



# ANDOVER TOWN COUNCIL

*Constantia Basis Virtutum*

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## Minutes of Policy and Resources Committee

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### Time and date

Thursday 2 March 2017, 7.00pm

### Place

Andover Town Council Office, 66C High Street, Andover.

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#### Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

Cllr L Gregori (Vice-Chairman) (P) (Arrived 7.03pm)

Cllr Revd. A Fitchet (P)

Cllr K Bird (P) (Arrived 7.07pm)

Cllr L Gates (P)

Cllr R Hughes (A)

Cllr M Mumford (P)

Cllr V Pond (A)

Cllr R Kidd (P)

County and Borough Councillors: None

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

Members of the Public: 1

**PR89/16**

#### **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs R Hughes and V Pond.

**PR90/16**

#### **DECLARATIONS OF INTEREST**

There were no declarations of interests.

**PR91/16**

#### **MINUTES**

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 12 January 2017.

Proposed by Cllr. R Kidd and seconded by Cllr. M Mumford. A vote was taken which was unanimous.

**RESOLVED: That the Minutes of the Policy & Resources Meeting held on 12 January 2017 be signed by the Chairman as a correct record.**

**PR92/16**

#### **PUBLIC PARTICIPATION**

Mr N Long – Andover Resident

Raised concerns about the increase of hours of staff, the proposal to take on an additional member of staff for a temporary period for 15 hours per week.

Raised concern that monies for grants had not been used, were the Town Council doing enough to promote the grants?

Asked why there were Earmarked Reserves for Grit Bins when it was Hampshire County Councils responsibility.

Asked why the funds held for the Youth Council were showing as £2,469.86 when the Council had agreed to allocate £2,000. The Youth Council meetings should be open to the public if public money is being spent. Also note that the officer time spent on Youth Council is over the 2 hrs a week originally agreed. Asked why the agenda was highlighting pots of money for things that the Town Council could not do or has not done, such as the Bus Shelters and Newsletter.

The Chairman of the Committee responded:

A large amount of paperwork and administration has to be completed in the office and the staff do an enormous amount of work behind the scenes. Additional assistance is required to free up staff time to complete other projects.

Due diligence is being carried out with regard to the Bus Shelters, the Town Council is still actively seeking to take them on. The monies have been set aside once the details have been finalised.

The Grants are publicised on our website and we publicise them in a wider context each year. Councillors are also working to make outside bodies aware that there is funding available.

Cllr Fitchet responded to the questions about the Youth Council:

The Town Council is still receiving monies in from the A-Fest 2016, the monies should balance at the end of the year. There are safeguarding issues with regard to holding the Youth Council meetings in public and public scrutiny.

The Officer time allocated to the Youth Council is overseen by the Town Clerk and we are monitoring the time spent. The Youth Council are doing their own minutes but staff time is used to hold data, data protection, production of agendas and booking venues.

Cllr Bird answered the question about the Grit Bins:

The monies were originally allocated back in 2012 when it was uncertain whether the Town Council was going to have to take over responsibility for the Grit Bins in Andover. Since then Grit Bins are under the remit of Hampshire County Council. This is one pot of money that may be considered for reallocation. Cllr L Gates confirmed that parish councils have the right to spend money on grit bins and install them.

#### **PR93/16 POTENTIAL EARMARKED RESERVES**

Members noted the short report on potential earmarked reserves and noted that there was further work to be carried out.

A more detailed report would be presented at the next committee meeting.

#### **PR94/16 INVESTMENT STRATEGY**

It was noted that the Investment Strategy would be brought back to a future meeting of the Committee.

#### **PR95/16 OFFICES AND OPERATIONS**

Members received an update report on the progress of sourcing alternative office accommodation.

Members were asked to consider the needs of the everyday operations that were outlined in the report.

Members noted that extensive searches for alternative offices had been carried out and noted a comprehensive list of all the properties that had been ruled out.

Members noted a cost analysis that had been carried out with regard to High Street properties compared to slightly out of town properties.

Members also noted that it would be extremely difficult to find offices with sufficient space to hold Committee meetings. It was suggested that all current committee meetings should be held either at the Guildhall or Rendezvous to free up space in the current offices, it was suggested that this should be done from May 2017.

It was proposed by Cllr Gates and seconded by Cllr M Mumford that all Committee Meetings should be held either in the Guildhall or Rendezvous from May 2017. A vote was taken which was unanimous.

**RESOLVED: That from May 2017 all Committee meetings would be held either in the Guildhall or Rendezvous.**

Members agreed that the Office Accommodation Working Group would continue to search for alternative accommodation, including outside the Town Centre.

**RESOLVED: That the Office Accommodation Working Group would continue to search for alternative office accommodation, including outside the Town Centre.**

**PR96/16 PROGRAMME OF POLICY REVIEW**

Members noted a programme of Policy Review (attached to record minutes).

Members asked that Human Resources Policies be separated from Operational Policies.

It was agreed that the Town Clerk would follow the review timetable and report back to each Policy and Resources Committee meeting accordingly.

Revd. Cllr A Fitchet left the meeting at 7.35pm.

**PR97/16 STAFFING SUB-COMMITTEE RECOMMENDATIONS**

Members considered recommendations from the Staffing Sub-Committee which included:

Noting the appointment of a Permanent Member of Staff, Mrs V Warburton as Committee Officer

Consider the approval of Staff Remuneration for 2017/2018

Consider the approval of Staff Training – Town Clerk and Committee Officer to register to complete the Certificate in Local Government Administration

Consider the provision of services, staff structure and additional staff cover.

It was proposed by Cllr K Bird and seconded by Cllr R Kidd that the recommendations for Staff Remuneration for 2017/2018 be accepted and approved. A vote was taken which was unanimous.

