



ANDOVER TOWN COUNCIL

A

Minutes of Policy & Resources Committee

Time and date

7.00pm on Wednesday 6 August 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 (A)

Cllr P North (A)

Cllr V Pond (P)

Cllr R Shukri (P)

Also Present: Cllr A Fitchet (Substitute for Cllr G McBride)

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

PR19/14 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors Kevin Hughes, Marion Kerley, Geoff McBride and Phil North. Cllr Andy Fitchet substituted for Councillor Geoff McBride.

PR20/14 DECLARATIONS OF INTEREST

Councillor S Hardstaff declared an Interest in Item 7, Items for Decision from the Allotment Sub-Committee, as he has an allotment.

PR21/14 MINUTES

It was proposed by Cllr David Drew and seconded by Cllr Zilliah Brooks that the minutes of the meeting held on 5 June 2014 be signed as a correct record.

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 5 June 2014 were agreed and signed by the Chairman as a correct record.

PR22/14 PUBLIC PARTICIPATION

Councillor Barbara Long asked whether the Town Council could make a donation to the cost of the candles used at the WW1 Vigil on Monday 4 August 2014.

It was agreed that a donation would be made from the Petty Cash Budget.

Councillor Barbara Long asked whether the Rules and Regulations for the allotments had been

updated.

The Town Clerk confirmed that they had been updated and would be discussed later in the meeting.

PR23/14 ITEMS FOR DECISION FROM ALLOTMENTS SUB-COMMITTEE

Members were requested to provide Resolutions for items from the recent Allotment Sub-Committee meeting which was not quorate.

Review of Invoicing Date

Members noted that a request had been received from The Drove Allotment Association to move the Allotment Invoicing Date to October in order to allow allotment tenants to harvest their crops. Members noted from the report from the Allotment Sub-Committee that there were very few occasions where tenants had required 'harvesting time'. In general tenants either planned their tenancy termination or plots were abandoned.

Members further noted that October was a busy time in the office administratively and would add increased pressure to Members of Staff.

Therefore it was proposed by Cllr D Drew and seconded by Cllr V Pond to keep the Invoicing Date the 1st September.

RESOLVED: That the Allotment Invoice Date would remain as 1st September each year.

Review of Water Charging Policy

Members noted that currently the water charges are distributed evenly over all allotment plots and charged in arrears. However, each allotment site used different amounts of water. It was proposed that charges for water should be made per site.

It was proposed by Cllr D Drew and seconded by Cllr V Pond to distribute the water charges per site.

RESOLVED: That water for the allotments be charged in arrears per allotment site from 1st September 2014.

Review of Rules and Regulations

Members received a report on proposed changes to the Allotment Rules and Regulations. The following changes were proposed:

"Consideration may be given to offer a second plot to existing tenant with a good proven track record of cultivation if there are allotment plots available and there is no waiting list".

"Recovery of neglected plots, a letter will be issued with date for cultivation, if not adhered to, the Town Council will remove tenant from the plot".

"Recovery of plots from multi-plot holders – the Town Council reserves the right to remove plots from multiple plots holders if they are failing to keep all their plots fully cultivated".

It was proposed by Cllr D Drew and seconded by Cllr A Fitchet that the amendments to the allotment Rules and Regulations be agreed.

RESOLVED: That the amendments relating to second plots, recovery of neglected plots and recovery of multiple plots in the allotment rules and regulations be agreed.

Parking Permits

Members noted that a request had been received from tenants at Mylen Road Allotments for parking permits to allow them to park on roads near the allotment site. Members carefully considered the request but agreed that the Town Council did not have the authority to issue parking permits and that tenants would be requested to park their cars on the allotment site.

Site Lock-up

Members received a report on the proposal for a 'lock up' to be located on one of the allotment sites. Members noted that there was a need to store various pieces of equipment that the Town Council had purchased for use on the allotments.

It was proposed by Cllr D Drew and seconded by Cllr A Fitchet that the Town Clerk carry out a risk assessment on the sites to determine which would be most suitable and that in principle the steel container would be preferred.

RESOLVED: in principle that a steel container be purchased and subject to a risk assessment be placed on the most suitable allotment site.

Mylen Road Hedging

Members considered three quotes for hedging works at Mylen Road allotment site. Members noted that the hedge required cutting back urgently as complaints had been received.

Members carefully considered the quotes and it was proposed by Cllr D Drew and seconded by Cllr V Pond that a maximum of £750 be spent to cut back the hedge.

RESOLVED: That £750 be released from the Allotment Maintenance Budget to cut back the hedge at Mylen Road Allotment site.

PR24/14 REVIEW OF COMMITTEE TERMS OF REFERENCE

Members considered and reviewed changes to the Terms of Reference for the Council and Committees. It was agreed to recommend to full Council the Terms of Reference for: Council, Policy and Resources Committee, Amenities and Town Development Committee, Planning Committee, Allotments Sub-Committee and Staffing Sub-Committee.

