



ANDOVER TOWN COUNCIL

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Constantia Basis Virtutum

Minutes of Policy and Resources Committee

Time and date

Thursday 9 June 2016, 7.00pm

Place

Andover Town Council Office, 66C High Street, Andover.

Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

Cllr L Gregori (Vice-Chairman) (P)

Cllr A Fitchet (A)

Cllr K Bird (P)

Cllr L Gates (P)

Cllr L Gregori (P)

Cllr R Hughes (A)

Cllr M Mumford (P)

Cllr V Pond (P)

Other Councillors Present:

None

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

Members of the Public: 0

PR04/16

APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs A Fitchet and R Hughes.

PR05/16

DECLARATIONS OF INTEREST

There were no declarations of interests.

PR06/16

MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meetings held on 21 April 2016 and 12 May 2016.

RESOLVED: That the Minutes of the Policy & Resources Meetings held on 21 April 2016 and 12 May 2016 were agreed and signed by the Chairman as a correct record.

It was noted that it had been agreed that the organisers of the Refugee Seminar would be reimbursed for the hire of the Rendezvous.

PR07/16

PUBLIC PARTICIPATION

There were no Members of the Public present at the meeting.

PR08/16

ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2016

The Annual Return for the Year Ended 31 March 2016 was presented to the Policy and Resources Committee for approval and recommendation to Full Council. Members noted that the Internal Audit had not yet taken place but were in agreement that the Annual Return be presented to full Council as submitted to the Committee.

RESOLVED: That the Annual Return for the Year Ended 31 March 2016 be recommended for approval to full Council.

PR09/16 INTERNAL AUDIT REPORT

Members noted that due to unforeseen circumstances, the Internal Audit would not take place until Thursday 23 June 2016. Therefore the Internal Auditors Report would be received by the Committee on 14 July 2016 to recommend to full Council on 28 July 2016.

PR10/16 REVIEW OF FINANCIAL REGULATIONS

Members received a report from Councillor L Gregori recommending that the Council adopt the National Association of Local Council's (NALC) 2016 recommended Financial Regulations.

It was agreed that the Town Clerk would work with Councillor Gregori to ensure that all details required for the Town Council were included and that the revised Financial Regulations would be considered by a future meetings of the Policy and Resources Committee for recommendation to Full Council.

RESOLVED: That Cllr Gregori work with the Town Clerk to review the Financial Regulations using the NALC 2016 Model and to report back to a future meeting of the Policy and Resources Committee for recommendation to full Council.

PR11/16 REG PRESLEY PLAQUE EVENT – RELEASE OF FUNDS

Members noted that an event was being held to unveil a memorial plaque to Reg Presley of The Troggs at the end of July 2016.

It was noted that it was unclear as to whether the Town Council would be able to secure Grant Funding from Test Valley borough Council to cover the costs of the event and reception.

Members were asked to consider whether funding could be released from Reserves to cover the cost of the event if funding could not be sought.

It was proposed by Cllr R Hughes and seconded by Cllr M Mumford that funding of up to £1,000 be released from Reserves to cover the cost of the event if alternative funding could not be sought.

RESOLVED: That funding of up to £1,000 be released from Reserves if alternative funding could not be sought for the Reg Presley Plaque unveiling.

PR12/16 NEIGHBOURHOOD PLAN FUNDING

Members were asked to consider whether the Town Council would release funds to support the Neighbourhood Plan.

Members noted that the Neighbourhood Plan was a Town Council initiative, although supported by volunteers, ultimately the Town Council was responsible for signing off the Neighbourhood Plan to be submitted for scrutiny prior to approval.

Members noted that the Neighbourhood Plan Group were asking for a maximum of £2,000.

Members were concerned that there was no clear indication of what the money was needed for or how it would be spent.

Members agreed that £2,000 could be agreed as a Budget, the Neighbourhood Plan would need to submit a 1 page report on what the money was required for and how it would be spent. The Town Council would then authorise its officers to process the invoices.

It was further agreed that more of the Town Councillors should attend the Neighbourhood Plan Steering Committee meetings to observe and assist with reporting back to the Council.

It was proposed by Cllr R Hughes and seconded by Cllr M Mumford that it be recommended to full Council that the Neighbourhood Plan be supported financially up to £2,000 provided written reports were submitted and the Town Council Officers would process all payments.

RESOLVED: to recommend that the Neighbourhood Plan be supported financially up to £2,000 provided written reports were submitted and the Town Council Officers would process all payments.

PR13/16 MEDIA PROTOCOL

Members were requested to review the Town Council's Media Protocol, Members noted that the current Protocol was in line with the most recently published Hampshire Association of Local Council's recommended protocol.

However, concerns were raised that the current protocol did not cover the legislation for vulnerable people.

It was agreed that Cllr L Gregori would work with the Town Clerk to review the Protocol and bring it back to a future meeting of the Policy and Resources Committee to consider.

