



Constantia Basis Virtutum

ANDOVER TOWN COUNCIL

A

Minutes of Policy and Resources Committee

Time and date

7.00pm, Thursday 1 November 2018

Place

Town Council Offices, 68B, High Street, Andover

Details of Attendance:

Cllr S Hardstaff (Chairman) (A)

Cllr K Bird (Vice Chairman) (P) (Arrived at 7.01pm)

Cllr P Crossman (A)

Cllr C Ecclestone (P)

Cllr L Gates (P)

Cllr L Gregori (P)

Cllr R Hughes (P)

Cllr M Mumford (P)

Cllr V Pond (P)

Cllr R Rowles (P)

Officers Present:

Wendy Coulter (Town Clerk) (Taking the minutes)

Tor Warburton (Deputy Clerk) (Operational & Training)

Michelle Young (Committee & GDPR Officer) (training)

Borough Councillors:

Cllr D Drew

Others:

Cllr B Long

Members of the Public: 2

Members of the Press: 1

PR 035/18 APOLOGIES FOR ABSENCE

There were no apologies for absence.

PR 036/18 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR 037/18 MINUTES

It was proposed by Cllr V Pond and seconded by Cllr L Gates that the Chairman sign as a correct record, the minutes of the Policy and Resources Committee meeting held on 2 August 2018.

A vote was taken which was 8 for with 1 abstention.

RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 2 August 2018 be signed, by the Chairman, as a correct record.

PR 038/18 PUBLIC PARTICIPATION

A member of the public gave the following statement, dated 01.11.2018:

I am amused & yet annoyed by the motion on your agenda this evening!
This sum of £40,000 would surely mean that the Andover precept would have to increase to pay for it.
The two "Councillors" who are proposing this seem to have a very short memory, as I can recall that a few months ago, the very same people were calling for the council budget to be reduced by £50,000!
Councillors, you cannot have your cake and eat it; I suggest that they crawl back to their fantasy land.
I urge you all to reject this motion this evening.
Concerned resident of the Parish of Andover.

PR 039/18 MOTIONS FROM COUNCILLORS

Motion

Proposed by Cllr C Ecclestone and seconded by Cllr R Rowles

In light of ATC's vote to support the BID then in the event that it's voted down by local business we would like to see continuing financial support from both ATC and TVBC for future improvement for our town centre.

To this end we propose the following:

- 1) Earmark £40k in next year's budget for purpose outlined above.
- 2) To authorise ATC to begin talks with TVBC to continue to the same goal.

Members considered and debated the motion.

It was questioned as to what power or duty there was to enable Andover Town Council to allocate funds in line with the motion proposed. Members noted that all funds held in the bank were allocated and or earmarked for future projects. Further debate continued about the meaning of the BID and the effect it would have on the local taxpayers, in order to support it.

It was proposed by Cllr K Bird and seconded by Cllr R Rowles that a vote be taken on the motion.

A vote was taken which was 2 for, 6 against with 1 abstention.

Motion was not passed.

PR 040/18 MEMBERS' INFORMATION ON WEBSITE

Members considered the publication of Members details on the Andover Town Council's website. The legal requirement aspect was debated as well as the Council's duty of care to each individual Councillor for reasons of personal safety. For any concerned Councillors, it was suggested that Andover Town Council's offices become the point of contact for the public wishing to get in touch with them.

PR 041/18 DRAFT BUSINESS PLAN

Members considered the draft business plan as recommended from the Assets & Communities Committee. It was noted that the plan needed to start with a timetable of legal duties of the officers, in order to determine the capacity and resources to carry it out.

Cllr K Bird also requested that her personal thanks to Cllrs C Bartholomew and B Long, for their hard work on putting together the plan, be minuted.

PR 042/18 FINANCIAL REGULATIONS – REVIEW AND IMPLEMENTATION

Members received and considered a report on the Implementation of Financial Regulations approved 2016. Cllr L Gates commented on how thorough report was and expressed his thanks to the Town Clerk & Committee Officer for their efforts.

PR 043/18 TIME TABLE OF MEETINGS 2019

Members received and considered a draft timetable of Council Meetings for 2019.

It was proposed by Cllr R Hughes and seconded by Cllr K Bird that the draft timetable of Council Meetings for 2019 be recommended to full Council for approval.

A vote was taken which was unanimous.

RESOLVED: That the draft timetable of Council Meetings for 2019 be recommended to full Council for approval.

