



# ANDOVER TOWN COUNCIL

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## Minutes of Policy & Resources Committee

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### Time and date

7.00pm on Wednesday 11 December 2013

### Place

Town Council Offices, High Street, Andover

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#### Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P)

Cllr Z Brooks (P)

Cllr D Drew (A)

Cllr K Hamilton (A)

Cllr S Hardstaff (A)

Cllr K Hughes (A)

Cllr M Kerley (A)

Cllr G McBride (A)

Cllr V Pond (P)

Cllr R Shukri (P)

Cllr S Hawke in attendance.

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

#### **PR58/13 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs Drew, Hamilton, Hardstaff, Hughes, Kerley and McBride.

#### **PR59/13 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **PR60/13 MINUTES**

It was proposed by Councillor North and seconded by Councillor Brooks and

**RESOLVED: That the Minutes of the Policy and Resources Meeting held on 30 October 2013 were agreed and signed by the Chairman as a correct record.**

#### **PR61/13 PUBLIC PARTICIPATION**

There were no members of the public present.

#### **PR62/13 ICKNIELD TRUST – FUNDING FOR FENCING**

Members considered a recommendation from the Allotments Sub-Committee regarding a contribution to the payment of fencing erected along the boundary of Vigo Road Allotment site by Icknield School and funded by the Icknield Trust.

Members noted that the Allotment Sub-Committee had recommended that a contribution of £1,500 be made for the fencing to be provided from Reserves.

Members had a debate regarding the recommendation and concluded that a contribution of £1,500 be given for the provision of the fencing, with the understanding that £750 be taken from the Allotments Budget. £750 to be taken from Reserves and paid back to Reserves, from the Allotments Budget in 2014/2015. Members also agreed that a contract be agreed between the Icknield Trust and the Town Council to establish the parties responsible for the maintenance of the fencing prior to funding being released.

Cllr Pond reminded members that in future, not only should capital costs be considered but also lifetime costs should be considered to ensure long term budgets could be considered.

**RESOLVED:**

1. That a contribution of £1,500 be given to the Icknield Trust for the provision of fencing along the Vigo Road Allotment Boundary.
2. That the funding be provided, £750 from the Allotment Budget and £750 from Reserves. The £750 from reserves to be returned to Reserves in 2014/2015 from the Allotments Budget.
3. That prior to funding being released a contract be agreed between the Icknield Trust and the Town Council to establish the parties responsible for the maintenance of the fencing.

**PR63/13 PHOTOCOPIER/PRINTING**

Members considered options for the facility of printing for the Town Council Office. Members considered costs for Outsourcing the printing, internal printing via an office printer and costs for the provision of a photocopier.

Members noted that Outsourcing the printing would cost between £800 and £4,000 dependent upon supplier, plus a printer would be required for the office at a total cost of between £890 and £920 per year. Members further noted the officer time required if printing was outsourced and that the lead-in time for the printing would be 5 days, meaning agendas would need to be produced approximately 2 weeks prior to a meeting.

Members considered that this would not be a practical or viable solution.

Therefore Members agreed that Option 2, from the report would be the most viable option for the Town Council, as outlined:

Option 2 – Supplier B

9060 colour @ 0.03850p per copy = £348.81

17540 mono @ 0.004p per copy = £70.16

£257.11 x 4 (quarterly rental) = £1,028.44

Total cost per year = £1,447.41

**RESOLVED: That Option 2 – Supplier B be commissioned to supply the Town Council Office with a photocopier at a total cost per year of £1,447.41**

**PR64/13 REVIEW OF BUSINESS PLAN**

This item was deferred to the next meeting of the Policy and Resources Committee.

**PR65/13 WEBSITE/LOGO**

Members received a brief report about introducing colour to the website, rather than the grey. Members noted that the Town Council pays a monthly fee for the hosting of the website and requested the Town Clerk to investigate whether the change of colour to the website could be included in the costs of the monthly hosting.

**PR66/13 NEIGHBOURHOOD PLAN**

Cllr Pond, from the Planning Committee explained to Members that £350 was required to pay for the cost of a Workshop with 'Action for Market Towns' to find out whether the Town Council's ideas for a Neighbourhood Plan would work and the questions that the Town Council would need to ask.

