



# ANDOVER TOWN COUNCIL

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*Constantia Basis Virtutum*

## Minutes Council

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### Time and date

8.04pm on Thursday 8 September 2016

### Place

Upper Guildhall, High Street, Andover

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Details of Attendance:

#### Town Councillors

Cllr K Bird (Chairman) (P)

Cllr L Gates (Vice-Chairman) (P)

Cllr C Bartholomew (P)

Cllr Revd. A Fitchet (A)

Cllr R Hughes (P)

Cllr J Msonthi (P)

Cllr B Carpenter (P)

Cllr L Gregori (P)

Cllr B Long (P)

Cllr M Mumford (P)

Cllr A Cotter (P)

Cllr S Hardstaff (P)

Cllr D Marriner (P)

Cllr V Pond (P)

Cllr C Ecclestone (P)

Cllr K Hughes (P)

Cllr G McBride (P)

Cllr R Rowles (P)

#### County Councillors

None

#### Borough Councillors

Cllr I Andersen (P)

Cllr J Lovell (A)

Cllr S Hawke (P)

Cllr K Hamilton (A)

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

Members of the Public: 4

**Prior to the start of the meeting, the Town Council received a presentation from Mr Michael Fowler from Fowler Architecture & Planning Limited regarding proposals associated with a Ludgershall to Andover Railway. Mr Fowler asked the Town Council to consider joining a Working Group to forward ideas and plans for a railway. It was agreed that the Assets and Amenities Committee would consider the proposals at the next Committee meeting.**

#### **C062/16 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Councillor Revd. A Fitchet.

#### **C063/16 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**C064/16 MINUTES**

The Minutes of the Council meeting held on 28 July 2016 were agreed and signed by the Chairman as a correct record.

Proposed by Cllr B Carpenter and seconded by Cllr R Rowles. Unanimous vote.

**RESOLVED: That the Minutes of the Council meeting of 28 July 2016 2016 be signed by the Chairman as a correct record.**

**C065/16 PUBLIC PARTICIPATION**

**Mr N Long – Andover Resident**

Concerned about how the Town Council answers questions. The answers should be on the website and he could not see them on the website.

How many times has the Town Council dipped into Reserves? Would like a written response.

The Chairman answered that she would go through all the questions he had raised and ensure that every question had been answered and a written reply given.

**C066/16 REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS**

There were no reports from Borough and County Councillors.

**C067/16 QUESTIONS FROM TOWN COUNCILLORS TO BOROUGH AND COUNTY COUNCILLORS**

Cllr C Ecclestone asked Borough Cllr S Hawke about the cycle path along Weyhill Road. He asked whether Cllr Hawke was aware that the cycle path was under used and that it was not practical as if cyclists used it they were in danger of knocking over pedestrians on foot.

Cllr S Hawke explained that it was a shared path so it was not demarked. Plenty of people did use it but that experienced cyclists rode on the road. It is for everyone to use.

Cllr J Msonthi asked a question of Cllr Rolt, and asked if the Borough Councillors would be kind enough to pass the question on. Cllr Msonthi asked if County Cllr Rolt would be able to arrange for signs in the Town to indicate where the War Memorial was located. Cllr I Andersen confirmed that she would pass the question on

Cllr R Rowles asked the following question of Borough Cllr S Hawke, what was her opinion of the latest Boundary Review. Cllr S Hawke replied that it needed to be done and helped to give a level playing field. She expressed her concern regarding carrying out the review via a head count only.

**C068/16 CO-OPTION OF NEW MEMBER**

Members considered the Co-option of a Member to Andover Town Council following the resignation of Michael James from Winton Ward.

Members noted that applications had been received from the following candidates:

Mr Matthew Burrows

Mr Daniel Hill

Mr James Humphries

Mr Richard Kidd

It was noted that all 4 candidates were in attendance at the meeting.

It was proposed by Councillor D Marriner and seconded by Councillor S Hardstaff that all the applicants be nominated as candidates by a single resolution. A vote was taken with 2 abstentions.

