



ANDOVER TOWN COUNCIL

A

Minutes of Policy & Resources Committee

Time and date

7.00pm on Wednesday 5 August 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)

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

PR19/15 APOLOGIES FOR ABSENCE

There were no apologies for absence.

PR20/15 DECLARATIONS OF INTEREST

There were no declarations of interests.

PR21/15 MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 3 June 2015.

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 3 June 2015 were agreed and signed by the Chairman as a correct record.

PR22/15 PUBLIC PARTICIPATION

Mr L Gregori – Andover Resident

Asked whether it was possible for the Town Council to ask for the old town Regalia back?
Cllr Hardstaff confirmed that the Town Council was investigating as to whether it would be possible.

Mr L Gregori – Andover Resident

Asked whether Hampshire County Council had given the Town Council clear direction on what was required with regard to a flood plan for Andover.

Cllr V Pond explained that some guidance had been given, however there was a great deal of research to be carried out and the Town Council would set up a Working Group to carry out this work.

PR23/15 3 YEAR AUDIT PLAN

As per the Governance and Accountability for Local Council (March 2014) the Town Council is required to adopt a 3 year Internal Audit Plan. The previous plan was adopted in 2013, however in preparation for the adoption of a new plan in 2016 Members reviewed the current plan. It was agreed that currently there were no changes required and Officers would bring the plan back in 2016 for final review and adoption.

PR24/15 CONFIDENTIAL REPORT POLICY

Members noted a report on Confidential Reporting for the Town Council. Members noted in particular the Code of Conduct rules on confidentiality and it was agreed that all Members of the Town Council would be reminded of the Code of Conduct at the next full Council meeting.

PR25/15 STANDING ORDERS

Members were requested to review the Town Council's Standing Orders with regard to the Rules of Debate during Council meetings.

The Town Council had agreed to disband the Amenities and Town Development committee and bring the business of that Committee back to the Town Council. However, the rules of debate in full Council

Members noted that during a Council meeting each Member is only allowed to speak once and must address the Chair.

There was considerable discussion regarding this matter.

It was agreed that the Town Council should continue to use the current system in the Standing Orders, that each Member has the right to speak once and the proposer of the motion has a right to reply.

Members also agreed that Standing Orders should be suspended to allow debate on an item, the Town Clerk would group all such items together on the agenda, the standing orders would be suspended at the start of the items, the Chairman would indicate at the end of the debate on each item that discussions were concluded and the vote would be taken. The Town Clerk would record in the minutes that standing orders had been suspended and reinstated at each item to allow for debate in full Council.

It was further agreed that the Policy and Resources Committee would set up a working group from all Members of the Council to review the current Standing Orders to allow better working for the Town Council.

It was proposed by Cllr R Hughes and seconded by Cllr G McBride and

RESOLVED:

- 1. That the Town Council should continue to use the current system in the Standing Orders, that each Member has the right to speak once and the proposer of the motion has a right to reply**
- 2. That Standing Orders should be suspended to allow debate on an item, the Town Clerk would group all such items together on the agenda, the standing orders would be suspended at the start of the items, the Chairman would indicate at the end of the debate on each item that discussions were concluded and the vote would be taken. The Town Clerk would record in the minutes that standing orders had been suspended and reinstated at each item to allow for debate in full Council.**
- 3. That the Policy and Resources Committee would set up a working group from all Members of the Council to review the current Standing Orders to allow better working for the Town Council.**

PR26/15 PENSIONS POLICY

Members noted the new laws and obligations to Employers with regard to the provision of Pensions to employees.

Members received a draft copy of a Pensions Policy which the Town Council was required to adopt to cover the new laws and obligations.

It was agreed to recommend the Pensions Policy to full Council for adoption.

It was proposed by Cllr G McBride and seconded by Cllr R Hughes and

RESOLVED: That the new Pensions Policy be recommended to full Council for adoption to cover the new laws and obligations to Employers with regard to the provision of Pensions to employees.

PR27/15 FLOOD RESILIENCE PLAN

Members agreed to set up a working group to consider a flood resilience plan for the Town Council.

It was proposed by Cllr R Pond and seconded by Cllr G McBride and

RESOLVED: That a working group be set up to consider a flood resilience plan for the Town Council.

PR28/15 REGALIA FOR CHAIRMAN AND COUNCILLORS

Members considered whether the Town Council should submit a memorial to the Earl Marshal requesting him to direct the Kings Arms to grant armorial bearings to the Town Council. It was agreed that the Town Clerk would investigate this item in more details and bring back a report to a future meeting of the Policy and Resources Committee.

