



# ANDOVER TOWN COUNCIL

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*Constantia Basis Virtutum*

## Minutes of Policy and Resources Committee

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### Time and date

7.00pm, Thursday 14 June 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) (Arrived at 7.01pm)

Cllr C Ecclestone (A)

Cllr L Gates (P)

Cllr L Gregori (P)

Cllr R Hughes (P) (Arrived 7.04pm)

Cllr R Kidd (P)

Cllr M Mumford (P)

Cllr V Pond (P)

Cllr R Rowles (A)

#### Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Clerk) (taking the minutes & training)

Michelle Young (Committee & GDPR Officer) (training)

#### Members of the Public: 1

### PR 001/18 ELECTION OF CHAIRMAN

Cllr K Bird arrived at 7.01pm

Cllr M Mumford proposed and Cllr L Gates seconded the nomination of Cllr S Hardstaff as Chairman of the Policy & Resources Committee for the Municipal Year 2018/2019.

There were no other nominations.

**RESOLVED: Cllr S Hardstaff be elected as Chairman of the Policy & Resources Committee for the Municipal Year 2018/2019.**

### PR 002/18 ELECTION OF VICE CHAIRMAN

Cllr M Mumford proposed and Cllr V Pond seconded the nomination of Cllr K Bird as Vice Chairman of the Policy & Resources Committee for the Municipal Year 2018/2019.

There were no other nominations.

**RESOLVED: Cllr K Bird be elected as Vice Chairman of the Policy & Resources Committee for the Municipal Year 2018/2019.**

### PR 003/18 APOLOGIES FOR ABSENCE

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

**PR 004/18 DECLARATIONS OF INTEREST**

No declarations of interest were received.

**PR 005/18 MINUTES**

It was proposed by Cllr K Bird and seconded by Cllr M Mumford that the Chairman sign as a correct record, the minutes of the Policy and Resources Committee meeting held on 3 May 2018.

A vote was taken which was unanimous.

**RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 3 May 2018 be signed, by the Chairman, as a correct record.**

**PR 006/18 PUBLIC PARTICIPATION**

Andover Resident – Requested that a doorbell be added to the Andover Town Council Offices' entrance.

Chairman Cllr S Hardstaff noted this request in the minutes.

Cllr R Hughes arrived at 7.04pm

**PR 007/18 ACCOUNTS FOR YEAR ENDED 31 MARCH 2018**

Members received the Accounts for the Year Ended 31 March 2017.

It was proposed by Cllr K Bird and seconded by Cllr V Pond that the Accounts be recommended to full Council for approval with an explanation of the change of budget heads. A vote was taken which was unanimous.

**RESOLVED: That the Accounts for the Year Ended 31 March 2018 be recommended to full Council for approval with an explanation of change of budget heads.**

**PR 008/18 INTERNAL AUDITORS REPORT FOR YEAR ENDED 31 MARCH 2018**

The Internal Auditors report was noted and it was agreed that it should be recommended to full Council for approval.

Cllr K Bird proposed and Cllr P Crossman seconded that the Committee receive the Internal Auditors Report, approve the Council's Action Plan in response to the Internal Auditors Report for 2018 and recommend to Full Council the Internal Auditors Report and implementation of the Action Plan.

A vote was taken – 6 For and 2 Abstentions.

**RESOLVED: that the Committee receive the Internal Auditors Report, approve the Council's Action Plan in response to the Internal Auditors Report for 2018 and recommend to Full Council the Internal Auditors Report and implementation of the Action Plan.**

It was proposed by Cllr V Pond and seconded by Cllr K Bird that the Annual Internal Audit Report 2017/2018 be received and recommended to full Council.

Cllr L Gregori expressed his personal thanks to the Town Clerk for all her hard work.

A vote was taken which was unanimous

**RESOLVED: that the Annual Internal Audit Report 2017/2018 be received and recommended to full Council for approval.**

**PR 009/18 INTERNAL AUDIT REVIEW**

Cllr S Hardstaff, the Chairman reminded Members that the Town Council had reviewed and changed the internal auditor for the Year Ending 31 March 2016. The Chairman asked the Town Clerk whether she felt the Internal Auditor was being thorough and providing the Town Council with the support and information required.

The Town Clerk confirmed that she was satisfied that the internal audit was being carried out in a thorough and professional manner.

Cllr L Gregori agreed with what was said and asked how often the Town Council was required to review its Internal Audit provider.

Town Clerk responded that there are no specific regulations but best practice suggested the service of Internal Audit be reviewed every 5 years.

