



ANDOVER TOWN COUNCIL

A

Minutes of Policy & Resources Committee

Time and date

7.00pm on Wednesday 31 July 2013

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P) (arrived at 7.15pm) (left at 8.00pm)

Cllr Z Brooks (P) Cllr D Drew (P) Cllr K Hamilton (A) Cllr S Hardstaff (A)

Cllr K Hughes (P) Cllr M Kerley (A) Cllr G McBride (A) Cllr V Pond (P)

Cllr R Shukri (A)

Cllr Long (P) – substitute for Cllr Bird.

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

PRI 7/13 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs K Hamilton, S Hardstaff, M Kerley, G McBride and R Shukri.

PRI 8/13 DECLARATIONS OF INTEREST

There were no declarations of interest.

PRI 9/13 MINUTES

It was proposed by Councillor Brooks and seconded by Councillor Drew and

RESOLVED: That the Minutes of the Policy and Resources Meeting held on 5 June 2013 were agreed and signed by the Chairman as a correct record.

PR20/13 PUBLIC PARTICIPATION

Councillor B Long informed Members that Ellen House in London Road had become available for office rent. She encouraged Members to note alternative premises if, in the future, the Town Council had need to move to alternative premises.

Cllr North agreed that the information be noted but that at the current time the Town Council had no requirement for alternative premises. It was agreed that if in the future premises became available that were suitable for consideration, the Town Clerk would liaise with the Chairman and Vice Chairman of the Town Council.

PR22/13 REVIEW OF POLICY AND RESOURCES TERMS OF REFERENCE

Members reviewed the amended Terms of Reference for the Policy and Resources Committee and noted the revised Work Programme including the actions required of the Committee.

Members suggested that it be recommended to full Council that all Committees operate on a quorum of 1/3 + 1.

RESOLVED:

1. That the revised Terms of Reference for Policy and Resources be recommended to Full Council for approval.
2. To recommend to Full Council that all Committees operate on a Quorum of 1/3 + 1.

PR23/13 MEMORIAL TO REG PRESLEY

Members received an update report on the Memorial to Reg Presley. Members noted that a letter had been received from Mrs Presley suggesting a change in the wording. A further change of wording was suggested:

Reg Presley 12.06.41 – 04.02.13. The Troggs played here 1964-1965.

The Town Clerk reported that there was some difficulty in obtaining permission from the owner of 12 High Street to put up the plaque. Cllr Brooks agreed to find out who the owners were for the Town Clerk to contact them directly.

RESOLVED:

1. That the progress of the project be noted and the change of wording.
2. That the Town Clerk telephone Mrs Presley to agree the revised wording of the plaque.
3. That the Town Clerk write to the owners of 12 High Street to obtain permission to put up the plaque.
4. That the Town Clerk apply for planning permission to put up the plaque.

PR24/13 UPDATE ON AUDIT REPORT

Members noted an update report on the progress of completion of the Audit Action Plan from the Internal Audit 2013.

Members noted that all points on the Action Plan had been completed.

PR25/13 INTERNAL AUDIT PLAN

Members considered the adoption of a 3 Year Internal Audit Plan outlining the actions to be taken by the Town Council over a yearly period in preparation for the Internal Audit.

RESOLVED: That the 3 Year Internal Audit Plan be recommended to Full Council.

PR26/13 TOWN COUNCIL FORUM

Members received a verbal report for Cllr Long who had attended the Romsey Forum accompanied by Cllr McBride, Cllr Fitchet and Cllr Hardstaff.

Cllr Long indicated that those who had attended would meet and put together a proposal report for consideration at the next meeting of the Policy and Resources Committee.

PR27/13 COMMUNITY RIGHT TO BID

Members noted an information report about the Community Right to Bid Scheme, introduced within the Localism Act 2011.

Cllr Bird explained that by initiating the scheme, it would give more options for important and useful buildings in and around the Andover Parish. Cllr Bird further explained that a simple form was available for the Town Council to complete with nominations for the buildings to be included on the Assets of Community Value List.

It was agreed that the Town Clerk would write to all Members to nominate buildings in their Ward to be included on the List. A short explanatory paragraph would be requested as to why the building/s should be included.

Cllr Bird agreed to forward the Proposal Form to the Town Clerk.

RESOLVED: That the Town Clerk write to all Members to nominate buildings in their Ward to be included on the Assets of Community Value List.

A short explanatory paragraph to be included as to why the building/s should be considered.

PR28/13 FINANCE

Payment of Accounts at 29 July 2013

Members noted and approved the payment of accounts up to 29 July 2013 – recorded below:

Date	Supplier	Description of goods/services	Total Paid (£)
08.07.13	Ace Liftaway	Provision of Toilets to Allotment sites	425.15
08.07.13	Administration Assistant	July Salary	884.50
08.07.13	Baxter Confidential	Recycling of Confidential Waste	78.00
08.07.13	Town Clerk	July Salary	2083.06
08.07.13	Town Clerk	June 2013 Reimbursements	125.48
08.07.13	Custom Studio	Monthly Email and Website provision	35.94
08.07.13	Danwood Working Solutions	Quarterly rental charges	187.54
08.07.13	DMJ Butler Country Services	Job no's – 487, 502, 378, 505, 506, 521	1469.98
08.07.13	HALC	Cllr Training – The Knowledge	72.00
08.07.13	H M Revenue & Customs	July Tax Contributions 2013	1035.24
08.07.13	Kevin Justice	Works to water taps – Barlows Lane	65.00

08.07.13	Viking Supplies	Stationery	190.70
31.07.13	Ace Liftaway	Rubbish removal at Vigo Road Allotment	1538.40
31.07.13	Administration Assistant	August Salary	953.20
31.07.13	Mr T Beavis	Grass Cutting – Churchill Way Allotment	10.00
31.07.13	D M J Butler	Job Nos: 542,497,522, 547, 535, 509, 490, 501, 537, 532, 520, 546	1715.77
31.07.13	Town Clerk	August Salary	2154.92
31.07.13	Town Clerk	July 2013 Reimbursements	104.53
31.07.13	Danwood Working Solutions	Photocopying charges April-Jul 2013	257.41
31.07.13	Mr A Fitchet	Reimbursements for Pizzathon	64.44
31.07.13	HALC	Councillor Training – Core Skills	36.00
31.07.13	H M Revenue & Customs	August Tax Contributions 2013	1129.73
31.07.13	Southern Water	Admirals Way Water Charges	102.87
31.07.13	Southern Water	Churchill Way Water Charges	290.57
31.07.13	Test Valley Borough Council	Hire of Guildhall 27.07.2013	48.00
31.07.13	WPS Insurance	Additional cover for Allotment Toilets	22.81
31.07.13	Viking Supplies	IT Equipment & Office Furniture	299.35
31.07.13	British Telecom	Telephone & Broadband Services	76.87
	Total		£15,457.46

Accounts up to 30 June 2013

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

PR29/13 COMMITTEE WORK PROGRAMME

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

To add to the Work Programme for 25 September 2013 the following items:

Community Speed Watch

Town Centre Manager

Town Council Forum

The Chairman closed the meeting at 8.20pm.

Chairman

Date