



Constantia Basis Virtutum

ANDOVER TOWN COUNCIL

A

Minutes of Policy and Resources Committee

Time and date

7.00pm on Thursday 8 June 2017.

Place

Upper Guildhall, High Street, Andover

Details of Attendance:

CLlr S Hardstaff (Chairman) (P)

CLlr L Gregori (Vice Chairman) (P)

CLlr Katherine Bird (P) (Arrived at 7.06pm)

CLlr Len Gates (P)

CLlr Robin Hughes (A)

CLlr Richard Kidd (P)

CLlr Michael Mumford (P) (Arrived at 7.10pm)

CLlr Veronika Pond (P)

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

Also Present: Borough Councillor John Cockaday
Borough and County Councillor Zilliah Brooks

Members of the Public Present: 1

PR 19/17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Robin Hughes.

PR 20/17 DECLARATION OF INTEREST

There were no declarations of interests.

PR 21/17 MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 18 May 2017.

Proposed by CLlr. R Kidd and seconded by CLlr. V Pond. A vote was taken which was unanimous.

RESOLVED: That the Minutes of the Policy and Resources Committee of 18 May 2017 be signed as a correct record by the Chairman.

PR 22/17 PUBLIC PARTICIPATION

Mr N Long – Andover Resident

Made a statement about his disapproval of a Town Mayor.

He asked questions regarding costs of the Mayor and whether the current Town Mayor would make a personal guarantee that it would not impact on the Precept and increase costs for the Town Council.

Cllr S Hardstaff, Chairman of the Committee replied that as the question was complex he would respond to Mr Long in writing and the answer would be published in the minutes of the Committee meeting.

PR 22/17 POTENTIAL EARMARKED RESERVES

Members noted a spreadsheet showing potential reserves at the year-end 31 March 2017. It was agreed that the Working Group would meet as soon as possible to work with the Clerk to make recommendations.

PR 23/17 OFFICES AND OPERATIONS

It was noted that due to time restraints the Town Clerk asked Members permission to put in offer for rental of the property located at 68b High Street, prior to formal approval at Council on 22 June 2017. The Town Clerk reported that she had received confirmation on 8 June 2017 that the offer was being looked on favourably but no firm confirmation had yet been received.

It was agreed that the Working Group would work with the Town Clerk to ensure due diligence for any contracts to be agreed.

The Committee noted that it was the Clerk's intention to submit a full report to Full Council once confirmation had been received.

PR 24/17 POLICIES FOR RECOMMENDATION AND ADOPTION

Members received the following policies for review and recommendation to full Council:

Maternity Leave and Pay policy (including relevant forms)

It was proposed by Cllr L Gregori and seconded by Cllr M Mumford that the Maternity Leave and Pay Policy be recommended to full Council for adoption. A vote was taken which was unanimous.

RESOLVED: That Maternity Leave and Pay Policy be recommended to full Council for adoption.

PR 25/17 PROGRAMME OF POLICY REVIEW

Members noted a revised Programme of Policy review. It was noted that an extra column had inserted to indicate the original source for the policy and statutory dates for review had been checked and inserted.

PR 26/17 AMENDMENT TO STANDING ORDERS

Members noted that a written report had not yet been prepared and therefore it was agreed that this item would be deferred to the next meeting on 27 July 2017.

PR 27/17 ACCOUNTS FOR YEAR ENDED 31 MARCH 2017

Members received the Accounts for the Year Ended 31 March 2017.

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

RESOLVED: That the Accounts for the Year Ended 31 March 2017 be recommended to full Council for approval.

PR 28/17 ANNUAL RETURN PREPARATION

Members received a draft copy of the Annual Return for the Year Ended 31 March 2017. Members noted that the Annual Return had not yet been seen by the Internal Auditor who was due to carry out the Internal Audit on Wednesday 14 June 2017.

Members further noted that once the Internal Auditor had signed the Annual Return, it would then be sent to full Council for approval.

It was proposed by Cllr K Bird and seconded by Cllr R Kidd that the Draft Annual return be noted and the Annual Return, once signed off by the Internal Auditor be recommended to full Council for approval. A vote was taken which was unanimous.

RESOLVED: That the Draft Annual Return be noted and that the full Annual Return, once signed off by the Internal Auditor, be recommended to full Council for approval.

PR 29/17 COMMITTEE REVIEW WORKING GROUP

Members were asked to confirm the Membership of the Committee Review Working Group which was called at the previous Committee meeting.

Members noted that the following Councillors wished to be part of the Working Group:

Councillors K Bird, L Gates, S Hardstaff, A Fitchet, P Crossman, L Bird, B Long and V Pond.

It was proposed by Cllr L Gregori and seconded by Cllr R Kidd that the Membership of the Committee Review Working Group be approved. A vote was taken which was unanimous.

RESOLVED: That the Membership of the Committee Review Working Group be approved as follows: Councillors K Bird, L Gates, S Hardstaff, A Fitchet, P Crossman, L Bird, B Long and V Pond.

