



# ANDOVER TOWN COUNCIL



## Minutes of Policy & Resources Committee

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### Time and date

7.00pm on Wednesday 5 June 2013

### Place

Town Council Offices, High Street, Andover

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#### Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P)

Cllr Z Brooks (P)

Cllr D Drew (P)

Cllr K Hamilton (A)

Cllr S Hardstaff (P)

Cllr K Hughes (A)

Cllr M Kerley (A)

Cllr G McBride (P)

Cllr V Pond (A)

Cllr R Shukri (P).

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

#### **PR04/13 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs K Hamilton, K Hughes, M Kerley and V Pond.

#### **PR05/13 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **PR06/13 MINUTES**

It was proposed by Councillor Drew and seconded by Councillor Brooks and

**RESOLVED: That the Minutes of the Policy and Resources Meeting held on 27 March 2013 were agreed and signed by the Chairman as a correct record.**

#### **PR07/13 PUBLIC PARTICIPATION**

Councillor B Long reminded Members that at the Annual Council meeting in May 2012, an item was discussed on introducing Forum Meetings. She referred to the minutes of the Policy and Resources Committee minutes of July 2012, where it was agreed that the Chairman and Vice Chairman of the Town Council would attend the Romsey Forum Meeting. She asked whether this had been done.

The Chairman of the Town Council confirmed that he and the current Vice Chairman would attend a Romsey Forum meeting and report back to the Policy and Resources Committee.

Councillor Long further reported that Picton Road in Andover had requested a Grit Bin.

The Chairman of the P&R Committee confirmed that the Town Clerk would investigate to see whether a request had been received.

**PR08/13 REVIEW OF POLICY AND RESOURCES TERMS OF REFERENCE**

The Committee was requested to review the Terms of Reference for the Policy and Resources Committee.

It was agreed that the Committee should have goals to achieve and that a system of reporting was required in order to report back achievements at the end of the year.

It was agreed that a system of SMART be used to enable the Terms of Reference to be more accountable.

It was agreed that three different documents were required to enable SMART to be implemented, The Terms of Reference, a Work Plan for the year and then an evolving Work Programme.

It was agreed that the Town Clerk would draw up the new Terms of Reference, Work Plan and Work Programme for the Committees consideration at the next meeting.

**RESOLVED: that the Town Clerk would draw up the new Terms of Reference, Work Plan and Work Programme using SMART principles for the Committees consideration at the next meeting.**

**PR09/13 MEMORIAL TO REG PRESLEY**

Members considered a report on the progress of the Project for a Memorial for Reg Presley.

Members noted that permission had been received from Mr Presley's family for the plaque.

Members considered suggested wording and considered that the following wording would be most appropriate:

*"In memory of Reg Presley 12 June 1941 – 4 February 2013*

*The Troggs rehearsed here, 12 High Street, Andover"*

Members requested that the Town Clerk pursue the suggestion of requesting The Heritage Foundation if they would provide a Blue Plaque for Mr Presley and to write to 12 High Street to seek permission to locate the plaque on the building.

**RESOLVED: that the Town Clerk pursue the suggestion of requesting The Heritage Foundation if they would provide a Blue Plaque for Mr Presley and to write to 12 High Street to seek permission to locate the plaque on the building.**

**PR10/13 ACCOUNTS FOR YEAR ENDED 31 MARCH 2013 AND ANNUAL RETURN**

The Annual Return for the Year Ended 31 March 2013 and the Accounts for the Year Ended 31 March 2013 were presented to the Policy and Resources Committee for approval and recommendation to full Council.

A vote of thanks was passed to the Town Clerk for preparing the Accounts Papers and information for the Annual Return.

**RESOLVED: That the Annual Return for the Year Ended 31 March 2013 be recommended for approval to full Council.**

**PR11/13 INTERNAL AUDITORS REPORT**

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 agreed that the Town Clerk would report back to the Policy and Resources quarterly on the progress of completing the Action Plan.

**RESOLVED: That the Internal Auditors Report for the year ending 31 March 2013 be recommended to full Council for approval and that a quarterly report be submitted to the Policy and Resources Committee on progress on the completion of the Action Plan.**

**PR12/13 BRANDING**

As a Member of the Website Working Group, Cllr Long was invited by the Chairman to comment. Cllr Long explained that currently the Town Council website looked very grey and the Working Group had suggested it required more colour. She explained that the Working Group and the Town Clerk had taken the website as far as possible for improvements 'in-house'.

