall Town Council and other organisations to form a Steering Committee: a group to investigate the viability of opening a Steam Heritage Railway between Andover Town Station and Ludgershall Railhead.

It was agreed that Cllr McBride and Cllr Drew would represent the Town Council on the Steering Committee.

RESOLVED: That Cllr McBride and Cllr Drew would represent the Town Council on the Steering Committee.

C 54/13 Corporate Risk Assessment

Members considered a recommendation from the Policy and Resources Committee to approve the Andover Town Council Corporate Risk Assessment.

Cllr Long requested that the staff cover for the Christmas Lights be included in the Risk Assessment.

Council agreed that the Staff Cover would be included.

RESOLVED: That the Andover Town Council Risk Assessment be amended to include Staffing Cover for Christmas Lights Installation and be adopted as amended.

C 55/13 Revised Standing Orders

Members received a recommendation from the Policy and Resources Committee to adopt a revised version of the Town Council Standing Orders that had been amended to reflect the new Model Standing Orders issued by the National Association of Local Council (NALC).

Members noted that there were no substantive changes and the amendments that the Town Council had made had been included.

RESOLVED: That the Council approve and adopt the revised version of the Standing Orders in accordance with the National Association of Local Councils (NALC) guidelines.

C 56/13 External Audit

Members received a recommendation from the Policy and Resources Committee to note and approve the completed Annual Return and External Audit for the Year Ending 31 March 2013.

RESOLVED: That the Annual Return and External Audit for the Year Ending 31 March 2013 be approved.

C 57/13 Banking Arrangements

Members received a recommendation from the Policy and Resources Committee to approve alternative banking arrangements for the Town Council. Councillors received a report outlining the services provided by the Unity Bank which would allow the Town Council to conduct banking payments via the internet. Cllr North confirmed that legislation was being approved to allow Town and Parish Councils to conduct their banking 'on-line' rather than signing cheques.

RESOLVED:

1. **That the Town Clerk be given delegated authority to initiate a change of banking provider to the Unity Bank for the Town Council**
2. **That all current cheque signatories be approved to continue authorisation of payments once internet banking has been initiated.**

C 58/13 Dates of Meetings for 2014

Members received a list of meeting dates for 2014.

RESOLVED: That the meeting dates for 2014 be accepted and approved and published.

C 59/13 Dispensations for Precept

Members received a recommendation from the Policy and Resources Committee to approve the dispensation for Members of the Town Council, residing in the Parish of Andover, to vote on the setting of the Town Council Precept in January 2014.

RESOLVED: That Dispensation be given to the Members of the Town Council, residing in the Parish of Andover, to vote on the setting of the Town Council Precept in January 2014 as per the Localism Act 2011 and the Local Government Act 1972.

C 60/13 Neighbourhood Plan

Members were asked to consider whether the Town Council should investigate the possibility of carrying out a Neighbourhood Plan for Andover. Information regarding a Neighbourhood Plan had previously been distributed to Members.

RESOLVED: That the Town Council put in place plans to investigate a Neighbourhood Plan for Andover.

C 61/13 Town Centre Manager

Members considered a report requesting the funding of a Town Centre Manager for Andover. Members discussed the benefits of a Town Centre Manager for the Andover Town Centre. Cllr North explained that the proposal had been put forward by the Town Centre Summit. The project would be jointly funded by Hampshire County Council, Test Valley Borough Council and Andover Town Council. He explained that the Town Council had monies in the 2013/2014 Budget to fund the Project for 2013/2014. He further explained that the Chairman of the Policy and Resources Committee, the Chairman of the Town Council and the Town Clerk had met with the Chief Executive and the Chief Economic Officer of Test Valley Borough Council to work up the Business Plan for the Town Centre Manager.

Cllr North further explained that changes could be made to the Business Plan following any decisions and recommendations made by the Town Council. The Town Council would be involved in the recruitment and the management of the Town Centre Manager.

Members discussed concerns about the amount of money that the Town Council were being asked to contribute to the Project. Concerns were also raised about the amount of money provided for the Marketing Budget. Cllr North confirmed that Budgets could be altered prior to recruitment.

Members raised concerns about whether the Town Council would be expected to fund the project beyond the three years.

