



ANDOVER TOWN COUNCIL

A

Minutes of Policy & Resources Committee

Time and date

7.00pm on Thursday 21 April 2016

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P) (Arrived at 7.09pm)

Cllr A Fitchet (P) (Arrived at 7.50pm) Cllr L Gates (P)

Cllr L Gregori (P)

Cllr R Hughes (A)

Cllr D Marriner (P)

Cllr G McBride (P) (Left at 7.40pm)

Cllr M Mumford (P) (Left at 8.20pm)

Cllr V Pond (P)

Cllr R Rowles (A)

Other Councillors Present:

County and Borough Councillor Z Brooks

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

Members of the Public: 1

PR134/15 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs R Hughes and R Rowles. It was noted that Cllr A Fitchet would be arriving late.

PR135/15 DECLARATIONS OF INTEREST

There were no declarations of interests.

PR136/15 MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 10 March 2016.

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 10 March 2016 were agreed and signed by the Chairman as a correct record.

PR137/15 PUBLIC PARTICIPATION

Mr R Kidd – Andover Resident

With regard to the Refugee Crisis item on the agenda. How many families are expected to come to Test Valley or Andover? There are a number of people in Andover who would have concerns over the refugees coming into the town. I am not against them coming to Andover but I would like to know how many are expected.

Cllr L Gates answered the question; 2 families per year are expected for the next 5 years. The talk that has been arranged will help to answer any questions that the people of Andover may have about the refugees coming here.

Cllr Z Brooks also confirmed that Test Valley Borough Council were waiting to hear from Central Government how the refugee crisis would be dealt with and actions taken forward.

PR138/15

REFUGEES

Members were asked to consider the following Motion from Cllr Gates:

“Last year the council passed a resolution asking Test Valley Borough Council and Hampshire County Council to support refugees. Subsequent to that Cllr Jan Lovell and Cllr L Gates have been discussing further moves to promote understanding of the refugee crisis and support those refugees.

Discussions have taken place with Rev Andrew Ashdown (once rector of Knight's Enham and now special envoy for the bishop of Winchester) who has extensive experience of working with refugees across the Middle East. Andrew has agreed to come and give a talk to the people of Andover on his experiences.

Would Andover Town Council formally support this perhaps by helping organising the meeting which would most likely be held late April or May in either the Guild Hall or Rendezvous and jointly chaired Cllr L Gates and Cllr J Lovell or providing financial support”.

Cllr Gates spoke to his motion – there have been a number of discussions and Reverend Andrew Ashdown has offered to hold a public meeting. The meeting will address many of the questions raised by the public. Would the Town Council be able to support the meeting in some way?

Members discussed the Motion and agreed that it was a very good initiative and that the Town Council would support the meeting. It was agreed that the Town Council would promote the meeting and that the Town Clerk would contact the local PCSO to inform them that the meeting was taking place.

RESOLVED: That the Town Council would support the meeting regarding Refugees in Andover, it would publicise the event and the Town Clerk would contact the local PCSO to inform them that the public meeting was taking place.

PR139/15

RESIGNATION OF MEMBER

Members noted that Cllr C Bartholomew had resigned from the Committee.

PR140/15

EXTERNAL AUDIT ARRANGEMENTS

It was noted that the Hampshire Association of Local councils was recommending that all Town and Parish Councils stay in the National Association of Local Councils External Audit Scheme. Currently there is no practical alternative and the National Association of Local Councils will take responsibility for the scheme.

PR141/15

ANDOVER CHALLENGES PROGRAMME

Members were asked to consider a proposal for the Andover Challenges Programme.

Cllr G McBride spoke to the item; in November 2015, the Town Council considered and agreed to include in the Budget monies to facilitate and Andover Challenges Programme. The project will look at challenges faced in Andover and award monies to organisations who put forward a proposal to tackle those challenges.

Members discussed the proposal and asked whether there were any other organisations that ran schemes like this. There is a Global Challenges Group that runs this kind of scheme.

Members noted that the scheme would cover all age groups.

It was further noted that there would be 5 Town Council members on the panel with specialists to be brought in. The monies given would be given as a grant to the winning organisation.

