



Minutes of Policy & Resources Committee

Time and date

7.00pm on Wednesday 3 June 2015

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P)

Cllr R Hughes (P) Cllr G McBride (P) Cllr R Pond (P)

Cllr V Pond (Chairman) (Ex-Officio)(P)

Cllr B Long (Vice Chairman) (Ex-Officio) (P)

Also Present: Cllr L Gates and Cllr M James.

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

PR01/15 ELECTION OF CHAIRMAN

It was proposed by Cllr Bird and seconded by Cllr R Pond and

RESOLVED: That Cllr S Hardstaff be elected Chairman of the Policy and Resources Committee for the following Municipal Year 2015/2016.

PR02/15 ELECTION OF VICE-CHAIRMAN

It was proposed by Cllr Hardstaff and seconded by Cllr R Pond and

RESOLVED: That Cllr K Bird be elected Vice-Chairman of the Policy and Resources Committee for the following Municipal Year 2015/2016.

PR03/15 APOLOGIES FOR ABSENCE

There were no apologies for absence.

PR04/15 DECLARATIONS OF INTEREST

There were no declarations of interests.

PR05/15 MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 2 April 2015.

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 2 April 2015 were agreed and signed by the Chairman as a correct record.

PR06/15 PUBLIC PARTICIPATION

Cllr L Gates asked if he could speak to item 11. The Chairman duly agreed that he would be allowed to speak to the item during the meeting.

PR07/15 INTERNAL AUDIT FOR THE YEAR ENDING 31 MARCH 2015

Members were asked to recommend the Internal Auditors Report and Action Plan to full Council for approval.

Members noted that the Action Plan included actions completed from the previous year. It was further noted that all the issues raised by the Internal Auditor had been dealt with and completed and noted that the Internal Auditor would return in July to assist the Town Clerk with outstanding VAT owed to the Council.

RESOLVED: That the Internal Auditors Report for the year ending 31 March 2015 be recommended to full Council for approval.

PR08/15 ANNUAL RETURN FOR YEAR ENDING 31 MARCH 2015

The Annual Return for the Year Ended 31 March 2015 was presented to the Policy and Resources Committee for approval and recommendation to Full Council. Members agreed that the Town Clerk would forward the Year End Account to the Chairman prior to the Council Meeting to ensure the Annual Return was correct.

RESOLVED: That the Annual Return for the Year Ended 31 March 2015 be recommended for approval to full Council.

PR09/15 EXTENDING THE REMIT OF THE LOCAL GOVERNMENT OMBUDSMAN TO LARGER PARISH AND TOWN COUNCILS – CONSULTATION

Members considered the formation of a small Working Group to draw up a response to the consultation on behalf of the Town Council. Members noted that the deadline for responses was 30 June 2015.

Members agreed that a small working group be set up and that the other members of the Town Council be invited to join the group. It was agreed that the working group would be included on an item for the full Council meeting to be held on 11 June 2015.

RESOLVED:

- 1. That a small Working Group be set up to respond to the Ombudsman Consultation, members from the Policy and Resources Committee to include: Cllr R Pond, Cllr G McBride, Cllr S Hardstaff and Cllr B Long.**
- 2. That further Membership for the Working Group be offered at Full Council on 11 June 2015**
- 3. That the Working Group have delegated authority to respond to the consultation on behalf of the Town Council.**

PR10/15 TELEPHONE RECORDING SYSTEM

Members considered the purchase of a Telephone Recording System for the Town Council Office.

Members noted that the system was now needed, and Cllrs Long, Pond and McBride confirmed that there was a need for the facility to record conversations.

The Town Clerk confirmed that she would obtain the requisite three quotes and bring them back to the next meeting of the Policy and Resources Committee.

RESOLVED: That it be agreed in principle to the purchase of a telephone recording system and the Town Clerk obtain three quotes for systems to be considered at the next meeting of the Policy and Resources Committee.

PR11/15 REQUEST FROM TOWN COUNCILLOR

Members considered a request, from a Town Councillor, received by the Town Clerk. Members agreed that the request was outside the remit of the Town Clerk and the Town Council and that the requests should be sent to Hampshire County Council as they were related to works on Highways.

PR12/15 QUALITY COUNCIL STATUS REVIEW

Members received a report on the Quality Council Scheme and noted that the scheme was still under review.

It was agreed that a small Working Group would be set up to consider the implications for the Town Council and whether the Town Council should aim for Quality Council Status. It was agreed that the membership of the Working Group would be opened to all Town Councillors.