Members suggested that the Businesses of the Town be actively encouraged to contribute to the cost of the Town Centre Manager. Cllr North confirmed that this would be part of the Town Centre Managers business plan, to encourage the post to become self-funding at the end of the three years.

It was proposed by Cllr North and seconded by Cllr Bird, a vote was taken 13 for and 2 abstentions

RESOLVED: That a Town Centre Manager for Andover be established, managed

jointly by Andover Town Council, Test Valley Borough Council and Hampshire County Council as equal contributors to the scheme, with the costs for the Town Council, likely to be:

1. In 2013/2014 for £2332.50 to be taken from the Budget Head – Development of Town Centre
2. In 2014/2015 and 2015/2016 for £9330 to be taken from Budget Heads – Development of Town Centre and Community Development/Engagement (TOTAL of £6,000pa) with £3,330pa to be determined at the Policy and Resources Budget setting meeting to be met from savings within the Budget.
3. In 2016/2017 for £6997.50 to be met from the Town Council Budget.

C 62/13 Pensions

Members considered approval to join the Local Government Pension Scheme. Members received a report explaining that following consultations with employees' only one employee wished to join the scheme. Members discussed the proposals in detail.

It was proposed by Cllr S Hardstaff and seconded by Cllr A Fitchet and a vote was taken, 13 for, 2 against and 2 abstentions.

RESOLVED: That Andover Town Council allows the current post holder of the Allotments Administrator to join the LGPS providing the post holder meets the criteria from either their application date or eligibility date whichever is earlier. The LGPS is closed to further applications.

The pension scheme offered to further employees is the NEST pension scheme to which the Council as an employer, contributes 6%.

C 63/13 Finance

1. Members received and approved the list of payments up to 19 November 2013.

Date	Cheque No	Service/Supplier	Amount (£)
31.10.13	DD	N Power – electricity charges for office 01.08.13-31.10.13	247.15
31.10.13	400602	Southern Water – Water charges OWR Allotments	63.86
31.10.13	400603	Southern Water – Water charges BL Allotments	154.30
01.11.13	400598	Convenient Hire Limited – Toilets for 7 Allotment sites	614.39
01.11.13	400599	Custom Studio – website hosting and email provision	35.94
04.11.13	400601	Kevin Justice – turning off water on allotment sites + replacement taps	210.00
05.11.13	400600	Evergreen garden services – storage of Christmas lights	168.00
07.11.13	400605	Test Valley Borough Council – additional hire of Guildhall	14.00
11.11.13	400596	DMJ Butler – painting and delivery of Christmas tree fencing	553.97
11.11.13	400606	Viking Supplies – fireproof safe	202.80
14.11.13	400604	Spencer Architecture – Planning application for Christmas Decorations	240.00
15.11.13	400607	Blachere Illuminations – hire and installation of Christmas Lights	5858.10
18.11.13	400597	DMJ Butler – replacement padlock and vermin treatment	136.79
19.11.13	400595	Mr D Bolland – Grass cutting – Admirals Way Allotment	10.00
TOTAL			8509.30

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

C 64/13 Questions from Councillors

There were no questions from Councillors.

C 65/13 Reports from Councillors

Cllr Fitchet reported that the Youth Group in Alamein was doing very well.

Cllr Long reported that she had attended the recent Transport Forum Meeting and had been disappointed to hear the lack of response for volunteer drivers for the community bus scheme.

C 66/13 Reports from Borough and County Councillors

Cllr Hawk reported that there was currently a consultation with regard to improving pedestrian provision along Floral Way, the consultation would end on 28 November 2013. Cllr Bird reported that the Town Centre Summit event had been a success and well attended. She further reported that St Mary's Ward Councillors had been working to install a footpath to the Tesco's underpass. The footpath is now being constructed. Cllr Lynn reported that the crossing at the end of Old Winton Road was being moved and improved. He passed his thanks on to all involved. Cllr T Rolt – Hampshire County Councillor reported that he had invited Mr Spender from Hampshire County Council to inspect the state of the High Street paving. Cllr Rolt invited Members of the Town Council to accompany him. The inspection would take place on 2 December 2013.

The Chairman closed the meeting at 8.37pm.

Chairman

Date