



# ANDOVER TOWN COUNCIL

# A

## Minutes of Policy & Resources Committee

---

### Time and date

7.00pm on Wednesday 12 December 2012

### Place

Town Council Offices, High Street, Andover

---

#### Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P)

Cllr Z Brooks (P)

Cllr D Drew (P)

Cllr K Hamilton (P)

Cllr S Hardstaff (A)

Cllr K Hughes (A)

Cllr M Kerley (A)

Cllr G McBride (A)

Cllr R Shukri (P).

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

### **PR39/12 APOLOGIES FOR ABSENCE**

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

### **PR40/12 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **PR41/12 MINUTES**

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

**RESOLVED:** That the Minutes of the Policy and Resources Meeting held on 17 October 2012 were agreed and signed by the Chairman subject to correction of Minute Number PR30/12 (2) to read: "The Chairman, in his absence, read out an email from Cllr Hardstaff which made reference to the ACE Liftaway Contract. The Committee considered the current contract and agreed that, as the Town Council had agreed a contract with Allotment holders to provide the current level of service, including the provision of toilets, until the end of March 2013, it would continue with the current service contract until the end of March 2013.

The Allotment Sub-Committee would review the provision of Toilet facilities on Allotment sites prior to 1<sup>st</sup> April 2013 and review the contract provision".

**"RESOLVED: That the contract with ACE Liftaway be extended until March 2013. Officers to obtain 3 quotes for the provision of Toilets on Allotment**

**Sites to be considered by the Allotment Sub-Committee prior to March 2013. The Allotment Sub-Committee to review the provision of Toilets on Allotment Sites”.**

**PR42/12 PUBLIC PARTICIPATION**

Councillor B Long

Cllr Long informed the Committee that Test Valley Borough Council had asked the Town Council whether they would want the old Christmas Lights, as they could no longer store them.

Cllr Long asked the Committee whether there should be any extra funding set aside if the Town Council decided to take the lights. She explained that the Christmas Lights Working Group had been tasked with investigating whether taking on the Old Christmas Lights was viable. Considerations included, cost of storage, refurbishment (all would need converting to LED lights), testing (some were not functioning) and removal to storage site.

Cllr Long further confirmed that initial investigations had been made into the cost of storage but no firm figures had been confirmed.

The Chairman of the Committee confirmed that whether the Old Christmas Lights were taken on was for the Amenities and Town Development Committee to consider but there would be no further provision in the Christmas Lights Budget for extra costs of storage.

Cllr Long asked whether the Town Council budget would take into account of the recent meeting held by Test Valley Borough Council, called the Town Centre Summit, on projects to improve the town centre.

The Chairman of the Committee confirmed that the Events Budget had been increased for 2013/2014 and would cover extra projects taken on from the Town Centre Summit.

Cllr Long confirmed that she had assisted with enquiries regarding the provision of support for the Andover Farmers' Market for 2013. She reported that they had not confirmed whether they required funding.

The Chairman of the Committee commented that more people had been visiting the Andover Farmers' Market. He confirmed that Test Valley Borough Council would be contacted to investigate levels of funding required.

**PR43/12 ANNUAL BUDGET**

Draft Outline Budget

Members considered the Draft Outline Budget for the year 2013/2014. Amendments were made to the Budget with reference to clarification of notes for Members.

**RESOLVED: That the Draft Outline Budget for the year 2013/2014 be recommended to Full Council for approval.**

**PR44/12 FINANCE**

Payment of Accounts at 10 December 2012

Members noted the payment of accounts up to 10 December 2012 – recorded below:

<b>Supplier</b>	<b>Description of goods/services</b>	<b>Total Paid</b>
ACE Liftaway	Toilet services for Allotments	£425.15
Andover & District Mencap	Recycling Services	£9.75
British Telecom	Telephone and internet services	£74.74
Custom Studio Ltd	Website hosting	£35.94
DMJ Butler Country Services	Removal of tree – Vigo Rd, grass cutting, padlocks	£790.00

HM Revenue & Customs	December TAX	£971.90
Mrs M Bayes	November 2012 salary	£788.93
Miss W Coulter	December 2012 salary	£1959.49
Miss W Coulter	December Expenses	£80.88
National Allotment Society	Annual Membership fees	£66.00
Test Valley Borough Council	Guildhall Hire 22.11.2012	£42.00
	<b>TOTAL</b>	<b>£5244.78</b>

**PR45/12 WORK PROGRAMME**

Members discussed items on the current work programme and made the following changes:

To add an update report on Signage to the February meeting.

Cllr Drew reminded Members that consideration should be given to the projects from the Town Centre Summit. Members agreed that most of the Projects would be managed by the Amenities and Town Development Committee. However one of the projects was to consider Signage in and around the town. It was agreed that as the Committee had already been investigating the Town Centre signage, it would continue to manage the project of signage in the Town.

To add a Town Centre Summit update to the February meeting.

To add a Farmers' Market update to the February meeting.

To add the Town Clerk's Workflow programme and Project Plan to the February meeting.

The Chairman closed the meeting at 8.05pm.

Chairman

Date