The Andover Challenges Programme would make a recommendation to the Community Engagement Committee for approval of the organisation chosen and the grant monies to be released.

It was requested by Members that the Terms of Reference for the Andover Challenges Programme include the items discussed and be brought back to the next meeting of the Policy and Resources Committee.

It was proposed by Cllr G McBride and seconded by Cllr S Hardstaff

RESOLVED: That the Andover Challenges Programme Terms of Reference include details regarding reporting and approval of monies, to be considered at the next meeting of the Policy and Resources Committee.

PR142/15

FIRE SAFETY IN THE TOWN COUNCIL OFFICE

Members considered a report on Fire Safety in the Town Council Office. It was noted that the Fire Alarm System was a joint system which covered the whole building. It was further noted that the current

tenancy agreement stated that joint facilities were the responsibility of the landlord, however the landlord could charge the Town Council 50% of the costs.

It was agreed that the Fire Safety Risk Assessment for the Office should be carried out but that the Town Clerk should inform the Landlord that they were responsible for the fire alarm system.

RESOLVED: That the Town Clerk would ensure that the Fire Safety Risk Assessment for the Town Council Office was carried out and that the Landlord be contacted to confirm they were responsible for the Fire Alarm System but that the Town Council would expect to pay for 50% of the costs.

PR143/15

SOUND SYSTEM FOR OFFICE AND COUNCIL MEETINGS

Members noted that a small desk Hearing Loop had been ordered for the Town Council Office reception. Members were asked to consider a Sound System for Town Council meetings in the office. Members considered a report on the available sound systems that provided hearing loops for meetings.

Members noted that there was an integral hearing loop system at the Guildhall and Rendezvous which was used by the Town Council. However the Town Council Offices required the installation of a Hearing loop to be equality compliant.

Members noted that the Hearing Loop included in the report was portable and could be used anywhere at any meeting. This would provide the Town Council with flexibility for its use.

Concern was raised over the cost of the system, but it was agreed that the equipment was required for the Council to be equality compliant.

A vote was taken with one abstention.

RESOLVED: That the Town Clerk purchase a Portable Hearing Loop for the Town Council Office at a cost of £1,374.16 ex VAT to be taken from Budget Heads 4210/15 and 4210/16.

PR144/15

CORPORATE RISK ASSESSMENT

Members were asked to consider and approve the Corporate Risk Assessment for the Town Council.

Members discussed the Corporate Risk Assessment. Members asked that the Town Clerk ensure that as tasks were carried out that the Risk Assessment be updated, thus reducing the risk.

Members asked the Town Clerk to update the Risk Assessment to include the cost to the Council of untidy Allotment Plots.

RESOLVED: That the Corporate Risk Assessment for the Town Council for 2015/2016 be approved (Risk Assessment attached to record minutes).

PR145/15

YOUTH COUNCIL CHAMPION AND SECRETARY

Members were asked to recommend to full Council the appointment of a Youth Council Champion and to approve a secretary to assist the Youth Council with basic administration. Members received a full report.

Cllr McBride explained that the Youth Council had been trying for over 2 years to recruit a volunteer to be the secretary with no success.

Members noted that the request was for the new Committee Officer to provide the secretarial support. Members considered the costs included within the report for the Committee Officer to provide the support.

Members questioned whether the support could be provided within 1.5hrs a week. It was agreed that there would be busy periods and quieter periods, for instance, during the summer months there were no meetings as the young people were on holiday.

Members agreed that as the Youth Council was regarded as a Statutory Local Government Body, its administration should also be professional and the young people be taught how to provide that professionalism.

It was agreed that the Committee Officer would provide the support but that time sheets would be kept and monitored. The work and time would be reviewed in 6 months and the cost of the support should be no greater than £1,000 per annum.

RESOLVED: That the Committee Officer provide secretarial support to the Youth Council for 1.5hrs per week, to be monitored and reviewed in 6 months at a cost of no more than £1,000 per annum.

Members considered the appointment of a Youth Council Champion.

