



Constantia Basis Virtutum

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ANDOVER TOWN COUNCIL

Minutes of Policy and Resources Committee

Time and date

7.00pm, Thursday 21 February 2019

Place

Town Council Offices, 68B, High Street, Andover

Details of Attendance:

Cllr S Hardstaff (Chairman) (A)

Cllr K Bird (Vice Chairman) (A)

Cllr P Crossman (P)

Cllr L Gates (P)

Cllr L Gregori (P)

Cllr R Hughes (P) (arrived at 7.05pm)

Cllr M Mumford (P)

Cllr V Pond (A)

Cllr R Rowles (A)

Officers Present:

Tor Warburton (Deputy Clerk) (Operational & Training) (Taking the minutes)

Michelle Young (Committee & GDPR Officer) (training)

Press: 1

Also Present:

Councillor Z Brooks (arrived at 7.04pm)

In the absence of Chairman Cllr S Hardstaff and Vice Chairman Cllr K Bird, it was proposed by Cllr P Crossman and seconded by Cllr L Gregori that Cllr M Mumford chair the meeting.

A vote was taken which was unanimous.

RESOLVED: That Cllr M Mumford chair the meeting.

PR 073/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs K Bird and V Pond.

Apologies were received from Cllr Rowles.

It was asked what were the reasons for Cllr Rowles' apologies. They were given as personal.

It was proposed by Cllr L Gregori and seconded by Cllr L Gates that the apologies given by Cllr R Rowles not be accepted.

A vote was taken, 3 for, 1 abstention.

RESOLVED: That the apologies given by Cllr R Rowles not be accepted.

Apologies were received from Cllr S Hardstaff via email at 10.57pm on 21 February 2019.

PR 074/18 DECLARATIONS OF INTEREST

No declarations of interest were received.

PR 075/18 MINUTES

It was proposed by Cllr L Gates and seconded by Cllr P Crossman that the Chairman sign as a correct record, the minutes of the Policy and Resources Committee meeting held on 10 January 2019.

A vote was taken which was unanimous.

RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 10 January 2019 be signed, by the Chairman, as a correct record.

PR 076/18 PUBLIC PARTICIPATION

No members of the public were present.

PR 077/18 DRAFT BUDGET 2019/2020 – FOLLOW UP REPORT

Members noted the follow up report for draft budget 2019/2020 for recommendation to Full Council.

PR 078/18 REVIEW OF STANDING ORDERS

Members reviewed the Standing Orders.

It was proposed by Cllr L Gregori and seconded by Cllr P Crossman that the Standing Orders be recommended to full Council for approval.

A vote was taken which was unanimous.

RESOLVED: That the Standing Orders be recommended to full Council for approval.

PR 079/18 REVIEW OF FINANCIAL REGULATIONS

Members reviewed the Financial Regulations.

It was proposed by Cllr L Gates and seconded by Cllr R Hughes that the Financial Regulations be recommended to full Council for approval.

A vote was taken, 3 for, 1 abstention.

RESOLVED: That the Financial Regulations be recommended to full Council for approval.

PR 080/18 REVIEW OF TERMS OF REFERENCE

Members reviewed the Terms of References.

It was agreed the only amendment required was to reduce the number of members on the Policy and Resources Committee from 12 to 8 members.

It was proposed by Cllr L Gregori and seconded by Cllr L Gates that the number of members on the Policy and Resources Committee be reduced from 12 to 8 and to recommend the amendment to full Council for approval.

A vote was taken which was unanimous.

RESOLVED: That the number of members on the Policy and Resources Committee be reduced from 12 to 8 and to recommend the amendment to full Council for approval.

It was also discussed that training for Councillors relevant to the Committee that they are to be a member of, would be appropriate.

It was proposed by Cllr P Crossman and seconded by Cllr R Hughes that the following sentence is added to each Term of Reference; "It is expected that Councillors attend appropriate training".

A vote was taken which was unanimous.

RESOLVED: That the following sentence is added to each Term of Reference; "It is expected that Councillors attend appropriate training".

PR 081/18 REVIEW OF POLICIES

Members noted the Review of Policies report.

It was proposed by Cllr L Gregori and seconded by Cllr P Crossman that the amended and updated policies be recommended to full Council for approval.

A vote was taken which was unanimous.

RESOLVED: That the amended and updated policies be recommended to full Council for approval.

PR 082/18 INSURANCE REVIEW

Members noted the Insurance Review report undertaken by the Town Clerk, which highlighted the need for additional cover against Crime and Cyber-attacks.

Members considered the inclusion of the addition of Crime and Cyber Cover and the costings to the Andover Town Councils Insurance for 2019/2020.

