



Constantia Basis Virtutum

ANDOVER TOWN COUNCIL

A

Minutes of Policy and Resources Committee

Time and date

7.00pm - Thursday 21 December 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)

Other Town Councillors Present: Cllr R Rowles

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

Also Present: Borough and County Councillor Z Brooks

Members of Public: 3

PR 61/17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Robin Hughes.

PR 62/17 DECLARATION OF INTEREST

There were no declarations of interests.

PR 63/17 MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 16 November 2017.

Proposed by Cllr. K Bird and seconded by Cllr. V Pond. A vote was taken which was unanimous.

RESOLVED: That the Minutes of the Policy and Resources Committee meeting, held on 16 November 2017 be signed by the Chairman as a correct record.

PR 64/17 PUBLIC PARTICIPATION

Cllr R Rowles asked the following questions:

It is proposed that £100,000 be set aside in Earmarked Reserves to be spent on the Allotment Sites over the next 10 years, is there a breakdown of when the works will take place and when the money will be spent?

Regarding the proposed Grants Policy, will it be the same policy for all the grants that the Town Council provides? Will each organisation be required to provide their banks account number and details etc.? The Chairman, Cllr S Hardstaff responded that the questions would be answered as the Committee addressed each item on the agenda. Any questions outstanding, Cllr Rowles would receive a written answer.

PR 65/17

RESERVES CATEGORIES

The Members considered a report from Cllr L Gregori which outlined the different categories of Reserves that the Town Council could set aside, following its own policy on Reserves.

The Report was noted, the categories noted and Cllr Gregori was thanked for his work.

It was proposed by Cllr Gregori and seconded by Cllr K Bird to accept and note the report. A vote was taken which was unanimous.

RESOLVED: That the Reserve Categories be accepted and noted.

PR 66/17

POTENTIAL EARMARKED RESERVES

Members received a report on potential Earmarked Reserves for recommendation to full Council. Members considered each of the proposed Earmarked Reserves and it was proposed by Cllr Gregori and seconded by Cllr R Kidd that the Earmarked Reserves be recommended to full Council. A Vote was taken which was unanimous.

RESOLVED: That the Earmarked Reserves be recommended to full Council for approval.

PR 67/17

POLICY AND RESOURCES BUDGET 2018/2019

Members considered A Draft Budget for the Policy and Resources Committee for 2018/2019. The Chairman went through the Budget line by line.

Members asked the Town Clerk when the Town Council would receive notification of the Band D Equivalent number of dwellings. The Town Clerk responded that she had expected to receive notification by the end of December and it would be available for the meeting on 11 January 2018.

It was requested that the Budget Head for the Defibrillators be moved under the Community Engagement Committee Budget.

The Town Clerk confirmed that a revised Budget for P&R would be brought back to the meeting on 11 January 2018.

PR 68/17

BUDGET 2018/2019

Members considered the draft Budget for 2018/2019. Members asked whether it was a legal requirement for the Allotments to 'break even'.

The Town Clerk explained that it was desirable and that the Town Council always strived to achieve 'break even' however the Allotments were the only statutory requirement of the Town Council to provide. Even if all the allotment plots were vacant, the Town Council would still have to maintain the sites and provide them.

The Committee considered the Budget line by line and it was agreed that a revised Budget would be considered at the meeting on 11 January 2018, following receipt of the Band D Equivalent number of houses.

PR 69/17

POLICIES FOR RECOMMENDATION AND ADOPTION

Members considered a Defibrillator Policy for recommendation to full. However it was suggested that it be split into 2 part, the policy and guidance.

It was agreed that an amended Defibrillator Policy would be brought back to the meeting on 11 January 2018.

PR 70/17

LARGER GRANTS

Members considered a Draft Policy/Rules for Grants to encompass larger awards as well as the current small awards.

It was agreed that a definition for Charities be included in the paper.

It was confirmed that legally the Town Council could only give awards to and for the benefit of the residents of Andover.

It was agreed that the Town Clerk would amend the paper and bring back to the next meeting of the Policy and Resources Committee for further consideration.

PR 71/17

INTERNAL AUDITOR – LETTER OF APPOINTMENT

Members approved the letter of appointment for the Internal Auditor, Lightatouch Internal Audit Services as Internal Auditor for 2018/2019.

It was agreed that the Internal Auditor be appointed for the next 3 years, until 2020. This was proposed by Cllr L Gregori and seconded by Cllr K Bird. A vote was taken which was unanimous.

RESOLVED: That the letter of appointment for the Internal Auditor, Lightatouch Internal Audit Services be approved and the Internal Auditor be appointed for the next 3 years, until 2020.

PR 72/17

FINANCE

It was proposed by Cllr L Gregori and seconded by Cllr K Bird that the following payments up to 19 December 2017 be approved.

A vote was taken which was unanimous.

RESOLVED: That the payments up to 19 December 2017 be approved (as shown below).

Cheque No/BACS Ref	Supplier	Service/Product Supplied	Total (£)
Payments up to 21 December 2017			
140843540	Convenient Hire	Provision of Toilets for the Allotments (7 sites)	587.65
750768088	Town Clerk	Norton Anti-Virus	79.99
676822718	Custom Studio	Provision of emails and website	35.94
892933712	Elveden Farms Ltd	Provision of Christmas Tree for 2017	2736.00
66068557	Grass and Grounds	Grounds maintenance allotments + hedge cut	942.00
272326017	Lightatouch Internal Au	Internal Audit – Part 2 (Apr-Nov 2017)	700.00
DDMainDec17	Mainstream Digital	Superfast broadband 26.11.2017-27.02.2018	90.00
DDMainDec17	Mainstream Digital	Telephone call charges 01.11.2017-29.11.2017	12.69
41967351	Moore's Cleaning Ser	Cleaning office	141.28
716458900	M B Pest Services	Pest control on 7 allotment sites	400.00
732621635	The National Allot Soc	Membership Fees 2018	66.00
163742998	Pitney Bowes	Rental of franking machine November 2017	19.15
89512022	Restore Datashred	Confidential waste collection November 2017	24.00
DDSageDec17	Sage UK Ltd	Payroll Software Dec 2017	7.20
779128426	Surrey Hills Solicitors	Training Services 29.11.2017	376.14
271907905	Test Valley Borough Coun	Installation of 5 benches	2400.00
491080862	Test Valley Borough Coun	Hire of Guildhall 4,7,14,21 December 2017	219.60
707090621	Committee Officer	Subsistence for Youth Council	5.00
	Payroll	Payroll	6407.97
Total			15,208.01

Accounts

Members noted the quarterly accounts up to December 2017.

PR 73/17 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

Revised Policy for Larger Grants

Budget 2018/2019 and consideration of Precept for 2018/2019

PR 74/17 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: To exclude the Press and Public from the Meeting at Agenda Item 15 due to discussion of confidential staffing matters, Ref Section 11 of LG & HA 1989.

CONFIDENTIAL ITEMS

PR 75/17 STAFF REMUNERATION 2018/2019

Members considered a Confidential report on Staff Remuneration.

The Chairman closed the meeting at 8.40pm.

Chairman

Date