Members also considered whether the Town Council should invest in Civic Regalia for the Chairman of the Town Council and whether the Town Councillors should be issued with official badges of office.

It was agreed that this item would be deferred until the Town Clerk could ensure that the Town Council's Logo was correctly registered. Cllr Bird confirmed that she had been investigating about the old Civic Regalia and would report back to a future meeting of the Policy and Resources Committee.

It was however agreed that once the Logo had been confirmed as registered badges could be made up for all Members of the Town Council.

It was proposed by Cllr S Hardstaff and seconded by Cllr G McBride and

RESOLVED:

- 1. That the Town Clerk investigate more fully as to whether the Town Council should submit a memorial to the Earl Marshal to request him to direct the Kings Arms to grant armorial bearings to the Town Council, to report back to a future meeting of the Policy and Resources Committee.**
- 2. That the question of whether the Town Council should invest in Civic Regalia be deferred until the Town Clerk had ensured that the Town Council's Logo was correctly registered.**
- 3. That once the Town Council's Logo had been correctly registered that official badges for the Town Councillors be made.**

PR29/15 COMMUNITY RIGHT TO BID AND ASSETS LIST

Members were asked to reconsider the Assets List which had been compiled in 2013 by the previous Town Council administration.

Cllr Hardstaff explained that it had not been registered with Test Valley Borough Council as the Town Council Members had not provided reasons as to why each item should be considered as a Community Asset.

Members considered the list and it was agreed that it needed to be looked at in greater detail with reference to the rules for 'Right to Buy'.

It was agreed that a working group should be set up to consider all the criteria and make a definitive list to submit to Test Valley Borough Council.

It was proposed by Cllr S Hardstaff and seconded by Cllr G McBride and

RESOLVED:

That a working group be set up from all Members of the Town Council to consider a Community Right to Bid and Assets List, to consider the rules of 'Right to Buy' and to form a definitive list, with the agreement of full Council to submit to Test Valley Borough Council.

PR30/15 SOUND SYSTEM FOR OFFICE AND COUNCIL MEETINGS

Members were requested to consider the provision of a sound system for the use in Council meetings and Committee meetings in order to assist the Town Council to meet the requirements of the Equality Act.

Members noted that a hearing loop was required for the Town Council office.

Cllr Long reported that she had been investigating with Test Valley Borough Council to find out whether a Hearing Loop system was available in the Guildhall and whether an additional sound system could be linked into their existing system.

It was agreed that a large microphone and Hearing loop system would be required for the Town Council Committee meetings to ensure that the Town Council was covered for the future.

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

RESOLVED:

- 1. That the Town Clerk purchase a Hearing Loop system for the Town Council office with immediate effect.**
- 2. That investigation continue with Test Valley Borough Council to ensure the Hearing Loop in the Guildhall is functioning and whether an external sound system could be linked into it**
- 3. The Town Clerk to investigate large sound systems and Hearing Loops to be used in the Town Council Offices for Committee meetings – to report back to the next Policy and Resources Committee meeting.**

PR31/15 YOUTH COUNCIL

Members were asked to consider whether the Youth Council should join the Test Valley Community Services.

Members noted that the benefits would be as follows:

They would also be able to access the following discounted and free services:

Safeguarding checks (DBS) Service

Newsletter/bulletins (Free)

Minibus Hire in Test Valley

Equipment Loan Service

Funding information and Guidance (Free)

Training (Free and Discounted)

Volunteer Centre Services

Community Development Support (Free)

Promotion and Marketing (Free)

Member only online services

Access to Disability Services

Cllr McBride reminded Members that Andover Town Council was the umbrella organisation for the Youth Council and as such it was appropriate for the Town Council to decide whether or not the Youth Council should join the Test Valley Community Services.

He further assured Members that this would not give Test Valley Community Services any authority over the Youth Council.

Members agreed that the benefits available to the Youth Council would help to enable the Youth Council to take part in more activities and it was therefore proposed by Cllr McBride and seconded by Cllr R Pond and

RESOLVED: That the Youth Council become a Member of the Test Valley Community Services.

PR32/15 BOUNDARY REVIEW – RESPONSE TO CONSULTATION

Members noted the response to the Boundary Review Consultation which was formed by the Boundary Review Working Group.

It was agreed that the Working Group would continue researching Boundary Change in and around Andover as issues had been raised during the initial research.