**RESOLVED: That the following applicants, namely; Matthew Burrows, Daniel Hill, James Humphries and Richard Kidd be accepted as candidates for Co-Option to Andover Town Council.**

It was proposed by Cllr B Long and seconded by Cllr V Pond that Standing Orders be suspended to allow a vote by ballot rather than a show of hands. A vote was taken, 9 for 8 Against. The proposal was carried.

**RESOLVED: That the Town Council suspend Standing Orders to allow a vote by ballot.**

The Candidates were invited by the Chairman to make a two minute presentation to the Members of Andover Town Council.

The vote was taken by blind ballot and the following applicant, Mr Richard Kidd received the majority vote of councillors present and was therefore co-opted on to the Town Council.

**RESOLVED: That Richard Kidd having received the majority vote, be co-opted on to Andover Town Council.**

**C069/16 DECLARATION OF ACCEPTANCE OF OFFICE**

The Declaration of Acceptance of Office was received from Cllr R Kidd and countersigned by the Town Clerk as the Responsible Officer.

**C070/16 COMMITTEE MEMBERSHIP**

Cllr R Kidd confirmed that he would like to be a Member of the Planning Committee and Assets & Amenities Committee.

**RESOLVED: That Cllr R Kidd be a Member of the Planning Committee and Assets & Amenities Committee.**

**C071/16 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made the following announcements:

“On 31<sup>st</sup> July I was delighted to be a part of the unveiling of the Blue Plaque commemorating the life of Reg Presley, also known as Mr Andover due to all of the things he did to help support the town. The event was a great success, with friends and family of The Troggs past and present attending for the unveiling itself and the luncheon afterwards. A huge thank you to Councillor Long for all her hard work on the event.

At the start of August an Andover Town Council funded defibrillator was installed at St Mary's Church hall, the first of a number planned for around the town. I have since met with Chris Dixon at Mencap and have ruled that out as a location as there is already a defibrillator situated next door to them. I am working with The White Hart to get listed building consent for them to be able to host a defibrillator, and at least one local business has offered to part fund, and host a further unit. There have also been discussions with other potential partners, which have not so far come to fruition.

I have spoken with the Chairman of the TVAPTC and asked that we join the Test Valley Strategic Partnership, somewhere I am very keen that Andover Town Council has a voice.

At the start of this month I was able to view the Andover Borough regalia, which is in the ownership of Test Valley Borough Council, the result of a journey to find out what had become of them at the dissolution of Andover Borough. I would like to thank Karen Hamilton who facilitated this viewing.

I attended my first General Management Committee meeting of Hampshire Association of Local Councils, to look at the overall running of the County Association, which was very interesting. I will report back on anything directly relevant to Andover Town Council.

On 3<sup>rd</sup> September I represented the Town Council at the Merchant Navy Day, where a message from HRH the Earl of Wessex was read out, prior to Red Ensign flags being raised at the Guildhall, as part of a national initiative to show support for the seafarers on which the United Kingdom depend.

I would also like to give you all as much notice as possible that the Andover Town Council on 1<sup>st</sup> December will begin at 6.30 instead of the usual 7.00pm”.

**C072/16 YOUTH COUNCIL UPDATE**

Cllr D Marriner updated Members on the Youth Council. He reported that he had met with the new Committee Officer regarding meetings for the Youth Council. The A-Fest 'Lessons Learnt' report had been completed and would be reported back to the Community Engagement Committee.

On Monday 7 September 2016, some of the Youth Councillors attended an organised visit to the Houses of Parliament. The local Andover MP Kit Malthouse joined them in the afternoon. A Press Release would be issued.

**C073/16 COMMITTEE MINUTES**

The following Minutes were received and noted:

4 August 2016 – Assets & Amenities Committee

14 July 2016 – Policy & Resources Committee

11 July 2016 – Planning Committee

1 August 2016 – Planning Committee

22 August 2016 – Planning Committee (It was noted that these minutes had not yet been signed off by the Planning Committee).

