



Constantia Basis Virtutum

ANDOVER TOWN COUNCIL

A

Minutes of Policy and Resources Committee

Time and date

7.00pm, Thursday 2 August 2018

Place

Town Council Offices, 68B, High Street, Andover

Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

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

Cllr C Ecclestone (P)

Cllr L Gates (P)

Cllr L Gregori (P)

Cllr R Hughes (A)

Cllr R Kidd (P)

Cllr M Mumford (A)

Cllr V Pond (P)

Cllr R Rowles (A)

Officers Present:

Wendy Coulter (Town Clerk)

Michelle Young (Committee & GDPR Officer) (training)

Members of the Public: 0

PR 018/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr R Hughes.

PR 019/18 DECLARATIONS OF INTEREST

Cllr L Gates declared that he worked for company that carried out the type of monitoring mentioned in Item 6. No other declarations of interest were received.

PR 020/18 MINUTES

It was proposed by Cllr V Pond and seconded by Cllr K Bird that the Chairman sign as a correct record, the minutes of the Policy and Resources Committee meeting held on 14 June 2018.

A vote was taken which was unanimous.

RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 14 June 2018 be signed, by the Chairman, as a correct record.

PR 021/18 PUBLIC PARTICIPATION

There were no members of the public present.

PR 022/18 MEMBERS' ALLOWANCES

Members considered a letter received from Test Valley Borough Council regarding Members' Allowances. It was noted that the Town Council had decided in 2012 not to have allowances for Members.

Members debated whether or not it should be recommended to full Council to introduce Members Allowances. It was agreed that the Town Council could not justify paying Members' Allowances. It was proposed by Cllr L Gregori and seconded by Cllr C Ecclestone that it be recommended to full Council to refuse the offer within the letter and not have Members' Allowances for the Town Council.

A vote was taken which was unanimous.

RESOLVED: that it be recommended to full Council to refuse the offer within the letter and not have Members' Allowances for the Town Council.

PR 023/18 AIR QUALITY IN TOWN COUNCIL OFFICES

Members considered a report on Air Quality in the Town Council Offices following a recent Staffing Committee meeting. It was noted that it was suggested a professional carry out the testing.

It was agreed that the testing was required however, funds would be required from Reserves to carry out the work as there was no budget for it.

Members noted that the Town Clerk requested that Cllr L Gates assist her to source a company to carry out the work as he had some knowledge on what the requirements would be.

It was proposed by Cllr L Gregori and seconded by Cllr C Ecclestone that it be recommended to full Council that up to £2,000 be released from Reserves to allow an Air Quality Test to be carried out in the Town Council Offices and that the Town Clerk be assisted by Cllr L Gates to ensure the correct company was employed and value for money was achieved.

A vote was taken which was unanimous.

RESOLVED: That it be recommended to full Council that up to £2,000 be released from Reserves to allow an Air Quality Test to be carried out in the Town Council Offices and that the Town Clerk be assisted by Cllr L Gates to ensure the correct company was employed and value for money was achieved.

PR 024/18 SNAGGING LIST

Following an item included in the recent Staffing Sub-Committee meeting, Members received a 'Snagging/To do' List for the Town Council Offices. The Working Group was thanked for the work on putting the list together. The actions were noted.

PR 025/18 ANDOVER TOWN REGALIA

Members received a report on the Andover Town Regalia (Chains) and considered an additional cost to cover usage outside the Town Council Offices.

Members considered the report which outlined that the Regalia would be loaned back to the Town Council from Test Valley Borough Council. Members further noted that the insurance that the Town Council was asked to provide would cover the Regalia to be kept in the Town Council Offices and to be used on Civic engagements.

It was proposed by Cllr L Gregori and seconded by Cllr V Pond that the additional Insurance cost for the use of the Andover Town Regalia outside the Town Council Offices be approved and that the Town Clerk be authorised to sign the agreement with Test Valley Borough Council for the loan of the Regalia.

A vote was taken which was unanimous.

RESOLVED: that the additional Insurance cost for the use of the Andover Town Regalia outside the Town Council Offices be approved and that the Town Clerk be authorised to sign the agreement with Test Valley Borough Council for the loan of the Regalia.

PR 026/18 CREDIT CARD MACHINE

Members received a report detailing the potential acquisition of a credit card machine for the use of the Town Council. It was noted that the majority of customer who wished to pay the Town Council for services asked to pay via Card. Members noted that officers had introduced the use of BACS payments.