**RESOLVED: That the Staff Remuneration for 2017/2018 be accepted and approved, to commence from 1 April 2017.**

It was proposed by Cllr L Gates and seconded by Cllr M Mumford that the recommendation from the Staffing Sub Committee that the Town Clerk and the Committee Officer be enrolled on the CiLCA training and that the Town Council pay for the training and membership of the Society of Local Council Clerks, as required for the training, be approved. A vote was taken which was unanimous.

**RESOLVED: That the Town Clerk and the Committee Officer be enrolled on the CiLCA training and that the Town Council pay for the training and membership of the Society of Local Council Clerks, as required for the training, be approved.**

It was proposed by Cllr K Bird and seconded by Cllr L Gates that the provision of services, staffing structure and additional staff cover, up to a value of £4,000 be approved. A vote was taken which was unanimous.

**RESOLVED: That the provision of services, staffing structure and additional staff cover, up to a value of £4,000 be approved.**

**PR98/16 VIREMENT OF BUDGETS 2016/2017**

Members received a comparison report of the Budgets 2016/2017. Members noted the recommendation that no Virements were required for 2016/2017.

**PR99/16 TIMETABLE FOR INTERNAL AUDIT YE 31 MARCH 2017 & INTERIM AUDIT REPORT**

Members noted the timetable for the Internal Audit for the Year Ending 31 March 2017 and an interim Internal Audit report following the Internal Auditors visit in January 2017. Report attached to record minutes.

**PR100/16 ANNUAL REPORT**

Members noted the proposed contents of the Annual Report for the Municipal Year 2016/2017. It was noted that the extra new committee would be added and the contents file would be brought up to date.

**PR101/16 REVIEW OF FINANCIAL REGULATIONS**

Members noted that the Town Council is required to review the Financial Regulations on a regular basis. It was noted that the new Financial Regulations were approved in September 2016 and there had been no significant changes in the Town Councils operations or Financial Law since that time. It was therefore agreed that a review of the Financial Regulations was not required at the current time.

Approval of Payments

It was proposed by Cllr K Bird and seconded by Cllr R Kidd that the payments up to 28 February 2017 be approved. A vote was taken which was unanimous.

**RESOLVED: That the payments up to 28 February 2017 be approved:**

Cheque No/ BACS Ref	Supplier	Service/Product Supplied	Total (£)
617024302	Convenient Hire	Toilets for 7 Allotment Sites	587.65
319690206	Town Clerk	March 2017 Salary	2384.30
667318068	Town Clerk	Reimbursements February 2017	41.61
933977668	DMH Solutions Ltd	Corporate Risk Assessment Software	132.00
103070814	DMJ Butler	Removal of Christmas Tree Fencing	50.00
717561138	Grass & Grounds	Supply of Groundtex for allotment covering	1620.00
951229523	Grass & Grounds	Grass cutting for 6 allotment sites	540.00
6364114839	Grass & Grounds	Grounds maintenance + provision of Groundtex	2,202.00
76567939	HALC	Transparency Training for Councillors	54.00
82676383	HALC	Transparency Training for Councillor	18.00
19123947	HALC	Transparency Training for Councillor	18.00
413829423	HALC	Minute Taking Course for Committee Officer	48.00
300353	HM Revenue&Customs	Tax contributions March 2017	1557.71
310455276	JRC Cleaning Services	Window Cleaning of Offices	20.00
315698385	Allotment Officer	March 2017 Salary	1448.73
DDMainFeb17	Mainstream Digital	Telephone call charges & line rental 24.01.2017-23.04.2017	53.07
235180240	Moore's Cleaning	Office Cleaning Services February 2017	135.19
DDNESTMar17	NEST Pensions	Pension contributions for March 2017	102.08
761493199	Personnel Selection	Temp to perm worker w/c 23.01.2017	360.30
541242790	Personnel Selection	Temp to perm worker w/c 30.01.2017	208.37
655711490	Pitney Bowes	Rental of franking machine	19.68
DDSAGEFeb17	SAGE	Payroll software Feb 2017	6.00
300354	Southern Water	Water supply for CW Allotments Sept16-Mar17	160.66
300355	Southern Water	Water supply for AW Allotments Sept16-Mar17	109.87
300356	Southern Water	Water supply for VR Allotments Sept16-Mar17	398.03
788534477	Test Valley BC	Hire of Guildhall – Youth Council meeting 06.02.2017	60.00
149553163	Test Valley BC	Hire of Rendezvous – Youth Council meeting 30.01.2017	60.00
333977401	Committee Officer	March 2017 Salary	737.51
136995847	Karen Ross	Locum Clerk Services 16.02.2017	70.00
390406847	Custom Studio	Website hosting and email provision February 2017	35.94
568397267	Custom Studio	Update Pecuniary Interests on website	67.50
433249459	Moore's Cleaning	Cleaning Services for Offices January 2017	135.19
379203778	Personnel Selection	Temp to Perm worker w/c 16.01.2017	451.46
967222908	Planet PC	Re-install network printer to 4 pc's	60.00
311400674	Test Valley BC	Removal of Christmas Tree	276.00
<b>TOTAL FOR PAYMENTS UP TO 28 FEBRUARY 2017</b>			<b>14,520.16</b>

Bank Reconciliation

It was proposed by Cllr L Gates and seconded by Cllr R Kidd that the Bank Reconciliation up to 31 January be approved. A vote was taken which was unanimous.

**RESOLVED: That the Bank Reconciliation up to 31 January 2017 be approved.**

**COMMITTEE WORK PROGRAMME**

Members noted the Committee Work Programme and it was agreed that Earmarked Reserves would be included for the next Committee meeting.

The Chairman closed the meeting at 8.05pm.

Chairman:

Date: