



ANDOVER TOWN COUNCIL

A

Minutes of Policy & Resources Committee

Time and date

7.00pm on Wednesday 4 February 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 (P)

Cllr V Pond (P)

Cllr R Shukri (A)

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

PR57/14 APOLOGIES FOR ABSENCE

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

PR58/14 DECLARATIONS OF INTEREST

There were no declarations of interests.

PR59/14 MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 10 December 2014.

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 10 December 2014 were agreed and signed by the Chairman as a correct record.

PR60/14 PUBLIC PARTICIPATION

There were no members of the public present.

PR61/14 INTERNAL AUDIT REVIEW

Members noted that Andover Town Council appointed an Internal Auditor in 2011. They noted that the Local Councils Government Review recommended that Town and Parish Council's review the appointment of the internal auditor at least every three years. The Town Clerk wrote to four companies who carry out Internal Audits for Parish Councils. Three quotes were received as follows:

HWCA – Basingstoke - £770 plus VAT per annum

Auditing Solutions Ltd – Bromham - £820 plus VAT per annum

Internal Audit & Compliance Ltd – Trowbridge - £690 plus VAT per annum.

Members considered the quote letters received and agreed to appoint Internal Audit and Compliance Ltd for the next 3 years until 2018 to carry out the Town Council's Internal Audit.

RESOLVED: That Internal Audit & Compliance Ltd – Trowbridge, be appointed as Andover Town Council's Internal Auditors for the next three years until 2018.

PR62/14 OFFICE EQUIPMENT

Members considered a short report on the proposal to purchase new shelves/cupboard for the Town Council Office.

Members noted that the current shelves were unsafe and that a wooden cupboard had been discounted as the files which required storage were extremely heavy.

It was agreed that the Town Clerk be authorised to spend up to £300 on a new cupboard/shelving unit for the Town Council Offices.

RESOLVED: That the Town Clerk be authorised to spend up to £300 to be taken from General Reserves if necessary, on new shelving/cupboard unit for the Town Council Offices.

PR63/14 ANNUAL ELECTORS MEETING REPORT

Members noted the Annual Electors report for 2014 that had been written by the previous Chairman, Cllr North and the Chairman confirmed that he would write a report for the Committee for 2015. It was agreed that the report would take the same format.

RESOLVED: That the Chairman of the Policy and Resources Committee would write a report for the Committee for the 2015 Annual Report.

PR64/14 FINANCE

Reconciled Bank Statements

Members noted that the Town Clerk was continuing to work with the Software Company providing the Accounting System which was preventing the reconciliation of Bank Statements. The Town Clerk confirmed that as soon as the problem had been resolved the Bank Statement would be forwarded to the P&R Committee.

Cllr McBride asked the Clerk whether the Town Council was legal with regard to the absence of the Reconciliations. The Town Clerk confirmed that the Council was legal as all the information was entered on the Software System and the Bank Statements were available and filed on the system.

PR65/14 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.

PR66/14 EXCLUSION OF PUBLIC AND PRESS

RESOLVED: To exclude the Press and Public from the meeting at Part 2 – Confidential Items, Item 11, Assets and Levy of the agenda due to consideration commercial contracts.

Part 2 – CONFIDENTIAL ITEMS

PR67/14 ASSETS/LEVY

Members considered a Confidential Report on Assets and the Andover Levy. It was agreed that a further report would be brought to a future Policy and Resources Committee meeting.

The Chairman closed the meeting at 7.45pm.

Chairman

Date