Members noted that there were a number of options for 'online or card' payments.

It was noted that one machine was able to process card, BACS, cheque and cash payments, thereby providing officers with a complete report for all transactions which could be used for Audit purposes.

It was proposed by Cllr L Gregori and seconded by Cllr L Gates to authorise the Town Clerk to obtain the third type of machine to provide alternative methods of payment for the Town Council and to note the cost to budget heads as detailed in the report.

A vote was taken which was unanimous.

RESOLVED: That the Town Clerk be authorised to obtain the third type of machine to provide alternative methods of payment for the Town Council and to note the cost to budget heads as detailed in the report. (Report attached to record minutes)

PR 027/18 TOWN COUNCILS RESOURCES

Members received a report on Town Council Resources in preparation for the Budget 2019/2020. Members raised the issue of the Community Governance Review and the possibility of the parish of Andover expanding and how that might affect the resources and precept. The Town Clerk confirmed that the formal decision and notification was expected by November/December 2018.

It was proposed by Cllr K Bird and seconded by Cllr C Ecclestone to note the report. A vote was taken which was unanimous.

RESOLVED: That the report on the Town Councils Resources be noted.

PR 028/18 REVIEW OF COUNCIL POLICIES

Members received the following policies for review and recommendation to full Council:

Officer/Member Protocol

Members reviewed the Officer/Member Protocol. Changes were suggested, to remove the word 'ward' from 3b. This was proposed by Cllr L Gregori and seconded by Cllr L Gates.

A vote was taken 4 for and 2 Against.

A further change was proposed by Cllr K Bird and seconded by Cllr V Pond, to delete 5d. A vote was taken which was unanimous.

RESOLVED: To remove 3b and 5d from the Office/Member Protocol and the amended Protocol be recommended to full Council for adoption.

PR 029/18 RECORDING MEETINGS FOR MINUTE TAKING

Members considered a report and draft policy on recording meetings for minute taking purposes.

Members agreed that officers should record the meetings to assist with the minute taking and agreed that the policy made it very clear that the recordings would not be available to the public. It was proposed by Cllr K Bird and seconded by Cllr L Gregori that it be recommended to full Council that all meetings be recorded to assist with minute taking and the policy also be recommended to full Council for adoption.

A vote was taken which was unanimous.

RESOLVED: To recommend to full Council that all meetings be recorded to assist with minute taking and the policy also be recommended to full Council for adoption.

PR 030/18 FINANCIAL PLAN 2019/2020

Members considered a draft Financial Plan for 2019/2020 to assist with the budget making process.

The plan was noted with the following additional items to be included:

Bench by War Graves

HCC Footpaths

Tourist Information Kiosks

PR 031/18 FINANCE

Members received the payments up to 19 July 2018 and 31 July 2018.

It was proposed by Cllr K Bird and seconded by Cllr L Gregori that the payments be approved.

A vote was taken which was unanimous.

RESOLVED: That the payments up to 19 July and 31 July 2018 be approved (shown below)

| ANDOVER TOWN COUNCIL PAYMENTS UP TO 19 July 2018 | | | | |
|---|--------------------|--------------------|---|-----------------|
| Bacs/Cheque No | Supplier | Budget Head | Goods/Supplies | Cost (£) |
| 442594664 | AB Computers | 4000/5 | Set up new back up for server+3 mobile hardrive | 269.99 |
| 156597229 | AquAid South | 4210/2 | 1 bottle of water | 7.20 |
| 124833510 | Andover Town Part | 4700/7 | Gardening Fair 2018 Stand Registration Fee | 10.00 |
| 204537489 | Convenient Hire | 4500/1/1 | Supply of toilets to 7 allotment sites July 2018 | 560.98 |
| 404279760 | Custom Studio | 4000/6/2 | Website hosting & email accounts July 2018 | 35.94 |
| 300395 | Mr L Gates | 4210/16 | Adhesives, door signs & door bell, batteries | 48.49 |
| 791244777 | Hayley Bush | 4700/4 | Andover Shilling Fair 2018 design & artwork | 420.00 |
| 95386367 | Kevin Justice | 4500/1/5 | Repairs to taps & water supply x 4 sites | 147.79 |
| DDMAINJune12018 | Mainstream Digital | 4210/7 | ¼ line rental, business level care + call charges | 175.14 |
| DDMAINJune22018 | Mainstream Digital | 4210/7 | 4 business level care, ¼ line rental + call charges | 236.94 |
| DDMAINJune32018 | Mainstream Digital | 4210/7 | Superfast broadband 27.06-26.09.2018 | 122.39 |

