



*Constantia Basis Virtutum*

# ANDOVER TOWN COUNCIL

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## Minutes of Policy and Resources Committee

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### Time and date

7.00pm, Thursday 3 May 2018

### Place

Town Council Offices, 68B, High Street, Andover

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#### Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

Cllr L Gregori (Vice Chairman) (P)

Cllr Katherine Bird (P) arrived 7.01pm

Cllr Len Gates (P)

Cllr Robin Hughes (P)

Cllr Richard Kidd (P)

Cllr Michael Mumford (P)

Cllr Veronika Pond (A)

#### Officers Present:

Wendy Coulter (Town Clerk) (taking the minutes)

Tor Warburton (Committee Officer) (training)

Members of the Public: 1

Member of the Press: 1

#### **PR 107/17 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr V Pond.

#### **PR 108/17 DECLARATION OF INTEREST**

There were no declarations of interest.

#### **PR 109/17 MINUTES**

It was proposed by Cllr R Kidd and seconded by Cllr M Mumford that the Chairman sign as a correct record the minutes of the Policy and Resources Committee meeting held on 8 March 2018.

A vote was taken which was unanimous.

**RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 8 March 2018 be signed, by the Chairman, as a correct record.**

#### **PR 110/17 PUBLIC PARTICIPATION**

There was no public participation.

#### **PR 111/17 REGALIA UPDATE**

A presentation was given by Ruth Vasey who had been approached by Cllr K Bird to suggest potential designs for new regalia for the Town Council and to answer any questions following her previous report.

The Committee was asked whether historic Regalia should be used or if consideration would be given for a design of a new, more modern Regalia.

Ruth Vasey explained the design and the use of the 'Heart of Andover'. Ruth confirmed that she held the copyright for the 'Heart of Andover' and the proposed chain designs, which she shared with the Committee.

The design received positive feedback but some members of the Committee were concerned that it was not traditional and that so much work had been put into finding and bringing back the original Regalia that it should still be pursued. It was pointed out that the original Regalia was for Andover Borough not Andover Town. It was also suggested that if a new design was pursued, the copyright for any new Regalia should be owned by Andover Town Council. Ruth Vasey agreed that she could be flexible on Copyright.

The Chairman thanked Ruth Vasey for her attendance and presentation.

**PR 112/17 GENERAL DATA PROTECTION REGULATION – APPROVALS AND POLICIES.**

Members received a report on the Town Councils progress on compliance with GDPR. It was noted that all Councillors would be provided with new 'Council Business' emails. Some concern was raised over the ease of use of the emails but it was explained that it was in the interests of the individual Councillors to use the emails and for their security.

It was noted that training for GDPR would be provided on Thursday 24 May 2018.

It was agreed to recommend the Policies on GDPR for approval to full Council, after formatting.

This was proposed by Cllr L Gates and seconded by Cllr K Bird. A vote was taken which was unanimous.

**RESOLVED: That the GDPR Policies and Procedures and adoption of new 'Council Business' emails be recommended to full Council for adoption on 10 May 2018.**

**PR 113/17 COMMITTEE STRUCTURE (TERMS OF REFERENCE) FROM MAY 2018**

Members received a report and amended Terms of Reference for the new Committee Structure.

It was agreed that the same wording as used in the Standing Orders be used in the Terms of Reference for the quorum of committees, with the exception of Planning Committee.

This was proposed by Cllr M Mumford and seconded by Cllr R Kidd. A vote was taken which was unanimous.

**RESOLVED: That the Amended Terms of Reference for Committees reflect the Standing Orders with regard to quorum of the committees with the exception of Planning.**

**The amended Terms of Reference and the Committee Structure be recommended to full Council for approval on 10 May 2018.**

**PR 114/17 TIMETABLE FOR INTERNAL AUDIT TO YEAR END 31 MARCH 2018**

Members noted the Timetable for the Internal Audit for the Year Ended 31 March 2018.

**Timetable attached to Record Minutes.**

**PR 115/17 FINANCE**

Members received the payments up to 19 April 2018. It was proposed by Cllr L Gates and seconded by Cllr R Kidd that the payments be approved. A Vote was taken which was unanimous.

**RESOLVED: That the following payments up to 19 April 2018 be approved.**

Bacs/Cheque No	Supplier	Budget Head	Goods/Supplies	Cost (£)
DDALTOAPR2018	AltoDigital	Photocopier	Toner	£12.00
DDBESAPR2018	BES Utilities	Electricity	Electricity Supply 66C (End)	£81.76
357270363	Cllr K Bird	A-Fest	Colour Copies - A-Fest	£58.35
171243504	British Gas	Electricity	Electricity Supply 68b	£1,085.02
340645540	British Gas	Electricity	Electricity Supply 68b	£41.01
960222091	Business Stream	Allotments VR	Water supply 10.01.18-09.04.2018	£174.00
873113354	Business Stream	Allotment CW	Water supply 08.01.18-10.04.18	£93.87
84311804	Edge IT Designs	Accounts Support	Additional User cost	£129.60
844485432	ETA Electrical	Office Move	Electrical works for new offices	£9,240.00
72266985	IKEA	Office Move	Kitchen supplies	£26.75
DDPEACAPR2018	PEAC Finance	Photocopier	Photocopier Rental 01.05.18-31.07.18	£767.18
220900251	T Scrace	Office Rental	Share of Insurance & roof repairs	£684.19
104268645	South East Employers	Subscriptions	Associate Membership Apr2018-Mar2019	£243.60

210263288	Test Valley Borough Council	Shilling Fair	TPCA - Shilling Fair 2018	£25.00
240038776	Test Valley Borough Council	Hall Hire	Hire of Guildhall 5,12,16,26 April 2018	£267.84
616362478	Viking Supplies	IT Equipment	Recording equipment for Council Mtgs	£247.78
2300579	Committee Officer	Office Sundries	Spare Keys for Office	£15.00
	Payroll	Payroll	Salaries May 2018	£10,160.24
<b>TOTAL</b>				<b>£23,216.73</b>

**PR 116/17 COMMITTEE WORK PROGRAMME**

It was agreed that the following items would be added to the Committee Work Programme:

14 June 2018 – Review of Financial Regulations (to include GDPR impact)

2 August 2018 – Investment Strategy – reporting

2 August 2018 – Corporate Risk Assessment

2 August 2018 – Review of Budgets (re allocation)

It was requested that a Staffing Sub-Committee be arranged for the end of August, beginning of September to review staffing levels.

**PR 117/17 EXCLUSION OF THE PRESS AND PUBLIC**

It was agreed to pass a resolution to exclude the Press and Public from the meeting at Item no 12 to approve confidential contractual minutes, Item 13 to consider local tax issues and Item 14 relating to confidential staffing matters, Ref Section 11 of LG & HA 1989.

Proposed by Cllr R Kidd and seconded by Cllr M Mumford. A vote was taken which was unanimous.

**RESOLVED: That the Press and Public be excluded from the meeting at item no 12 to approve confidential minutes, item no 13 due to confidential local tax issues and Item 14 relating to confidential staffing matters, Ref Section 11 of LG & HA 1989.**

**CONFIDENTIAL ITEMS**

**PR 118/17 CONFIDENTIAL MINUTES**

The confidential minutes from 8 March 2018 were signed by the Chairman as a correct record.

**PR 119/17 LOCAL TAX ISSUES**

Members considered local tax issues.

**PR 120/17 STAFFING LEVELS**

Members considered the Town Council's staffing levels.

The Chairman closed the meeting at 8.50pm.

*Signed by the Chairman*

*14 June 2018*