



ANDOVER TOWN COUNCIL

A

Minutes of Policy & Resources Committee

Time and date

7.00pm on Thursday 5 June 2014

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 (P)

Cllr K Hamilton (P)

Cllr K Hughes (A)

Cllr M Kerley (A)

Cllr G McBride (P)

Cllr P North (P)

Cllr V Pond (P)

Cllr R Shukri (P)

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

PR01/14 ELECTION OF CHAIRMAN

Councillor Katherine Bird proposed and Councillor Zillah Brooks seconded that Councillor Steven Hardstaff be elected Chairman for the ensuing Municipal Year 2014/2015..

RESOLVED: That Councillor Steven Hardstaff be elected Chairman of the Policy and Resources Committee for the ensuing Municipal Year 2014/2015.

PR02/14 ELECTION OF VICE-CHAIRMAN

Councillor Steven Hardstaff proposed and Councillor Zillah Brooks seconded that Councillor Katherine Bird be elected Vice-Chairman for the ensuing Municipal Year 2014/2015..

RESOLVED: That Councillor Katherine Bird be elected Vice-Chairman of the Policy and Resources Committee for the ensuing Municipal Year 2014/2015.

Councillor Bird registered a vote of thanks to the retiring Chairman Councillor Phillip North; this was agreed by the Committee.

PR03/14 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillor Kevin Hughes.

PR04/14 DECLARATIONS OF INTEREST

There were no declarations of interest relating to any items included on the agenda.

PR05/14 MINUTES

It was proposed by Cllr Katherine Bird and seconded by Cllr David Drew that the minutes of the meeting held on 2 April 2014 be signed as a correct record.

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 2 April 2014 were

agreed and signed by the Chairman as a correct record.

PR06/14 PUBLIC PARTICIPATION

Mr Darren Henry updated Members on the current situation regarding the Andover Service Children's Conference.

Mr Henry explained that the grant application for the project had not been successful, however through his research there remained a need for the type of conference to take place.

Cllr Bird asked whether there was a need as the contacts that she had, within the areas of expertise for the Service Personnel in Andover, suggested that there was no need as the service was being delivered by individual officers,

Mr Henry conformed that he would continue to work on the project and provide his time, free of charge. Members discussed the merits of differing venues for the conference and it was suggested the Mr Henry contact the Major of Test Valley to enquire whether she would allow the use of the Guildhall.

Cllr McBride pointed out that the date of the conference needed to coincide with the schools and not fall within half term or holidays.

Cllr Bird offered to assist Mr Henry with the project and Cllr McBride added that a good dialogue between stakeholders was required for a successful outcome.

It was agreed that an item would be included on the full Council Agenda recommending that the Town Council continue to support the project and that funding be provided up to a value of £1,500.

Cllr B Long requested to speak to the Committee regarding staffing matters. It was therefore resolved:

RESOLVED: That the Press and Public be excluded from the meeting to allow discussion of staffing matters.

Members considered Cllr Long's concerns regarding staffing matters and it was agreed that the Chairman of the Policy and Resources Committee would discuss the issues raised, with the Town Clerk and a report would be brought back to a future meeting of the Policy and Resources Committee.

RESOLVED: That the meeting be re-opened to the Press and Public.

PR07/14 REG PRESLEY MEMORIAL PLAQUE

Members received an update on the progress of the Reg Presley Memorial Plaque:

The Landlord of 12 High Street had sent a letter of approval and permission for the plaque to be erected.

Members noted that it was recommended that he be invited to the unveiling of the plaque.

Planning permission was being sought for the erection of the plaque.

The Heritage Foundation required 3 weeks to manufacture the plaque.

PR08/14 TOWN CENTRE MANAGER

Members received an update regarding the Town Centre Manager.

A company had been appointed to provide the services of the Town Centre Manager and an event was to be held on 12 June 2014 at 6pm in the Star and Garter to meet the new Town Centre Manager.

PR09/14 NEIGHBOURHOOD PLAN

Members received a report regarding the reallocation of monies for the Neighbourhood Plan. Previously the Policy and Resources committee had agreed that £350 be set aside for training for the Neighbourhood Plan. However, two members had received training at a discounted rate and the monies had been drawn from the training budget.

It was proposed that the £350 be used for advertising and marketing for the Neighbourhood Plan.

RESOLVED: That £350 be re-allocated for the use of the Neighbourhood Plan for advertising and marketing.

PRI0/14 VIREMENT OF MONIES FROM 2013.2014 BUDGET TO 2014.2015 BUDGET

Members noted that during the December meeting of the Policy and Resources Committee it was noted that there would be possible savings from the 2013/2014 budget which were taken into account when approving the 2014/2015 Budget.

