



ANDOVER TOWN COUNCIL

A

Minutes of Policy & Resources Committee

Time and date

7.00pm on Thursday 10 March 2016

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P)

Cllr C Bartholomew (P) (Arrived at 7.10pm)

Cllr R Hughes (P)

Cllr R Rowles (P)

Cllr A Fitchet (A)

Cllr D Marriner (P)

Cllr B Long (P) (Ex Officio)

Cllr L Gates (A)

Cllr G McBride (A)

Cllr L Gregori (P)

Cllr V Pond (P)

Also in attendance: Cllr M Mumford (Observing)

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

Members of the Public: 0

PR114/15 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs A Fitchet, L Gates and G McBride.

PR115/15 DECLARATIONS OF INTEREST

There were no declarations of interests.

PR116/15 MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 11 February 2016.

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 11 February 2016 were agreed and signed by the Chairman as a correct record.

PR117/15 PUBLIC PARTICIPATION

There were no members of the public present.

PR118/15 EMERGENCY PLAN – EMERGENCY LIAISON OFFICER

Cllr Pond reported that a meeting had taken place with Romsey's Emergency Plan Co-ordinator. She explained that a great deal of work would need to be carried out by the Town Council before an Emergency Liaison Officer could be appointed.

It was agreed that the item would be deferred until the Working Group had further information on the Emergency Plan.

PR119/15 EXTERNAL AUDIT ARRANGEMENTS

Members received a report on the current External Audit arrangements for the Town Council to cover the year ending 31 March 2016.

Members noted that the ongoing discussions with the National Association of Local Councils were still taking place and confirmation of the new External Audit Organisation had not been confirmed.

Members noted that the advice from HALC was to remain 'Opted In' to the scheme, it would then be up to NALC to sort out the situation. HALC also advised that Council's should continue to review the situation until 2017.

Members agreed that updates, as received would be reported to the Policy and Resources Committee.

PR120/15

INTERNAL AUDIT ARRANGEMENTS FOR YEAR END 2015/2016

Members noted that IAC Limited would carry out the Town Council's Internal Audit for the Year Ending 31 March 2016 on Monday 23 May 2016.

PR121/15

SOFTWARE PROVISION – LENGTH OF CONTRACT

Members received a report on the current provision of software for the Town Council's Accounts and Allotments Services. Both are covered by one software provider.

Members noted that the two software packages were able to link together so that financial information from the Allotments package would automatically update into the Accounts package.

Members asked the Town Clerk if the software provision was adequate for the work to be completed.

The Town Clerk confirmed that it was however asked Members to consider that due to the increase in the Precept the software provision for the Accounts would need to increase to cover an annual turnover of up to £500,000 per year, not the current level of £250,000.

Members noted that there were three options for the renewal of the software provision, one for a three year contract and two for a five year contract.

Members agreed that a consistency of provision would be preferable and agreed that five year provision with an increased turnover of up to £500,000 would be the most cost effective option.

RESOLVED: That the following be approved for renewal:

AdvantEDGE Finance, Band 5, up to £500,000 pa, 5 Year Contract, annual fee - £505.00

AdvantEDGE Allotments, Band 5, unlimited plots pa, 5 Year Contract, annual fee - £290.00

10% discount for additional module

TOTAL - £766.00

PR122/15

OPERATIONS WORKING GROUP – RECOMMENDATIONS

The Operations Working Group reported back on the suggested changes to the Council and Committee Structure.

It was suggested that Policy and Resources Committee and Planning Committee remain, and two additional Committees be formed, Assets and Amenities Committee and Community Engagement Committee.

The Town Clerk suggested to Members that the Allotments Sub-Committee become a full Committee as it had a developed Budget and made its own decisions on the operations of the Allotments Service.

Members agreed that the Allotments Sub-Committee become a full Committee.

Members considered the Terms of Reference for each Committee. They noted that no change had been made to the Planning Committee as it would continue to function as it had previously.

It was noted that the Terms of Reference for the Policy and Resources Committee had been reduced and some of its duties had been moved to the other two new committees.

Members discussed whether the Committees should appoint their own Chairmen. A vote was taken to allow Committees to appoint their own Chairmen, 7 for 1 abstention

RESOLVED: That it be recommended to full Council that Committees appoint their own Chairmen.

Each of the Terms of Reference were considered carefully, Members discussing the services and duties that each committee would be responsible for.

It was proposed by Cllr Richard Rowles and seconded by Cllr Katherine Bird to extend the meeting beyond 2 hours.

RESOLVED: To extend the meeting beyond 2 hours.

The Terms of Reference for the Committees were agreed, including the Budget Heads that the Committees would be responsible for and Members agreed to refer them to full Council for approval.

RESOLVED: That the Terms of Reference for the Committees of the Town Council would be referred to full Council for approval.

PR123/15

STANDING ORDERS

Members considered the revised Standing Orders. It was noted that the observations and comments on the SO's which had been brought up at the previous meeting had been incorporated into the revision.

Cllr Hardstaff explained that he had gone through them in detail with the Town Clerk to ensure that the SO's were legally compliant and a few minor changes had been made.

The Committee considered each of the changes in detail.

It was requested that the Media Protocol which had been adopted by the Town Council early in 2015 be considered again as it may not be currently compliant. It was agreed that it would be considered at a future meeting of the Policy and Resources Committee.

Cllr R Rowles left the meeting at 9.50pm.