Members discussed whether the Website required more colour and whether the Logo should be re-drawn. It was agreed that a professional colour scheme was required and the Town Clerk was asked to obtain further quotes to add colour to the website.

**RESOLVED: That more colour was needed for the website and that the Town Clerk obtain further quotes to professionally add colour to the website.**

### **PRI3/13 OFFICE EQUIPMENT**

Members received a request for additional office equipment including a storage cupboard, a set of desk drawers, a keyboard and mouse for computer 2, Outlook software for computer 2 and Photoshop software for computer 1.

Members noted that the maximum costs for Photoshop and Outlook would be £146.89 to be taken from the IT Budget and the Office equipment would be a maximum of £357 to be taken from the Office Equipment Budget. Members advised officers that where possible second hand furniture should be acquired at a lower cost.

**RESOLVED: That Photoshop type and Outlook software be obtained for a total cost of £146.89 to be taken from the IT Budget.**

**Office equipment be purchased, preferably second hand, at a total cost of £357 to be taken from the Office Equipment Budget.**

### **PRI4/13 FINANCE**

Payment of Accounts at 3 June 2013

Members noted and approved the payment of accounts up to 3 June 2013 – recorded below:

<b>Date</b>	<b>Supplier</b>	<b>Description of goods/services</b>	<b>Total Paid (£)</b>
07.05.13	ACE Liftaway	Provision of Toilets – Allotments	437.15
07.05.13	Administration Assistant	May 2013 Salary	780.13
07.05.13	DMJ Butler Country Services	Allotment Grounds Maintenance	1236.28
07.05.13	Town Clerk	May 2013 Salary	2083.06
07.05.13	Custom Studio	Web hosting & Grant Form & Upgrades	245.92
07.05.13	HALC	Basic Planning – Members Training	36.00
07.05.13	H M Revenue & Customs	May 2013 NI Tax Contributions	964.18
07.05.13	Kevin Justice	Turn on water supply & tap/pipe repairs	290.00
07.05.13	Southern Water	Water Supply The Drove Allotments	225.00
07.05.13	Test Valley Borough Council	Hire of Guildhall 23.05.2013	42.00
07.05.13	Viking Supplies	Stationery	254.09
07.05.13	Danwood Working Solutions	Photocopier usage Jan-Apr 2013	141.64
03.06.13	Town Clerk	Town Clerk reimbursements	106.72
03.06.13	Action for Market Towns	Localism Training	130.00
03.06.13	Andover & District Mencap	Recycling Collections 17/11/2012 – 03/05/2013	5.85
03.06.13	Administration Assistant	June 2013 Salary	1194.58
03.06.13	Town Clerk	June 2013 Salary	2095.19
03.06.13	Custom Studio	Web hosting & provision of emails	35.94
03.06.13	HALC	Planning Framework Training	36.00
03.06.13	H W Controls & Assurance	Internal Audit Fees 2012/2013	900.00
03.06.13	Pride of Andover Awards	Grant Funding for PofAA 2013	500.00
03.06.13	Southern Water	Water Supply Old Winton Rd Allotments	28.83
03.06.13	Southern Water	Water Supply Barlows Lane Allotments	93.81
03.06.13	Test Valley Borough Council	Grant funding for Christmas Lights Switch-on	5000.00
03.06.13	Test Valley Borough Council	Hire of Guildhall 13.06.2013	42.00
03.06.13	Gary Hatto	Office Rental May 2013	458.33
03.06.13	British Telecom	Telephone & Broadband Charges May 2013	76.21
03.06.13	N Power	Electricity charges for office 31.01.12-23.04.13	502.47
	<b>Total</b>		<b>£19,193.67</b>

Accounts up to 30 April 2013

Members received the Bank Statement and Accounts System Reconciled Statement up to 30 April 2013. The Chairman signed the documents as a correct record.

### **PRI5/13 COMMITTEE WORK PROGRAMME**

Members discussed items on the current work programme and made the following changes:

To add to the Work Programme for 31 July 2013 the following items:

Website/Logo – colours quotes (3)

Update on Audit Report progress

Town Council Forum

P&R Terms of Reference

Community Right to Bid

To add to the Work Programme for 25 September 2013 the following items:

Asset Register

Localism – Right to Purchase

**PR16/13 PENSIONS**

Members received a report on Pensions. It was agreed to refer the item to the Staffing Sub Committee for further investigation.

The Chairman closed the meeting at 9.00pm.

Chairman

Date