It was proposed by Cllr L Gregori and seconded by Cllr R Hughes that approval is given for the addition of Crime and Cyber Cover to the Andover Town Councils Insurance for 2019/2020.

A vote was taken which was unanimous.

RESOLVED: That approval is given for the addition of Crime and Cyber Cover to the Andover Town Councils Insurance for 2019/2020.

PR 083/18 INVESTMENTS UPDATE

Members noted the updated Investments report.

PR 084/18 ANNUAL REPORT

Members reviewed the Draft Annual Report prior to the Electors meeting to be held on 7 March 2019.

It was proposed by Cllr P Crossman and seconded by Cllr L Gates that the Draft Annual Report be recommended to full Council for approval.

A vote was taken which was unanimous.

RESOLVED: That the Draft Annual Report be recommended to full Council for approval.

PR 085/18 CORPORATE RISK ASSESSMENT

Members noted and reviewed the Corporate Risk Assessment report.

The Deputy Clerk explained the layout in comparison to 2017/2018 report.

The ongoing Corporate Risk assessment and action plan were noted. It was noted that Officers were updating the Corporate Risk Assessment throughout the year.

It was noted that a new Corporate Risk Assessment for 2019/2020 would be presented later during 2019.

PR 086/18 VIREMENT OF BUDGETS

Members considered the Virement of Budgets report.

It was proposed by Cllr L Gregori and seconded by Cllr P Crossman that the Virement of Budgets report be recommended to full Council for approval.

A vote was taken which was unanimous.

RESOLVED: That the Virement of Budgets report be recommended to full Council for approval.

PR 087/18 FINANCE

Members received the payments up to 14 February 2019, Reconciled Bank Statements from 1 December 2018 to 31 January 2019 and Cashbook up to 31 January 2019.

It was proposed by Cllr M Mumford and seconded by Cllr L Gregori that the payments up to 14 February 2019, Reconciled Bank Statements from 1 December 2018 to 31 January 2019 and Cashbook up to 31 January 2019 be approved.

A vote was taken which was unanimous.

RESOLVED: That the payments up to 14 February 2019, Reconciled Bank Statements from 1 December 2018 to 31 January 2019 and Cashbook up to 31 January 2019 be approved.

ANDOVER TOWN COUNCIL PAYMENTS UP TO 14 February 2019				
Bacs/Cheque No	Supplier	Budget Head	Goods/Supplies	Cost (£)
367046636	AB Computers and Planet PC	4000	Laptop, screen, keyboard, mouse, networking and set-up	1314.35
499950396	Blachere Illuminations	4700/2	Storage of Christmas Lights 2018	2458.80
24447800	Blachere Illuminations	4700/2	Removal of Christmas Lights 2019	2094.66
293791690	Business Stream	4500/1/3/3	Water Supply Churchill Way Allots Oct 18-Jan19	94.99
612499831	Convenient Hire Limited	4500/1	Supply of toilets to 7 allotment sites January 2019	614.39
653489936	Custom Studio Ltd	4000/6/2	Provision of website & emails February 2019	35.94
DDMAINJan12019	Mainstream Digital	4210	Telephone handset x 1 & postage & packing	117.59
DDMAINJan22019	Mainstream Digital	4210/7	Fraud protection for mainline	4.78
890481437	Grass and Grounds	4500/1	Allotment maintenance on VR, strim & cover, removal of glass	228.00
DDMAINJAN32019	Mainstream Digital	4210/7	Fraud protection & call charges 02.01.2019-30.01.2019	36.73
320268508	Grass and Grounds	4500/1	Grounds maintenance – grass cutting & hedge trim x 6 allotment sites	1110.00
48949404	M B Pest Services		Pest control x 7 allotment sites January 2019	400.00
947451425	Moore's Cleaning Services Ltd	4210/15	Office cleaning services January 2019	282.47
616217713	Pitney Bowes	4210/10	Franking machine rental January 2019	19.15

58248792	Restore Datashred	4210/17	Confidential waste removal January 2019	51.84
DDSAGEFEB19	Sage UK Limited	4000/1	Rental of Payroll software February 2019	13.20
			Confidential	432.50
TOTAL up to 14 February 2019				9309.39

PR 082/18 COMMITTEE WORK PROGRAMME

To consider adding training for new Councillors at next meeting.

PR 083/18 DATE OF NEXT MEETING

It was noted that the next Policy and Resources meeting would take place on Thursday 13 June 2019, in the Town Council offices, 68B High Street, Andover starting at 7pm.

The Chairman closed the meeting at 7.55pm.

Chairman

Date