PR 044/18 RECOMMENDATIONS FROM STAFFING SUB-COMMITTEE

Members considered a report on recommendations from the Staffing Sub-Committee held on 13 September 2018.

Recommendations 1 – 3:

Salary Scale Increments

Staffing Structure and delegation of authority to Officers

Budget

It was proposed by Cllr L Gates and seconded by Cllr K Bird that the staff be awarded 1 Salary Scale Increment for 2019/2020, that delegation of authority be given to officers to fully implement the staffing structure from 1 April 2019 and that the Staffing Budget (as amended) be included in the draft 2019/2020 budget.

A vote was taken which was, 7 for and 2 was against.

RESOLVED: that the staff be awarded 1 Salary Scale Increment for 2019/2020, that delegation of authority be given to officers to fully implement the staffing structure from 1 April 2019 and that the Staffing Budget (as amended) be included in the draft budget 2019/2020.

Recommendation 4 – Members Access to Officers

It was proposed by Cllr L Gates and seconded by Cllr K Bird that the report on Access to Offices be approved.

A vote was taken which was, 8 for with 1 abstention.

RESOLVED: That the report on Access to Offices be approved.

Recommendation 5 – Office Opening Times

It was proposed by Cllr L Gates and seconded by Cllr K Bird that the Town Council Offices be open Tuesday, Wednesday, Thursday 10am to 1pm and closed to the public on Mondays and Fridays.

A vote was taken which was, 6 for, 2 against with 1 abstention.

Resolved: That the Town Council Offices be open Tuesday, Wednesday, Thursday 10am to 1pm and closed to the public on Mondays and Fridays.

PR 045/18 POLICY AND RESOURCES COMMITTEE – DRAFT BUDGET 2019/2020

Members considered the Policy and Resources Budget for 2019/2020 for recommendation to full Council.

1. It was proposed that £40,000 for the New Building Fund be removed.

A vote was taken which was, 2 for and 7 against.

The £40,000 would remain in the draft budget.

2. It was proposed that an addition of £2,500 for Election costs.

A vote was taken which was, 6 for, 2 against with 1 abstention.

RESOLVED: That £2,500 be added to the Election Budget Head for the draft budget 2019/2020.

(Cllr K Bird left at 8.23pm)

(Cllr K Bird returned to at 8.25pm)

PR 046/18 DRAFT BUDGET 2019/2020

Members considered a budget report for recommendation to full Council.

Members considered how to ensure each budget head had sufficient funding for 2019/2020 whilst keeping costs as low as possible.

1. It was proposed to reduce the A-Fest Budget to £2,500.

A vote was taken which was unanimous.

RESOLVED: That the A-Fest Budget be reduced to £2,500.

2. It was proposed to reduce the Town Centre Management Budget to zero.

A vote was taken, 7 for, 2 abstentions.

RESOLVED: That the Town Centre Management Budget be reduced to zero.

3. It was proposed to reduce the Defibrillator Budget to zero as no funds had been spent during 2018/2019.

A vote was taken, 8 for, 1 abstention.

RESOLVED: That the Defibrillator Budget be reduced to zero.

It was agreed that the Draft Budget would be reviewed at the next Policy and Resources Committee meeting to be held on 13 December 2018.

PR 047/18 CHRISTMAS 2018 – OFFICE OPENING TIMES

Members considered the following office opening hours for the Christmas period of 2018:

17 December to 21 December – open as normal

24, 25, 26, 27, 28 December – CLOSED

31 December 2018, 1 January 2019 – CLOSED

2 January 2019 – normal office hours to resume.

It was proposed by Cllr K Bird and seconded by Cllr M Mumford that the proposed office opening hours for the Christmas period of 2018, be recommended to full Council for approval.

A vote was taken which was 8 for with 1 abstention.

RESOLVED: That the proposed office opening hours for the Christmas period of 2018, be recommended to full Council for approval.

PR 048/18 FINANCE

Members received the payments up to 12 October 2018 and 31 October 2018.

It was proposed by Cllr C Ecclestone and seconded by Cllr V Pond that the payments up to 12 October 2018 be approved.

A vote was taken which was 8 for with 1 abstention.

RESOLVED: That the payments up to 12 October 2018 be approved (shown below)

It was proposed by Cllr V Pond and seconded by Cllr M Mumford that the payments up to 31 October 2018 be approved.

A vote was taken which was unanimous.

