



Constantia Basis Virtutum

ANDOVER TOWN COUNCIL

A

Minutes of Policy and Resources Committee

Time and date

7.00pm - Thursday 16 November 2017

Place

Upper Guildhall, High Street, Andover

Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

Cllr L Gregori (Vice Chairman) (P)

Cllr Katherine Bird (P)

Cllr Len Gates (P)

Cllr Robin Hughes (A)

Cllr Richard Kidd (P)

Cllr Michael Mumford (P) Cllr Veronika Pond (P)

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

Also Present: Borough and County Councillor Z Brooks

Members of Public: 2

PR 50/17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Robin Hughes.

PR 51/17 DECLARATION OF INTEREST

There were no declarations of interests.

PR 52/17 MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 27 July 2017.

Proposed by Cllr. V Pond and seconded by Cllr. R Kidd. A vote was taken, 6 for, 1 abstention.

RESOLVED: That the Minutes of the Policy and Resources Committee meeting, held on 27 July 2017 be signed by the Chairman as a correct record.

PR 53/17 PUBLIC PARTICIPATION

Mr Nigel Long – Andover Resident

Town Centre Manager – waste of money

New Building Fund £56,000 every year?

Bus Shelters £12,500 not even taken them on yet.

Increases on all Budget Items

Allotment – Budget increased

New Offices – running 2 offices. Waste of money.
Budget Line, Chairman should be changed to Town Mayor.
Allotments – cannot just put up the cost of rental on allotments.
Send written answer to Mr Long and Cllr Brooks.

PR 54/17 TOWN CENTRE MANAGER

Members considered an update report on the current situation regarding the Town Centre Manager and a request for additional funding to extend the project beyond 31 March 2018.
Cllr L Gates who is the liaison for the Town Council on the Town Centre Partnership Project reported that the Town Centre Manager has completed a number of events over the year and has produced newsletters as well as increasing the Membership of the Town Centre Partnership.
He explained that there was concern that the momentum gained with the Town Centre Manager would be lost if the position was vacant whilst the BID was taking place and completed.
Members asked whether Test Valley Borough Council (TVBC) was contributing to the Town Centre Manager and it was confirmed that TVBC would contribute 50% if the Town Council would contribute the other 50%.
It was proposed by Cllr L Gates and seconded by Cllr M Mumford that it be recommended to full Council that £2,000 be taken from Reserves to cover the extension of the existing contract for the Town Centre Manager and that £4,000 be included in the 2018/2019 Budget to support the Andover Town Centre Partnership/Town Centre Manager and other initiatives to promote Andover Town Centre businesses.
A vote was taken which was unanimous.

RESOLVED: that it be recommended to full Council that £2,000 be taken from Reserves to cover the extension of the existing contract for the Town Centre Manager and that £4,000 be included in the 2018/2019 Budget to support the Andover Town Centre Partnership/Town Centre Manager and other initiatives to promote Andover Town Centre businesses.

PR 55/17 STAFFING – GENERIC EMPLOYMENT CONTRACTS AND JOB DESCRIPTIONS

Members considered the adoption of generic Employment Contracts for all Staff and revised Job Descriptions. The content was agreed and it was noted that the Chairman and Vice Chairman of the Staffing Sub-Committee would need to complete the process by consulting with all the Staff Prior to the adoption of the final version of the Employment Contracts and Job Descriptions.
Cllr L Gregori proposed and Cllr L Gates seconded that the content of the Employment Contracts and Job Descriptions be agreed and that consultation with the Town Council staff would be carried out by the Chairman and Vice Chairman of the Staffing Sub-Committee prior to final adoption.
A vote was taken which was unanimous.

RESOLVED: that the content of the Employment Contracts and Job Descriptions be agreed and that consultation with the Town Council staff would be carried out by the Chairman and Vice Chairman of the Staffing Sub-Committee prior to final adoption.

PR 56/17 BUDGET 2018/2019

Members considered the initial Draft Budget for 2018/2019. The Chairman went through the Budget line by line.
Members confirmed that the Salaries and Pension costs should be grouped together in one Budget Line.
Members questioned the Bus Shelter Budget and it was confirmed that further information was required before the Town Council could agree to the handover of the asset. Requests should be made to reduce the Andover Levy if the Town Council took over the Bus Shelters.
Members noted that the Budget Process would continue and the Policy and Resources Committee would consider how the costs of the Budget could be met. It was noted that the equivalent band D figures would not be received until late December.

PR 57/17 DATES OF COUNCIL AND COMMITTEE MEETINGS 2018

Members reviewed the proposed dates for committee and council meetings in 2018. It was proposed by Cllr M Mumford and seconded by Cllr K Bird that the dates be recommended to full Council for adoption.
A vote was taken which was unanimous.

RESOLVED: That the dates of the committee and council meetings for 2018 be recommended to full Council for adoption.

PR 58/17 REVIEW OF COMMITTEE STRUCTURE FOR MAY 2018

Members considered the proposal from the Community Engagement Committee to amalgamate the Assets & Amenities Committee and Community Engagement Committee into one from the Annual Council meeting held in May 2018.

Members discussed the administration time involved for the 2 committees and work that had been covered and agreed that merging the two would be sensible move forward. Members noted that new Terms of Reference for the single committee would need to be drawn up. It would then be recommended to full Council that the Committees be amalgamated with new Terms of Reference for the new Committee. The new Committee would be created from May 2018.

It was further agreed that rules would need to be created about the numbers of Committees members could serve on. The Policy and Resources Committee would consider these prior to recommendation to full Council. It was proposed by Cllr V Pond and seconded by Cllr R Kidd to agree the recommendation of the Community Engagement Committee, *“That the function and budget responsibilities of The Community Engagement Committee and the Assets and Amenities Committee be amalgamated into one Committee thereby reducing administration costs and time and providing a more productive structure for the Town Council operations”*
A vote was taken which was unanimous.