Cllr North requested that prior to the release of funds for the Neighbourhood Plan of £350 for the workshop, the Planning Committee arrange for Test Valley Borough Council to make a presentation about the Neighbourhood Plan.

Members discussed the proposals and agreed that £350 would be released from the 'Town Centre Development' Budget once the Planning Committee had received a presentation on the Neighbourhood Plan from Test Valley Borough Council.

**RESOLVED: That £350 would be released from the 'Town Centre Development' Budget once the Planning Committee had received a presentation on the Neighbourhood Plan from Test Valley Borough Council.**

**PR67/13 DRAFT BUDGET 2014/2015**

Cllr North explained to Members that the Precept Calculations had not yet been received from Test Valley Borough Council and in view of the uncertainty and effect it would have on the Town Council's Budget and Precept setting for 2014/2015 he explained to Members that there would be a further meeting of the Policy and Resources Committee, following the meeting of the Amenities and Town Development Committee on 16 January 2014 to finalise recommendations for the Town Council's Budget and Precept to full Council.

**PR68/13 SPEEDWATCH**

It was agreed that the Police would be invited to the January Council meeting to explain how they are tackling speed and traffic issues in the Andover area and the Speedwatch Scheme.

**PR69/13 TELECOMMUNICATION PROVISION**

Members received a report on reducing telecommunication costs for the Town Council Office. Members noted from the report that the proposed provider would reduce costs by up to a half.

**RESOLVED: To recommend to full Council that the Town Clerk be delegated the authority to initiate a change of telecommunication and broadband provider for the Town Council.**

**PR70/13 REG PRESLEY MEMORIAL**

The Town Clerk reported that the Heritage Foundation had requested that the unveiling of the Memorial to Mr Presley be postponed until March 2014.

The Town Clerk further reported that she was still having difficulty in contacting the owner of No.12 High Street where the Town Council wished to erect the memorial plaque.

Cllr North and Cllr Bird offered to assist the Town Clerk in chasing the owners of the building.

**PR71/13 TOWN CENTRE MANAGER**

The Chairman, Cllr North reported that he, the Chairman of the Council, Cllr McBride and Cllr Hardstaff would be meeting with Mr R Tetstall to discuss the recruitment of the Town Centre Manager.

It was proposed that Cllr S Hardstaff be elected as the Town Council’s representative on the recruitment panel.

**RESOLVED: That Cllr Hardstaff be elected as the Town Council’s representative on the Town Centre Manager recruitment panel.**

**PR72/13 LOCAL GOVERNMENT AUDIT CONSULTATION**

Members considered a Local Government Audit Consultation and agreed to delegate authority to the Town Clerk to respond on behalf of the Town Council.

**PR73/13 FINANCE**

Payment of Accounts at 10 December 2013

Members noted and approved the payment of accounts up to 10 December 2013 – recorded below:

Date	Supplier	Description of goods/services	Total Paid (£)
02.12.2013	Town Clerk	Reimbursements November 2013	90.96
06.12.2013	Town Clerk	December Salary 2013	2097.72
06.12.2013	HMRC	December 2013 Tax contributions	1115.23
17.11.2013	British Telecom	November 2013 Telephone charges	79.53
21.11.2013	Hayward & Spanswick	Testing to faulty timer on lamp column (xmas)	104.40
26.11.2013	National Allotment Soc	Membership renewal 2014	66.00
30.11.2013	Convenient Hire Limited	Toilet Hire for Allotments November 2013	560.98
01.12.2013	Custom Studio	Hosting for website and email provision	71.88
10.12.2013	Administration Assistant	December 2013 salary	861.25
<b>Total</b>			<b>5,047.95</b>

**PR74/13 COMMITTEE WORK PROGRAMME**

Members discussed items on the current work programme and made the following changes to add to the Work Programme the following items:

- 16 January 2014 – Budget
- 5 February 2014 – Website & Logo
- Business Plan
- Town Centre Manager
- Reg Presley memorial
- Neighbourhood Plan

The Chairman closed the meeting at 8.10pm.

Chairman

Date