



# ANDOVER TOWN COUNCIL

## Minutes of Policy & Resources Committee

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### Time and date

7.00pm on Wednesday 26 September 2012

### Place

Town Council Offices, High Street, Andover

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#### Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P)

Cllr Z Brooks (P)

Cllr D Drew (P)

Cllr K Hamilton (P)

Cllr S Hardstaff (P)

Cllr K Hughes (P)

Cllr M Kerley (A)

Cllr G McBride (P)

Cllr R Shukri (P).

Cllr A Fitchet (-).

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

### **PR15/12 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr M Kerley.

The Chairman announced to Members that Cllr J Evans had resigned from the Committee and he wished to pass on his thanks for all her hard work.

### **PR16/12 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **PR17/12 MINUTES**

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

### **PR18/12 PUBLIC PARTICIPATION**

There were no members of the public present.

### **PR19/12 QUALITY COUNCIL STATUS – PROJECT**

Members received a report on the Quality Council Status Scheme which had been requested at the previous meeting. Members noted that the Scheme would take up around a third of the Town Clerk's administration time to deliver.

It was suggested that the completion date should be set for mid 2014.

Members requested that the Town Clerk produce a Project Plan to include the Work Flow programme for the Town Council for the next 18 months to the next meeting of the Policy and Resources Committee.

Members requested that the Project Plan and Work Flow Programme illustrate the hours worked already and the extra hours that would be required.

The Chairman also reported that the Quality Council Status was being reviewed by the National Association of Local Councils the Associations of Local Councils. The purpose of the review was to focus on Member development and incorporate the new Code of Conduct. Until the review had been completed, all applications for the Quality Status would be on hold.

**RESOLVED:**

- a. **That a Project Plan and Workflow Programme be considered at the October 2012 meeting to consider the extra hours required to complete the Quality Council Status.**
- b. **That the completion date for the Quality Council Status Application be set for mid 2014.**

**PR20/12 PARISH BOUNDARIES**

Members received a brief report on the Mini Best Value Report on the Parish Boundaries that had been requested at the previous meeting of the Committee. Members further noted that Smannell Parish Council had requested an indication of Andover Town Council's intention with regard to their original proposal.

Members agreed that a letter be written to Smannell Parish Council to confirm Andover Town Council's view that if the residents of Augusta Park felt that they were part of Andover, the Town Council would have no objection to Augusta Park being included within the Parish of Andover. It was agreed that the Town Clerk would draft a letter to be confirmed by the Chairman of the Council and Policy and Resources.

It was further agreed that the Town Clerk would submit a short written report on the implications of the Augusta Park being included in the Andover Parish to be attached to the next agenda.

**RESOLVED:**

1. **That a letter be written to Smannell Parish Council confirming the Town Council's position that, if the residents of Augusta Park wished to be included in Andover, the Town Council would have no objections to Augusta Park being included in the Parish of Andover.**
2. **The Town Clerk to submit a short report to the next P&R meeting on the implications of Augusta Park being included in the Andover Parish.**

**PR21/12 PUBLIC PARTICIPATION REVIEW**

Members considered a report on Public Participation and noted that in order to allow greater public participation in Meetings, the agendas be amended slightly. Members agreed the revised wording for the agendas.

Members further considered a proposal from Councillor B Long to consider whether the Town Council should hold forum style meetings, based on the model of Romsey Town Council.

Members agreed that the Chairman and Vice Chairman of the Town Council would attend a Forum Meeting at Romsey to assess how the meeting was managed. It was agreed in principle that the Town Council would have Forum style meetings but that rules would need to be considered about how to manage the meetings and in what

format.

It was agreed that the Town Clerk would bring a 'Communications Policy' to the next meeting of P&R to be considered in the context of how the Town Council responded to the public.

Councillor Z Brooks left the meeting at 8.00pm.

**RESOLVED:**

1. That in principle the Town Council could hold Forum Style meetings, however further work was required on the management of the meetings.
2. The Chairman and Vice Chairman of the Council would attend a Forum meeting at Romsey to assess how it was run and managed.
3. The Town Clerk would prepare and submit a Communications Policy to the next P&R meeting.

**PR22/12 FINANCE SOFTWARE PACKAGE**

Members were asked to consider and approve the purchase of a new software system for the better management of the Town Council's accounts. The Town Clerk explained to Members that there were very few software packages that were compliant with the rules and regulations for the production and management of Parish and Town Council accounts.

Members approved the purchase of the new accounts system, having taken into account the report.

**RESOLVED: That the Town Clerk purchase the AdvantEdge Finance Software with immediate effect.**

**PR23/12 GRIT BINS**

Members received an update report on the current situation regarding distribution of grit bins in the Andover Area.

Members noted that grit bins had been located in the following locations:

Olaf Close – at entrance to parking area o/s no's 16-21
Andeferas Road, Saxon Fields Area
Ferndale Road (at junction of Silver Birch Road)
St Birsten Gardens on Rosewood Gardens near Anton Lakes
Cole Close
Kiel Drive
St Ann's Close
Jutland Crescent
Burkal Drive (at side of no 8 Jutland Crescent)
Ashlawn Gardens
Mead Road (on the corner o/s no 13)
Wolversdene Road (o/s no 23)
Admirals Way (x3 on corner o/s no 12, on corner o/s 1 Drake Court & on bend by Queen Charlotte PH)
Corruna Main (at junction of Valencia Way)
Colenzo Drive (at entrance to parking area o/s no's 59-73)

**PR24/12 FINANCE**

Payment of Accounts at 24 September 2012

Members noted the payment of accounts up to 24 September 2012 – recorded below:

Supplier	Description of goods/services	Total Paid
Baxter Confidential	Removal of confidential waste	£78.00

Mrs M Bayes	September Salary	£736.74
Mrs M Bayes	Expenses	£1.10
Mr D Bolland	Grass cutting Admirals Way allotment	£10.00
British Telecom (DD)	September telephone & internet charges	£75.75
Miss W Coulter	October Salary	£1,959.49
Miss W Coulter	September Expenses	£96.38
Custom Studio	Website - Allotment subsection additions	£585.00
First Clean Services	Window cleaning 28.08.2012	£18.00
Hampshire A of LC	Councillor Planning Training	£36.00
Hampshire Farmers Market	Hire of stalls for charity day	£480.00
HMRC	September/October Tax contributions	£936.69
Mrs B Long	Painting competition - picture frame	£7.28
Southern Water	Water supply - Churchill Way Allotments	£39.21
Southern Water	Water supply - Admirals Way Allotments	£5.86
Test Valley Borough Council	Hire of Guildhall 06.09.2012	£28.00
Viking Payments	Stationery	£49.66
Viking Payments	Stationery	£78.37
<b>Total Payments September 2012</b>		<b>£5,221.53</b>

#### **PR25/12 WORK PROGRAMME**

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

To add a short report on Parish Boundaries to the next agenda in October 2012

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

To add an item on a Council Communication Strategy to the next agenda in October 2012.

To add an item on the project plan to the next agenda in October 2012.

To add an item on the implications of the Town Council providing monetary assistance to the Farmers' Market.

The Chairman closed the meeting at 8.35pm.

Chairman

Date