PR 30/17 CIVIC PROTOCOL

Members considered a Civic Protocol.

Cllr L Gates suggested that the current Town Mayor declare an interest in the item.

The Town Mayor asked the Town Clerk for clarification.

The Town Clerk explained that it was a generic policy and did not specifically apply to one person. The Civic Protocol would not provide the role of Town Mayor with any Pecuniary advantage.

Cllr K Bird, the Town Mayor chose not to declare an interest.

Members were concerned that there may be costs involved as the Protocol was currently written.

Members noted that there was no provision in the Budget for 2017/2018 for any Civic Events.

Members requested that the Town Clerk provide any possible costings for the Protocol and that it be reconsidered at the next meeting of the Policy and Resources Committee.

It was proposed by Cllr M Mumford and seconded by Cllr L Gregori that the Draft Civic Protocol be brought back to the next Policy and Resources Committee meeting with any potential costings included. A vote was taken, 5 for and 2 abstentions.

RESOLVED: that the Draft Civic Protocol be brought back to the next Policy and Resources Committee meeting with any potential costings included.

PR 31/17

CHRISTMAS LIGHTS

Members were asked to consider additional costs for the Christmas Lights 2017.

The Town Clerk explained that initial costs for repairs and improvements had already been submitted and approved by the Assets and Amenities Committee, however to comply with new Health and Safety Legislation and enable the Christmas Lights to be switched on remotely an additional 3 remote switches were required. Due to the time constraints and to enable work to be carried out in time, the request had been brought to Policy and Resources rather than waiting until the next Assets & Amenities Committee to be held on 13 July 2017, which would leave little time for the work to be completed.

It was proposed by Cllr L Gregori and seconded by Cllr M Mumford that 3 additional remote switch units at a unit of £121.00 be purchased, totalling £363.00 per annum. A vote was taken which was unanimous.

RESOLVED: That 3 additional remote switch units at a unit of £121.00 be purchased, totalling £363.00 per annum for the Christmas Lights.

PR 32/17

FINANCE

It was proposed by Cllr K Bird and seconded by Cllr V Pond that the following payments were approved:

Payments up to 6 June 2017.

A vote was taken which was: 6 for and 1 abstention.

RESOLVED: That the following payments be approved:

| Cheque No/BACS Ref | Supplier | Service/Product Supplied | Total (£) |
|-----------------------------------|-----------------------------|---|------------------|
| Payments up to 6 June 2017 | | | |
| 698613762 | MB Pest Services | Pest control (February, March 2017) | 1200.00 |
| DDBEJune17 | BES Commercial | Electricity for office 15.04 – 15.05.2017 | 64.14 |
| 19744892 | Business Stream | Water supply – Old Winton Rd | 7.47 |
| 623328207 | Business Stream | Water Supply – Barlows Lane | 65.14 |
| 518059404 | Business Stream | Water Supply – The Drove | 79.13 |
| 389451041 | Town Clerk | Salary June 2017 | 2446.92 |
| 188810115 | HM Revenue & Customs | Tax contributions June 2017 | 1507.31 |
| 51869483 | Hampshire Pension Fund | Pension – Exit Recharge Actuary Fees | 383.50 |
| 143188923 | Kevin Justice | Replacement of faulty taps – allotments | 90.00 |
| 118783205 | Allotments Officer | Salary June 2017 | 1209.40 |
| DDMainJune17 | Mainstream Digital | Quarterly Rental + phone call charges | 50.26 |
| DDNESTJune2017 | Nest Pensions | Pension Contributions June 2017 | 99.57 |
| 799219954 | David Ogilvie | Memorial Benches | 4634.40 |
| 698376906 | Viking | Stationery, envelopes, paper, notebooks | 312.18 |
| 38623402 | Committee Officer | June 2017 Salary | 947.82 |
| 945207272 | WPS Insurance | Public Liability for Proms in the Park 2017 | 440.00 |
| 441750210 | Blue Gorilla (Adam Knowles) | Photographs for A-Fest 2017 | 150.00 |
| 795210278 | Business Stream | Water Supply – Vigo Road | 5.91 |
| 458056467 | Convenient Hire | Toilet provision for all 7 allotment sites | 614.39 |
| 919286316 | Custom Studio | Website hosting & provision of emails | 35.94 |
| 553443735 | Moore's Cleaning | Office Cleaning services May 2017 | 141.28 |
| DDSAGEMAY2017 | Sage | Software provision May 2017 | 6.00 |
| TOTAL | | | 14,490.76 |

PR 33/17 COMMITTEE WORK PROGRAMME

Members noted the work programme for the Committee and noted that the following items would be considered at the next meeting:

Data Retention Policy

Members further noted that the Investment Strategy would be considered at the meeting to be held in July.

The Chairman closed the meeting at 8.03pm.

Chairman

Date