Some Members raised their concerns over the removal of the Standing Order which allowed for Ex-Officio Members on Committees. IT was argued that at least the Chairman of the Council should be allowed to be Ex-Officio. Other Members responded that all Members were entitled to attend any meetings and therefore would make little difference to the position of Ex-Officio.

Members continued to debate as to whether Ex-Officio should remain in the Standing Orders.

A vote was taken, to leave the Ex-Officio in the Standing Orders, 3 for, 4 against.

RESOLVED: To Remove Ex-Officio from the Standing Orders.

Members continued to debate some of the changes proposed particularly with regard to allowing the Responsible Officer to decide whether to refer a Motion, if it falls within a Committees remit, straight to that Committee.

Members agreed that it would be preferable to allow Council to make the decision about whether to remove SO's 6i and 7b.

Members agreed to recommend the amended Standing Orders to full Council for approval.

The Chairman of the Committee agreed to make the amendments to the Standing Orders and distribute them to all Members as soon as possible prior to the full Council meeting.

RESOLVED: That the amended Standing Orders be recommended to full Council for approval.

Two members stated that they did not agree with the Committees decision with regard to the Ex-Officio and would propose an amendment to full Council.

PR124/15

COMMITTEE STRUCTURE

Members considered the proposed Committee Structure including the 2 new Committees. It was noted that all Committees would report back to full Council. The Staffing Sub-Committee would report back to the Policy and Resources Committee as the Policy and Resources Committee had retained the responsibility for HR and Staff provision. The Allotments would become a full Committee and report directly to full Council.

Members asked how frequently the Committees would meet. It was agreed that they would meet on a cycle basis to fit in with the existing cycle, based around the frequency of the Policy and Resources Committee.

The Planning, Allotments Committees and Staffing Sub-Committee would continue to meet on the existing basis.

Members agreed the Committee Structure and that the committees would meet on a cycle that the Town Clerk would incorporate into the meeting diary.

A vote was taken 7 for and 1 abstention

RESOLVED: That the Committee Structure, to include the Policy & Resources Committee, Assets & amenities Committee, Community Engagement Committee, Allotments Committee and Planning Committee, with Staffing Sub-Committee reporting to the Policy and Resources Committee be recommended to full Council for approval.

PR125/15

TIMETABLE OF MEETINGS

Members considered a Timetable of meetings up to the end of December 2016. It was agreed that the Town Clerk would update it to include the new Committees to take effect after the Chairman Making Meeting in May 2016 and to recommend it to full Council for approval.

RESOLVED: That a revised Timetable of meetings to include the new Committees would be recommended to full Council for approval.

PR126/15

VIREMENT OF MONIES FROM 2015/2016 BUDGET TO 2016/2017 BUDGET

This item was deferred to the next meeting of the Committee.

PR127/15

TOWN COUNCIL INSURANCE

Members considered the Town Council's Insurance provision for 2016 and whether the Town Council should enter into a 3 year agreement for Insurance cover.

Members asked whether the Insurance was reviewed each year and whether the best cover and costs were considered.

The Town Clerk explained that the Town Council received their Insurance Cover via an Insurance Broker (WPS Insurance) and each year they reviewed the Councils Insurance, consulting the Town Clerk and provided the best Insurance Cover and costs.

Members agreed that a 3 year agreement would save the Council money and

RESOLVED: To enter into a 3 Year Insurance Cover Agreement with Insurance Broker WPS Insurance.

PR128/15

STORAGE AND ARCHIVING

This item was deferred to the next meeting of the Committee.

PR129/15

STAFFING SUB-COMMITTEE UPDATE

Cllr Hardstaff as Chairman of the Staffing Sub-Committee reported that the recruitment of the new member of staff was being carried out by Personnel Selection. 2 candidates had already been found. Dates for interviews would be agreed within the next few weeks and a further report would be brought to committee.

PR130/15 REVIEW OF POLICES

Members noted the Polices which were being reviewed. It was noted that the Staffing Sub-Committee would be reviewing the Policies, 10 at a time and report back to the Policy and Resources Committee with any amendments for recommendations to full Council.

PR131/15 ANNUAL REPORT

Members noted that the Chairman of the Committee was writing the report for the Committee to be submitted with the Annual Report at the Town Electors Meeting.

PR132/15 FINANCE

Approval of Payments

Members received an approved the Bank Reconciliation up to 29 February 2016.

Members received and approved the following payments up to 8th March 2016.

February/March 2016			
Cheque No/ BACS Ref	Supplier	Service/Product Supplied	Total (£)
124100785	Convenient Hire	Toilet provision for all Allotment Sites (February 2016)	560.98
444373142	Town Clerk	Reimbursements (February 2016) incl: office sundries, vermin control	17.78
844832137	Custom Studio	Website Hosting March 2016	35.94
712634413	Hedleys Solicitors	Documentation for the Transfer of Allotments (The Drove)	460.80
DDMain16	Mainstream Digital	Broadband 28.02.16-27.05.16	61.19
DDMain16	Mainstream Digital	Call Charges 02.02.2016-09.02.2016	13.26
305556968	Moores Cleaning	Cleaning Services 1-28 Feb 2016	130.00
623197299	Pitney Bowes	Franking Machine rental & Postage	181.94
300283	Southern Water	Mylen Road Water Supply Aug-Dec 2015	53.29
624043405	TVBC	Hire of Guildhall 25.02.2016	124.00
TOTAL PAYMENTS			5,382.64

PR133/15 COMMITTEE WORK PROGRAMME

Members noted the items on the current Work Programme

The Chairman closed the meeting at 10.15pm.

Chairman

Date