



ANDOVER TOWN COUNCIL

D

Minutes of Policy & Resources Committee

Time and date

7.00pm on Wednesday 6 February 2013

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (A)

Cllr Z Brooks (P)

Cllr D Drew (P)

Cllr K Hamilton (A)

Cllr S Hardstaff (P)

Cllr K Hughes (P)

Cllr M Kerley (A)

Cllr G McBride (P)

Cllr R Shukri (P).

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

PR46/12 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Bird, Hamilton and Kerley.

PR47/12 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR48/12 MINUTES

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

RESOLVED: That the Minutes of the Policy and Resources Meeting held on 12 December 2012 were agreed and signed by the Chairman as a correct record.

PR49/12 PUBLIC PARTICIPATION

There were no members of the public present.

PR50/12 REVIEW OF BUSINESS PLAN

Members considered the reviewed and updated Business Plan together with the notes of the Business Plan workshop held on 29 November 2012.

It was suggested that the Business Plan be circulated to all Members for comment. It was agreed that a further review of the Business Plan should be scheduled onto the Work Programme for the end of 2013.

RESOLVED:

a. That the revised Business Plan Version 1.4 be noted.

b. That the Business Plan be reviewed in November 2013, to be scheduled on the Policy and Resources Work Programme.

PR51/12 ANNUAL REPORT

Members considered the format and contents of the Annual Report for the Annual Town Electors Meeting.

Members considered whether a speaker should be invited to make a presentation at the Annual Meeting. Cllr Brooks suggested that an Officer be invited to make a presentation on the improvements to the Bus Station.

Members agreed that the decision on the final contents of the Annual Report should be delegated to the Chairmen of the Standing Committees, the Chairman of the Town Council and the Town Clerk. Cllr Hardstaff offered to assist the Town Clerk with formulating the Annual Report in a SMART format.

RESOLVED:

- a. **That the content of the Annual Report be approved**
- b. **That the approval of the final content of the Annual Report be delegated to the Chairmen of the Standing Committees, the Chairman of the Town Council and the Town Clerk.**

PR52/12 TOWN CLERK'S WORKFLOW PROGRAMME & PROJECT PLAN. ADMINISTRATION ASSISTANT – INCREASE IN WORK HOURS.

Members considered the Town Clerk's Workflow Programme and Project Plan for 2013/2014. A recommendation from the Staffing Sub-Committee was also considered to increase the Administration Assistants hours from 15 hrs per week to 21 hours per week.

The Members considered a report outlining the number of hours work the Town Clerk was required to carry out at the current levels and a Recommendation from the Staffing Sub-Committee to increase the Administration Assistants hours per week.

The Town Clerk explained the Options included in the report.

Members discussed the possibility of employing another Member of staff to assist with the workload. The Town Clerk explained that the work that needed to be carried out would require someone with knowledge of local government practices and currently there would be insufficient funds in the Staffing Budget to support this.

Members discussed the merits of reducing the number of Committee meetings to reduce the hours of work required.

Councillor McBride pointed out that the number of hours agreed would only allow for the Town Clerk to carry out Statutory work and administration support to the committees, it did not provide any hours for Projects that the Town Council had included in the Business Plan.

Members also noted the Town Clerk's Project Plan. The Town Clerk explained that it was a Plan that was used on a daily basis and as priorities changed, so the workflow changed.

Cllr McBride commented that the Project Plan was a 'moveable feast' and should not be used by Members to put pressure on the staff.

Cllr Drew suggested that the Policy and Resources Committee should consider drawing up a scheme of delegation to allow work to be carried out, without the necessity of having so many Committee meetings.

Members agreed that the recommendation of the Staffing Sub-Committee should be approved along with Option 3 of the report. It was noted that the increase in staffing costs could be met from the Staffing Budget.

It was proposed by Cllr McBride and seconded by Cllr K Hughes and

RESOLVED:

- a. **That Option 3 be adopted:**

Reduce the number of Committee Meetings per year:

Staffing Sub-Committee from 5 to 1 meeting per year

Allotments Sub-Committee from 9 to 7 meetings per year

Amenities and Town Development Committee from 7 to 6 meetings per year

Policy and Resources Committee from 7 to 6 meetings per year

Prioritise the Projects to be completed in 2013:

Quality Council Status bid to be extended to March 2015.

