



ANDOVER TOWN COUNCIL

A

Minutes of Policy & Resources Committee

Time and date

7.00pm on Thursday 2 April 2015

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P)

Cllr Z Brooks (P)

Cllr D Drew (A)

Cllr K Hamilton (A)

Cllr K Hughes (A)

Cllr M Kerley (A)

Cllr G McBride (P)

Cllr P North (A)

Cllr V Pond (P)

Cllr R Shukri (P)

Officers Present: Wendy Coulter (Town Clerk) (Taking the minutes)

PR68/14 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors David Drew, Karen Hamilton, Kevin Hughes, Marion Kerley and Phil North.

PR69/14 DECLARATIONS OF INTEREST

There were no declarations of interests.

PR70/14 MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 4 February 2015.

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 4 February 2015 were agreed and signed by the Chairman as a correct record.

PR71/14 PUBLIC PARTICIPATION

There were no members of the public present.

PR72/14 STANDING ORDERS AMENDMENT AND REVIEW

Members noted that the Town Council is required to review and amend its Standing Orders at least annually. Members further noted that a new law 'Protocol for Public and Press Reporting at Council meetings' had been introduced which required the Council to amend its Standing Orders.

RESOLVED: To recommend to Full Council the amendments to Standing Orders with particular reference to the new Protocol for Public and Press Reporting at Council.

PR73/14 INSURANCE REVIEW

Members noted that the Town Clerk had carried out a review of the Insurance Provision for the Town Council and noted that the Town Clerk had recommended that the Fidelity Guarantee be increased to cover the monies held in the Town Councils account to a level of £250,000 at an increased Premium of £70.04.

Members further noted that the Town Clerk had ensured that all new equipment purchased during the year was covered by the Insurance.

RESOLVED: To recommend that Full Council approve the actions taken to increase the Fidelity Guarantee to a value of £250,000, at an increased premium of £70.04 and to approve the actions taken by the Town Clerk to include new equipment within the insurance cover.

PR74/14 FINANCIAL REGULATIONS REVIEW

Members noted that as per the statutory requirement the Town Clerk had reviewed the Financial Regulations and had included amendments to bring them into line with current law and policy.

RESOLVED: That the Amended Financial Regulations be recommended to Full Council for approval.

PR75/14 WEBSITE UPGRADE

Members considered an upgrade to the current website to enable more efficient reporting of the Maintenance for the Allotments:

1. Add ability to create reports by site and by year
2. Increase column width
3. Removal Approve Required Report (this cannot be changed to cancelled tasks because there is no reporting mechanism behind this page)
4. Create Cancelled Tasks Report with a simple Yes or No
5. Create a work sheet report

Members noted that there was £493.51 remaining in the Website Budget for 2015/2015 and the upgrade for the Website would be £393.75.

RESOLVED: That the Website Upgrade be approved and allocate into Earmarked Reserves £393.75 from the 2014/2015 Budget to cover the cost of the upgrade.

PR76/14 INTERNAL AUDIT AND TIMETABLE FOR END OF YEAR 31 MARCH 2015

Members noted that the Town Council's Internal Audit will take place on Thursday 21 May 2015, from 9.30am.

Members further noted the Internal Audit and Annual Return Timetable for the End of Year 31st March 2015.

PR77/14 POLICIES REVIEW 2015

Members noted that the Town Council is required to review its policies from time to time and that the Town Clerk would review each of the Policies in line with current legislation

and would bring any amendments to the Committee – the first amendments would be submitted at the Policy and Resources Committee meeting on 3rd June 2015.

