



*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 on Thursday 18 May 2017.

### Place

Town Council Offices, 66C High Street, Andover

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#### Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

Cllr L Gregori (Vice Chairman) (P)

Cllr Katherine Bird (P)

Cllr Len Gates (P)

Cllr Robin Hughes (A)

Cllr Richard Kidd (P)

Cllr Michael Mumford (P) Cllr Veronika Pond (P)

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

Also Present: Borough and County Councillor Zilliah Brooks

#### **PR 04/17 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Robin Hughes.

#### **PR 05/17 DECLARATION OF INTEREST**

There were no declarations of interests.

#### **PR 06/17 MINUTES**

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 2 March 2017.

Proposed by Cllr. R Kidd and seconded by Cllr. L Gates. A vote was taken which was unanimous.

#### **PR 07/17 PUBLIC PARTICIPATION**

There were no members of the public present at the meeting.

#### **PR 08/17 FINANCIAL RESERVES POLICY**

Members considered a Financial Reserves Policy to recommend to full Council for adoption.

It was proposed by Cllr L Gates and seconded by Cllr M Mumford that the Financial Reserves Policy be recommended to full Council for adoption. A vote was taken which was unanimous.

**RESOLVED: That the Financial Reserves Policy be recommended to Full Council for adoption.**

#### **PR 09/17 INVESTMENT STRATEGY**

It was agreed that this item would be moved to the meeting to be held in July 2017.

**PR 10/17 OFFICES AND OPERATIONS**

Members received a report on the current situation regarding the search for alternative office premises. It was noted that suitable accommodation had been sourced and members viewed floor plans of the proposed premises that had been drawn up by Council Officers.

Members requested officers to investigate the full costs for the Business Rates.

Members further requested that the Town Clerk arrange for as many Members as possible to view the premises prior to the next full Council meeting.

It was proposed by Cllr K Bird and seconded by Cllr R Kidd that it be recommended to full Council that the Council put in an offer for the rental of alternative office premises. A vote was taken which was unanimous.

**RESOLVED: That it be recommended to full Council that an offer be placed for the rental of the office accommodation located at 68b High Street, Andover.**

**PR 11/17 POLICIES FOR RECOMMENDATION AND ADOPTION**

Members received the following policies for review and recommendation to full Council:

*Data Protection & Information Handling Policy*

Members requested that the sources for the Policies be listed on the Review documentation.

It was proposed by Cllr R Kidd and seconded by Cllr V Pond that the Data Protection & Information Handling Policy be recommended to full Council for adoption. A vote was taken which was unanimous.

**RESOLVED: That the Data Protection and Information Handling Policy be recommended to full Council for adoption.**

*Health & Safety Policy*

It was noted that Risk Assessments would be required for much of the points raised within the policy. The Town Clerk confirmed that all Officers were attending a Risk Assessment course in June.

It was suggested that Risk Assessments for the Office and working environment be carried out by an independent assessor.

It was proposed by Cllr K Bird and seconded by Cllr V Pond that the Health and Safety Policy be recommended to full Council for adoption. A vote was taken which was unanimous.

**RESOLVED: That the Health & Safety Policy be recommended to full Council for adoption.**

*Maternity Leave and Pay Policy*

Member noted that standard forms were still to be produced for this Policy and agreed that it should come back to the next meeting of Committee for approval.

*Retention of Documents Policy*

Members noted that the Data Protection Policy would feed into this policy.

Members suggested that more work needed to be done on this policy regarding 'information' and it was agreed that it would be considered again at the next meeting of committee.

**PR 12/17 PROGRAMME OF POLICY REVIEW**

Members considered the Programme of Policy review. It was suggested that an extra column be inserted to indicate the original source for the policy. Statutory dates for review would be checked and inserted.

**PR 13/17 AMENDMENT TO STANDING ORDERS**

Members noted that a written report had not yet been prepared and therefore it was agreed that this item would be deferred to the next meeting on 8 June 2017.

**PR 14/17 REVIEW OF COMMITTEE STRUCTURE**

Members noted a report on the review of the Committee Structure.

It was proposed by Cllr K Bird and seconded by Cllr M Mumford that the recommendation within the report be accepted to set up a small working group to review the Committee Structure.

A vote was taken, 6 for and 2 abstentions.

**RESOLVED: That a working group consisting of Cllrs K Bird, L Gates and S Hardstaff be set up to review the committee structure and that the Town Clerk invite the rest of the Council Members to join the group.**

**PR 15/17 MEMORANDUM OF UNDERSTANDING WITH TEST VALLEY COMMUNITY SERVICES**

Members received a copy of a Memorandum of Understanding between the Town Council and Test Valley Community Services for recommendation for adoption to full Council.

It proposed by Cllr L Gregori and seconded by Cllr K Bird to accept the Memorandum of Understanding to be recommended to full Council for adoption. A vote was taken which was unanimous.

**RESOLVED: That a Memorandum of Understanding between the Town Council and Test Valley Community Services be recommended to full Council for adoption.**

PR 16/17

**CIL MONIES**

Members received a report on the CIL Monies that the Town Council have received from Test Valley Borough Council and recommendations on how the Town Council must manage and report on the monies. Members noted that the monies were for specific purposes.