Management of Signage in Town Centre to remain with Test Valley Borough Council.

Youth Council work to be undertaken by the Youth Advisory Panel.

- To approve the extension of the Town Clerks contract from 37 hours per week to 38 hours per week at an extra cost of £753.41 per annum
- b. To approve the increase of the Administration Assistants hours from 15 hours per week to 21 hours per week at an extra cost of £2,995.20 per annum.

PR53/12 GRIT BINS

Members received a report on the current numbers and placements of Grit Bins in Andover. Members further noted that requests had been received from residents for further Grit Bins, but that were not located on Highway land.

The Town Clerk reported that Hampshire County Council (HCC) had confirmed that if the Town Council supplied the Grit Bins, they would not be able to fill them.

Cllr North reported that he had received confirmation, that although Augusta Park had not been adopted, there was an agreement between the Developer and HCC that HCC would fill the bins.

(Cllr Brooks left the meeting at 8pm)

Members discussed the situation and it was agreed that the Town Clerk would approach HCC again to enquire whether an agreement could be reached for the Town Council to provide the Grit Bins and HCC to fill them. Once that was confirmed, the Town Council would identify potential sites for the bins.

It was proposed by Cllr Drew and seconded by Councillor Hughes and

RESOLVED: That the Town Clerk would confirm with Hampshire County Council the situation regarding filling of Town Council owned bins. To report back to the next meeting of the Policy and Resources Committee to consider possible locations of Grit Bins.

PR54/12 CHRISTMAS TREE FUNDING

Members considered applying to Test Valley Borough Council for funding towards the Christmas Tree following a letter from Romsey Town Council.

RESOLVED: That the Town Clerk would write to Test Valley Borough Council to apply for funding towards the Andover Christmas Tree.

PR55/12 INTERNAL AUDIT

Members of the Committee noted the arrangements for the Internal Audit 2013:

The Internal Audit will be carried out on Tuesday 14 May 2013.

The Internal Auditors report will be submitted to the Policy and Resources Committee on 29 May 2013 for consideration and recommendation to Full Council.

PR56/12 TOWN CENTRE SIGNAGE

Members received a short report from the Town Clerk on the current situation regarding the management and maintenance of the Town Centre signage.

The Town Clerk confirmed that she had spoken to Test Valley Borough Council (TVBC) regarding the signage. They confirmed that they managed and maintained the signage on behalf of HCC.

TVBC had advised that they could continue to manage and maintain the signage. If the Town Council wished to make any changes or additions to the signage, TVBC would carry out the work for the Town Council.

PR57/12 PRIDE OF ANDOVER AWARDS

Members received a report from Cllr B Long on the current status of the Pride of Andover Awards.

Members noted that much of the sponsorship for the Awards had been withdrawn. However, the committee of the Andover Awards was continuing with the organisation of the event for 2013. They were requesting support and a small financial contribution from the Town Council.

Members considered the request and agreed that they would, in principle support the event and consider a small amount of funding. However, they requested that Cllr Andersen and Cllr Long be invited to make a presentation to the next meeting of the Policy and Resources Committee to outline the plan for the event.

PR58/12 FINANCE

Payment of Accounts at 4 February 2013

Members noted the payment of accounts up to 4 February 2013 – recorded below:

Supplier	Description of goods/services	Total Paid
Southern Water	Mylen Road Allotments	£70.64
Custom Studio	Hosting & management of website & emails	£35.94
TOTAL		£106.58

PR59/12 WORK PROGRAMME

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

Members discussed whether a memorial to Mr Reg Presley of The Troggs should be considered. It was agreed that the Committee would send out a Press Release calling for ideas and add the item to the Work Programme for the next meeting of the Committee.

To add to the Work Programme for 27 March the following items:

Grit Bins

Andover Awards

Youth Council Report

Memorial to Reg Presley

The Chairman closed the meeting at 8.30pm.

Chairman

Date