



ANDOVER TOWN COUNCIL

Minutes Extraordinary Council

Time and date

6.00pm on Monday 28 October 2019

Place

The Town Council Offices, 68b High Street, Andover, Hampshire

Cllr R Rowles - Town Mayor (P)

Cllr L Banville - Deputy Town Mayor (P)

Cllr S Blackmore (P)

Cllr G Davis (P)

Cllr K Farrer (P)

Cllr R Meyer (P)

Cllr D Coole (P)

Cllr D Day (A)

Cllr V Harber (P)

Cllr D Treadwell (P)

Cllr J Coole (P)

Cllr C Ecclestone (A)

Cllr M James (P)

Cllr A Watts (P)

Officers Present:

Wendy Coulter (Town Clerk)

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

Borough/County Councillors Present:

Cllr N Matthews

Members of the Public: 4

Members of the Press: 1

C 124/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr D Day and Cllr C Ecclestone.

C 125/19 DECLARATIONS OF INTEREST

Cllr V Harber and Cllr R Rowles declared a Pecuniary Interest in agenda items 6, 7 and 8, regarding grant applications.

C 126/19 AUTHORISATION OF PAYMENTS – SIGNATORIES

Members noted that following the resignation of Revd. A Fitchet, there was a requirement for further Finance Signatories for Authorisation of Payments. Members were advised of a recommendation recently made by the Town Council's Internal Auditor, that all members of the Council become authorised signatories and that any two signatories would be required at any one time. Members were asked to put their names forward if they wanted to be added as a Financial Signatory for the Town Council. The Chairman requested Members who would be willing to be added as Financial Signatories, to put their names forward.

The following names were put forward: Cllr L Banville, Cllr G Davis, Cllr V Harber, Cllr M James and Cllr A Watts.

Cllr R Rowles proposed that the following additional Members be approved as Financial Signatories by the full Council: Cllr L Banville, Cllr G Davis, Cllr V Harber, Cllr M James and Cllr A Watts.

A vote was taken which was unanimous.

RESOLVED: That the following Members be approved as Financial Signatories by the full Council: Cllr L Banville, Cllr G Davis, Cllr V Harber, Cllr M James and Cllr A Watts.

C 127/19 FINANCE

Members were asked that the List of Payments up to 9 October 2019 be approved.

A vote was taken, 11 for, 0 against, 1 abstention.

RESOLVED: That the List of Payments up to 9 October 2019 be approved.

Members were asked that the Bank Reconciliation up to 31 August 2019 be approved.

Vote was taken which was unanimous.

RESOLVED: That the Bank Reconciliation up to 31 August 2019 be approved.

Members were asked that the Cash Book up to 31 August 2019 be approved.

It was noted that the item "Bus Shelters" was incorrect. Members agreed this item be deferred to the next full Council meeting for approval.

List of payments up to 9 October 2019

Bacs/Cheque No	Supplier	Budget Head	Goods/Supplies	Cost (£)
102061199	AB Computers and Planet PC	4000/5	Set up info@ email on Cttee computer and copy to different address	£60.00
840598906	AquAid South Coast	4210/15	Supply 3 water bottles September 2019	£23.40
DDBGSEPT22019	British Gas	4210/6	Electricity supply 68B High Street September 2019	£12.56
637815208	Custom Studio	4000/6/2	Website hosting October 2019	£35.94
118053475	Convenient Hire Limited		Provision of Allotment Toilets x 7 September 2019	£534.31

381799410	J&A Motor	4210/3	Insurance for 68B 31.09.2019-31.09.2020	£234.56
407436890	M B Pest Services	4500	Pest Control for Allotment x 7 September 2019	£400.00
584754025	Moore's Cleaning Services Ltd	4210/15	Office Cleaning Services September 2019	£282.47
927560646	Pitney Bowes	4210/10	Postal charges & franking machine rental September 2019	£132.15
DDSAGEOCT2019	Sage UK Limited	4000/1	Payroll 10 software hire October 2019	£13.20
310788373	Surrey Hills Solicitors	4000/3	Charges for professional advice September 2019	£300.00
780214160	Test Valley Borough Council	4100/4	Hire of Guildhall 11 October 2019	£142.00
763914493	Viking Supplies	4210/9	Footrest & magnets for noticeboards	£38.70
829156697	Michelle Young	4210/16	Reimbursement for spare keys for 66C	£44.00
TOTAL up to 9 October 2019				£2,253.29

