



ANDOVER TOWN COUNCIL

Minutes of Policy & Resources Committee

Time and date

7.00pm on Thursday 19 July 2012

Place

Town Council Offices, High Street, Andover

Attendees: Cllrs Phil North (Chairman), Katherine Bird (Vice-Chairman), Zilliah Brooks, Janet Evans, Marion Kerley, Geoff McBride and Roy Shukri.

Not present: Cllrs David Drew, Andy Fitchet, Karen Hamilton and Kevin Hughes.

Substitutes: Cllrs Chris Lynn and Veronika Pond.

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

PR01/12 Election of Chairman

It was proposed by Councillor Marion Kerley and seconded by Councillor Janet Evans that Councillor Phil North be elected Chairman of the Policy and Resources Committee for the Municipal Year 2012/2013. There were no other nominations.

Resolved: That Councillor Phil North be elected Chairman of the Policy and Resources Committee for the Municipal Year 2012/2013.

PR02/12 Election of Vice Chairman

It was proposed by Councillor Janet Evans and seconded by Councillor Marion Kerley that Councillor Katherine Bird be elected Vice Chairman of the Policy and Resources Committee for the Municipal Year 2012/2013. There were no other nominations.

Resolved: That Councillor Katherine Bird be elected Vice Chairman of the Policy and Resources Committee for the Municipal Year 2012/2013.

PR03/12 APOLOGIES

Apologies for absence were received from Councillors David Drew, Karen Hamilton and Kevin Hughes.

PR04/12 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR05/12 MINUTES

The Minutes of the Policy and Resources Meeting held on 19 April 2012 were agreed and signed by the Chairman as a correct record.

PR06/12 PUBLIC PARTICIPATION

There were no members of the public present.

PR07/12 CODE OF CONDUCT

Members noted the legal advice from the National Association of Local Councils (NALC):

“A Council must continue by resolution or revise its existing Code of Members Conduct or adopt a new Code of Members Conduct which complies with the requirements of the Localism Act 2011”.

Members considered a new Draft Code of Conduct and it was proposed by Councillor Zilliah Brooks and seconded by Councillor Geoff McBride and

Resolved: That the new Draft Code of Conduct be recommended to Full Council for adoption.

PR08/12 QUALITY COUNCIL STATUS

Members considered a report on the criteria for the Town Council to achieve Quality Council Status.

Members noted the criteria required for the Council to achieve Quality Status. They noted that the Town Clerk would be required to achieve her CiLCA qualification and noted that the Staffing Sub-Committee was proposing that the Clerk be given time during working hours to complete the CiLCA.

Members further noted that there were time requirements for the Quality Status, for example, that the Council would need to demonstrate that it had produced quarterly newsletters for a year, before Quality Status could be achieved.

Members noted that there would be additional requirements on the employees of the Council to achieve all the criteria.

It was therefore proposed by Councillor Katherine Bird and seconded by Councillor Marion Kerley and

Resolved:

- 1. To recommend to Council that Andover Town Council prepares an application for Quality Council Status**
- 2. That officers draw up an Action Plan for the work to be completed and implemented for Quality Council status to be considered at the next meeting of the Policy and Resources Committee.**
- 3. That the Policy and Resources Committee consider Budget requirements for Quality Council status at the next meeting of the Policy and Resources Committee.**

PR09/12 BEST VALUE

Members considered a report on Best Value Principles in order to comply with the Town Council's Business Plan.

Members noted that Town and Parish Councils do not have a statutory duty to undertake a Best Value review; however there is a recommended practice for Town and Parish Councils to adopt Best Value principles when reviewing or considering providing new or existing services.

Members considered that the Town Council provides the services of Allotments and Christmas Lights in Andover and has only been doing so for just over a year. Bearing this in mind, Members agreed that a Best Value review of these services should be carried out in 2014.