**C074/16 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.

It was proposed by Councillor S Hardstaff and seconded by Cllr L Gregori and unanimously

**RESOLVED: That the Internal Auditors Report and Completed Action Plan for the year ending 31 March 2016 be received and approved.**

**C075/16 FINANCIAL REGULATIONS**

Members received a recommendation from the Policy and Resources Committee to approve a set of Financial Regulations based on the National Association of Local Councils (NALC) Model of 2016.

Members asked questions about the frequency of reviewing the Financial Regulations and it was explained that according to Standing Orders they would be reviewed Annually at the Chairman Making meeting each year.

It was proposed by Cllr L Gregori and seconded by Cllr B Carpenter that the Town Council approve and adopt the new Financial Regulations. A vote was taken with one abstention.

**RESOLVED: That the new Financial Regulations, based on the NALC Model 2016, be approved and adopted.**

**C076/16 POLICY AND RESOURCES RECOMMENDATIONS**

**Virement of Budgets**

Members noted that the Virement of Budgets was to move monies into Earmarked Reserves from 2015/2016. Members noted that the Virement included the underspend on Christmas Lights.

It was proposed by Cllr L Gregori and seconded by Cllr R Hughes, a vote was taken with one abstention.

**RESOLVED: That the Virement of monies from 2015/2016 to 2016/2017 for earmarked reserves and specific projects be approved.**

**A list of Monies transferred to earmarked reserves is attached to record minutes.**

**Office Rules**

Members noted that Office Rules had been drawn up by the Staffing Sub-Committee for recommendation to the Policy and Resources Committee and full Council for adoption. The Office Rules were to assist both Members and Staff to manage the resources and staff time in the Town Council Office.

Members discussed the adoption of the Office Rules, some Members were concerned that they would not be able to use the office space. It was explained that Members could use the office space but would need to make an appointment to do so.

It was suggested that the Office Rules be withdrawn for further work. This was proposed by Cllr L Gregori and seconded by Cllr R Hughes, a vote was taken 4 for 14 against.

The debate continued. It was suggested that the Office Rules be amended to say that Meetings for Working Groups should be booked.

It was proposed by Cllr L Gates that the amended Office Rules be adopted, this was seconded by Cllr K Hughes, a vote was taken, 15 for, 2 against and 1 abstention.

**RESOLVED: That the amended Office Rules be adopted by full Council (amended Office Rules attached to record minutes).**

**Meeting Protocols**

Members considered Meeting Protocols, noting that there were 2 protocols, one for Working Groups and one for External Meetings. Members were encouraged to note that written reports were expected in good time prior to meetings.

It was proposed by Cllr L Gregori and seconded by Cllr B Long that the Meeting Protocols be adopted. A vote was taken which was unanimous.

**RESOLVED: That Working Group Protocol and Protocol for External Meetings be adopted.**

**Key-holder Policy**

Members considered a Key-Holder Policy for the Town Council. It was noted that the Chairman and Chairman of the Staffing Sub-Committee would hold keys, along with the Town Council Staff.

Some Members were considered about lone working in the office and it was confirmed that this would be considered by the Staffing Sub-Committee. Any suggested amendments to the Policy would be brought back for consideration.

It was proposed by Cllr L Gregori and seconded by Cllr R Hughes that the Town Council adopt the Key-holder Policy, a vote was taken 16 for, 1 against and 1 abstention.

**RESOLVED: That the Town Council adopt the Key-holder Policy (Key-holder Policy attached to record minutes).**

**C077/16 DEVOLUTION CONSULTATION**

Members were asked to form a response from the Town Council on the Hampshire Devolution Consultation. It was suggested that delegation be given to the Town Clerk to respond on behalf of the Town Council based on the responses already given.

It was proposed by Cllr K Bird and seconded by Cllr M Mumford that delegation be given to the Town Clerk to respond on behalf of the Town Council based on the responses already given. A vote was taken which was unanimous.

**RESOLVED: That delegation be given to the Town Clerk to respond on behalf of the Town Council to the Hampshire Devolution Consultation based on the responses given (response attached to record minutes).**

**C078/16 CORPORATE IDENTITY**

Members were asked to consider whether the Town Council should obtain the full Andover Crest and Coat of Arms for its Corporate Identity.