PR33/15 FESTIVAL OF MOTORING

Members received a request from the Town Centre Manager to consider whether the Town Council would consider assisting with an upcoming event, the Festival of Motoring.

Members noted that the Town Centre Partnership was unable to cover the Insurance of the event up to £10 million for Public Liability.

Members noted that the Town Council's insurers would cover the event up to £10 million if the Town Council were named as a Partner for the event.

Members further noted that it would not cost the Town Council any extra to cover this event.

It was proposed by Cllr G McBride and seconded by Cllr R Hughes and

RESOLVED: That the Town Council cover the Insurance for the Festival of Motoring up to £10 million Public Liability as a named Partner for the event.

PR34/15 REG PRESLEY PLAQUE

Members noted that the Memorial Plaque for Reg Presley had been ordered and delivered to the Town Council. They further noted that a letter had been sent to Mrs Presley to ask for a range of dates that she would be available for the unveiling of the plaque.

PR35/15 SPONSORSHIP FOR PRIDE OF ANDOVER AWARDS

The Pride of Andover Awards approached the Town Council to ask whether it would be willing to sponsor the Pride of Andover Awards again for 2015.

Members considered whether to agree to a donation.

It was noted that the Town Council had given a large donation in 2013 as the Pride of Andover Awards had been in danger of ending due to lack of support.

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

RESOLVED: That the Pride of Andover Awards be given sponsorship of £50 from Andover Town Council.

PR36/15 ROAD SAFETY

Members were asked to consider setting up a Working Group to research the possibility of setting up a Community Speedwatch Scheme in Andover.

Members agreed that it was a serious issue within Andover and acknowledged that it was a very large area to cover. There was concern that the Town Council would not have the resources to cover the whole area.

It was agreed that it was not about the scale of the issue but about the individual communities within Andover and their differing needs. It was agreed that a Working Group be set up to research a number of different options for the provision of a Speedwatch Scheme in Andover.

It was proposed by Cllr K Bird and seconded by Cllr R Hughes and

RESOLVED: That a Working Group be set up to consider the options for providing a Speedwatch Scheme in Andover.

PR37/15 FINANCE

Reconciled Bank Statements

Members received and approved the following reconciled Bank Statements – 30 April 2015, 31 May 2015, 30 June 2015.

Approval of Payments

Members received and approved the following payments up to 3 August 2015

July 2015			
Cheque No/ BACS Ref	Supplier	Service/Product Supplied	Total (£)
60469486	HALC	Councillor Update Training	84.00
612096720	Moore's Cleaning Services	Cleaning Services 1-28 June 2015	130.00
924812522	Ace Liftaway	Skip Hire for VR Allts	232.80
602999646	Baxter Confidential	Removal of confidential waste – 3 mths	78.00
DDBESMay15	BES Commercial Electricity	Electricity supply for office 15.04.15 – 15.05.2015	74.88
106525164	Convenient Hire	Toilets for all allotment sites	587.65
275365078	Custom Studio Ltd	Hosting emails and website	35.94
123485241	Kevin Justice	Job No 1087 Remove and replace existing tap CW	30.00
DDMainJun15	Mainstream Digital	Telephone call charges 04.06.15-30.06.15	8.14
701301476	Personnel Selection	Temp worker w/c 22.06.2015	130.14
96800923	Pitney Bowes	Rent of franking machine June 2015	23.94
301525875	Noticeboard Company	3 x noticeboards for allotments	998.40
408963314	Edge Designs	Accounts assistance for VAT	180.00
141063244	Kevin Justice	Repair of leaking tap OWR & replacement piping	72.43
630204725	Personnel Selection	Temp worker w/c 29.06.2015	130.14
July Total			2796.46

