



ANDOVER TOWN COUNCIL

Minutes of Policy & Resources Committee

Time and date

7.00pm on Thursday 19 April 2012

Place

Town Council Offices, High Street, Andover

Attendees: Cllrs Phil North (Chairman), Katherine Bird (Vice-Chairman), David Drew, Janet Evans, Karen Hamilton, Kevin Hughes, Marion Kerley and Geoff McBride.

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

PR32/11 APOLOGIES

Apologies for absence were received from Councillors Zilliah Brooks and Tony Raper.

PR33/11 DECLARATIONS OF INTEREST

Cllr M Kerley declared a personal and prejudicial interest in item 9, as she was a founder member of the CAB in Andover.

Cllr K Hamilton declared a personal and prejudicial interest in item 9, as the company she works for is providing funding to the CAB.

PR34/11 MINUTES

The Minutes of the Policy and Resources Meeting held on 23 February 2012 were agreed and signed by the Chairman as a correct record.

PR35/11 PUBLIC PARTICIPATION

There were no members of the public present that wished to make a statement.

PR36/11 YOUTH COUNCIL

As part of the implementation of the Town Council's Business Plan, Councillors McBride and Fitchet volunteered to work on the investigation and establishment of a Youth Council in Andover.

Members considered the proposals as set out in the report **attached to record minutes**.

Councillors Fitchet and McBride confirmed that at the initial stages of the research the Primary Schools in Andover would not be approached and that young people aged 16+ would not be consulted at this initial stage.

Members discussed the content of the report and it was proposed by Councillor D Drew and seconded by Councillor K Bird and

RESOLVED: That the actions included in the report (attached to record minutes) for a 'call for ideas' for a Youth Council, be approved.

PR37/11 FINANCIAL REGULATIONS REVIEW

Members noted that a requirement of Financial Regulations is that they be reviewed and amended on an annual basis. Members noted that the Financial Regulations were adopted in March 2011 and that no amendments were required.

Members reviewed the Financial Regulations and it was proposed by Councillor P North and seconded by Councillor J Evans and

RESOLVED: That the Financial Regulations were reviewed and agreed.

PR38/11 WEBSITE REVIEW

Members noted that the Town Council website was launched in March 2012. Members were requested to consider an on-going support and maintenance contract.

Members noted that as part of the day to day management and maintenance of the website the Town Clerk is able to add content such as uploading of photographs, adding meeting dates and documents such as minutes and agendas.

The Town Clerk cannot add sections or alter the primary content of the website.

Members considered a quote from the website provider for on-going support per month.

Members considered that the costs for the on-going support were too high compared to the need to develop the website.

Members agreed that the requirements of the development of the website could be provided on an ad hoc basis.

Members also suggested that the future review and development of the website should be considered by the Amenities and Town Development Committee.

The Town Clerk suggested that a quote be obtained for the development of the Allotments pages on the website.

Members further suggested that an additional quote be obtained for the hosting of the website.

It was proposed by Councillor D Drew and seconded by Councillor J Evans and

RESOLVED:

- 1. That the website hosting be paid on a monthly basis and that future development of the website be considered and paid for on an ad hoc basis.**
- 2. That future website review and development be considered by the Amenities and Town Development Committee.**
- 3. That a quote be obtained for the development of the Allotment Pages on the Website.**
- 4. That a further quote be obtained for the hosting of the website.**

PR39/11 INSURANCE REVIEW

Each year in accordance with Financial Regulations reviews the Town Council's insurance provision.

Members considered a report regarding additional insurance cover for Commercial Legal Protection.

Members noted that the Town Clerk had made enquiries about insuring the Town Council for Commercial Legal Protection Cover, which would cover the Town Council against any claim or dispute made by a member of the public, an employee or contractor. Members noted that this insurance could also be extended to include Contract Disputes and Debt Recovery.

Members considered the financial implications of extending the Town Council's insurance cover to include Commercial Legal Protection:
Town Council current renewal of existing policy - £1916.96

Additional premium for Legal Protection Cover - £530.00

Additional premium for Contract disputes and Debt Recovery - £265.00

Members considered that the costs were high to increase the Town Council's insurance cover. Therefore the Town Clerk suggested that as the Internal Audit of the Town Council would be taking place in May she ask the Internal Auditor, whether it was important for the Town Council to have the insurance cover.

RESOLVED: That the Town Clerk liaise with the Internal Auditor as to whether the Town Council should include Commercial Legal Protection Cover and Contract Disputes and Debt Recovery Cover within the Insurance Cover.

PR40/11 GRANTS POLICY

Members noted that the Town Council had received a written request from the Andover and District Citizens Advice Bureau for assistance with funding. Members noted that the request was for on-going funding, which was contrary to the Town Council's Policy on Grant Funding.

Members also considered that the Town Council Grant Funding Budget was £1,000.

It was agreed that the Town Clerk would write to the Andover and District Citizens Advice Bureau, acknowledging the great work and support that the Bureau provided to the residents of Andover but that regretfully their request does not fall within the policy of grant funding of the Town Council.

PR41/11 PREPARATION OF ACCOUNTS – YEAR ENDED 31 MARCH 2012

Members noted the following timetable for the preparation of Accounts and Annual Return for the Year Ended 31 March 2012.