C 128/19 "BREAKING THE MOLD" DAY

Members discussed the idea of a "Breaking the mold" day. It was suggested that after the Budget for 2020/2021 had been finalised, a Business Plan would need to be agreed with the inclusion of defining costs, risks, impact and any unknown factors.

Members noted that further information could be found at:

<https://madedifferently.wordpress.com/>

It was proposed by Cllr R Rowles and seconded by Cllr S Blackmore that delegation be given to the Town Clerk to organise a "Breaking the mold" day on a date agreed by all parties concerned.

A vote was taken which was unanimous.

RESOLVED: That delegation be given to the Town Clerk to organise a "Breaking the mold" day on a date agreed by all parties concerned.

C 129/19 GRANT FOR MAKATON FRIENDLY ANDOVER

Members noted that Mencap had offered to facilitate this in Andover. Hampshire County Council, Test Valley Borough Council and Andover Town Council are to be supporters of the project. The aim is to further integrate people with disabilities with the aid of shops and Emergency Services working together learning the Makaton sign language and make the Town Centre a safer and more user-friendly environment. Members debated the grant application and it was agreed that further information was required to make an informed decision.

It was proposed by Cllr R Rowles and seconded by Cllr S Blackmore that the Makaton grant application be deferred to the next full Council meeting, on the agreement that members would provide a list of questions to the Chairman, for submission to Mencap within 48 hours.

A vote was taken which was unanimous.

RESOLVED: That the Makaton grant application be deferred to the next full Council meeting, on the agreement that members would provide a list of questions to the Chairman, for submission to Mencap within 48 hours.

C 130/19 GRANT FOR TRAINING YOUTH WORKERS

Members discussed the grant application for Training Youth Workers.

Questions were raised relating the location of the training, the location and who was providing the training. The Chairman clarified that the training was to take place at Love Andover and was being provided by two representatives from the Army Welfare Service. Members debated the grant application further and it was agreed that more information was needed in order to make an informed decision.

It was proposed by Cllr S Blackmore and seconded by Cllr R Meyer that the Training Youth Workers grant application be deferred to the next full Council meeting.

A vote was taken which was unanimous.

RESOLVED: That the Training Youth Workers grant application be deferred to the next full Council meeting.

C 131/19 GRANT FOR SENSORY CHRISTMAS CHILDRENS GROTTTO

Members noted the grant application for a Sensory Christmas Grotto. It was mentioned that Test Valley Borough Council had also received a grant application for the same purpose. It was clarified that Mencap would need the approval of both grant applications for the grotto to go ahead. Members discussed various aspects of the application, including the amount, its duration, location, purpose and the benefits to the recipients. It was highlighted that the grant guidelines currently stipulate that "*Organisations will only be eligible to apply for to the Town Council, once every four years*" and that Mencap had also submitted a grant application for "Makaton Friendly Andover". It was commented that the grant guidelines were incorrect and need to be amended. The Town Clerk would refer back to the meeting in which the grants guidelines were agreed by full Council.

It was commented that overall it was a fantastic idea for an amazing benefit.

It was proposed by Cllr R Rowles that the grant application for a Sensory Christmas Grotto be approved subject to the Town Clerk reviewing the grant guidelines.

Cllr R Rowles requested that the vote be recorded in the Minutes:

A vote was taken, 8 for (Cllrs A Watts, M James, S Blackmore, G Davis, L Banville, D Treadwell and J Coole), 1 against (Cllr R Meyer), 3 abstentions (Cllr R Rowles, V Harber and D Coole)

RESOLVED: That the grant application for a Sensory Christmas Grotto be approved subject to the Town Clerk reviewing the grant guidelines.

The Town Mayor closed the meeting at 7.28pm.

Town Mayor

Date