RESOLVED: That the function and budget responsibilities of the Community Engagement Committee and the Assets and Amenities Committee be amalgamated into one Committee thereby reducing administration costs and time and providing a more productive structure for the Town Council operations. The Policy and Resources Committee would consider new Terms of Reference prior to recommendation to full Council for approval.

PR 59/17

FINANCE

It was proposed by Cllr R Kidd and seconded by Cllr K Bird that the following payments be approved:
Payments for October 2017.

A vote was taken which was unanimous.

RESOLVED: That the payments for October 2017 be approved (as shown below).

It was proposed by Cllr L Gregori and seconded by Cllr M Mumford that the following payments be approved:
Payments up to 14 November 2017.

A vote was taken which was unanimous.

RESOLVED: That the payments up to 14 November 2017 be approved (shown below).

Cheque No/BACS Ref	Supplier	Service/Product Supplied	Total (£)
Payments for October 2017			
47540466	MB Pest Services	Post control for 7 sites September 2017	400.00
DDMAINSept17	Mainstream Digital	Telephone call charges September 2017	10.25
285719816	Moores Cleaning	Office cleaning September 2017	141.28
DDPEACOct2017	Pan European Assets Com	3 monthly rental for photocopier	797.18
83505846	Pitney Bowes	Monthly rental of franking machine October 2017	19.15
DDSAGEOct2017	Sage UK Limited	Monthly rental of payroll software October 2017	7.20
13032661	Tony Scrace	Service charge for 66C High Street	191.49
939112421	SSE Lighting	Supply & Install 5 Festive Light isolators	1053.24
789378664	SSE Lighting	Supply & install 4 commando sockets	1279.86
398234622	SSE Lighting	Check supply to commando sockets & repairs	644.60
32516380	Surrey Hill Solicitors	Final fees for lease of 68b High Street	552.00
789100575	Test Valley Borough C	Shilling Fair waste collection	75.00
41336188	Test Valley Borough C	Proms in the Park waste collection	360.00
650190701	Test Valley Borough C	Hire of Guildhall 5,19,23 October 2017	164.70
58567763	Test Valley Borough C	Hire of Guildhall 02.10.2017	54.90
67062975	Test Valley Comm Serv	Goods Services 21.12.2016	10.00
252412368	BDO LLP	Audit Fees 2016/2017	960.00
DDBESOct17	BES Commercial	Electricity supply 15 Sept – 15 October 2017	34.27
300370	Mr D Bolland	Grass Cutting Admirals Way Allotment	6.00
751127643	Business Stream	Water supply AW Allots Aug-Oct 2017	42.24
879455550	Business Stream	Water Supply for CW Allots Aug-Oct 2017	69.76
855677649	W Coulter	Reimbursements October 2017	53.99
903202212	Convenient Hire Ltd	Toilet provision for 7 allotments September 2017	560.98
848113073	CPRE	Neighbourhood Plan conference x 2 Members	60.00
848113073	CPRE	Neighbourhood Plan conference x 1 officer	30.00
302500683	Custom Studio	Website hosting October 2017	35.94
706890608	Custom Studio	Essential Website updates inc conv to https	630.00

5062712	Mrs B Long	Reimbursements for WW1 window + mileage	20.20
2012-2037	Admin Recharge Salaries	Salaries, Pensions+tax contributions October 2017	6,466.52
Payments up to 14 November 2017			
16389395	Blachere Illuminations	Switch-on Kits for hire Christmas 2017	2686.20
249771597	Blachere Illuminations	2 Year Hire additions (Town Mills)	2181.30
206317197	Convenient Hire	Provision of Toilets across 7 allotments Oct2017	587.65
990282405	Custom Studio	Website hosting and email provision November17	35.94
177303091	Grass & Grounds	Grass cutting on 5 allotment sites x 2	810.00
749103270	Grass & Grounds	Cover allotment plots BL	204.00
853190388	Moores Cleaning	Office Cleaning October 2017	141.28
156274951	Pitney Bowes	Postage & Franking machine rental October 2017	177.65
DDSAGENov17	Sage One Limited	Sage payroll hire November 2017	7.20
885480331	Test Valley Borough C	Hire of Guildhall 2,13,16,30 November	219.60
300372	Royal British Legion	Poppy Wreath for 2017	20.00
89230449	J&A Motor	Quarterly rental for 68B High Street	4445.55
780635117	Hants Assoc of Loc Coun	Member training – The Council as an Employer	48.00
DDMAINOct17	Mainstream Digital	Broadband Rental & Phone charges 24.10.2017-23.01.2018	49.04
939639578	WEL Medical	Defibrillators x 2	4683.00
898812558	W Coulter	Reimbursements (inc subsistence) November 2017	125.70
124020278	V Warburton	Reimbursements (inc subsistence) November 2017	38.20
300373	Andover Trees United	Grant for Planning November 2017	500.00
2038-2048	Pensions	Pension Contributions November 2017	1256.28
Total			£32,947.34

Accounts

Members noted the quarterly accounts up to 31 October 2017.

It was agreed that the 'Financial Statement – Cashbook' including Reserves was the preferred format for the accounts to be presented to future meetings.

PR 60/17

COMMITTEE WORK PROGRAMME

Members noted the work programme for the Committee and requested that the following additional items be considered at the next meeting:

AED Policy

Boundaries/Community Governance Review

Policy for Larger Grants

The Chairman closed the meeting at 8.00pm.

Chairman

Date