Cllr V Pond proposed and Cllr M Mumford seconded that members note the report with the changes that had been requested for the Budget and Headings and the process that would need to be completed over the

following financial year to ensure there was a sufficient and thorough Audit Trail. That the Town Clerk maintain a spreadsheet of the changes for Audit purposes and the Town Clerk be given authority to appoint the current Internal Auditor to the Year End 31.03.2020 to ensure continuity for the changes taking place during the next 2 years.

A vote was taken which was unanimous.

**RESOLVED: that Members note the report with the changes that have been requested for the Budget and Headings and the process that will need to be completed to ensure there is sufficient and thorough Audit Trail.**

**The Town Clerk maintain a spreadsheet of the changes for Audit purposes and be given authority to appoint the current Internal Auditor to the Year End 31.03.2020 to ensure continuity for changes taking place to the Budget Heads during the next 2 financial years.**

**PR 010/18 INTERNAL AUDIT TIMETABLE 2018/2019**

Members noted the timetable for the Internal Audit for the year ending 31 March 2019.

**PR 011/18 ANNUAL GOVERNANCE STATEMENT 2017/2018 - PREPARATION**

Town Clerk reiterated that the councillors needed to be sure that they were in agreement with all that had been ticked and approved on the Annual Governance Statement and asked if there was anything that they were unsure about, as once the statement had been signed it could not be recalled.

There were no questions.

Cllr P Crossman proposed and Cllr K Bird seconded that the Committee recommend to full Council the Annual Governance Statement for the year ended 31 March 2018

A vote was taken – 6 For and 2 Abstentions

**RESOLVED: that the Committee recommend to full Council the Annual Governance Statement for the year ended 31 March 2018.**

**PR 012/18 ACCOUNTING STATEMENTS 2017/2018 – PREPARATION**

Cllr M Mumford proposed and Cllr V Pond seconded that the Committee recommend to full Council the Accounting Statements 2017/2018.

A vote was taken that was unanimous.

**RESOLVED: that the Committee recommend to full Council the draft Accounting Statements 2017/2018.**

Members noted that the Town Council has to complete an Interim Audit as the Income/Expenditure of the Council is over £200,000 per annum.

**PR 013/18 CORPORATE RISK ASSESSMENT**

It was noted that it was expected that the External Auditors will request sight of the Risk Assessments carried out during the financial year 2018/2019.

It was noted that the Corporate Risk Assessment was a working document and would change and adapt as the year progressed.

The Town Clerk confirmed that the Committee would receive update reports with the progress of the Corporate Risk Assessment once the Committee had agreed the Risk Assessment, then the Action Plan would be viewed and approved.

Town Clerk recommended that, once agreed, a copy of the Risk Assessment would be uploaded to the Andover Town Council website.

Cllr L Gates proposed and Cllr V Pond seconded that the Committee recommend to full Council the Corporate Risk Assessment for the Year 2018/2019.

A vote was taken – 6 For and 2 Abstentions

**RESOLVED: that the Committee recommend to full Council the Corporate Risk Assessment for the Year 2018/2019.**

**PR 014/18 FINANCE**

Members received the payments up to 25 May 2018 and 12 June 2018.

It was proposed by Cllr V Pond and seconded by Cllr M Mumford that the payments be approved.

A vote was taken which was unanimous.