The End of Year Accounts had been completed and the projected savings were confirmed.

To comply with the Town Council's Financial Regulations, approval would be required by full Council to transfer monies into Earmarked Reserves.

Members noted a list of proposed transfers into Earmarked Reserves and

RESOLVED: To Recommend to Full Council that the Virements listed, be approved to be allocated to Earmarked Reserves for 2014/2015.

PRI1/14 OFFICE CLEANING CONTRACT

Members noted that all the cleaning in the office was currently carried out by the Town Clerk and the Allotments Administrator. In real time the Town Council was spending £1365.24 per annum on the two officers carrying out the cleaning.

Members noted that three quotes had been received from different cleaning companies to clean the offices once a week.

Members noted that one of the companies did not supply their own materials or apparatus and it was agreed that this could be costly to the Town Council.

It was agreed that the Committee would recommend to full Council that a Cleaning Contract be awarded up to a Value of £1,500 and the Chairman of the Policy and Resources Committee with the Town Clerk be delegated authority to choose the best value contract.

RESOLVED: That it be recommended to full Council that a cleaning contract be awarded up to a value of £1,500 and that the Chairman of the Policy and Resources Committee and the Town Clerk be given delegated authority to choose the best value for money contract.

PRI 2/14 VACUUM CLEANER FOR OFFICE

It was agreed that dependent on the Cleaning Contract chosen, a vacuum cleaner would not be required for the office.

PRI 3/14 ACCOUNTS FOR YEAR ENDED 31.03.2014

The Accounts for the Year Ended 31 March 2014 were presented to the Policy and Resources Committee for approval and recommendation to full Council.

RESOLVED: That the Accounts for the Year Ended 31 March 2014 be recommended for approval to full Council.

PRI 4/14 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 further noted that all the issues raised by the Internal Auditor had been dealt with and completed, including the VAT Returns, minutes signing and Asset Register.

RESOLVED: That the Internal Auditors Report for the year ending 31 March 2014 be recommended to full Council for approval.

PRI 5/14 ANNUAL RETURN

The Annual Return for the Year Ended 31 March 2014 was presented to the Policy and Resources Committee for approval and recommendation to Full Council.

RESOLVED: That the Annual Return for the Year Ended 31 March 2014 be recommended for approval to full Council.

PRI 6/14 LOCAL GOVERNMENT PENSION SCHEME

Members noted that following a revision of Local Government Pension Scheme, the Town Council has been advised that as an employer, it will now contribute 14%.

PRI 7/14 FINANCE

Payment of Accounts at 2 June 2014

Members noted and approved the payment of accounts up to 2 June 2014 – recorded below (to comply with Internal Audit, all payments up to 2 June are listed below):

| April 2014 | | | |
|-------------------|-----------------------------|---|------------------|
| Cheque No | Supplier | Service/Product Supplied | Total (£) |
| 400679 | Baxter Confidential | Waste Removal (confidential) | 78.00 |
| DD – BT April | British Telecom | Telephone and Broadband Services | 78.91 |
| 400680 | DMJ Butler Country Services | Allotments-Job No's 665,677,694,682 | 249.82 |
| 400681 | DMJ Butler Country Services | Allotments-Job No's 547,497,523,493 | 360.00 |
| 400682 | Convenient Hire Ltd | Provision of toilets for allotments | 560.98 |
| 400683 | Custom Studio Ltd | Provision of hosting for website/emails | 35.94 |
| 400684 | Danwood Group | Hire of photocopier (quarterly) | 187.54 |
| 400685 | Danwood Group | Colour and Mono printing (quarterly) | 89.57 |
| 400686 | HALC | Affiliation fee and NALC Levy | 2528.00 |
| 400687 | Kevin Justice | Repair of tap (BL) turn on water (6) | 280.00 |
| 400688 | South East Employers | Subscription and Membership renewal | 233.10 |
| 400689 | Southern Water | AW Allts Water Charges | 16.62 |
| 400690 | Southern Water | VR Allts Water Charges | 132.29 |
| 400691 | Southern Water | CW Allts Water Charges | 47.54 |
| 400692 | Test Valley Borough Council | Cost to reinstate/remove xmas tree | 431.47 |
| 400693 | Test Valley Borough Council | Hire of Guildhall 24.04.2014 | 43.50 |
| 400694 | Viking Payments | Stationery | 38.87 |
| 400695 | Viking Payments | Stationery for allotment invoices | 130.00 |
| 400696 | WPS Insurance | Insurance Renewal 2014/2015 | 2197.58 |
| 400697 | WPS Insurance | Insurance for monies taken for allt rnt | 53.00 |
| 400698 | Blachere Illuminations | Hire of Christmas Lights for 2014 | 5952.65 |
| 400699 | Mrs R Greenwood | Locum Town Clerk Support | 113.70 |
| 400700 | DMJ Butler Country Services | Allotments – Job No 710,686,679 | 509.95 |

