



ANDOVER TOWN COUNCIL

Minutes Council

Time and date

6.01pm on Wednesday 26 February 2020

Place

The Town Council Offices, 68B, High Street, Andover. Hampshire

Cllr R Rowles - Town Mayor (P)

Cllr L Banville - Deputy Town Mayor (A)

Cllr D Coole (P)

Cllr J Coole (P)

Cllr G Davis (A)

Cllr K Farrer (A)

Cllr R Hughes (P)

Cllr M James (A)

Cllr D Treadwell (P)

Cllr A Watts (A)

Cllr C Ecclestone (P) (Arrived at 6.19pm)

Cllr L Gregori (P)

Cllr R Meyer (P)

Officers Present:

Wendy Coulter (Town Clerk)

Michelle Young (Committee & GDPR Officer) (Taking the Minutes)

Borough/County Councillors Present:

Apologies received from Cllr I Anderson

Members of the Public: 3

Members of the Press: 0

C 184/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs G Davis, M James and A Watts.

C 185/19 ACCEPTANCE OF OFFICE

Declarations of Acceptance of Office were received and witnessed by the Responsible Officer of the Town Council from the following Members of Andover Town Council:

Councillor Luigi Gregori
Councillor Robin Hughes

C 186/19 MEMBERSHIP OF COMMITTEES

Members noted that Councillor L Banville had resigned from the Planning Committee and Budgets & Staffing Committee.

It was noted that Councillor R Rowles had resigned from the Allotment Committee, Budgets & Staffing Committee, Events Committee and Planning Committee.

Councillor J Coole indicated her wish to be included as a Member of the Planning Committee. Councillor L Gregori and Councillor R Hughes indicated upon which committees they wished to stand. The Town Clerk confirmed their membership as follows:

Councillor L Gregori – Allotments Committee, Budgets & Staffing Committee, Events Committee and Planning Committee.

Councillor R Hughes – Allotments Committee, Budgets & Staffing Committee, Events Committee and Planning Committee.

RESOLVED: That Councillor J Coole be added as a Member of the Planning Committee. That Councillor L Gregori and Councillor R Hughes Membership of the Allotments Committee, Budgets & Staffing Committee, Events Committee and Planning Committee for the remainder of the Municipal Year 2019/2020, be confirmed.

C 187/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest in relation to any item on the agenda.

C 188/19 MINUTES OF THE LAST MEETING

It was requested that clarification be included regarding Minute Number C174/19 as to why monies were being taken from Earmarked Reserves.

It was agreed that the clarification be included in the minutes of the Council meeting of 26 February 2020.

Ref C174/19 – Earmarked Reserves for the Communities Officer Project be removed from Earmarked Reserves to offset the deficit between the Budget and the Precept amount for 2020/2021. The monies for the Communities Officer role is included in the Payroll Budget for 2020/2021.

It was proposed by Councillor D Coole and seconded by Councillor D Treadwell that the minutes of the Council meeting held on 22 January 2020 be signed by the Town Mayor as a correct record.

RESOLVED: That the minutes of the Council meeting held on 22 January 2020 be signed by the Deputy Town Mayor as a correct record.

C 189/19 PUBLIC PARTICIPATION

(The following from the Member of Public 1 are taken from hand written notes given to officers)

Member of Public 1:

- 1) Will this Town Council please start asking the BID Manager to attend the Council meeting 2/3 times a year to update cllrs & public what they are doing for Andover? I spoke with him today and he will attend if invited.
- 2) Also, can we get this Council to invite the Police & County cllrs to attend similar to how they attended under the previous Mayor?
- 3) Will this Council be reviewing its committee structure? Since May 6 cllrs have left or resigned. This leaves one party dominating all committee. There are now 4 groups in this council. I believe councils are legally obliged to ensure their committees reflect the make up of groups on the council. There are very few exceptions to this. The general principal of a council committee must be proportionate to numbers of cllrs in each group. This includes all committees & sub committees, working parties. Can the chair or clerk reassure the public that this review will happen as soon as possible?
- 4) Page 48 of agenda states that grants should be decided by full council, can you confirm this?"

(Cllr C Ecclestone arrived at 6.19pm)

Chairman's Response:

- 1) The BID Manager is more than welcome to attend. I will email and invite him.
- 2) Yes, the Police did used to attend, however, majority of times, their resources are thin.
- 3) We don't have a formally committed party, however, the balance may change in the future.
- 4) The Events Committee validates the Grant Applications received, it is full Council that approves the Grants.

The notes below are a precis of statements/questions. They are not recorded word for word.