PR25/14 EARMARKED RESERVES

Members considered a report on projects using Earmarked Reserves and agreed the following:

Renewal of Office Laptop

Members noted that £600 had been placed in Earmarked Reserves for the replacement of the Office Laptop. It was discussed and agreed to delegate to the Town Clerk the authority to spend up to £600 +VAT on a new Laptop for the office.

RESOLVED: That the Town Clerk be authorised to spend up to £600 +VAT from Earmarked Reserves on a replacement laptop for the Town Council office.

Website

Members noted that £2,600 had been placed in earmarked reserves for the development of the Town Council website. It was agreed that these monies be released but that the Working Group should meet to consider how to develop the website, prior to any authorisation to spend monies.

RESOLVED: That £2,600 be released from Earmarked Reserves to develop the website but the Website Working Group would meet to consider development prior to any monies being spent.

Temporary Staff

Members noted that £6,000 was transferred to Earmarked Reserves for Salaries and Pensions in 2014/2015. Members considered a request, that if volunteers could not be sourced to assist staff during the busiest periods in the office, that the Town Clerk be authorised to recruit a temporary member of staff from a Temping Agency up to a value of £2,000 per annum.

It was agreed that the Town Clerk would initiate a process whereby a call for volunteers would be sent out, if there were no volunteers by a given date, the Town Clerk would then, in consultation with the Chairman and Vice Chairman of the Staffing Sub-Committee recruit a temporary member of staff from a Temping Agency.

RESOLVED: That the Town Clerk would initiate a process whereby a call for volunteers would be sent out, if there were no volunteers by a given date, the Town Clerk would then, in consultation with the Chairman and Vice Chairman of the Staffing Sub-Committee recruit a temporary member of staff from a Temping Agency up to a maximum value of £2,000 per annum.

Telephone Recording System

Members considered whether a telephone recording system for the Town Council office was required, following recent incidents of aggressive phone calls received by Officers and Councillors. It was agreed that the situation would be monitored and if Officers considered that a recording system was required a further report, with supporting evidence would be submitted to the Policy and Resources Committee.

PR26/14 COMPLIANCE WITH THE DISABILITY DISCRIMINATION ACT 1995

Members considered a report on compliance with the Disability Discrimination Act. Members noted that to comply with the Act the Town Council was required to provide a Hearing Loop in the Town Council Office. Members noted that the Council Meetings held in the Guildhall complied with the DDA 1995 because a hearing loop was installed and available for use at the Council meetings.

Members noted that there may be a hearing loop available to the Town Council for a cost of £500 via another organisation, but this was yet to be confirmed.

It was proposed by Cllr D Drew and seconded by Cllr A Fitchet and agreed that the Town Council should purchase a small hearing loop to fulfil the DDA 1995 requirements and if the other hearing loop for £500 became available to Town Clerk would have delegated authority to purchase it for the use of the Town Council.

RESOLVED: That the Town Council should purchase a small hearing loop to fulfil the DDA 1995 requirements and if the other hearing loop for £500 became available to Town Clerk would have delegated authority to purchase it for the use of the Town Council.

PR27/14 RESPONSIBLE DOG OWNERSHIP

Members received a report from Councillor Katherine Bird regarding a new Animal Welfare Scheme being carried out by Test Valley Borough Council regarding responsible dog ownership. Members noted that the proposal was for Andover to become the next pilot area for the project. Members discussed at length the merits of such a scheme in Andover. Some objections were raised in concern that responsible dog owners may find the scheme somewhat offensive. However Cllr K bird proposed and Cllr K Hamilton seconded a vote was taken, 1 against, 1 abstention and it was

RESOLVED: That Andover Town Council would work with Test Valley Borough Council for Andover to become the next pilot area for the new Animal Welfare Scheme.

PR28/14 URGENT MATTERS

It was agreed to appoint two Members of the Committee who would be consulted by the Town Clerk regarding a matter of urgency within the Terms of Reference for the Committee.

RESOLVED: That the Chairman and Vice Chairman of the Policy and Resources Committee be appointed for the Town Clerk to consult regarding matters of urgency within the Terms of Reference for the Policy and Resources Committee.