| | | | |
|--------------------------------------|-----------------------------|---------------------------------------|------------------|
| 400701 | Town Clerk | April Reimbursements | 90.98 |
| Total Payments for April 2014 | | | 14440.01 |
| May 2014 | | | |
| Cheque No | Supplier | Service/Product Supplied | Total (£) |
| 400702 | Allotment Administrator | Salary May 2014 | 898.87 |
| 400703 | Town Clerk | Salary May 2014 | 2233.41 |
| 400704 | Hampshire Pension Fund | Pension contribution for AA April '14 | 192.97 |
| 400705 | Southern Water | The Drove Allts Water Supply | 271.96 |
| 400706 | Mrs B Long | Stationery and electrical fitting | 9.28 |
| 400708 | Allotment Warden (AW) | Warden Duties | 20.00 |
| 400709 | Allotment Warden (BL) | Warden Duties | 20.00 |
| 400710 | Allotment Warden (CW) | Warden Duties | 20.00 |
| 400711 | Allotment Warden (OWR) | Warden Duties | 20.00 |
| 400712 | Allotment Warden (MR) | Warden Duties | 20.00 |
| 400713 | Allotment Warden (TD) | Warden Duties | 20.00 |
| 400714 | Allotment Warden (VR) | Warden Duties | 20.00 |
| 400715 | Blachere Illuminations | Repair to Christmas Tree Star | 96.00 |
| 400716 | Convenient Hire Ltd | Provision of Toilets for allotments | 587.65 |
| 400707/400717 | Town Clerk | Reimbursements May 2014 | 209.23 |
| 400718 | Custom Studio | Email and website provision | 35.94 |
| 400719 | DMJ Butler Country Services | Allotments Job No: 678,679,725 | 622.80 |
| 400720 | First Clean Services | Office Window Cleaning | 18.00 |
| 400721 | Mrs B Long/Direct 365 | General Waste and Recycling Services | 222.00 |
| DD-May 2014 | N Power | Energy Provision (Council Office) | 91.61 |
| 400722 | Pitney Bowes | Postal Charges | 32.10 |
| 400723 | DMJ Butler Country Services | Allotments job no: 740 | 500.00 |
| 400724 | Southern Water | Barlows Lane Allts – Water Supply | 349.99 |
| 400725 | Southern Water | Old Winton Road Allts – Water Supply | 70.59 |
| Total Payments for May 2014 | | | 6582.40 |
| June 2014 | | | |
| Cheque No | Supplier | Service/Product Supplied | Total (£) |
| 400726 | Andover Business Computers | Removal of virus/install hardwire | 139.99 |
| 400727 | Andover Business Computers | Cabling & network laptop | 120.98 |
| 400728 | Allotment Administrator | June 2014 Salary | 756.45 |
| 400729 | Town Clerk | June 2014 Salary | 2160.12 |
| 400730 | Town Clerk | June 2014 Reimbursements | 98.45 |
| 400731 | Custom Studio | Web hosting & email provision | 35.94 |
| 400732 | HW Assurance & Controls | Internal Audit May 2014 | 900.00 |
| 400733 | H M Revenue & Customs | June 2014 Tax | 779.90 |
| 400734 | LGPS | Hampshire Pension Fund (AA) | 158.88 |
| 400735 | Mrs Simonds | Refund of allotment rent re Warden | 20.92 |
| 400736 | Test Valley Borough Council | Hire of Guildhall 28.05.2014 | 43.50 |
| 400737 | Viking Supplies | Stationery | 34.79 |
| 400738 | Convenient Hire Ltd | Allotment Toilet Provision | 587.65 |
| DD – BT May 14 | British Telecom | Telephone and Broadband Services | 26.90 |
| DD-Pitney Bowes | Purchase Power | Monthly franking machine hire | 24.88 |
| Total Payments for June 2014 | | | 5889.35 |
| Total Payments | | | 26911.76 |

PRI8/14 COMMITTEE WORK PROGRAMME

Members discussed items on the current Work Programme and agreed to add the following items:
Report from Staffing Sub-Committee – 6 August 2014

The Chairman closed the meeting at 8.50pm.

Chairman

Date