Member of Public 2:

Internal Audit report states that Grants procedure should be separate from the Policy. Have you got another document which is the Grants Procedure?

Town Clerk's response:

There is not a separate Grants Procedure at the moment but it will be considered at the next Events Committee meeting.

C 190/19 REPORTS FROM TVBC AND HCC COUNCILLORS:

The notes below are a precis of statements/questions. They are not recorded word for word.

Councillor C Ecclestone, as a Test Valley Borough Councillor, gave the following report:

It appears that there has been an oversight by Test Valley Borough Council regarding the lease of Community Centres to Community Associations. It appeared that some Community Associations were not allowing youth events, even under adult supervision. The public were advised that if they had a complaint they should submit it to Test Valley Borough Council. However, it appeared that there were no clear guidelines as to how a complaint should be submitted regarding the Community Centres.

There was also concern that the Community Associations sunning the Community Centres were registered as charities and as such should submit audited accounts. However, it appeared that one Community Association had not declared their finances on time.

C 191/19 QUESTIONS FROM TOWN COUNCILLORS TO TVBC AND HCC COUNCILLORS

There were no questions received from the Members of the Town Council.

C 192/19 TOWN MAYORS ANNOUNCEMENTS

The Town Mayor announced that he had received an invitation to the re-opening of the Mayfly Public House after it's renovation. Permission had been obtained from the Chairman of the Chilbolton Parish to wear the mayoral chains.

C 193/19 COMMITTEE MINUTES

The following Committee Minutes were received and noted:

4 December 2019 – Events Committee

6 January 2020 – Planning Committee

20 January 2020 – Planning Committee

C 194/19 FINANCE

It was proposed by Councillor C Ecclestone and seconded by Councillor D Coole that the list of Payments up to 24 February 2020 be approved. A vote was taken which was unanimous.

RESOLVED: That the list of Payments up to 24 February 2020 be approved.

It was proposed by Councillor C Ecclestone and seconded by Councillor D Coole that the Reconciled Bank Statement up to 31 January 2020 be approved. A vote was taken which was unanimous.

RESOLVED: That the Reconciled Bank Statement up to 31 January 2020 be approved.

It was proposed by Councillor D Coole and seconded by Councillor R Rowles that the Cashbook up to 31 January 2020 be approved. A vote was taken which was unanimous.

RESOLVED: That the Cashbook up to 31 January 2020 be approved.

Bacs/Cheque No	Supplier	Budget Head	Goods/Supplies	Cost (£)
908606853	Alto Digital Networks Ltd	4210/8	Photocopying charges Jan 2020	£305.56
563785277	AB Computers and Planet PC	4000/5	Update server and pc's to Windows 10	£259.98
DDBGJan201	British Gas	4210/6	Electricity supply 68B Jan 20 1	£14.30
DDBGJan202	British Gas	4210/6	Electricity supply 68B Jan 20 2	£853.95
DDBGJAN203	British Gas	4210/6	Electricity supply 68B Jan 20 3	£6.88
122706506	Business Stream	4500/1/7/3	Water supply Vigo Road Allotments Oct-Jan 2020	£59.27
185377124	Business Stream	4500/1/3/3	Water supply Churchill Way Allotments Oct-Feb 2020	£129.88

41902850	Business Stream	4500/1/1/3	Water supply Admirals Way Allotments Oct-Feb 2020	£80.21
23867725	Convenient Hire Limited	4500/1/1/1	Provision of toilets to 7 allotment sites Jan2020	£614.39
543156453	Custom Studio Ltd	4000/6/2	Website hosting Feb 2020	£35.94
783695463	Grass and Grounds	4500/1/3/2	Grounds Maintenance at Churchill Way Allotments – tree pruning, clearance ivy & brambles & plot clearance	£396.00
675993826	Grass and Grounds	4500/1/7/2	Clear plot – Vigo Road Plot 14b JN 1865 – clear rubbish, sheds & contents & cover plot	£300.00
21630392	Grass and Grounds	4500/1/5/2	Clear plot Old Winton Road JN 1866	£60.00
927235721	Grass and Grounds	4500/1/1/2	Clear glass at Admirals Way entrance JN 1937	£24.00
DDMAINSJan20 1	Mainstream Digital	4210/7	Fraud protection Jan 2020	£4.78
DDMAINSJan20 2	Mainstream Digital	4210/7	Fraud protection & call charges 02.01.20-30.01.20	£18.43
DDMAINSJan20 3	Mainstream Digital	4210/7	Charge for digital line – price increase 01.01.20-26.03.20	£8.69
774879971	Moore's Cleaning Services Ltd	4210/15	Office cleaning Jan 2020	£282.47
472042934	Custom Studio Ltd	4000/6/1	Assessment of accessibility of website to comply with .gov regulations	£225.00
626319078	Pitney Bowes	4210/10	Postage & Franking machine rental Jan 2020	£50.49
980446464	Restore Datashred	4210/7	Removal of confidential waste Jan 2020	£29.16
DDSageFeb20	Sage UK Limited	4000/1	Payroll software rental Feb 2020	£13.20
313358797	SSE Southern Electric	4210/6	Electricity supply 68B high street Feb 2020	£964.96
736716052	Surrey Hills Solicitors	4000/3	Monthly advice Jan 2020	£300.00
132230164	Surrey Hills Solicitors	4000/3	Fees for the transfer of allotments Picket Piece site ongoing	£180.00
407961073	Test Valley Borough Council	4180/1	Downlands Ward By-Election costs 28 Nov 2019	£6,860.57
286442137	Mr Heath	4500/1/6/7	Allotment Deposit Return Plot 52A TD	£50.00
	Confidential			£11001.06
TOTAL up to 24 February 2020				£23129.7

