

Andover Town Council



ANDOVER TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 7 September 2017

Place

The Upper Guildhall, Andover

Cllr K Bird - Town Mayor (P)

Cllr B Long – Vice Chairman (P)

Cllr C Bartholomew (P)

Cllr P Crossman (A)

Cllr S Hardstaff (P)

Cllr G McBride (P) arrived

7.52pm

Cllr L Gates (P)

Cllr L Bird (P)

Cllr C Ecclestone (A)

Cllr K Hughes (A)

Cllr M Mumford (P)

Cllr A Cotter (P)

Cllr Revd. A Fitchet (P)

Cllr R Hughes (A)

Cllr V Pond (P)

Cllr B Carpenter (P)

Cllr L Gregori (P)

Cllr R Kidd (P)

Cllr R Rowles (P)

Officers Present:

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

Victoria Warburton (Committee Officer) (training)

County Councillors Present:

Cllr Z Brooks

Borough Councillors Present:

Cllr I Anderson

Cllr P North

Cllr K Locke

Cllr S Hawke

Members of the Public: 7

Members of the Press: 2

At 6.30pm there was a swearing in ceremony for the new Youth Councillors.

The meeting commenced at 7.00pm.

The Town Mayor informed the Members of the Public and Members of the Town Council of the Town Council's Public Recording Protocol and that the Town Council meeting was being recorded.

C 038/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr. C Ecclestone, Cllr. K Hughes, Cllr. R Hughes and Cllr. P Crossman.

C 039/17 DECLARATIONS OF INTEREST

There were no declarations of interest received.

C 040/17 MINUTES

The Chairman signed as a correct record the minutes of the Town Council meeting held on 20 June 2017.

C 041/17 PUBLIC PARTICIPATION

Mr Long (Andover Resident) asked the following:

- 1) Defibrillators: had the damaged defibrillator been replaced in St Mary's grounds.
The Town Mayor responded that it was on order and would be replaced shortly.
- 2) WW2 benches: Was there an update? Why was there a delay on siting them?
The Town Mayor responded that the benches had been purchased and were being stored by Test Valley Borough Council. They were on TVBC's job list and would be sited when they reached them.
- 3) LGBTQ+ grant: Mr Long urged Councillors to vote against the motion as he did not feel enough public consultation had been undertaken.

The Town Mayor explained that it would be discussed when that agenda point was reached.

C 042/17 REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS

County Councillor Z Brooks' verbal report was **NOTED**.

Test Valley Borough Councillor Iris Anderson's verbal report was **NOTED**

Test Valley Borough Councillor Philip North's verbal report was **NOTED**

Test Valley Borough Councillor Kirsty Locke's verbal report was **NOTED**

C 043/17 QUESTIONS FROM TOWN COUNCILLORS TO BOROUGH AND COUNTY COUNCILLORS

There were no questions received.

C 044/17 YOUTH COUNCIL UPDATE

Cllr. Revd. A Fitchet's verbal report was **NOTED**

C 045/17 COMMITTEE MINUTES

The Minutes of the under-mentioned committees were **NOTED**:

13 July 2017, Assets & Amenities Committee

20 July 2017, Community Engagement Committee

19 June 2017, Planning Committee

10 July 2017, Planning Committee

31 July 2017, Planning Committee

21 August 2017, Planning Committee

C 046/17 RECOMMENDATION FROM PLANNING COMMITTEE

Cllr B Long proposed and Cllr V Pond seconded that the recommendation from the Planning Committee that the Neighbourhood Plan be put on hold, be accepted.

A vote was taken:

13 For and 1 Against

RESOLVED: that the recommendation from the Planning Committee that the Neighbourhood Plan be put on hold, be accepted.

C 047/17 NEIGHBOURHOOD PLAN – ELECTION OF TOWN COUNCIL MEMBER

There were no proposals for this item. It was therefore deferred.

C 048/17 RECOMMENDATION FROM COMMUNITY ENGAGEMENT COMMITTEE

It was proposed by Cllr Revd. A Fitchett and seconded by Cllr S Hardstaff that Andover Town Council fund a Breakout Youth Project in Andover to a maximum of £2,000.

It was confirmed that Test Valley Borough Council had approved multi-funding but they needed match funding to allow the project to proceed.

There was concern that there were few details for the application given to the Town Council prior to the Council Meeting, however further information was presented to the Members at the Council meeting. There was some concern that the grant application should have been considered by the Policy and Resources Committee prior to being considered by full Council.

Cllr B Carpenter left room at 7.46pm

It was noted that the correct procedure had been followed in that the grant application had been considered by the Community Engagement Committee prior to consideration by full Council. Full Council were required to make a decision as the recommendation included taking funding from Reserves.

It was suggested that a Policy and Procedure for larger grants should be drawn up and it was agreed that it would be considered by the Policy and Resources Committee.

Cllr B Carpenter returned at 7.49pm

Further discussion took place regarding the grant proposal including the problems of young people who coming out without support, developing mental health issues.

Cllr G McBride arrived at 7.52pm (not voting on this proposal).

Cllr L Bird left at 7.52pm

Concern was raised that if the Town Council did not approve the funding then the project could potentially be jeopardised.

Cllr L Bird returned at 7.57pm

The Town Mayor asked whether there were any further comments and then requested a vote be taken. A vote was taken.

For 8, Against 3, Abstained 3

RESOLVED: that Andover Town Council fund a Breakout Youth Project in Andover to a maximum of £2,000. £1,000 from Reserves for 2017/2018 and £1,000 to be included in the Budget for 2018/2019.