PR14/16

STAFFING SUB-COMMITTEE

Members noted that the Staffing Sub-Committee was a Sub-Committee of the Policy and Resources Committee. However it was agreed that the Membership of the Sub-Committee should be taken from all Councillors of the Council.

It was suggested that an Extraordinary meeting of the Policy and Resources Committee be held following the Council meeting on 23 June to appoint the Staffing Sub-Committee. A brief meeting of the Staffing Sub-Committee would then follow to appoint a Chairman and Vice Chairman.

Members debated as to whether the Staffing Sub-Committee should stand for the remainder of the Administration or change each year as the other Standing Committees did. There was considerable debate regarding this matter and a vote was taken:

3 for each year

2 for every 2 years

No votes for the remaining administration.

It was therefore agreed that the Staffing Sub-Committee would change every year the same way as the other standing committees.

It was therefore proposed by Cllr L Gregori and seconded by Cllr K Bird and

RESOLVED: That an Extraordinary Meeting of the Policy and Resources Committee would be held immediately following the Council meeting on 23 June to appoint a Staffing Sub-Committee.

The Staffing Sub-Committee would meet immediately following to appoint a Chairman and Vice Chairman.

The Staffing Sub-Committee would change Membership each year, the same way as the other Standing Committees.

PR15/16

STAFFING UPDATE

The Town Clerk reported to Members that Miss C Eggleton had been appointed as Committee Officer and was due to start on Monday 20th June 2016.

PR16/16

FINANCE

Approval of Payments

Members received and approved the following payments up to 7 June 2016:

May 2016			
Cheque No/ BACS Ref	Supplier	Service/Product Supplied	Total (£)
662471748	Baxter Confidential	Three Months service charge for collection of Confidential Waste	78.00
914327742	Kevin Justice	Replacement tap and repair broken tap AW allotment site	65.00
300295	Southern Water	Water charges The Drove allotments Feb – April 2016	459.93
515335569	Viking Supplies	Stamp for office documents	32.39
148853052	Hedleys Solicitors	Costs for assistance with Lease Contract	201.60
1808768848	Discount Displays	Window stickers for breastfeeding campaign	100.60
358210671	Moore's Cleaning	Cleaning services for office April 2016	135.19
DDMainMay16	Mainstream Digital	Line rental April 2016 – July 2016	53.87
539468261	MB Pest Services	Pest control for allotments Jan – May 2016	5,430.00
81648740	Convenient Hire	Toilet provision for allotments	560.98
469398829	Custom Studio	Website hosting and email provision May 2016	35.94
5341143	Pitney Bowes	Postal Charges and hire of franking machine April 2016	181.94
300296	Southern Water	Water charges for Old Winton Road Allotments Feb – April 2016	42.90
300297	Southern Water	Water charges for BL Allotments Feb – April 2016	405.44
537383975	JRC Cleaning Services LTD	Cleaning Windows for office 02.05.2016	20.00
952169430	HALC	Training for members – local govt finance	90.00
208657246	HALC	Training for members – The knowledge (in house)	960.00
374198136	Andover Rubber Stamp Service	Badges for Councillors	155.04
454506808	Town Clerk	Reimbursements May 2016	47.22
836088225	Allotments Officer	Reimbursements May 2016	6.00
TOTAL MAY 2016			9062.04
June 2016			
175379317	ACE Liftaway	4 yrd skip for Drove Allotments	175.56

DDBESJun16	BES Commercial	Electricity charges 15.04-15.05.2016	71.23
930420962	Choices Hire Services	Fire Point Trolley for A-Fest (Youth Council)	60.00
378744428	DMJ Country Services	Pick up blown over toilet	10.00
378744428	DMJ Country Services	Remove cover and tyres, removal of asbestos BL allts	100.00
378744428	DMJ Country Services	Remove green waste, rubbish, plastic TD Allts	140.00
378744428	DMJ Country Services	Remove rubbish and cover plots CW allts	140.00
378744428	DMJ Country Services	Cut Grass – BL allts	37.50
378744428	DMJ Country Services	Cut grass – MR allts	100.00
378744428	DMJ Country Services	Cut ivy away from fence OWR allts	90.00
378744428	DMJ Country Services	Cut grass OWR Allts	150.00
378744428	DMJ Country Services	Cut grass VR Allts	50.00
840177845	Expression Events	Staging and sound desks A-Fest (Youth Council)	2499.60
736882851	Planet PC	IT installation (7hrs) + 2 keyboards and mice	542.97
552978586	Test Valley BC	Hire of Guildhall – 12.05.2016	60.00
		Corporate salaries incl tax payments and Pensions June 2016	5,555.25
300298	Mrs B Long	Corporate Gift for Andover Town Band to take to Italy	18.00
TOTAL JUNE 2016			10,617.61

PR17/16

COMMITTEE WORK PROGRAMME

There were no additional items to be included on the Committee Work Programme for the next meeting.

The Chairman closed the meeting at 8.50pm.

Chairman