RESOLVED: That the payments up to 31 October 2018 be approved (shown below)

ANDOVER TOWN COUNCIL PAYMENTS UP TO 12 October 2018				
Bacs/Cheque No	Supplier	Budget Head	Goods/Supplies	Cost (£)
300400	Mr D Bolland	4500/1/1/2	Grass Cutting AW Allotment	7.00
148895546	Business Stream	4500/1/4/3	Water Supply – MR Allotments Feb-Aug 2018	352.24
750993644	Convenient Hire	4500/1/1	Supply of toilets to 7 allotment sites October 2018	534.24
518537215	Custom Studio	4000/6/2	Provision of Website October 2018	35.94
768816117	Grass and Grounds	4500/1/4/2	Mylen Road – clear and cover plot	1338.00
768816117	Grass and Grounds	4500/1/4/2	Grounds Maintenance VR & OWR	1338.00
768816117	Grass and Grounds	4500/1/4/2	Grounds Maintenance x 5 Allotment Sites	540.00
DDMAINSep2018	Mainstream Digital	4210/7	Maintenance care 19.09.2018 – 18.12.2018	453.50
DDMAINSep2018	Mainstream Digital	4210/7	Analogue line ¼ rental 20.09.2018 – 19.12.2018	453.50
DDMAINSep2018	Mainstream Digital	4210/7	Business Care + 2 digital line rental 20.09.2018 – 19.12.2018 + call charges	453.50
DDMAINSep2018	Mainstream Digital	4210/7	Superfast Broadband 27.09.2018 – 26.12.2018	453.50
941434640	M B Pest Services	4500/1/1	Pest control x 7 sites September 2018	400.00
82560300	Moore's Cleaning	4210/15	Office Cleaning Services September 2018	282.47
DDSAGEOct2018	Sage UK Limited	4000/1	Sage Payroll software hire October 2018	13.20
TOTAL up to 12 October 2018				3956.59
Payments up to 31 October 2018				
Bacs/Cheque No	Supplier	Budget Head	Goods/Supplies	Cost (£)
DDBESOCT2018	BES Commercial	4210/6	Electricity charges for 66C	10.14
DDBGOct12018	British Gas	4210/6	Electricity usage 68B High Street	220.59
DDBGOct22018	British Gas	4210/6	Electricity usage 68 B High Street	20.45
782523580	Business Stream	4500/1/1/3	Water charges AW July to October 2018	64.53
433063554	Business Stream	4500/1/3/3	Water Charges CW July – October 2018	83.50

569523417	Business Stream	4500/1/7/3	Water Charges VR July – October 2018	271.93
DDCloverOct2018	Clover International	4000/2	CloverTL/OL Asset Prchse	48.00
300401	Ms Digby	4500/1/5/7	Returned Deposit OWR	50.00
300402	Mrs Gaffney	4500/1/3/7	Returned Deposit DW	50.00
131481358	Lightatouch Int. Audit	4000/4	Internal Audit Part 1 2018/2019	550.00
DDPEACOCT18	Pan European	4210/8	Photocopier rental 01.11.2018 – 03.01.2019	797.18
915748004	Pitney Bowes	4210/10	Postage & Franking machine rental Sept18	177.15
731367278	AB Computers	4100/2	Out of hours support for emails	90.00
110983426	Restore Datashred	4210/17	Confidential waste disposal October 2018	25.92
142979873	Restore Datashred	4210/17	Confidential waste disposal November 2018	25.92
196585889	Moores Cleaning	4210/15	Office Cleaning October 2018	282.47
TOTAL up to 31 October 2018				15293.85

PR 049/18 COMMITTEE WORK PROGRAMME

There were no additional items added to the work programme.

(Cllr K Bird left the meeting at 8.59pm)

PR 050/18 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Cllr V Pond and seconded by Cllr M Mumford that the Committee pass a resolution to exclude the Press and Public from the meeting at item 17 due to signing Confidential Minutes.

A vote was taken which was 6 for with 1 abstention.

RESOLVED: That the Press and Public be excluded from the meeting at item 17 due to signing Confidential Minutes.

It was proposed by Cllr R Hughes and seconded by Cllr M Mumford that the meeting be extended due to exceeding the two-hour timescale.

A vote was taken which was unanimous.

RESOLVED: That the meeting be extended due to exceeding the two-hour timescale.

CONFIDENTIAL ITEMS

PR 051/18 CONFIDENTIAL MINUTES

To approve and sign the Confidential Minutes of the Policy and Resources Committee meeting of 2 August 2018.

The Chairman closed the meeting at 9.02pm.

Signed by the Chairman

13 December 2018