C 49/17

RECOMMENDATIONS FROM POLICY AND RESOURCES COMMITTEE

It was proposed by Cllr S Hardstaff and seconded by Cllr M Mumford that the Parental Leave Policy be adopted.

A vote was taken

13 For, Abstained 2

RESOLVED: that the Parental Leave Policy be adopted.

It was proposed by Cllr S Hardstaff and seconded by Cllr V Pond that the Shared Parental Leave Policy be adopted.

A vote was taken

13 For, 2 Abstained.

RESOLVED: that the Shared Parental Leave Policy be adopted.

It was proposed by Cllr V Pond and seconded by Cllr S Hardstaff that the Civic Protocol be adopted.

It was noted that there were no substantive changes from Chairperson to Town Mayor and that there would be no change in cost but higher recognition as Town Mayor.

A vote was taken:

For 12

Against 3

RESOLVED: that the Civic Protocol be adopted.

C 050/17

INTERNAL AUDIT REPORT & ACTION PLAN

Proposed by Cllr S Hardstaff and seconded by Cllr Revd. A Fitchett

A vote was taken which was unanimous.

RESOLVED: That the Internal Audit Report be noted and the Action Plan be adopted.

C 051/17

APPOINTMENT TO OUTSIDE BODIES

It was proposed by Cllr B Long and seconded by Cllr S Hardstaff that the Council should nominate a councillor to attend Pubwatch.

It was noted that the Town Mayor had been invited by Andover Vision to join Pubwatch. They would like the Town Council to be involved in improving the night time of Andover. The Town Mayor confirmed that she is happy to continue but wanted to offer the opportunity to the rest of the Council.

Cllr. Revd A Fitchet proposed and was seconded by Cllr C Bartholomew that Cllr K Bird be nominated as the Town Council's representative on Pubwatch.

Cllr L Gregori proposed and Cllr B Long seconded Cllr S Hardstaff as the alternate representative.

As no other Councillors were proposed a vote was not called.

RESOLVED: That Councillor K Bird be nominated as the Town Council's representative on Pubwatch with Cllr S Hardstaff as the alternate representative.

C 052/17

PROMS IN THE PARK EVENT – REPORT AND FOLLOW-UP

Members considered the report (attached to record minutes) of the Proms in the Park event.

It was agreed that as there had been administration difficulties with the organisation of the event the Community Engagement Committee would formulate a Policy and Procedure for all future events.

The Policy and Procedure would then be considered by the Policy and Resources Committee to ensure that all Council Policies were followed and consideration of any staffing implications, prior to recommendation for adoption to full Council.

This was proposed by Cllr Revd A Fitchet and seconded by Cllr S Hardstaff.

A vote was taken:

For – 14

Against – 1

RESOLVED: that the Community Engagement Committee formulate a Policy and Procedure for all future events and that the proposed Policy and Procedures be considered by the Policy and Resources Committee due to possible staffing implications and Council Policy for recommendation of adoption to full Council.

C 053/17

ANDOVER TOWN CREST – UPDATE

An update was received and noted.

C 054/17

MAYORAL EVENTS

The proposed list of events was received and noted. Councillors requested that all dates be emailed to them.

C 055/17

TOWN COUNCIL OFFICES – SIGNING OF CONTRACT

An update was received and noted.

It was proposed by Cllr G McBride and seconded by Cllr R Kidd to approve and sign the Contract of Lease for the Office Premises located at 68B High Street, Andover (two Town Councillors were required to sign the Contract) for a minimum term of 5 years, with a break clause after three years.
A vote was taken:

For – 14

Abstained – 1

RESOLVED: to approve and sign the Contract of Lease for the Office Premises located at 68B High Street, Andover (two Town Councillors were required to sign the Contract).

C 056/17

FINANCE

The list of payments up to 5 September 2017 was received. It was proposed by Cllr S Hardstaff and seconded by Cllr M Mumford that the list of payments up to 5 September 2017 be approved.
A vote was taken which was unanimous.

RESOLVED that list of payments up to 5 September 2017, as listed below be approved.

The Bank Reconciliation up to 30 June 2017 was received and NOTED.

BACS/Cheque No	Supplier	Item	Amount (£)
1975	Business Stream	Water Supply – BL	230.48
1976	Convenient Hire	Provision of Toilets for 7 Allotment Sites	614.39
1977	Custom Studio	Website & Email provision September 2017	35.94
1978	Grass & Grounds	Strimming & clearing rubbish on allotments	924.00
1979	Grass & Grounds	Grass cutting on allotments x 2	540.00
1980	Moores Cleaning	Office Cleaning, August 2017	141.28
1981	Kevin Justice	Repair to toilets in office	99.22
1982	Kevin Justice	Replacement of faulty tap OWR	30.00
1983	Pitney Bowes	Postage for Allotment + franking machine rent	335.15
1984	Sage UK Limited	Payroll software hire September 2017	7.20
1985	Test Valley BC	Hire of Guildhall – 11 September 2017	54.90
1986	Test Valley BC	Hire of Guildhall – 7 September 2017	54.90
	Administration Recharge	Salaries, Pension, NI, Tax September 2017	6703.08
September 2017 Total			9770.54

C 057/17 QUESTIONS FROM COUNCILLORS

No questions were received.

C 058/17 REPORTS FROM TOWN COUNCILLORS

The verbal reports were **NOTED**

Thanks was given to Cllr B Long for the Shilling Fair.

DATE OF NEXT COUNCIL MEETING

The date of the next Council meeting was confirmed as **Thursday 30 November 2017**, in the Upper Guildhall, starting at **7pm**.

The Chairman closed the meeting at 8.36pm.

Chairman

Date