



Constantia Basis Virtutum

ANDOVER TOWN COUNCIL

A

Minutes of Policy and Resources Committee

Time and date

7.00pm, Thursday 8 March 2018

Place

Town Council Offices, 66C, High Street, Andover

Details of Attendance:

Cllr S Hardstaff (Chairman) (A)

Cllr L Gregori (Vice Chairman) (P)

Cllr Katherine Bird (P)

Cllr Len Gates (P)

Cllr Robin Hughes (P) (Arrived 7.08)

Cllr Richard Kidd (P)

Cllr Michael Mumford (P)

Cllr Veronika Pond (P)

Other Town Councillors Present: Cllr Revd. A Fitchet & Cllr B Long.

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

Also Present: Borough and County Councillor Zilliah Brooks

Members of the Public: 0

PR 90/17 APOLOGIES FOR ABSENCE

Apologies for absence were received from the Chairman, Councillor S Hardstaff. The Vice Chairman, Councillor L Gregori took the Chair for the meeting.

PR 91/17 DECLARATION OF INTEREST

There were no declarations of interests.

PR 92/17 MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 11 January 2018.

RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 11 January 2018 be signed, by the Chairman, as a correct record.

PR 93/17 PUBLIC PARTICIPATION

There were no members of the public present.

PR 94/17 CORPORATE RISK ASSESSMENT 2017/2018

Members considered the Corporate Risk Assessment for 2017/2018. It was noted that the scoring matrix in the report required changing to reflect the scoring within the assessment. The Town Clerk was requested to change the Risk Assessment to reflect current issues rather than including future issues.

The Town Clerk was requested to change the report to explain more fully the impact score for the report prior to submission to full Council.

It was further noted that with reference to the Staffing Section, staff safety and working conditions required more focus.

It was proposed by Cllr L Gregori and seconded by Cllr M Mumford that the Corporate Risk Assessment be recommended to full Council, with amendments. A vote was taken, 6 for and 1 abstention.

RESOLVED: That the Corporate Risk Assessment for 2017/2018 be recommended to full Council, with amendments.

PR 95/17 INVESTMENT STRATEGY

Cllr L Gregori, as author of the proposed Investment Strategy explained to Members that the Town Council, from 1 April 2018, had to have an Investment Strategy. All the monies that the Town Council holds come under Treasury Management. The Town Council can no longer retain all monies in one place.

The Responsible Financial Officer (RFO) is required to report on yield and what the Town Councils investments are. The RFO makes the decision as to where the Town Councils monies are invested.

Specified Investments mean Bank Accounts.

Cllr Gregori explained that the Investment Strategy clearly outlines the Town Council responsibilities and requirements.

It was proposed by Cllr K Bird and seconded by Cllr M Mumford that the Investment Strategy be recommended to full Council for adoption. A vote was taken which was unanimous.

RESOLVED: That the Investment Strategy be recommended to full Council for adoption.

PR 96/17 BUSINESS PLAN 2018

Members considered a proposal for a Business Plan for the Town Council to be conducted by an outside contract. Members were concerned that there did not appear to be Terms of Reference for which to work to and that other Town and Parish Councils did not seem to have Business Plans.

It was agreed that the Business Plan should be conducted in-house. Each Committee should be asked what their priorities are and staff should be asked what their priorities are.

It was proposed by Cllr K Bird and seconded by Cllr M Mumford that the proposal for the Business Plan be accepted. A recorded vote was requested: Cllrs K Bird and M Mumford for. Cllrs L Gregori, L Gates, R Kidd and R Hughes against.

PR 97/17 COMMITTEE STRUCTURE FROM MAY 2018

Members considered a revised Committee Structure following Resolutions from both the Assets & Amenities Committee and Community Engagement Committee to recommend merger from May 2018.

Members were concerned about the Terms of Reference for each committee and recommended that the Committee's themselves consider the Terms of Reference prior to approval by Full Council.

It was requested that the number of Members on each Committee should also be considered by the separate committees and then brought back to the Policy and Resources Committee prior to approval by full Council.

Member requested changes to the delegated budgets:

Andover Challenges to come under Assets & Communities Committee

Planning Committee should include: Street Naming, Street Trading, CIL and 106 Monies.

It was proposed by Cllr K Bird and seconded by Cllr V Pond that the new Committee Structure be recommended to Full Council for approval. A Vote was taken which was unanimous.

RESOLVED: That the new Committee Structure be recommended to Full Council for approval.

The number of committees that Members should sit on was discussed. There was disagreement over the number of Committees Members should sit on and whether it should be restricted.

It was proposed by Cllr L Gates and seconded by Cllr K Bird that Members be restricted to 3 Committees each. A Vote was taken, 2 for, 4 against, 1 abstention.

Members continued to consider the Terms of Reference for the Committees. It was agreed that amendments were needed and that the Terms of Reference should be sent back to all Committees for reconsideration. The Policy and Resources Committee would reconsider the Terms of Reference at the next committee meeting.

PR 98/17 REVISED BUDGET STRUCTURE – FROM APRIL 2019

Members noted a revised Budget Structure which could be adopted from April 2019.

PR 99/17 ANNUAL REPORT

The contents of the Annual Report were noted.

PR 100/17 GENERAL DATA PROTECTION REGULATION (UPDATE)

The report on the GDPR was noted and it was agreed that all Members needed to be aware of the implications. It was noted that a further report and policies would be brought back to the next meeting of the Committee.

PR 101/17 REGALIA (UPDATE)

Members reiterated that the Town Council should request that the Regalia be on loan to the Town Council. The Town Clerk confirmed that such a request had already been sent to Test Valley Borough Council. It was suggested that the Town Council could commission a new set of Regalia rather than taking on the old 'Borough' Regalia.

It was agreed that a full report with all the options should be brought back to the next meeting of the committee for consideration.

PR 102/17 FINANCE

Members received the payments up to 27 February 2018. It was proposed by Cllr L Gregori and seconded by Cllr V Pond that the payments be approved. A Vote was taken which was unanimous.

RESOLVED: That the payments up to 27 February 2018 be approved.

PR 103/17 COMMITTEE WORK PROGRAMME

Members noted the Committee Work Programme. It was noted that quarterly reports on the Town Councils investments would need to be included.

This was proposed by Cllr K Bird and seconded by Cllr R Hughes. A vote was taken which was unanimous.

RESOLVED: That the Work Programme include quarterly reports on the Town Councils investments.

It was noted that the Committee meeting had reached the maximum time of 2 hours. It was proposed by Cllr L Gates and seconded by Cllr K Bird that the meeting be extended by half an hour. A vote was taken which was unanimous.

RESOLVED: That the Policy and Resources Committee meeting of 8 March 2018 be extended by half an hour.

PR 104/17 EXCLUSION OF THE PRESS AND PUBLIC

It was agreed to pass a resolution to exclude the Press and Public from the meeting at item no 16 due to confidential contractual matters and Item 17 relating to confidential staffing matters, Ref Section 11 of LG & HA 1989.

Proposed by Cllr L Gates and seconded by Cllr K Bird. A vote was taken which was unanimous.

RESOLVED: That the Press and Public be excluded from the meeting at item no 16 due to confidential contractual matters and Item 17 relating to confidential staffing matters, Ref Section 11 of LG & HA 1989.

CONFIDENTIAL ITEMS

PR 105/17 LOCAL TAX ISSUES

Members considered local tax issues.

PR 106/17 STAFFING LEVELS

Members considered the Town Council's staffing levels.

The Chairman closed the meeting at 9.32pm.

Chairman

Date