



ANDOVER TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 29 March 2018

Place

The Town Council Offices, 68B High Street, Andover

Cllr K Bird - Town Mayor (P)

Cllr B Long – Vice Chairman (P)

Cllr C Bartholomew (P)

Cllr M Mumford (A)

Cllr L Bird (P)

Cllr V Pond (P)

Cllr C Ecclestone (A)

Cllr S Hardstaff (P)

Cllr A Cotter (P)

Cllr Revd. A Fitchet (P)

Cllr R Hughes (P)

Cllr G McBride (P)

Cllr K Hughes (A)

Cllr R Rowles (P)

Cllr B Carpenter (A)

Cllr L Gregori (P)

Cllr R Kidd (P)

Cllr P Crossman (A)

Cllr L Gates (P)

Officers Present:

Wendy Coulter (Town Clerk) (taking the minutes),

Victoria Warburton (Committee Officer) (training)

County Councillors Present:

Cllr Z Brooks arrived 7.09pm

Borough Councillors Apologies received:

Cllr I Anderson

Cllr K Hamilton

Cllr J Lovell

Members of the Public: 3

Members of the Press: 0

C 095/17

APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr P Crossman, Cllr C Ecclestone, Cllr M Mumford and Cllr B Carpenter.

C 096/17

DECLARATIONS OF INTEREST

There were no declarations of interest.

- C 097/17 MINUTES**
Cllr L Gates asked that the minutes from 25 January 2018 be amended regarding the issue of Burghclere Down remaining within the Abbots Ann parish boundary. Cllr L Gates stated that Abbots Ann decided that Burghclere Down would remain within their parish boundaries.
Cllr Revd. A Fitchett proposed and Cllr B Long seconded that the Town Mayor sign as a correct record the minutes of the Town Council meetings held on 30 November 2017 and 29 January 2018.
A vote was taken which was unanimous
- RESOLVED: that the Town Mayor sign as a correct record the minutes of the Town Council meetings held on 30 November 2017 and 29 January 2018.**
- C 098/17 PUBLIC PARTICIPATION**
A member of the public stated that they had concerns about Item K on the agenda. They asked that after £40,000 had been spent on the new offices how much would be left in reserves, would there be sufficient left to cover any re-election costs if all seats were contested at the next election? The Town Mayor confirmed that the question would be answered later in the meeting.
- C 099/17 REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS**
There were no reports received from Borough or County Councillors from the Andover Wards.
- C 100/17 QUESTIONS FROM TOWN COUNCILLORS TO BOROUGH AND COUNTY COUNCILLORS**
There were no questions from Town Councillors to Borough and County Councillors.
- C 101/17 YOUTH COUNCIL UPDATE**
Cllr G McBride updated the Council meeting on the Youth Council. The Youth Council were looking forward to deploying the approved Youth Council budget as it formed their inherent plan for the year ahead. The Youth Council recently gained three new members. Cllr G McBride confirmed the out-going Executive Officer confirmed that he will continue to work with the Youth Council. The Youth Council were participating with Andover Vision. Mr James Moodie of Test Valley Borough Council had offered to help with recruitment for the Youth Council.
- C 102/17 COMMITTEE MINUTES**
The following Committee minutes were noted:
7 December 2017, Assets & Amenities Committee
14 December 2017, Community Engagement Committee
11 January 2018, Policy & Resources Committee
22 January 2018, Planning Committee
12 February 2018, Planning Committee
5 March 2018, Planning Committee
- C 103/17 GENERAL DATA PROTECTION REGULATION (GDPR) – UPDATE REPORT**
Members noted an update report on GDPR. The Town Clerk was thanked for the report which was considered to be very comprehensive.
Councillors asked if they were able to still use their personal email address from 25 May 2018, the Town Clerk confirmed that business addresses needed to be used and that she was working on getting email addresses for all Councillors. The Town Clerk confirmed that all Councillors would need to confirm that they had read the General Data Protection Regulations and had had sufficient training. It was noted that Government advice on GDPR was changing daily.
- C 104/17 INVESTMENT STRATEGY**
Thanks were given to Cllr L Gregori for the work done on the Investment Strategy. The strategy needed to be implemented by 1 April 2018.

The Strategy had to be implemented for Local Councils with more than £100k of investments which included money in the bank. If any investments were to be made then a transparent strategy was required.

It was proposed by Cllr R Hughes and seconded by Cllr Revd. A Fitchet that the Council approve the recommendation of the Policy and Resources Committee to approve the Investment Strategy presented.

A vote was taken which was unanimous.

RESOLVED: that the Council approve the Investment Strategy presented.

C 105/17

OFFICE MOVE – UPDATE REPORT & APPROVAL OF EXPENDITURE

Cllr L Gates thanked the Town Clerk for the comprehensive report. It was recognised that without the work of Cllr V Pond the move would not have been possible and thanks were given accordingly. The staff were also thanked for putting in an enormous effort to make the move happen. It was agreed that the old offices were not fit for purpose and would have required a huge amount of work and money to make them Health and Safety and Fire compliant. As they were not fit for purpose this would not have benefited Andover Town Council. The money would be spent on the new premises which has 'future proofed' as far as possible.