Date	Action	Description
Friday 20 April 2012	Closure of Accounts	Closedown of accounts on software system and preparation of figures for Annual Return
Wednesday 16 May 2012	Internal Audit	Internal Audit and inspection, preparation of papers and reports for Annual Return
Thursday 7 June 2012	Report to P&R	Internal Auditors Report and Action Plan Accounts – Year Ended 31 March 2012
Thursday 14 June 2012	Annual Return to Full Council	Approval and signing of Annual Return for submission to External Auditor

PR42/11 FINANCE

Payment of Accounts at 19 April 2012

Members noted the payment of accounts up to 19 April 2012 – recorded below:

Date	Supplier	Total Paid
19.04.2012	ACE Liftaway – Toilet services (March) Allotments	£469.75
19.04.2012	Andover Business Computers – Networking	£214.46
19.04.2012	Mrs M Bayes – March salary	£453.60
19.04.2012	Mr Bolland – Grass cutting – Admirals Way	£10.00
19.04.2012	British Telecom – telephone services (March)	£77.58
19.04.2012	Bulpitt Print Ltd – posters and flyers Jubilee conc	£62.40
19.04.2012	Miss W Coulter – March expenses	£147.96
19.04.2012	Custom Studio – website construction (maps)	£180.00
19.04.2012	Danwood – quarterly rental photocopier	£187.54
19.04.2012	Hampshire Association of Local Councils – training	£144.00

19.04.2012	Office Furniture – Office Chair	£52.80
19.04.2012	Cllr P North - £ Coin for Jubilee prizes	£5.00
19.04.2012	SSE Contracting – Christmas Lights Infrastructure	£7906.96
19.04.2012	Test Valley Borough Council – Hire of Guildhall	£78.00
19.04.2012	Viking – office cupboard	£140.40
19.04.2012	WPS Insurance Services – 01.04.2012-31.03.2013	£1916.96
TOTAL PAYMENTS April (1) 2012		£12385.10
Date		
Supplier		
Total Paid		
19.04.2012	Miss W Coulter – April Salary	£1898.92
19.04.2012	Custom Studio – Website hosting (April 2012)	£35.94
19.04.2012	Danwood – copying charges (January-April 2012)	£409.49
19.04.2012	DMJ Butler Country Services – Allotment Maint	£842.10
19.04.2012	Edge Designs – Allotments software 17.05.12-16.05.13	£294.00
19.04.2012	Hampshire Association of Local Councils – Affiliation	£2483.00
19.04.2012	Hampshire Association of Local Councils – Training	£60.00
19.04.2012	Test Valley Borough Council – Business Rates	£2565.00
19.04.2012	Test Valley Borough Council – planning fee (Notice B)	£47.50
19.04.2012	Test Valley Borough Council – planning fee (Guildhall)	£167.50
19.04.2012	Spencer Architecture – planning drawings	£963.00
19.04.2012	Kevin Justice – repair tap at Vigo Road	£30.00
19.04.2012	Mr Bolland – Warden Fee (Admirals Way)	£20.00
19.04.2012	Mr Noyce – Warden Fee (Barlows Lane)	£20.00
19.04.2012	Mrs Malan – Warden Fee (Churchill Way)	£20.00
19.04.2012	Mr M Simpson – Warden Fee (The Drove)	£20.00
19.04.2012	Mrs J Eastman – Warden Fee (Mylen Road)	£20.00
19.04.2012	Ms C Lee – Warden Fee (Old Winton Road)	£20.00
19.04.2012	Mrs B Long – Warden Fee (Vigo Road)	£20.00
TOTAL PAYMENTS April (2) 2012		£9936.45

PR43/11 WORK PROGRAMME

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

The Website Review to be added to the Work Programme of the Amenities and Town Development Committee.

To add an item on Quality Council to the next agenda in June 2012

To add an item on Grit Bins to the next agenda in June 2012.

To add an item on signage to the next agenda in June 2012.

PR44/11 URGENT ITEMS

Under Standing Order 15xiii and the agreement of the Chairman of the Committee the Town Clerk reported on the following items.

PR45/11 GUILDHALL LIGHTING PLAQUE – PLANNING APPLICATION

The Town Clerk reported that she had taken urgent action to appoint an architect to complete the Planning Application submission for the Jubilee Lighting Plaque on the Guildhall. The Town Clerk confirmed that she had made the decision as she could not complete the application with the software on the Town Council's system and required a specialist to complete the work.

PR46/11 EXCLUSION OF THE PRESS AND PUBLIC

Due to the confidential nature of the business to be considered regarding personal information Cllr North proposed and Cllr Hamilton seconded that the Press and Public be excluded from the meeting.

PR47/11 STAFFING MATTERS

The Town Clerk reported that the Administration Assistant had been appointed by the Town Council on Tuesday 7 February 2012. A six week review was carried out on 20 March 2012, which was reported back to the Staffing Sub-Committee on Thursday 29

March 2012.

The Staffing Sub-Committee agreed that the Administration Assistant should work 18 hrs per week from 10 April to 11 May in order to cover the extra workload anticipated from the Allotment Tenant payments.

The Town Clerk informed Members that the Administration Assistant's three month appraisal was due on 8 May 2012.

The Town Clerk explained that it had been anticipated that a Staffing Committee meeting would make a recommendation to Full Council regarding the continuing employment of the Administration Assistant. However, that was unlikely to take place before 8 May 2012. Therefore the Town Clerk, as a matter of urgency requested the Policy and Resources Committee, under Standing Order 15xiii to consider extending the Administration Assistant's probationary period until the matter could be considered by full Council on 14 June 2012.

The Town Clerk went on to explain the volume of work that had been completed since the recruitment of the Administration Assistant.

Members discussed the matter and it was proposed by Councillor M Kerley and seconded by Councillor K Hamilton and

RESOLVED: That the Administration Assistant's probationary period be extended until the matter of continuing employment could be considered by Full Council at its meeting on 14 June 2012.

The Chairman closed the meeting at 9.00pm.

Chairman

Date