Cllr McBride explained that as the activities of the Youth Council increased it was essential that there be a Town Councillor to support and champion the actions of the Youth Council. The Youth Council was working towards a 'Youth Parliament' model and the Youth Councillors would be voted on. Cllr McBride

was prepared to be the Youth Council Champion in the first year, but then the Youth Councillors would vote on which Town Councillor they would like as their Youth Council Champion.

Members discussed the appointment of a Youth Council Champion and agreed that the Town Council should provide the support to the Youth Council.

RESOLVED: To recommend to Full Council the appointment of a Youth Council Champion for the Municipal Year 2016/2017.

PR146/15

STORAGE AND ARCHIVING

Members were asked to consider the storage and archiving of Council documents.

Members noted the list of requirements with regard to retaining documents.

Members considered whether it would be more cost effective to scan all the documents, however, it was agreed that someone with some experience of town council business would be needed and this would potentially not be cost effective.

It was suggested that the Town Council documents be stored in the Storage Shed that the Allotment Committee would be considering at their next meeting.

Members also requested that the Town Clerk investigate whether any of the storage companies quoted in the report would provide a long term storage deal.

It was agreed that the Town Clerk would bring the item back to a future meeting.

PR147/15

FINANCE

Approval of Payments

Members received and approved the Bank Reconciliation up to 31 March 2016.

Members received and approved the following payments up to 19 April 2016.

April 2016			
Cheque No/ BACS Ref	Supplier	Service/Product Supplied	Total (£)
700764737	Convenient Hire Limited	Allotments Toilet Provision April 2016	614.39
300292	Southern Water	Water Charges for VR Allts	248.02
300291	Southern Water	Water Charges for AW Allts	36.31
300290	Southern Water	Water Charges for CW Allts	65.97
894741856	Custom Studio Ltd	Website hosting and provision of emails April 2016	35.94
37514566	HALC	Affiliation Fees for 2016/2017	1,000.00
382329479	HALC	NALC Levy for 2016/2017	1,750.00
300288	Blachere Illuminations Ltd	Four Year Hire – Year Two 2016	2,741.76
28851290	Pitney Bowes	Franking machine rental for March 2016	23.94
122658745	Kevin Justice	Turning on Water for 2016 for Allotments	240.00
185346005	WPS Insurance	Insurance Premium for 2016/2017	3047.38
573077767	Test Valley Borough Council	Expenses contrib to Andover Town Centre Manager April 15-Mar 16	475.20
248058412	Test Valley Borough Council	Booking of Rendezvous for Cllr Training 7 th & 28 th April 2016	108.00
134998192	HALC	Training for Cllrs – Chairing Skills	108.00
205451123	HALC	Training for Cllrs – Basic Planning	42.00
DBESApr16	BES Commercial	Electricity Provision for 15.03.2016-15.04.2016	137.89
692716506	Viking Supplies	Stationery & office equipment incl. paper, desk lamps, monitor riser and hole punch	123.42
300289	Mr Johnn	Deposit return for Allotment 1b Mylen Road	50.00
991206817	South East Employers	Subscription for 2016/2017	236.40
210180993	Town Clerk	Reimbursements for April 2016	19.62
135267649	Allotment Officer	Reimbursements for April 2016	20.34
872638031	Allotment Officer	May 2016 Salary	976.64
588889076	Town Clerk	May 2016 Salary	1757.90
300287	HM Revenue & Customs	Tax Contributions	2531.37
692716506	Viking Supplies	Stationery an office equipment including paper, coat stand, pencil sharpeners, and paper stand	125.76
DDMainMar 16	Mainstream Digital	Telephone call charges 01.03.2016-31.03.2016	11.69
447221050	Moore's Cleaning	Cleaning in office for March 2016	130.00
TOTAL PAYMENTS			16,657.94

PR148/15 COMMITTEE WORK PROGRAMME

Members noted the items on the current Work Programme and requested that the following items be included on the Work Programme

Neighbourhood Plan funding – to be considered at the meeting on 9 June 2016

Media Protocol – to be considered at the meeting on 9 June 2016

Financial Regulations – to be consider at the meeting on 9 June 2016

The Chairman closed the meeting at 8.33pm.

Chairman

Date