It was explained that the new premises have a 5 year lease with a 3 year break clause. It was explained that there has been a rent reduction due to the amount of work needed to bring the premises up to a legal standard. It was also noted that £5,000 of work has been done for free by Willmont Building Services. It was also noted that the companies working on the new premises had been exceptional, these are Willmont Building Services, ETA Electrical and Acorn Lifts.

It was noted that if the money was taken from reserves to complete the necessary work to make the offices Health and Safety and Fire Safety compliant that there would be more than sufficient to cover any election costs. The Town Clerk would put figures together for clarity.

It was proposed by Cllr L Bird and seconded by Cllr V Pond that the budget be approved for the works to be completed, that the budget be approved for the equipment to be purchased, that the money be taken from reserves, to note reduction in money to be taken from earmarked reserves and that authority be delegated to the Town Clerk to purchase the remaining equipment at the best value possible.

A vote was taken which was unanimous.

RESOLVED: that the budget be approved for the works to be completed, that the budget be approved for the equipment to be purchased, that the money be taken from reserves, to note reduction in money to be taken from earmarked reserves and that authority be delegated to the Town Clerk to purchase the remaining equipment at the best value possible.

A vote of thanks was given to Cllr V Pond, Cllr L Bird, Cllr L Gates, Cllr L Gregori, the Town Clerk and the Staff.

C 106/17

FINANCE

The following list of payments up to 27 March 2018 was received. It was proposed by Cllr S Hardstaff and seconded by Cllr Revd. A Fitchet that the payments up to 27 March 2018 be approved. A vote was taken which was unanimous.

RESOLVED: that the payments up to 27 March 2018 be approved.

BACS/Cheque No	Supplier	Item	Amount (£)
18586098	AB Computers	Screens, laptops + printer @ 68b	2080.00
325975511	James Ayres	Supply & fit welded security lock TD	80.00
524369262	James Ayres	Supply & fit welded security lock OWR	80.00
DDBESMar18	BES Commercial	Electricity charges 15.02.2018-15.03.2018	281.86
655717482	Convenient Hire Ltd	Supply of toilets x 7 allotment sites	534.24
815616589	Town Clerk	Reimbursements March 2018 – Office furniture	682.55
131872	Custom Studio	Website & Email hosting	35.94
137889863	Edge IT Systems	Hosted services Allotments & Finance	997.68
955206321	HALC	Training for Members – changes to Data Protection – GDPR	48.00
863518372	Kevin Justice	Repairs to toilet at 66C	107.23
906926233	Lightatouch Audit	Internal Audit – Dec 2017 – Jan 2018	175.00
DDMAINFEB18	Mainstream Digital	Call Charges 01.02.18-28.02.18	3.21
DDMAINMAR18	Mainstream Digital	Superfast Broadband 28.02.18-27.05.18	325.20
816965423	MB Pest Services	Pest control x 7 sites (Allotments)	400.00
322771808	Moore's Cleaning	Cleaning Services February 2018	141.28
895130846	Pitney Bowes	Franking Machine Rental Feb 2018	19.15
623588126	Restore Datashred	Confidential Waste Removal Feb 2018	24.00
DDSAGEFEB18	Sage UK Ltd	Sage One Payroll Software	7.20
217971742	South East Donkeys	Donkey Rides for Shilling Fair 2018	200.00
584023989	South East Donkeys	Donkey Rides for Shilling Fair 2018 – Deposit	50.00
917514207	Test Valley Borough Council	Hire of Guildhall 5,15 & 26 March 2018	164.70
34864951	Test Valley Borough Council	Parking Waivers for Black Swan Yard 10 days – 4 vehicles	283.20
920418981	Test Valley Removals	Removal Services for move to 68B	600.00
TOTAL			18,145.68

C 107/17

QUESTIONS FROM COUNCILLORS

There were no questions from the Town Councillors.

C 108/17

REPORTS FROM TOWN COUNCILLORS

The following reports were received from Town Councillors:

Councillor Barbara Long as agreed at the Planning Committee Cllr Long attended the Test Valley Borough Council cabinet meeting to make representation regarding the George Yard Car Park toilets. Cllr Long attended the Andover Vision Stakeholder meeting and the Commonwealth Day.

Councillor Len Gates attended the Town Centre Management meeting and took part in the Town Tidy day, which was very successful. Next TCP event will be the Plant Fair in June. The Town Centre Manager to present at the next available meeting.

Councillor Revd Andy Fitchet reminded the Council and those present of the Good Friday services and the Passion Play occurring in the High Street on Good Friday.

Councillor Richard Kidd made a Freedom of Information Request to Hampshire County Council regarding the claims made as a result of tripping on paving stones in Andover town centre. The claims are down for the last 12 months, whereas the claims for Basingstoke were up.

Cllr Z Brooks reported on the Traffic Order being reviewed in Andover Town, all wards. Cllr L Gregori had asked for East Portway to be taken into consideration when completing the Traffic Order. The Test Valley Borough Council Estate Manager had no feedback on the lorry drivers but the main concern seemed to be access for the businesses.

Cllr Z Brooks informed the Council that Hampshire County Council had been awarded £3 million to combat the pot holes on the Hampshire roads.

C 109/17

DATE OF NEXT COUNCIL MEETING

The date of the next Council meeting was noted, **Thursday 10 May 2018 (Annual Mayor Making)**, location to be confirmed, starting at **7pm..**

The Chairman closed the meeting at 7.41pm.

Signed by Town Mayor

10 May 2018