| | | | | |
|------------------------------------|---------------------|--------------------|--|------------------|
| DDMAINJune42018 | Mainstream Digital | 4210/7 | MSD Care Maintenance Ex8 19.06-18.09.2018 | 75.59 |
| 445742244 | Moores Cleaning | 4210/15 | Office Cleaning Services June 2018 | 141.28 |
| 454944324 | M B Pest Services | 4500/1/1 | Pest control x 7 sites June 2018 | 400.00 |
| 842702786 | James O'Connor | 4500/1/6 | Tree Work at The Drove | 215.00 |
| 397940922 | Pitney Bowes | 4210/10 | Franking Machine rental July 2018 | 19.15 |
| 51077370 | Restore Datashred | 4210/17 | Confidential waste collection x 2 June 2018 | 51.84 |
| DDSAGEJUL18 | Sage UK Limited | 4000/1 | Payroll software July 2018 | 13.20 |
| 528535350 | SSE Southern Elec | 4210/6 | Electricity charges 68b | 120.08 |
| 228139532 | TVBC | 4100/4 | Scarecrow Presentation – hire of Guildhall | 30.00 |
| 59982105 | Viking Supplies | 4210/2 | Stationery & Office Sundries, loo roll, files, paper | 121.69 |
| 844192229 | The Drove AlltAsoc | 4500/1/6 | Contribution towards concrete pad, roadway | 333.33 |
| 36207531 | Andover PAT Testing | 4210/15 | PAT Testing July 2018 | 166.61 |
| | Confidential | | Payroll | 1901.87 |
| TOTAL up to 19 July 2018 | | | | 3728.62 |
| Payments up to 31 July 2018 | | | | |
| Bacs/Cheque No | Supplier | Budget Head | Goods/Supplies | Cost (£) |
| | Alto Digital | 4210/8 | Black toner – next day delivery | 12.00 |
| 334497456 | AB Computers | 4000/5 | Installation of email backup on all computers | 150.00 |
| DDBG969362907 | British Gas | 4210/6 | Electricity usage 68B High Street | 21.34 |
| DDBG984288160 | British Gas | 4210/6 | Electricity usage 68B High Street | 27.07 |
| DDBG966356801 | British Gas | 4210/6 | Electricity usage 68B High Street | 308.89 |
| 138401896 | Business Stream | 4500/1/3/3 | Water Charges CW Allotment Apr-Jul18 | 88.52 |
| 523057577 | Business Stream | 4500/1/1/3 | Water Charges AW Apr-Jul18 | 54.19 |
| 751414141 | Fuse Projects | 4700/4 | Costs for Shilling Fair 2018 | 1201.58 |
| 123495384 | Grass and Grounds | 4500/1 | Weed control treatment x 7 sites | 294.00 |
| 300396 | Allotment holder | 4500/1/6/7 | Return deposit – The Drove | 50.00 |
| 19389469 | Moores Cleaning | 4210/15 | Office cleaning services – July 2018 | 206.46 |
| 503017353 | Grass and Grounds | 4500/1 | Grounds maintenance x 2 allotment sites | 270.00 |
| | Confidential | | Payroll | 15,843.29 |
| TOTAL up to 31 July 2018 | | | | 16,625.47 |

PR 032/18 COMMITTEE WORK PROGRAMME

Members noted the work programme for the Committee.

The following items were added:

Review and implementation of Financial Regulations.

PR 033/18 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Cllr L Gregori and seconded by Cllr L Gates that the Committee pass a resolution to exclude the Press and Public from the meeting at item 17 regarding local tax issues.

A vote was taken which was unanimous.

RESOLVED: That the Press and Public be excluded from the meeting at item 17 regarding local tax issues.

CONFIDENTIAL ITEMS

PR 034/18 LOCAL TAX ISSUES

Members noted an update on progressing a solution to local tax issues. Members noted that further negotiations would take place at the end of August 2018.

The Chairman closed the meeting at 8.31pm.

Signed by the Chairman

01 November 2018