The Chairman confirmed that since the Council Agenda and Papers had been distributed to the public, three anonymous donors had come forward offering to fund the Town Council's purchase of the right to use the Crest and Coat of Arms.

It was proposed by Cllr K Bird and seconded by Cllr R Hughes that the Town Council purchase the right to use the Andover Crest and Coat of Arms for its Corporate Identity with the generous donations. A vote was taken which was unanimous.

**RESOLVED: That the Town Council purchase the right to use the Andover Crest and Coat of Arms with the generous donations from three anonymous donors covering the entire cost.**

**C079/16 FINANCE**

The following list of payments up to 6 September 2016 were approved:

August/September 2016 Payments				
BACS/Cheque No	Date of Inv	Description	Supplier	Amount (£)
965954872	19.08.2016	Allotment locks maintenance	James Ayres	495.00
300322	26.08.2016	Returned Allotment Deposit	Mr Calkin	50.00
213678995	31.08.2016	Provision of toilets for allotments	Convenient Hire	614.39
615022053	01.09.2016	Website and email provision	Custom Studio	35.94
787362706	31.08.2016	Grass cutting for allotment sites	Grass and Grounds	810.00
47499227	31.08.2016	Office cleaning August 2016	Moore's Cleaning Services	135.19
DDSageSept16	01.09.2016	Monthly software hire for payroll	Sage UK Limited	3.00
300323	18.08.2016	Water supply Mylen Road Allts	Southern Water	473.22
300324	23.08.2016	Water supply Old Winton Road Allts	Southern Water	178.06
300325	19.08.2016	Water supply The Drove Allts	Southern Water	939.03
71066501	31.08.2016	Grounds Maintenance for The Drove	The Drove Allotment Association	555.00
	03.09.2016	Staff salaries for September 2016	Staff	2,452.65
<b>TOTAL</b>				<b>£6,741.48</b>

Members received and approved the Bank Reconciliation up to 31 August 2016.

**C080/16 Questions from Councillors**

There were no questions from Councillors.

**C081/16 Reports from Town Councillors**

Members received a written report from Cllr L Gates on the Town Centre Management Board.

Cllr B Long reported that she had organised the Heritage Plaque day and it was good to see it so well supported. She had also attended the Andover War Memorial Hospital Day, she visited Veolia for a Composting Site Tour and she attended the Town Centre Management Meeting which discussed a new event for 2017.

Cllr V Pond reported that she had also attended the Heritage Plaque Day, the Veolia Composting Tour and a meeting with the Neighbouring Parish of St Mary Bourne.

Cllr R Rowles thanked all those involved with the Heritage Plaque Day. He thanked Cllr Gregori for the guidelines for the Working Groups which were very helpful. He further reported that the Town Council's Business Plan was on the next Community Engagement Committees Agenda to progress ideas for the Business Plan.

Cllr G McBride reported that he had attended an event in Vigo Road Park for the World Suicide Prevention Day.

Cllr A Cotter thanked Cllr B Long for her organisation of the Heritage Plaque Day.

Cllr M Mumford wished to thank the Test Valley Borough Council members of staff who facilitated the Andover Vision Workshops which were very good and informative.

Cllr S Hardstaff and R Kidd added their thanks to Cllr B Long for the Heritage Plaque Day. Cllr R Kidd went on to thank the Members of Staff at the Town Council for their professionalism.

Cllr C Bartholomew reported that she had also attended the Andover Vision Workshops which were very good.

Cllr L Gregori added his thanks to Cllr Long for the Heritage Plaque Day and reported that he too had attended the Andover Vision Workshops.

Cllr J Msonthi thanked Cllr B Long and reported that she had attended a Test Valley Community Services Event in Romsey on Hidden Disabilities.

Cllr B Carpenter added her thanks to Cllr B Long for the Heritage Plaque event.

**C082/16 Date of Next Meeting**

Members noted that the date of the next full Council meeting was Thursday 20 October 2016 at 7pm in the Upper Guildhall.

The Chairman informed Members that there would be a presentation from the Andover Vision Organisers at the next meeting of the full Council.

The Chairman closed the meeting at 8.40pm.

Chairman

Date