



ANDOVER TOWN COUNCIL

A

Minutes of Policy & Resources Committee

Time and date

7.00pm on Thursday 10 December 2015

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P)

Cllr C Bartholomew (A)
Hughes (P)

Cllr L Gates (P) (Arrived at 7.10pm)

Cllr L Gregori (P)

Cllr R

Cllr D Marriner (P)
(P)

Cllr G McBride (P)

Cllr V Pond (P)

Cllr R Rowles

Cllr B Long (P) (Ex Officio)

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

Members of the Public: 1

PR73/15 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr C Bartholomew.

PR74/15 DECLARATIONS OF INTEREST

There were no declarations of interests.

PR75/15 MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 22 October 2015.

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 22 October 2015 were agreed and signed by the Chairman as a correct record.

PR76/15 PUBLIC PARTICIPATION

Mr N Long

Pleased to see that there was an item on the Policy and Resources Committee regarding the Andover Levy however, wanted the Town Council to give a full report on the actions it has taken on the Levy as it is a double taxation on the people of Andover.

The Chairman responded that the Town Council was investigating further with regard to the Andover Levy and would make a report to the public as soon as details were able to be released.

PR77/15 BUSINESS PLAN WORKING GROUP REPORT

Members considered a Business Plan Report (attached to record minutes).

Members noted that several requests had been made for funding for Projects and activities during 2016/2017. Members further noted that these requests had been included in the revised Draft Budget. It was pointed out however, that the total funding required for the projects had not been included, only initial investigating start-up costs to assess whether the projects were viable.

RESOLVED:

That the Business Plan Working Group Report be received.

PR78/15 ANNUAL BUDGET

The Committee considered the Budget for 2016/2017. The Chairman explained the Budget, line by line and Members considered each Budget Line.

Members asked the Chairman whether the Town Council had sufficient Reserves. The Chairman explained that the recommended figure for Reserves was one year's operating costs. Members also considered the increased costs for funding elections and noted that if current monies continued to be budgeted for, the Town Council would not have sufficient Reserves to cover the costs for the elections in 2019.

Members noted that the Allotments Budget had increased for 2016/2017 as Health and Safety surveys had to be carried out on Trees across all seven sites and pest control had increased due to infestations of rats across several sites.

It was noted that additional monies had been included for Members requests following the Business Plan meeting. Budgets had been included for Bus Shelters which the Town Council was expecting to take over management and maintenance in 2016 and additional monies had been added to the staffing budgets to cover the cost of an additional administration officer to assist with additional services and meetings that were required.

Members also noted that the Town Council would not receive the Precept calculation until the end of December 2015.

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

RESOLVED: That the meeting be extended beyond 2 hours to allow discussion on the Budget for 2016/2017 to continue.

Therefore Members agreed to Recommend to full Council the Budget for 2016/2017, noting that the Precept Calculation would have to be agreed at the full Council meeting in January 2016 – Draft Budget attached to record minutes.

RESOLVED: That the Draft Budget for 2016/2017 be recommend to full Council on 14 January 2016.

PR79/15 PENSION PAYMENTS

Members received and noted a report on the Local Government Pension Scheme exit

payments.

Members noted that as no other Town Council employees will be permitted to join the Local Government Pension Scheme the Town Council would be exiting the scheme. However, the Local Government Pension scheme will seek to commission an actuary report with the final exit value information. This normally takes 8-12 weeks to produce and the cost of the report would be in the region of £2,500 plus VAT and would be added to the final exit value which would be payable immediately.

Members noted that the fees would be taken from the Corporate Salary Budget for 2015/2016.

PR80/15 FINANCE

Approval of Payments

Members received and approved the following payments up to 8th December 2015 and salary payments for December 2015 and January 2016.

December 2015			
Cheque No/ BACS Ref	Supplier	Service/Product Supplied	Total (£)
849364459	Town Clerk	Salary December 2015	2385.50
990102522	Elveden Farms	Christmas Tree for 2015	1422.00
300267	HM Revenue & Customs	December 2015 Tax contributions	1319.22
800055060	Office Administrator	December 2015 Salary	1447.56
300270	Blachere Illuminations	Four Year Hire Yr 1 – installation of xmas lights	4678.20
898674908	Convenient Hire	Toilet Hire – Allotments (November 2015)	560.98
375556982	Custom Studio	Website hosting and provision of emails December 2015	35.94
98747852	Grass & Grounds	Mylen Rd Allts Hedge & Tree cut, reduce from 40ft to 7ft	4752.00
114993164	Mr S Hardstaff	Arnold Baker and Knowles reference books for office	179.62
567845617	Moore's Cleaning Services	Cleaning service 1--29 th November 2015	130.00
300268	The National Allotment Society	Membership renewal January 2016	66.00
665733515	Hedleys Solicitors	Charges for advice relating to Andover Town Council	144.00
29896653	Pitney Bowes	Franking machine rental November 2015	23.94
944417435	Town Clerk	January 2016 Salary (not paid until 04.01.2016)	2335.40
420217883	Office Administrator	January 2016 Salary (not paid until 04.01.2016)	1168.40
300269	HM Revenue & Customs	January 2016 Tax Contributions	1446.61
TOTAL PAYMENTS			22,095.37

PR81/15 COMMITTEE WORK PROGRAMME

Members discussed items on the current Work Programme and that the following items be added to the work programme:

An additional meeting to be held on 7 January 2016 to include the following items:

Standing Orders Review

Press/Media Policy

External Audit provision

Standards Committee

Visitors Book

Staffing Sub-Committee update.

PR82/15 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED: To exclude members of the public and press from the meeting at Part 2, Item 11 of the agenda, due to consideration of confidential contractual matters contained within the Andover Levy

PR83/15 ANDOVER LEVY

Members were given an update on current discussions and negotiations in relation to the Andover Levy.

The Chairman closed the meeting at 9.45pm.

Chairman

Date