August 2015			
Cheque No/ BACS Ref	Supplier	Service/Product Supplied	Total (£)
DDBESJun15	BES Commercial Electricity	Electricity Supply 15.16.15-15.07.15	74.88
300144	Mr D Bolland	Grass cutting AW allotments	6.00
865969295	DMJ Butler	Job no 1078 – strim & cover plot11B CW	90.00
515637226	DMJ Butler	Job no 889 – clear rubbish from plots 34,35 OWR	280.00
865969295	DMJ Butler	Job no 1077 – strim & clear rubbish plt11A CW	130.00
515637226	DMJ Butler	Job no 970 – remove old shed, fruit cage, strim cover – Plot 24 OWR	710.00
113567570	DMJ Butler	Job no 956 – removal of saplings plot 61B TD	80.00
148559939	DMJ Butler	Job no 966 – remove rubbish, strim, cover Plot 31BA MR	230.00
847944772	DMJ Butler	Job no 1065 – installation of notice board	100.00
865969295	DMJ Butler	Job no 1058 – installation of notice board	100.00
148559939	DMJ Butler	Job no 1068 – Grass Cut MR	80.00
847944772	DMJ Butler	Job no 1080 – strim, remove rubbish, 2 tip runs, load skip with glass and rubbish Plot 35B VR	440.00
42375007	DMJ Butler	Job no 1082 – strim and cover Plot 80 BL	150.00
865969295	DMJ Butler	Job no 1083 – strim edges & cover plot 5 CW	90.00
847944772	DMJ Butler	Job no 1091 – removal of rubbish incl glass, strim & cover Plt 43B VR	590.00
113567570	DMJ Butler	Job No 1084 – Clear glass, rubbish & rubble TD	120.00
84794472	DMJ Butler	Job No 1094 – remove old shed, rubbish, strim & cover Plot 15A VR	290.00
84794472	DMJ Butler	Job no 1097 – strim, remove rubbish, cover Plot 24C VR	190.00
847944772	DMJ Butler	Job no 1100 – remove wasp nest plot 5 VR	40.00
847944772	DMJ Butler	Job No 1085 – extra vermin control VR	40.00
847944772	DMJ Butler	Job no 1101 – extra vermin control VR	40.00
847944772	DMJ Butler	Job no 1090 – remove wasp nest Plot 24C VR	40.00
977739815	Leaner Architectural	Historic Plaque – Reg Presley	416.40
300145	Mrs B Long	Reimbursements for travel to Eastleigh (training)	34.30
368416650	Personnel Selection	Temp worker w/c 06.07.2015	130.14
503949916	Personnel Selection	Temp worker w/c 13.07.2015	209.68
300146	Southern Water	Water charges VR 21.03.2015 – 06.07.2015	2134.11
BACS	Custom Studio	Website and Email hosting August 2015	35.94
BACS	PAPYRUS	Youth Council – Afest donation	145.38
BACS	TVBC	Hire of Guildhall	59.00
BACS	Mrs A E Williams	Return of Allotment Deposit	50.00
907923934	Convenient Hire Ltd	Toilet Hire for Allotments July 2015	614.39
450480533	The Drove Allotment Assc	Provision of contracted services TD	555.00
736367128	Town Clerk	Reimbursements July 2015	17.00
300149	H M Revenue & Customs	Tax contributions August 2015	3080.14
216390110	JRC Cleaning Services	Office window clean	18.00
300150	Mrs B Long	Reimbursements August 2015	38.37
DDMainAu15	Mainstream Digital	Mainstream digital business care 24.07.15 - 31.10.15, call charges 01.07.15 – 30.07.15	46.13
251345311	Moore's Cleaning Services	Cleaning services 29.06.2015 – 31.07.2015	130.00
700873424	Personnel Selection	Placement fee for Mr L Laing	927.60
776255950	Personnel Selection	Temp worker w/c 20.07.2015	130.14
391879912	Pitney Bowes	Franking machine rental 08.07.2015	80.78
317354132	Andover Business Computers	Repair windows 10 fault preventing TC sending emails	49.99
300151	Southern Water	Water supply for BL allot 02.05.2015 – 06.08.2015	664.39
300152	Southern Water	Water supply for MR allot 23.01.2015 – 07.08.2015	413.83
300153	Southern Water	Water supply for OWR Allot 02.05.15 – 07.08.15	319.50
390542385	Town Clerk	August 2015 Salary	2608.72
257946566	Office Administrator	August 2015 Salary	785.85
August Total			17605.26
TOTAL			20,401.72

PR38/15 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
- Review of Standing Orders
- Councillors Training
- Working Group Projects
- Defibrillator on High Street
- Levy/Business Plan

PR39/15 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED: To exclude members of the public and press from the meeting at Part 2, Item 23 of the agenda, due to consideration of Staffing Matters

PR40/15 STAFFING MATTERS

1. Members were updated on the recruitment of a part time Office Administrator.
2. Members agreed to recommend to full Council a process for staffing provision.
3. Members approved staff remuneration for 2015/2016 following recommendation from the Staffing Sub-Chairman.

The Chairman closed the meeting at 8.45pm.

Chairman

Date