PR78/14 FINANCE

Reconciled Bank Statements

Members received and approved the following Reconciled Bank Statements:

Co-Op Bank Statement – reconciled up to 19 August 2014 (closure of account)

Unity Trust Bank Statement – reconciled up to 22 August 2014 (showing transfer to new account)

Unity Trust Bank Statement – reconciled up to 30 September 2014

Unity Trust Bank Statement – reconciled up to 30 October 2014

Unity Trust Bank Statement – reconciled up to 28 November 2014

Unity Trust Bank Statement – reconciled up to 29 December 2014

Unity Trust Bank Statement – reconciled up to 28 January 2015

Unity Trust Bank Statement – reconciled up to 27 February 2015

Edge Designs Account – reconciled Bank Statement showing adjustments following transfer from Co-Op Bank to balance the account as at 27 February 2015.

Approval of Payments

Members received and approved the following payments up to 1st April 2015

| March 2015 | | | |
|--------------------------------|-----------------------------|--|------------------|
| Cheque No/ BACS Ref | Supplier | Service/Product Supplied | Total (£) |
| 275736095 | Viking Supplies | Stationery | 61.42 |
| 287881557 | Viking Supplies | Stationery | 41.96 |
| 998212530 | Moore's Cleaning Services | Cleaning services 1 – 28 Feb 2015 | 130.00 |
| 790459682 | Convenient Hire Ltd | Provision of Toilets on Allotments | 534.24 |
| Mains DD15 | Mainstream Digital | ADSL Broadband 28.02.2015-27.05.2015 | 61.19 |
| 300124 | Newsquest | 2 Advertisements for A-Fest Youth Council | 1,200.00 |
| 863142356 | Corsair Security | Deposit for Security provision at A-Fest | 340.20 |
| 75025332 | Rap Industries Ltd | Display Boards for Neighbourhood Plan | 723.60 |
| 559755421 | Viking Supplies | New cupboard for Town Council Office | 298.80 |
| 805894068 | Viking Supplies | Stationery | 129.08 |
| 300123 | Mr D Bolland | Grass Cutting – Admirals Way Allotment | 6.00 |
| 300125 | Blachere Illuminations | Purchase of Father Christmas Motif | 393.40 |
| 93994510 | Alto Digital | Photocopier charges for printing | 161.93 |
| DDCITMar15 | CIT Vendor | Photocopier Rental 01.04.2015-30.06.2015 | 308.53 |
| 127083428 | Mailboxes etc | 100xA3 posters and 1000xA5 Leaflets A-Fest | 35.00 |
| 50150715 | Test Valley Borough Council | Expenses contribution for Town Centre Manger | 411.00 |
| BACS | Expression Events | Sound System for A-Fest | 1034.40 |
| 701318541 | JV Bouncy Castles | Rodeo Bull and Sumo Suits for A-Fest | 540.27 |
| 27520817 | Newsquest Media | Advert for Neighbourhood Plan Public Meeting | 228.60 |
| 620114066 | Town Clerk | Reimbursements for March 2015 | 25.69 |
| 114732345 | Rap Industries | Carry bags for display boards | 72.00 |
| 112099499 | Edge Designs | Advantedge – online software for Accts & Allts | 660.60 |
| 58922391 | WPS Insurance | Renewal of TC Insurance Policy for 2015/2016 | 2449.65 |
| TOTAL March 2015 | | | 9,847.56 |

| April 2015 | | | |
|------------------------|--------------------------|---|-----------------|
| Cheque No/ Bacs Ref | Supplier | Service/Product Supplied | Total (£) |
| 300127 | Hampshire Pension Fund | Pension Contributions for Admin Administrator | 175.66 |
| 300126 | HMRC | Tax contributions for April 2015 | 2,534.60 |
| BACS | Town Clerk | April Salary 2015 | 2,298.78 |
| BACS | Administration Assistant | April Salary 2015 | 823.45 |
| Total Payments | | | 5,832.49 |

PR79/14 COMMITTEE WORK PROGRAMME

Members discussed items on the current Work Programme and agreed that there were no further items to add to the work programme.

- Review Code of Conduct for the Town Council
- Training Programme for Councillors
- Standing Orders Review

The Chairman closed the meeting at 7.45pm.

Chairman

Date