



*Constantia Basis Virtutum*

# ANDOVER TOWN COUNCIL

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## Minutes of Policy and Resources Committee

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### Time and date

7.00pm, Thursday 13 December 2018

### Place

Town Council Offices, 68B, High Street, Andover

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#### Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

Cllr K Bird (Vice Chairman) (P)

Cllr P Crossman (A)

Cllr C Ecclestone (A)

Cllr L Gates (P)

Cllr L Gregori (P)

Cllr R Hughes (A)

Cllr M Mumford (P)

Cllr V Pond (P)

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)

#### Borough/County Councillors:

Borough and County Councillor Z Brooks

#### Also Present:

Town Councillor R Kidd

#### **PR 052/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr P Crossman.

Members received and accepted notice of Cllr C Ecclestone's resignation from the Policy and Resources Committee with immediate effect.

#### **PR 053/18 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **PR 054/18 MINUTES**

It was proposed by Cllr V Pond and seconded by Cllr K Bird that the Chairman sign as a correct record, the minutes of the Policy and Resources Committee meeting held on 1 November 2018.

A vote was taken which was unanimous.

**RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 1 November 2018 be signed, by the Chairman, as a correct record.**

**PR 055/18 PUBLIC PARTICIPATION**

Cllr Z Brooks presented an email regarding the Railway Station from the Highways Officer, for the attention of the Councillors. It was requested that it be emailed to all Councillors for information.

**PR 056/18 DRAFT BUDGET 2019/2020**

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

There were amendments:

Budget Head 'Projects' to be changed to 'Events'.

Budget Head 4000/3 to be increased by £2,000.

Budget Head 4200/1 to be reduced as per recommendations from the Staffing Sub-Committee, proposed by Cllr K Bird and seconded by Cllr V Pond.

A vote was taken, 3 for, 2 against and 2 abstentions.

The vote was carried.

**RESOLVED: That the Budget Head 4200/1 – Payroll be reduced to £174,700.**

Budget Head 4210/1 – Petty Cash be reduced to zero.

Budget Head 4210/14 be changed to 'Advertising'.

It was agreed that the Budget would be brought back to the Policy and Resources Committee on 10 January prior to final recommendation to full Council.

**PR 057/18 AIR QUALITY REPORT**

Councillor L Gates presented a report on progress with an Air Quality survey for the Town Council Offices.

Members noted that a number of actions were recommended including:

- 1) The Deputy Clerk continue to monitor working practices to ensure officers have sufficient adequate breaks with regular access to fresh air and refreshments.
- 2) Negotiations continue to ensure opening windows are installed in the two second floor offices.
- 3) Work be carried out to ensure the first floor skylights are fully and easily opened when needed. The skylights should be coated with a suitable heat/light reflective coating. The current blinds be removed and replaced if still required.
- 4) A regular program of cleaning including vacuum cleaning with HEPA filtration be implemented and recorded. Where necessary additional steam cleaning be carried out.
- 5) The cleaning program to be reviewed after six months.
- 6) Suitable house plants which have been identified as toxin absorbers be sourced for all rooms.
- 7) Suitable temperature and humidity recorders be installed in all rooms. The temperature and humidity be monitored, recorded and kept within NHS limits.
- 8) Use of dehumidifiers be kept to a minimum and noisy dehumidifiers should not be used.
- 9) The costs of items 3 – 7 should be met from the £2000 allocated to this project.

It was proposed by Cllr L Gregori and seconded by Cllr L Gates that the actions be recommended to full Council for completion.

A vote was taken which was unanimous.

**RESOLVED: That it be recommended to full Council that the following actions be carried out:**

- 1) **The Deputy Clerk continue to monitor working practices to ensure officers have sufficient adequate breaks with regular access to fresh air and refreshments.**
- 2) **Negotiations continue to ensure opening windows are installed in the two second floor offices.**
- 3) **Work be carried out to ensure the first floor skylights are fully and easily opened when needed. The skylights should be coated with a suitable heat/light reflective coating. The current blinds be removed and replaced if still required.**
- 4) **A regular program of cleaning including vacuum cleaning with HEPA filtration be implemented and recorded. Where necessary additional steam cleaning be carried out.**
- 5) **The cleaning program to be reviewed after six months.**
- 6) **Suitable house plants which have been identified as toxin absorbers be sourced for all rooms.**

- 7) Suitable temperature and humidity recorders be installed in all rooms. The temperature and humidity be monitored, recorded and kept within NHS limits.
- 8) Use of dehumidifiers be kept to a minimum and noisy dehumidifiers should not be used.
- 9) The costs of items 3 – 7 should be met from the £2000 allocated to this project.

**PR 058/18 ANALYSIS OF STAFF OVERTIME & TOIL**

Cllr Gates as Chairman of the Staffing Sub-Committee presented a report on Staffing Overtime and TOIL. The report was noted and it was agreed that the Staffing Sub-Committee would continue to monitor the Overtime and TOIL.

**PR 059/18 FINANCE**

Item withdrawn until next Policy and Resources meeting.

**PR 060/18 COMMITTEE WORK PROGRAMME**

There were no additional items added to the work programme.

**PR 061/18 DATE OF NEXT MEETING**

It was noted that the next Policy and Resources meeting would take place on Thursday 10 January 2019, in the Town Council offices, 68B High Street, Andover starting at 7pm.

The Chairman closed the meeting at 7.41pm.

Chairman

Date