



Minutes of Policy & Resources Committee

Time and date

7.00pm on Thursday 30 October 2014

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

Cllr K Bird (Vice-Chairman) (A)

Cllr Z Brooks (P)

Cllr D Drew (P)

Cllr K Hamilton (A)

Cllr K Hughes (A)

Cllr M Kerley (A)

Cllr G McBride (P)

Cllr P North (P)

Cllr V Pond (P)

Cllr R Shukri (A)

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

PR32/14 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors Katherine Bird, Karen Hamilton, Kevin Hughes, Marion Kerley and Roy Shukri. Councillors McBride and North arrived at 7.20pm.

PR33/14 DECLARATIONS OF INTEREST

There were no declarations of interests.

PR34/14 MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 6 August 2014.

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 6 August 2014 were agreed and signed by the Chairman as a correct record.

PR35/14 PUBLIC PARTICIPATION

There were no members of the public present.

PR36/14 CORPORATE RISK ASSESSMENT

Members noted that the Council has a duty under its responsibilities for Corporate Governance to undertake an annual Corporate Risk Assessment.

Members considered the Risk Assessment Action Plan.

RESOLVED: That the Risk Assessment Action Plan be recommended to Full Council for approval.

PR37/14 EXTERNAL AUDIT

Members received the Audited Annual Return.

RESOLVED: That the Audited Annual Return be submitted to full Council for the year ended 31 March 2014.

PR38/14 ANNUAL BUDGET FOR 2015/2016

Members considered the draft outline budget for 2015/2016. Several cost saving amendments were made to the budget and the Town Clerk was requested to revise the budget for recommendation to full Council on 19 November 2014.

RESOLVED: That amendments be made to the Draft Budget for 2015/2016 to recommend to full Council on 19 November 2014.

PR39/14 TIMETABLE OF MEETINGS FOR 2015

Members considered the meeting dates for 2015. It was suggested that the Annual Council meeting date be moved forward to the second week in May 2015.

The meeting dates were agreed and recommended to full Council for approval.

RESOLVED: to recommend the amended meeting dates for 2015 to full Council for approval.

PR40/14 CHANGES TO FEES

This item was not required as there were no changes to fees.

PR41/14 MANDATORY DATA PUBLICATION REQUIREMENTS

Members received a report from the National Association of Local Council on the requirements for Mandatory Data Publication. It was noted that currently the Town Council would not be required to comply with the requirements as the Annual Budget was less than £200,000. However, the Town Clerk suggested that the Town Council should start putting into practice the requirements as they may be required to do so in the future.

It was agreed that the Town Clerk would consider the requirements in greater detail and bring a report back to the Committee in the new year 2015.

PR42/14 MEDIA RELATIONS

Members received a report from Cllr V Pond on Media Relations for the Town Council. Cllr Pond suggested that the Town Council did not promote itself enough and suggested several ways in which the Town Council could be promoted.

Members discussed Cllr Pond's ideas and agreed that Cllr Pond would write a Press Release for the points of interest that she had raised.

It was further agreed that Cllr Hardstaff would inform Cllr Pond when the annual competition was taking place at Old Winton Road Allotments so that photographs could be taken and an article written.

PR43/14 BROWN TOURIST SIGNS ON A303

Members received and considered a short report from Test Valley Borough Council regarding brown tourism signs on the A303. Members agreed that the Town Council would

support the application by Test Valley Borough Council to place Brown Tourism Signs on the A303.

PR44/14 FINANCE

Payment of Accounts up to 28 October 2014

Members noted and approved the payment of accounts up to 28 October 2014 – recorded below (to comply with Internal Audit, all payments up to 28 October 2014 are listed below):