It was proposed by Cllr K Bird and seconded by Cllr R Kidd that the recommendations within the report be accepted.

**RESOLVED: That the report be noted and to recommend to full Council that the procedures and policy are adopted for the management of CIL Monies.**

PR 17/17

**FINANCE**

It was proposed by Cllr K Bird and seconded by Cllr M Mumford that the following payments were approved:

Payments up to 31 March 2017

Payments up to 30 April 2017

Payments up to 9 May 2017

A vote was taken which was 6 for and 1 abstention.

**RESOLVED: That the following payments be approved:**

Cheque No/BACS Ref	Supplier	Service/Product Supplied	Total (£)
<b>Payments up to 31 March 2017</b>			
998113114	Ace Liftaway	Skip Hire VR Allts	240.00
DDBESFebMar17	BES Commercial	Electricity for office 15.02.17-13.03.17	151.80
300358	Mr D Bolland	Grass Cutting AW Allts	6.00
397345462	Convenient Hire	Provision of Toilets on Allotment Sites	534.24
83949061	Town Clerk	Reimbursements March 2017	25.99
28752446	Custom Studio	Hosting website & emails March 2017	35.94
139819454	Edge IT Systems	Hosted Services – Finance & Allots	967.58
308287118	HALC	Training Transparency Code	54.00
736875338	Lightatouch Internal Audit	Internal Audit covering Jan-Feb 2017	165.83
DDMainFeb17	Mainstream Digital	Telephone call charges 01.02-27.02.2017	6.94
DDMainBBFeb17	Mainstream Digital	Superfast Broadband 28.02 – 27.05.2017	93.59
150967709	Pitney Bowes	Postage & Hire of franking machine	329.35
DDSAGEMar17	Sage UK Ltd	Sage One Payroll software Mar 2017	6.00
300360	Southern Water	Water charges OWR Aug 16 – Mar 17	4.89
300361	Southern Water	Water Charges TD Oct 16 – Mar 17	296.55
300362	Southern Water	Water Charges MR Aug 16 – Mar 17	359.94
45233485	Viking Supplies	Photocopier paper	43.02
578362695	Committee Officer	Reimbursements March 2017	42.88
304036794	WPS Insurance	Insurance Premium April 2017 – Mar 2018	3195.69
			<b>6560.23</b>
<b>Payments up to 30 April 2017</b>			
BACS	Committee Officer	April Salary	994.35
DDNESTApr17	Nest Pensions	Pension contributions April 2017	103.58
BACS	Allotments Officer	April Salary	1242.43
BACS	Town Clerk	April Salary	2448.81
BACS	Hampshire Pension Fund	Pension – Exit Recharge Actuary Fees	383.50
300359	HM Revenue & Customs	Tax Contributions April 2017	1537.05
117320743	Convenient Hire	Toilet provision for allotments	560.98
327674356	HALC	Annual Conference x delegates	90.00
139171322	Grass & Grounds	Grounds maintenance works allotments	2832.00
DDMainMar2017	Mainstream Digital	Telephone charges 28.02-29.03.2017	12.75
613905892	Moore's Cleaning	Cleaning Offices March 2017	135.19
538868984	TVBC	Hire of Guildhall 16 Mar & 23 Mar 2017	108.00
300363	TVCS	Hire of minibus for YC Trip to Westminster	10.00
681203782	Alto Digital	Photocopier charges 31.12 – 31.03.2017	575.28
			<b>11,033.92</b>
<b>Payments up to 9 May 2017</b>			
DDAltApr17	Alto Digital	Photocopier usage April 2017	0.00

9325033552	Business Stream	Water Supply – A W Allots	15.60
681604948	Business Stream	Water Supply – A W Allots	2.49
735233855	Convenient Hire Ltd	Toilet provision for allotments x 7	534.24
473838379	Custom Studio	Website hosting & email Provision May 17	35.94
4562343350	Grass & Grounds	Grounds Maintenance BL,CW,MR,OWR,VR	540.00
569311410	Hampshire Pension Fund	Exit & Recharge Actuary Fees May 2017	383.50
837562793	JRC Cleaning Services	Office Window Cleaning	20.00
164978998	Moore's Cleaning	Office Cleaning Services April 2017	141.28
411357684	Pitney Bowes	Franking Machine Rental April 2017	26.54
DDSageMay2017	Sage	Sage Payroll software mthly chrg May17	6.00
821584358	Test Valley Borough Council	Hire of Guildhall – 11 May 2017	54.90
300365	Test Valley Borough Council	Gambling Licence for Proms in Park 17	40.00
			1800.49
<b>TOTAL</b>			<b>19,394.64</b>

It was proposed by Cllr M Mumford and seconded by Cllr K Bird that Bank Reconciliation up to 31 March 2017 be approved. A vote was taken which was: 6 for and 1 abstention.

**RESOLVED: That the Bank Reconciliation up to 31 March 2017 be approved.**

**PR 18/17**

**COMMITTEE WORK PROGRAMME**

Members noted the work programme for the Committee and noted that the following items would be considered at the next meeting:

Maternity Policy

Data Retention Policy

Members further noted that the Investment Strategy would be considered at the meeting to be held in July.

The Chairman closed the meeting at 9.00pm.

Chairman

Date