C 195/19 GRANTS POLICY

Members discussed in detail the proposed amended Grants Policy. It was agreed that the Events Committee would consider a Grants Procedure to accompany the Grant Policy. It was noted that there was a typographical error at P41, para 2 (Purpose), 1st line. Members were asked to consider how much applicants could apply for, two thirds or 75% of the cost of the project or activity and the maximum grant that could be awarded.

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the typographical error be amended, that the applicants could apply for 75% of the cost of the project or activity and that the maximum grant that could be awarded be £1000.

A vote was taken which was unanimous.

RESOLVED: That the typographical error at P41, para 2 (Purpose), 1st line be amended, that the applicants could apply for 75% of the cost of the project or activity and that the maximum grant that could be awarded be £1000.

C 196/19 INTERNAL AUDIT REPORT PART 2

Members noted the Internal Auditors Report Part 2 and the associated Action Plan.

It was proposed by Councillor C Ecclestone and seconded by Councillor R Rowles that the Internal Audit Report Part 2 be noted and the associated Action Plan be approved.

A vote was taken 6 for, 0 against, 2 abstentions.

RESOLVED: That the Internal Audit Report Part 2 be noted and the associated Action Plan be approved.

C 197/19 ANNUAL REPORT

Members noted the contents of the Annual Report to be presented at the Town Electors Meeting. It was suggested that a report on the Honorary Freeman be included in the Annual Report.

It was proposed by Councillor D Coole and seconded by C Ecclestone that the contents of the Annual Report be approved with the addition of a report on the Honorary Freeman.

A vote was taken which was unanimous.

RESOLVED: that the contents of the Annual Report be approved with the addition of a report on the Honorary Freeman.

C 198/19 QUESTIONS FROM COUNCILLORS

There were no questions received from the Members of the Town Council.

C 199/19 REPORTS FROM TOWN COUNCILLORS

The notes below are a precis of statements/questions. They are not recorded word for word.

Councillor C Ecclestone reported that discussions had resumed with regard to the Ludgershall Railway following Central Government's 'Beeching Reversal Fund' a commitment of £500 million to reverse the Beeching Cuts.

Councillor Ecclestone also reported that he had attend a Tourism Event at Stockbridge and commented that it was very fish themed. Councillor Ecclestone confirmed that discussions would take place with Mr D Gleeve and Councillor D Drew on the future of the Tourism provision in Andover.

Councillor D Coole updated Members following the previous evenings Events Committee meeting with reference to the discussions about transfer of Assets within the Andover Special Expenses Levy and other Parish services outside the Levy.

Councillor J Coole also updated Members following the previous evenings Events Committee with regard to the provision of Toilets within the Town including possible solutions.

Councillor R Meyer also updated Members following the previous evenings Events Committee with regard to the idea of an Andover Pound. Similar to schemes in Bristol, Totnes and Exeter.

Councillor R Rowles reported that a number of people from the Winton Ward had contacted him regarding the increase of parking charges. He had contacted Test Valley Borough Council regarding the issues.

He also reported that he had been helping a veteran who had not been receiving the benefits that they were entitled to receive.

C 200/19 ATTENDANCE AT COUNCIL MEETINGS

The attendance at Council meetings was noted.

C 201/19 DATE OF NEXT MEETING

The date of the next Council meeting was noted, Friday 13 March 2020, in the Upper Guildhall, High Street, Andover, starting at 6.00pm.

The Town Mayor closed the meeting at 7.27pm

Town Mayor

Date