PR29/14 REVIEW OF FINANCIAL PLAN FOR 2015/2016

Members received a report outlining a Financial Plan for 2015/2016. There were no issues raised and it was agreed that the financial plan would feed into the budgeting process for 2015/2016 **(Financial Plan attached to record minutes).**

PR30/14 FINANCE

Payment of Accounts at 5 August 2014

Members noted and approved the payment of accounts up to 28 July 2014 – recorded below (to comply with Internal Audit, all payments up to 5 August 2014 are listed below):

| July 2014 | | | |
|------------------|-----------------------------|---------------------------------|------------------|
| Cheque No | Supplier | Service/Product Supplied | Total (£) |
| 400749 | Andover Business Computers | Scanner and Printing set up | 249.93 |
| 400750 | Allotment Administrator | July salary | 927.35 |
| 400751 | Convenient Hire Ltd | Toilet provision for allotments | 560.98 |
| 400572 | Town Clerk | July Salary | 2120.41 |
| 400773 | Town Clerk | July reimbursements | 108.85 |
| 400754 | Custom Studio Ltd | Website and email provision | 35.94 |
| 400755 | DMJ Butler Country Services | Allotment Maintenance | 630.00 |
| 400756 | DMJ Butler Country | Weed Treatment for Allotments | 750.00 |

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|---------------------------------------|-----------------------------|---------------------------------------|-------------------|
| | Services | | |
| 400757 | H M Revenue & Customs | July Tax | 974.16 |
| 400578 | Hampshire Pension Fund | Pension Contribution Allots Admin | 198.61 |
| 400759 | Hedeys Solicitors | Allotments Legal Support | 388.80 |
| 400760 | Test Valley Borough Council | Hire of Guildhall 11.06.2014 | 43.50 |
| 400761 | Evergreen Garden Services | Storage of xmas fencing & lights | 224.00 |
| BT DD June 2014 | British Telecom | Telephone Line rental | 7.21 |
| 400764 | Mr G McBride | Voucher for Youth Council Competition | 20.00 |
| 400767 | Viking Supplies | Computer Monitor | 142.80 |
| DD CIT July 2014 | CIT Vendor Finance | Rental of Photocopier | 308.53 |
| 400762 | Baxter Confidential | Confidential Waste Management | 78.00 |
| DD Mains July 2014 | Mainstream Digital | Call Charges 30.05.2014-27.06.2014 | 5.72 |
| 400765 | Pitney Bowes | Franking machine rental x 2 | 60.96 |
| 400766 | Southern Water | Vigo Road allotment water charges | 132.06 |
| 400763 | Town Clerk | Repairs to office window | 138.00 |
| 400775 | Direct365 Online | Waste and recycling for 1 year | 222.00 |
| 400774 | Danwood Working Solutions | Photocopying Charges April-July 2014 | 80.54 |
| 400773 | Mr D Bolland | Grass Cutting – Admirals Way Allots | 11.00 |
| 400781 | Viking Supplies | Fans and Heaters for Offices | 95.96 |
| 400776 | The Drove Allotment Assoc | Allotment Maintenance – The Drove | 578.00 |
| 400779 | Southern Water | Admirals Way Water Charges | 95.23 |
| 400777 | Mr G McBride | Reimbursement – provisions for YC | 14.80 |
| 400770 | DMJ Butler Country Services | Allotment Maintenance | 880.00 |
| 400771 | DMJ Butler Country Services | Allotment Maintenance | 680.00 |
| 400772 | DMJ Butler Country Services | Covering for vacant allotments | 265.22 |
| Total Payments for July 2014 | | | 11,677.80 |
| July 2014 | | | |
| Cheque No | Supplier | Service/Product Supplied | Total (£) |
| 400782 | Andover Business Computers | Bug Fixes on Administrator PC | 69.99 |
| 400783 | Allotment Administrator | August Salary | 813.41 |
| 400784 | Convenient Hire Ltd | Toilet Provision for Allotments | 614.39 |
| 400785 | Town Clerk | August Salary | 2131.67 |
| 400786 | Town Clerk | August Reimbursements | 16.38 |
| 400787 | Custom Studio Ltd | Website and Email provision | 35.94 |
| 400788 | First Clean Services | Office Window Clean | 18.00 |
| 400789 | Grately homes Services | Replacement broken socket and light | 135.00 |
| 400790 | Hampshire Pension Fund | Pension Provision Allots Admin | 172.13 |
| 400791 | H M Revenue & Customs | August Tax | 990.29 |
| 400792 | Mores Cleaning Services | Office Cleaning July 2014 | 30.00 |
| 400793 | Pitney Bowes | Hire of Franking Machine | 23.94 |
| 400794 | Viking Supplies | Tower Fan for Office | 39.47 |
| 400795 | Ebuyer | Laptop for Office (Incl VAT) | 773.87 |
| Total Payments for August 2014 | | | 5,864.48 |
| August 2014 | | | |
| Total Payments | | | £17,542.28 |

PR31/14 COMMITTEE WORK PROGRAMME

Members discussed items on the current Work Programme and agreed to add the following items:
Report from Staffing Sub-Committee – 30 October 2014

Timetable of meetings, cross matched with TVBC meetings – 30 October 2014

The Chairman closed the meeting at 8.50pm.

Chairman

Date