



# ANDOVER TOWN COUNCIL

*Constantia Basis Virtutum*

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## Minutes of Policy and Resources Committee

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### Time and date

7.00pm, Thursday 10 January 2019

### Place

Town Council Offices, 68B, High Street, Andover

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#### Details of Attendance:

Cllr S Hardstaff (Chairman) (P) (Arrived at 7.18pm)

Cllr K Bird (Vice Chairman) (A)

Cllr P Crossman (P)

Cllr L Gates (P)

Cllr L Gregori (P)

Cllr R Hughes (P)

Cllr M Mumford (P)

Cllr V Pond (A)

Cllr R Rowles (A)

#### Officers Present:

Wendy Coulter (Town Clerk) (Taking the minutes)

Tor Warburton (Deputy Clerk) (Operational & Training)

Michelle Young (Committee & GDPR Officer) (training)

Press: 1

#### Also Present:

Town Councillor R Kidd

In the absence of Chairman Cllr S Hardstaff and Vice Chairman Cllr K Bird, it was proposed by Cllr L Gregori and seconded by Cllr R Hughes that Cllr M Mumford chair the meeting.

A vote was taken which was unanimous.

**RESOLVED: That Cllr M Mumford chair the meeting.**

#### **PR 062/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs K Bird and V Pond.

#### **PR 063/18 DECLARATIONS OF INTEREST**

Cllr L Gates declared an interest in item 5, as an allotment holder.

Cllr R Kidd declared an interest in joining the Policy and Resources Committee.

#### **PR 064/18 MINUTES**

It was proposed by Cllr L Gregori and seconded by Cllr L Gates

that the Chairman sign as a correct record, the minutes of the Policy and Resources Committee meeting held on 13 December 2018.

A vote was taken which was unanimous.

**RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 13 December 2018 be signed, by the Chairman, as a correct record.**

**PR 065/18 PUBLIC PARTICIPATION**

No members of the public were present.

**PR 066/18 DRAFT BUDGET 2019/2020**

Members considered the draft budget for 2019/2020 for recommendation to Full Council.

It was proposed by Cllr L Gates and seconded by Cllr P Crossman that the Draft Budget 2019/2020 of £319,870 be recommended to full Council for approval.

A vote was taken which was unanimous.

**RESOLVED: That the Draft Budget 2019/2020 of £319,870 be recommended to full Council for approval.**

**PR 067/18 PROPOSED PRECEPT FOR 2019/2020**

Members considered the Proposed Precept for 2019/2020 for recommendation to Full Council.

A member of the Committee was impressed that Andover Town Council had managed to keep the Precept level under control despite inflation and expressed Thanks to the Town Clerk and Officers.

It was proposed by Cllr L Gates and seconded by Cllr L Gregori that the Proposed Precept level for 2019/2020 be £319,378.35, based on a tax base of 15.945 @ £20.03 per Band D Equivalent Dwellings, be recommended to Full Council for approval.

A vote was taken which was unanimous.

**RESOLVED: That the Proposed Precept level for 2019/2020 be £319,378.35, based on a tax base of 15.945 @ £20.03 per Band D Equivalent Dwellings, be recommended to Full Council for approval.**

(Cllr S Hardstaff arrived at 7.18pm)

At 7.21pm, Cllr M Mumford commented that, "For the purpose of the Committee Minutes, I will now hand over to Cllr S Hardstaff."

**PR 068/18 INTERNAL AUDIT AND ACTION PLAN – PART 1**

The Internal Audit and Action Plan - Part 1 was noted.

A member requested that a further report be added to the Policy and resources Committee, regarding banking issues.

It was proposed by Cllr R Hughes and seconded by Cllr P Crossman that the Internal Auditors Report for 2019 be recommended to Full Council for approval and that the Council's Action Plan be implemented.

A vote was taken which was unanimous.

**RESOLVED: That the Internal Auditors Report for 2019 be recommended to Full Council for approval and that the Council's Action Plan be implemented.**

**PR 069/18 INTERNAL AUDIT ARRANGEMENTS FOR YE 31 MARCH 2019**

Members noted the Internal Audit Arrangements for Year Ended 31 March 2019 and noted that the final Internal Audit date will be 28 March 2019.

**PR 070/18 FINANCE**

Members received the payments up to 19 December 2018 and 8 January 2019.

Members received Reconciled Bank statements from 1 April 2018 to 30 November 2018 and Cashbook up to 30 November 2018 for the Chairman of the Committee to sign and approve.

A member expressed their concerns that staffing salaries are clear to see on the reconciled statements. It was suggested that staff member names are to be redacted on all future statements.

It was proposed by Cllr L Gates and seconded by Cllr M Mumford that the list of payments up to 19 December 2018 and 8 January 2019, the Reconciled Bank statements from 1 April 2018 to 30 November 2018 and Cashbook up to 30 November 2018 and the suggestion of redacting staff members names on all future statements, be approved.

A vote was taken which was unanimous.

**RESOLVED: That the list of payments up to 19 December 2018 and 8 January 2019, the Reconciled Bank statements from 1 April 2018 to 30 November 2018 and Cashbook up to 30 November 2018 and the suggestion of redacting staff members names on all future statements, be approved.**

**PR 071/18 COMMITTEE WORK PROGRAMME**

Members noted the work programme for the Committee.

It was requested that Statutory Investments be reviewed and added to the Policy and Resources Work Programme.

**PR 072/18 DATE OF NEXT MEETING**

It was noted that the next Policy and Resources meeting would take place on Thursday 21 February 2019, in the Town Council offices, 68B High Street, Andover starting at 7pm.

The Chairman closed the meeting at 7.33pm.

Chairman

Date