It was proposed by Councillor Geoff McBride and seconded by Councillor Janet Evans and

Resolved:

- a. To note the **Summary Budget report for the Year Ended 31 March 2011.**
- b. To note the **Summary Budget report for the Year Ended 31 March 2012.**
- c. To note the principles of **Best Value.**
- d. To note the time implications and issues with the implementation of a **Best Value Review as identified in the report.**
- e. To agree that the **Allotments Service and Christmas Lights would be subject to a Best Value review in 2014.**
- f. That a **Mini Best Value review be conducted on the Parish Boundary review.**

Best Value Report attached to record minutes.

PR10/12 INTERNAL AUDITORS REPORT

Members considered the report from the Internal Auditor with particular attention to the provision of safety signage in the offices.

It was noted that Fire Exit signs and a no-smoking sign were required. Members noted that the Fire Exit sign was required to be seen in dark conditions and that it would cost no more than £20. It was suggested by Members that all other signage be downloaded from the internet.

Resolved: That a Fire Exit sign be purchased at a maximum cost of £20.

PR11/12 PARISH BOUNDARIES

Members noted that Smannell Parish Council and Enham Parish Council had expressed concern about the number of new houses being built in Augusta Park within their parish boundary.

Full Council considered their request for a joint letter to Test Valley Borough Council asking that when the Parish Boundaries are next reviewed, they consider whether Augusta Park should be included in the Andover Parish.

Members considered a discussion paper regarding the parish boundaries.

Members noted that three major housing developments are due to be completed in or adjacent to Andover in the next five to ten years, Augusta Park, Picket Twenty and Picket Piece.

It was suggested that a Mini Best Value review be carried out on the implications of the developments on Andover and the inclusion of Augusta Park in Andover parish.

Resolved: That the Officers would carry out a mini Best Value review of the implications of a Parish Review for Andover Parish to be reported to the Policy and Resources Committee meeting in October 2012.

PR12/12 SIGNAGE

Members received a verbal update report from Councillor Phil North regarding the Town Centre Signage.

It was noted that the Officer that had been liaising with Councillor North had left Test Valley Borough Council.

Councillor North further informed Members that all the signage in the Town Centre had just been refurbished and it would be an ideal opportunity for the Town Council to take it over.

It was suggested that the Town Clerk contact Test Valley Borough Council to enquire whether the Town Council could take over the signage and what the implications would be.

It was proposed by Councillor Katherine Bird and seconded by Councillor Geoff McBride and

Resolved: That the Town Clerk write to Test Valley Borough Council to make enquiries as to whether the Town Council could take over the Town Centre Signage and what the implications would be.

PR13/12 FINANCE

Payment of Accounts at 19 July 2012

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

Date	Supplier	Total Paid
19.07.2012	ACE Liftaway - supply and maintenance toilets – Allotments July 2012	£461.15
19.07.2012	Blachere Illuminations – removal and storage of plaque	£897.00
19.07.2012	Miss W Coulter – July expenses	£8.58
19.07.2012	Miss W Coulter – Salary Adjustment	£36.09
19.07.2012	Custom Studio – Website hosting (July 2012)	£35.94
19.07.2012	Danwood – Photocopier rental	£187.54
19.07.2012	DMJ Butler Country Services – Allotment Maintenance	£2,482.81
19.07.2012	HM Revenue and Customs May Tax	£899.23
19.07.2012	HM Revenue and Customs June Tax	£957.66
19.07.2012	HM Revenue and Customs July Tax	£886.01
19.07.2012	Mrs B Long – Jubilee expenses	£2.24
19.07.2012	Southern Water	£53.90
19.07.2012	Viking Payments – Stationery	£96.40
	TOTAL	£7,004.53

PRI4/12 WORK PROGRAMME

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

To add an item on Quality Council Project Plan to the next agenda in September 2012

To add an item on Signage to the next agenda in September 2012.

To add an item on a mini Best Value review of the Parish Boundaries to the agenda in October 2012.

The Chairman closed the meeting at 7.45pm.

Chairman

Date