



ANDOVER TOWN COUNCIL

A

Minutes of Policy & Resources Committee

Time and date

7.00pm on Wednesday 2 April 2014

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P)

Cllr Z Brooks (P)

Cllr D Drew (P)

Cllr K Hamilton (P)

Cllr S Hardstaff (A)

Cllr K Hughes (A)

Cllr M Kerley (A)

Cllr G McBride (P)

Cllr V Pond (P)

Cllr R Shukri (P)

Also in attendance: Rachael Greenwood (Locum Clerk) (taking the minutes)

PR80/13 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs S Hardstaff, K Hughes, and M Kerley.

PR81/13 DECLARATIONS OF INTEREST

Cllr Hamilton declared a pecuniary interest on Item 9 as member of the Pride of Andover Committee and would participate but take no part in any vote which might ensue. Cllr Bird declared an interest on Item 9 being a member of the Partnership Board for the Children's Centre. However as this was not a pecuniary interest Cllr Bird would participate and take part vote in any vote which might ensue.

PR82/13 MINUTES

It was proposed by Cllr North and seconded by Cllr Hamilton and

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 11 December 2013 and the Minutes of the Policy & Resources Meeting held on 16 January were agreed and signed by the Chairman as a correct record.

PR83/13 PUBLIC PARTICIPATION

There were no members of the public present at the meeting.

PR84/13 REVIEW OF BUSINESS PLAN

Members considered the review of the Business Plan for the Town Council (Appendix B).

RESOLVED: That a Small Working Team comprising Cllrs Bird, Drew and McBride (Policy & Resources) and representatives from Full Council work with the Town Clerk.

PR85/13 REG PRESLEY MEMORIAL PLAQUE

Members considered an update on the Reg Presley Memorial Plaque (Appendix C). Permission to place the plaque on the 12 High Street had been requested from The Landlord. The Tenants of the property had also been contacted. The Heritage Foundation had requested that the unveiling ceremony be delayed until June/July 2014 to allow both them and the Town Council to finalise arrangements.

RESOLVED: That the Town Clerk be asked to expedite the matter since a date for the ceremony could not be set until The Landlord had given permission for the plaque to be

fixed to the building.

PR86/13 REVIEW OF STANDING ORDERS

Members considered and reviewed the Town Council Standing Orders.

RESOLVED: That the Town Clerk be requested to make the following amendments to the Town Council Standing Orders as agreed previously by the Committee. Under 14(viii), text to read "The quorum for a Committee will be one-third of the membership plus one." Under 15d, text to read "The quorum of a sub-committee or working group will be one-third of its members plus one and where a sub-committee or working group comprises an odd number, the higher number will be taken."

PR87/13 FINANCIAL REGULATIONS

Members considered the Town Council Financial Regulations and agreed that no changes and amendments were required.

RESOLVED: That no amendments or changes be made to the Town Council Financial Regulations

PR88/13 PRIDE OF ANDOVER AWARDS

Members considered a request from the Pride of Andover Awards Committee for a contribution of £80 towards printing costs for flyers and posters (Appendix D). It was noted that the Committee had already raised the sum of £3000, including £1000 from Barclays Bank, and as there was a possibility that the costs might be met by the printer used in 2013, the Town Council would contribute the sum of £50.

RESOLVED: That the Town Council would contribute the sum of £50 towards printing costs for the Pride of Andover Awards in 2014.

PR89/13 CHRISTMAS LIGHTS REPAIRS

Members considered a quotation from Blachere for repairs to the Christmas Tree Star damaged in the 2013 storms (Appendix E). Although three options were listed, the price quoted was £350 + VAT, the sum of all the options. It was uncertain whether the breakage was covered by insurance, whether the star had broken when the tree blew down in high winds or was damaged when the tree was taken down.

RESOLVED: That the matter be referred back to the Christmas Lights Committee for them to make a formal recommendation for which option to go with.

PR90/13 ANDOVER SERVICE CHILDREN'S CONFERENCE

Members received a detailed proposal from Cllr G McBride and Mr Darren Henry on the Andover Service Children's Conference which would be relevant to any school or college in Andover that currently taught children/young people from military families or anticipated teaching them in future. Each Andover school had the potential to receive the pupil premium allocation in January. The Conference aimed to increase the understanding of how pupil premium funding might support Service children to ensure they were not disadvantaged in the education system: eg by arriving mid-way through a school term. Input would be invited from a Padre, Senior Officer, Deployed Person, Head Teacher, etc. The proposal was supported by Tim Jackson (Principal, Sparsholt College) and Glynis Wright (Adviser for Personal Development Learning, HCC).

Mrs Sandra Hawke spoke from personal experience as an army child and a service parent. The MoD no longer categorised children as army children. They were integrated into the community and it could be useful to canvass their opinions.

Members queried why the work was not being undertaken by the MoD and whether Mr Henry had investigated whether it might be provided by other agencies: eg through Tidworth Garrison. There was concern that the Town Council could risk funding from non-delivery due to lack of uptake.

However, the Town Council was keen in principle to support the proposal and to allocate the maximum of £1500 as match funding subject to sight of the revised Project Cost Breakdown. Further savings were desirable. The matter could be considered by Full Council on 24 April. Mr Henry was at liberty to apply for funds from the Covenant. It was noted that Mr Henry's fee would be £3500 and that the final cost could be ca £5400

RESOLVED: That Andover Town Council supported in principle the proposal to hold an Andover Service Children's Conference at the Army Headquarters and to allocate a maximum of £1500 as match funding. An application for funding was pending to the Hampshire Armed Forces Community Covenant Panel. The project would be led and realised by Mr Darren G Henry.

PR91/13 TOWN CENTRE MANAGER

Cllr Drew reported that a meeting had taken place on 1 April to consider submitted tenders. One could be worth taking forward. The successful candidate would not be an employee of the Council but subject to a service contract for three years with one month's notice shared between ATC, HCC and TVBC. The lack of comparison if the single candidate was not up to standard was acknowledged.

PR92/13 FINANCEPayment of Accounts at 30 March 2014

Members noted and approved the payment of accounts up to 30 March 2014 – recorded below:

Supplier	Service/Product Supplied	Total
Allotment Administrator	April Salary	614.96
Town Clerk	April Salary	2052.46
HMRC	April Tax	2401.46
Test Valley Borough Council	Business Rates 2014/2015	2684.70
Total Payments		7753.58

PR93/13 COMMITTEE WORK PROGRAMME

Members discussed items on the current Work Programme (Appendix G) and agreed to add the following items:

- 5 June 2014 - Business Plan Review
 Reg Presley Memorial
 Town Centre Manager
 Christmas Lights
 Andover Service Children's Conference
- 6 August - Youth Council

The Town Clerk would be asked to confirm the source of the request to assist the Town Clerk with any urgent matters and would be advised of further amendments to the Work Programme.

The Chairman closed the meeting at 8.30pm.

Chairman

Date