September 2014			
Cheque No	Supplier	Service/Product Supplied	Total (£)
300001	Andover Business Computers	Set up printer for Town Centre Manager	69.99
300002	Allotments Administrator	September 2014 Salary	975.59
300003	Blachere Illuminations	Repair to damaged Christmas lights	372.00
300004	Conveneith Hire	Provision of toilets for allots July '14	614.39
300005	Convenient Hire	Provision of toilets for allots Aug '14	570.58
300006	Town Clerk	September 2014 Salary	2478.22
300007	Custom Studio	Set of new emails for allot wardens	67.50
300008	Custom Studio	Hosting of website and emails	35.94
300009	Hedleys Solicitors	Allotment Advice	165.60
300010	Hedleys Solicitors	Renewal of Office lease	220.80
300020	H M Revenue & Customs	September 2014 Tax	969.48
300011	Hampshire Pension Fund	September Pension Contribution AA	209.82
DD Main	Mainstream Digital	Quarterly line Rental & Call charges	51.87
DD Main 2	Mainstream Digital	Call charges 05.08.14-29.08.14	17.17
300012	Moores Cleaning Services	Cleaning for 1 wk August	30.00
300013	Moores Cleaning Services	Cleaning services 2-31 August 14	130.00
300019	Pitney Bowes	Postal charges and hire of franking machine	380.78
300014	Newsquest	Allotment advertisement	63.72
DD	N Power	Electricity Supply for Council Office	278.29
300015	Southern Water	OWR allotment water supply	159.09
300016	Southern Water	BL allotment water supply	92.54
300017	Southern Water	MR Allotment water supply	608.68
300018	Test Valley Borough Council	Town Centre Manager	9300.00
300021	Celexon	Projector for Town Council and Local Plan	471.36
300022	Town Clerk	September 2014 Reimbursements	141.54
300023	Alto Digital	Photocopier usage	217.10
Total Payments for September 2014			18692.05
October 2014			
Cheque No	Supplier	Service/Product Supplied	Total (£)
300024	Allotment Administrator	October 2014 Salary	853.61
300025	BDO Stoy Hayward	External Audit Fees 2013/2014	480.00
300027	Town Clerk	October 2014 Salary	2170.32
300029	Hedleys Solicitors	Renewal of Office Lease (2)	276.00
300030	H M Revenue & Customs	October 2014 Tax	1243.05
300031	Southern Water	TD allotment Water supply	1211.28
300032	Southern Water	VR allotment water supply	130.35
300033	Southern Water	AW allotment water supply	44.66
300034	Southern Water	CW allotment water supply	57.19
300035	Test Valley Borough Council	Hire of Guildhall	58.00
300036	Hampshire Pension Fund	Pension contribution for AA	181.46
300061	Ace Liftaway	Skip Hire – VR Allotment	232.80

300038	Andover Business Computers	Set up new laptop on network & transfer data	189.95
300039	Baxter Confidential	Confidential waste recycling	78.00
300040	Custom Studio Ltd	Website and email hosting	35.94
300041	Convenient Hire Ltd	Toilets provision for allotments	587.65
300042	DMJ Butler Country Services	Job Nos: 801 & 811	119.94
300043	DMJ Butler Country Services	Job Nos: 592, 812,817,796,808, 825, 826	329.99
300044	DMJ Butler Country Services	Job Nos: 779 & 813	78.99
300045	DMJ Butler Country Services	Vermin Control Admirals Way allotment	120.00
300046	DMJ Butler Country Services	Job nos: 790,797,819,803,807,819	359.94
300047	DMJ Butler Country Services	Job nos: 735,722,727, 732,739	540.00
300048	Elveden Farms	Christmas Tree	1135.35
300049	Moore's Cleaning	Cleaning office 1-28 September	130.00
300050	Pitney Bowes	Postal charges and cartridges for franking machine	215.76
300051	South East Employers	Employment Law update TC	114.00
300052	Test Valley Borough Council	Catering and equipment for children's conference	134.00
300053	Vodafone Ltd	Delivery charge for new mobile phone	4.94
300054	Allotment Administrator	November 2014 salary	944.97
300055	Town Clerk	November 2014 salary	2193.81
300056	H M Revenue & Customs	November 2014 Tax	1005.61
300057	Hampshire Pension Fund	Allotments Admin pension contribution	202.70
300058	Fasthosts	Domain name	130.79
300059	Southern Water	TD Allotment water supply	397.94
BES DD	BES Commercial	Electricity supply	112.82
Main DD	Mainstream Digital	Telephone charges 01.09.14-30.09.14	15.42
Total Payments for October 2014			16117.23
Total Payments			34809.28

Reconciled Bank Statements

Members noted that the reconciled Bank Statements would be presented to Full Council once the Town Clerk had resolved a software issue.

Payments to Petty Cash Card

Members agreed the following payments to the Town Council Petty Cash Card and agreed the following to be paid back to the card.

Supplier	Date	Expend	Budget/Notes	Reimburse PCC (£)
Shell	29.09.14	Petrol	Paid back by TC into main account	25.01
Winch City	02.10.14	Parking	Staff Travel	6.00
Poundland	06.10.14	Crafts	Youth Council	20.00
Amazon	01.10.14	Case for Laptop & phone + usb	IT equipment and supplies	37.69
Sainsburys	09.10.14	Crafts	Youth Council	13.20
Total to be paid back to Petty Cash Card				101.90

Overnight Allowance

Members agreed to add an allowance to the Petty Cash Card to allow Officers to stay in a preferred B&B if their duties for the Town Council require them to do so.

PR45/14 COMMITTEE WORK PROGRAMME

Members discussed items on the current Work Programme and agreed to add the following items:

December 2014 meeting:

Youth Council Protocol - Executive Officer of YC to go to Amenities and Town Development Business Plan – Town Clerk to review prior to meeting – Issue email (what would you like to see in Business Plan)

The Chairman closed the meeting at 8.40pm.

Chairman

Date