**RESOLVED: That the payments up to 25 May 2018 and 12 June 2018 be approved (shown below)**

<b>ANDOVER TOWN COUNCIL PAYMENTS UP TO 25 MAY 2018</b>				
<b>Bacs/Cheque No</b>	<b>Supplier</b>	<b>Budget Head</b>	<b>Goods/Supplies</b>	<b>Cost (£)</b>
688107876	AquAid South Coast	Office Maintenance	Water Cooler	£222.00
DDBESMAY2018	BES Utilities	Electricity Supply	Electricity 15Apr - 15 May 2018	£9.92
647827228	Brymore Productions	A-Fest 2018	Performance Fee	£120.00
446708199	Town Clerk	Office Equipment	Desk Fan for Allotment Officer 1	£10.00
645185117	EDF Energy	Electricity Supply	Electricity Jan - April 2018	£94.38
300388	Cllr L Gates	Office Equipment	Office Furniture + filing drawers + chairs	£50.00
300386	OWR 15A & 15B	Allotments - OWR	Returned Deposit	£100.00
75936126	Kevin Justice	Allotments - OWR	Repair of water leak plot 26	£44.79
DDMAINMay2018	Mainstream Digital	Telephone	Call charges 03.04-30.04.2018 + Maintenance	£88.32
DDMAINTNDMay2018	Mainstream Digital	ER - New Office	Phone system + networking + 4 digital lines	£4,608.00
617987149	Office Furniture	ER - New Office	Conference Tables	£502.80
299515119	Personnel Selection	Payroll	Temp worker w/c 07.05.2018	£556.56
792115094	Personnel Selection	Payroll	Temp Worker w/c 14.05.2018	£556.56
757867021	Restore Datashred	Confidential Waste	Confidential Waste disposal April 2018	£137.28
190088397	Restore Datashred	Confidential Waste	Confidential Waste disposal May 2018	£25.92
817045428	Southwest Hygiene	Office Maintenance	HT Dispenser, Hand Towels + installation	£101.28
37949276	Southwest Hygiene	Office Maintenance	Sanitary dispensers + waste transfer note	£144.00
797979590	Viking Supplies	Stationery	Envelopes, ink cartridge x 3, paper x 5 boxes	£170.28
875952628	Viking Supplies	New Equipment	Dymo machine for labelling	£78.56
965273788	Committee Officer	Stationery	Stationery including files + pins	£8.97
278156673 & 546705759	Willmont Building Services	ER - New Office	2nd floor fire exit, finishing building works as contracted	£18,279.30
Payroll	Payroll	Payroll June 2018		£12,776.74
<b>TOTAL up to 25 May 2018</b>				<b>£38,685.66</b>
<b>Payments up to 12 June 2018</b>				
4756955	Addis Locksmiths	Office Accommodation	Removal of electronic entry door system from old offices	55.00
72449691	Andover Business Computers	IT Equipment	Installation of networking and internet services, relocation of allotment officers IT equipment, 1 additional screen for Committee Officer, 1 additional laptop for Committee Officer	2,002.40
89783154	Andover Business Computers	IT Equipment	High Capacity toner for additional printer EPSOM	219.00
719780059	The Artroom	A-Fest	Services for running art activity	125.00
597503368	Business Stream	Allotments – The Drove	Water Charged Feb-May 2018	957.67
98059507	Convenient Hire	Allotments x 7 sites	Toilet hire for 7 sites	614.39

524005852	Custom Studio	Website	Website updates to be GDPR compliant	195.30
690442033	Custom Studio	Website	Website provision & provision of emails	35.94
194660054	Essential Fire Limited	Office Accommodation	Provision of fire extinguishers, service of fire alarm system, service of emergency lights, annual attendance fee to British Standard 5306.	433.50
26800602	Hampshire Association of Local Councils	Subscription Fees	Affiliation HALC, NALC Levy 2018/2019.	2,750.00
935698084	J&A Motors	Office Rent	Final office rent for 2018	2,511.55
5215491	Lightatouch Internal Audit Services	Internal Audit	Final part of internal audit for year-end 31.03.2018	175.00
954836755	M B Pest Services	Allotments x 7 pest control	Pest control across 7 allotment sites May 2018	400.00
805366297	Moore's Cleaning	Office Accommodation	Cleaning services for May 2018	141.28
DDNestMay18	Nest Pensions	Payroll	Pension costs for May 2018	402.45
270756236	Mr J O'Connor	Allotments	Removal of trees @ Vigo Road Allotment site	335.00
190514412	Office Furniture Online	Office Equipment	Screen for main office	1,291.20
316462962	Office Furniture Online	Office Equipment	Additional Office Chair	136.80
822446031	Pitney Bowes	Postage	Postage and franking machine rental	195.09
DDSAGEJUNE18	Sage	Accounts support	Sage Payroll software for June 2018	16.10
88459471	Viking Supplies	IT Equipment	2 ergonomic keyboards + mice	206.38
19678646	HMRC	Payroll	Beginning of Year Tax adjustment	898.13
<b>TOTAL up to 12 June 2018</b>				<b>14,097.18</b>

**PR 015/18 COMMITTEE WORK PROGRAMME**

Members noted the work programme for the Committee.

**PR 016/18 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Cllr R Hughes and seconded by Cllr M Mumford that the Committee pass a resolution to exclude the Press and Public from the meeting at item 16 regarding confidential minutes.

A vote was taken which was unanimous.

**RESOLVED: That the Press and Public be excluded from the meeting at item 16 due to consideration of confidential minutes.**

**CONFIDENTIAL ITEMS**

**PR 016/18 CONFIDENTIAL MINUTES**

It was proposed by Cllr S Hardstaff and seconded by Cllr L Gates that the Chairman sign as a correct record the Confidential minutes of the Policy and Resources Committee meeting held on 3 May 2018.

A vote was taken which was unanimous.

**RESOLVED: That the Confidential Minutes from the meeting held on 3 May 2018 be signed, by the Chairman, as a correct record.**

The Chairman closed the meeting at 7.55pm.

*Signed by the Chairman*

*2 August 2018*