



ANDOVER TOWN COUNCIL

A

Minutes of Policy & Resources Committee

Time and date

7.00pm on Wednesday 30 October 2013

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (A)

Cllr Z Brooks (A)

Cllr D Drew (P)

Cllr K Hamilton (P)

Cllr S Hardstaff (P)

Cllr K Hughes (P)

Cllr M Kerley (A)

Cllr G McBride (A)

Cllr V Pond (A)

Cllr R Shukri (A)

Cllr B Long in attendance.

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

PR41/13 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs K Bird, Z Brooks, M Kerley, G McBride, V Pond and R Shukri.

PR42/13 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR43/13 MINUTES

It was proposed by Councillor Hughes and seconded by Councillor Hardstaff and

RESOLVED: That the Minutes of the Policy and Resources Meeting held on 25 September 2013 were agreed and signed by the Chairman as a correct record.

PR44/13 PUBLIC PARTICIPATION

There were no members of the public present.

PR45/13 REVISED STANDING ORDERS

Members reviewed amendments to the Town Council's Standing Orders. The amendments were made in line with recommendations from the National Association of Local Councils (NALC). Members noted that there were no substantive changes and approved the amendments and it was proposed by Councillor Hardstaff and seconded by Councillor Hamilton and

RESOLVED: To recommend the adoption of the Revised Standing Orders, in line with NALC recommendations to full Council.

PR46/13 EXTERNAL AUDIT 2013

Members received the Audited Annual Return and recommendation report from the External Auditors. Members noted the recommendations and requested that a formal asset register be submitted to a future committee meeting for approval. Members noted that all minutes must be initialled on every page and signed and dated on the final page.

It was proposed by Cllr Drew and seconded by Cllr Hardstaff and

RESOLVED: That the Audited Annual Return be submitted to full Council for the year ended 31 March 2013.

PR47/13 FUNDING FOR ROTOVATOR

Members considered a report from the Allotments Sub-Committee requesting approval for the finding of a rotoator for the Allotments Service, from reserves.

Members discussed the merits of providing a rotoator service.

Cllr Hardstaff brought to Members attention that rotoation was not the best way to control weeds on a vacant plot. He suggested that the Town Council investigate thick sheeting to be placed on the vacant plots until a new tenant could be found.

Members agreed to request that the Allotments Sub-Committee investigate the possibility of providing sheeting rather than a rotoator.

RESOLVED: That officers investigate the costs and practicalities of providing sheeting for weed control on allotment sites, rather than a rotoator. To report to a future Allotment Sub-Committee meeting.

PR48/13 PHOTOCOPIER

Members considered a report on a new contract for the hire of an office photocopier. Members considered the costs quoted within the report and requested officers to obtain further information and costs regarding the possible outsourcing of printing for the office.

Members noted that the contract for the current photocopier would end in June 2014.

RESOLVED: That officers investigate the possibility of outsourcing the Town Council's printing requirements, to be reported to a future Policy and Resources Meeting.

PR49/13 DRAFT BUDGET 2014/2015

Members considered the draft outline budget for 2014/2015. Several cost saving amendments were made to the budget and the Town Clerk was requested to revise the budget for the committee to consider again on 11 December 2013.

RESOLVED: That amendments be made to the Draft Budget for 2014/2015 and for the committee to consider the Budget again on 11 December 2013.

PR50/13 BANKING ARRANGEMENTS 2014

Members considered a report on alternative Banking Arrangements for the Town Council. It was agreed that the Unity Trust Bank provided a service that would fulfil all the Town Council's requirements and it was proposed by Cllr North and seconded by Cllr Hardstaff and

RESOLVED: To recommend to full Council that the future banking arrangements for the Town Council be provided by Unity Trust Bank.

PR51/13 DATES OF MEETINGS FOR 2014

Members agreed and recommended the meeting dates for 2014 to full Council for approval.

RESOLVED: to recommend the meeting dates for 2014 to full Council for approval.

PR52/13 DISPENSATIONS FOR PRECEPT 2014/2015

Members agreed that to comply with the Code of Conduct all Councillors living within the Parish of Andover should apply for dispensation to vote on the Precept for 2014/2015.

PR53/13 COMMUNITY RIGHT TO BID

Members were reminded of the Community Right to Bid list and asked to submit their reasons for wanting community assets listed.

PR54/13 TOWN CENTRE MANAGER – UPDATE

The Chairman, Cllr North reported that he, the Chairman of the Council, Cllr McBride and the Town Clerk had attended a meeting at Test Valley borough Council with Mr Tetstall and Mr Gleave to discuss the details of the Town Centre Manager scheme. Cllr North suggested that a Member Group be set up to consider the details and job description of the Town Centre Manager prior to recommendation to full Council. Cllr North agreed to organise the Group and report back to full Council on 21 November 2013.

PR55/13 YOUTH COUNCIL – UPDATE

Members received an update on the Andover Youth Council. Cllr Hamilton reported that the first meeting with potential Youth Council members had taken place and the first meeting of the Andover Youth Council would take place at 6pm on Thursday 21 November 2013 prior to the full Council meeting.

PR56/13 FINANCE

Payment of Accounts at 28 October 2013

Members noted and approved the payment of accounts up to 28 October 2013 – recorded below:

Date	Supplier	Description of goods/services	Total Paid (£)
02.10.13	ACE Liftaway	Final bill for toilet service (allotments)	204.00
30.09.13	Baxter Confidential	Confidential Waste Removal	78.00
02.10.13	DMJ Butler Country Services	Job Nos: 544,553,570,563,552	390.00
30.09.13	Convenient Hire Ltd	Toilet Services (allotments)	560.00

01.10.13	Custom Studio	Monthly website hosting	35.94
01.10.13	Danwood Working Solutions	Quarterly Hire of photocopier	187.54
03.10.13	Danwood Working Solutions	Photocopying charges	167.34
15.10.13	DMJ Butler Country Services	Job Nos: 580, 579, 581, 585, 582, 588, 576, 577, 570, 574, 575, 571	693.13
21.10.13	SLCC	CiLCA Training	50.00
21.10.13	Refund rental		23.40
21.10.13	South East Employers	Training – Employment Law update 2013	228.00
21.10.13	Town Clerk	Reimbursements October 2013	94.86
17.10.13	British Telecom	Telephone & Internet Services	78.93
17.10.13	Southern Water	The Drove Allotments – Water supply	334.61
21.10.13	Viking Supplies	Stationery Order PO51	138.38
22.10.13	DMJ Butler Country Supplies	Job Nos: 574, 575, 571, 585,	717.70
23.10.13	Andover & District Mencap	Recycling Services	7.80
24.10.13	Test Valley Borough Council	Hire of Guildhall – 21.11.2013	42.00
25.10.13	Spencer Architecture	Planning Application Fee for Xmas Lights	192.50
29.10.13	First Clean Services	Window Cleaning 21.10.2013	36.00
30.10.13	Allotments Administrator	November Salary 2013	977.02
30.10.13	Town Clerk	November Salary 2013	2108.99
30.10.13	H M Revenue & Customs	November Tax	1008.62
Total			8,354.76

Accounts up to 30 September 2013

Members received the Bank Statement and Accounts System Reconciled Statement up to 30 September 2013. The Chairman signed the documents as a correct record.

PR57/13 COMMITTEE WORK PROGRAMME

Members discussed items on the current work programme and made the following changes to add to the Work Programme for 11 December 2013 the following items:

Speedwatch

Reg Presley Memorial Plaque

The Chairman closed the meeting at 8.55pm.

Chairman

Date