RESOLVED: That a Working Group to study the implications of the Quality Council Scheme be formed from all Members of the Town Council.

PR13/15 DEFIBRILLATOR LOCATED ON THE HIGH STREET

Members considered a verbal report from Cllr Bird regarding requests from the public to have a defibrillator located on the High Street.

Cllr Bird explained that she had found information as to how the defibrillator worked and how they were used.

It was agreed that a Working Group should be set up to investigate the possibility of the Town Council facilitating a defibrillator and that the Working Group Membership would be opened to all Members of the Town Council.

RESOLVED: That a Working Group be set up with Membership from all Town Councillors to consider how the Town Council might facilitate a defibrillator for the High Street.

PR14/15 RECRUITMENT OF REPLACEMENT ADMINISTRATION ASSISTANTS

The Chairman of the Staffing Sub-Committee, Cllr Hardstaff gave members an update on the current situation with regard to staffing in the Town Council office. He informed Members that the Allotments Administrator had retired on Friday 29 May 2015.

The Staffing Sub-Committee had considered a number of options with regard to recruitment to fill the position. It was recommended to the Policy and Resources Committee that 2 part time members of staff be recruited, for 16 hours each, 2 days a week each. One to cover the Allotments Administration and one to more closely assist the Town Clerk with Office Administration. It was suggested that the remuneration for the part time posts be between £8.00 and £9.30 per hr depending on experience.

In the meantime, while recruitment was going ahead it was suggested that the Town Clerk be authorised to recruit a temporary member of staff to assist with allotments and general administration.

RESOLVED: That

1. 2 part time administration assistants be recruited for 16 hrs per week each, over 2 days at a rate of £8.00 - £9.30 per hr depending on experience
2. The Town Clerk appoint a temporary member of staff to cover the allotments and general administration whilst recruitment is taking place.

PR15/15 TOWN CLERKS APPRAISAL AND STAFF REMUNERATION

Cllr Hardstaff reported that the Town Clerk's Appraisal would take place on Tuesday 9 June 2015 and following that recommendations would be made on staff remuneration.

PR16/15 POLICIES – REVIEW

Members reviewed the following Policies in line with statutory requirements:

Ant-Fraud and Corruption Policy

Capability Policy

It was agreed that the Policies be recommended to full Council for approval.

PR17/15 FINANCEApproval of Payments

Members received and approved the following payments up to 31st May 2015

May 2015			
Cheque No/ BACS Ref	Supplier	Service/Product Supplied	Total (£)
252677231	James Ayres	Lock maintenance AW	£10.00
479946026	James Ayres	Lock maintenance BL	£10.00
146295492	James Ayres	Lock Maintenance CW	£10.00
575271254	James Ayres	Lock maintenance MR	£10.00
736592318	James Ayres	Lock Maintenance OWR	£10.00
167159476	James Ayres	Lock Maintenance TD	£10.00
505931139	James Ayres	Lock Maintenance VR	£10.00
367908529	James Ayres	replacement of lock and chain AW	£125.00
555561703	James Ayres	replacement chain re-weld of lock CW	£60.00
401242040	James Ayres	repair of chain and secure to post MR	£35.00
955780455	Celador Radio	A-Fest airtime on Breeze	£540.00
66574901	Convenient Hire Ltd	Supply of Toilets to Allotment Sites	£587.65
877350363	Town Clerk	June 2015 Salary	£2,226.48
219334851	Town Clerk	May 2015 Reimbursements	£27.96
369607202	First Clean Services	Window Cleaning of Office	£18.00
965328853	HALC	Dividers for new Cllr packs	£10.00
923885764	Kevin Justice	Replacement of faulty tap VR	£30.00
603010771	Moore's Cleaning Services	Cleaning Services for Office 30.03.2015-01.05.2015	£130.00
3549101	Newsquest	Andover Advertiser Ad for A-Fest 2 pages	£1,200.00
644080687	Pitney Bowes/Purchase Power	Postal Charges	£486.48
833432327	South East Employers	Corporate Subscription	£236.40
746041764	Test Valley Borough Council	Hire of Guildhall 22.04.2015	£60.00
839787850	Test Valley Borough Council	Street cleaning for A-Fest	£252.00
TOTAL			£6,333.09

PR18/15 COMMITTEE WORK PROGRAMME

Members discussed items on the current Work Programme and that the following items be added to the work programme.

- Review Code of Conduct for the Town Council
- Councillors Training
- Working Group Projects
- Defibrillator on High Street
- Levy/Business Plan

The Chairman closed the meeting at 8.45pm.

Chairman

Date