



ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

A

Minutes of Policy and Resources Committee

Time and date

Thursday 6 October 2016, 7.00pm

Place

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

Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

Cllr L Gregori (Vice-Chairman) (P)

Cllr Revd. A Fitchet (P)

Cllr K Bird (P)

Cllr L Gates (P)

Cllr R Hughes (P)

Cllr M Mumford (A)

Cllr V Pond (P)

Other Councillors Present: Cllr B Long and Cllr R Kidd.

County and Borough Councillors: None

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

Members of the Public: 1

PR55/16

APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr M Mumford.

PR56/16

DECLARATIONS OF INTEREST

There were no declarations of interests.

PR57/16

MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 25 August 2016.

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 25 August 2016 were agreed and signed by the Chairman as a correct record.

PR58/16

PUBLIC PARTICIPATION

Mr N Long – Andover Resident

Made a statement regarding Items 7 and 8 on the agenda.

There are no figures showing for Waste Collection for 2015/2016. The Town Clerk confirmed it was an administrative error and would be corrected for the next meeting.

Concerned about the overspend in 2015/2016, was it bad management? There were overspends in 2016/2017 is it being managed?

Overspends in 2015/2016 for allotments.

The Chairman responded that the costs for allotments have increased significantly in the past 2 years and emergency actions had to be taken. There was also a drop in income in 2015/2016 but as the figures show the income was high in 2014/2015.

Mr Long asked whether the overspends would be taken from Reserves.

The Chairman confirmed that the Policy and Resources would look at the overspends and recommend to full Council Virement of certain underspent Budgets to avoid taking money from reserves.

Cllr B Long – Andover Town Councillor

Asked what was included in the Allotments Equipment Budget.

The Town Clerk confirmed it included locks, taps, gates etc.

PR59/16

CASEWORK LOG

Members noted that a casework log had been drawn up to assist Members with logging issues that had been brought to their attention.

Members agreed that the first page of the report would be useful. Members were reminded that they should not keep personal details of constituents on their personal computers. It was noted that the Town Council was a registered Data holder, but individual Councillors were not.

It was agreed that the form would be sent to all Councillors. The Town Councillors would record the details of the incident but not individuals details. The forms would then be passed to the Town Clerk to keep on file in the office.

RESOLVED: That the Casework Log Form be sent to all Town Councillors excluding individuals' details. The completed forms to be handed to the Town Clerk to keep on file in the Town Council Office.

PR60/16

OFFICE RULES (GUIDELINES)

Members noted that guidelines had been produced to assist Members with following the Office Rules which had been agreed and adopted at the Council Meeting on 8 September 2016.

It was agreed that the Guidelines should be distributed to all Council Members. This was proposed by Cllr L Gates and seconded by Cllr K bird, a vote was taken which was unanimous.

RESOLVED: That the Office Rules Guidelines be distributed to all Council Members for information.

PR61/16

BUDGET 2017/2018

Members noted the draft Budget for 2017/2018 and noted that it only contained operational costs. Members noted that costs had increased for Stationery, photocopying and other general items.

Members requested the Town Clerk to increase the Budget for Members Training and Staff Training.

It was agreed that the Town Clerk would only present current costs and proposed Budget at the next meeting of the Policy and Resources Committee. The legal requirement for presentation of the budgets would be checked.

It was noted that the Town Clerk would distribute forms to all Town Councillors requesting their ideas for the Budget for 2017/2018.

PR62/16

ALLOTMENT BUDGET

Members noted that the Allotment Budget had been overspent in 2015/2016. It was noted that full Council would have to authorise any overspend. However, it was noted that detailed invoices were required from the Pest Controller so that costs could be fairly distributed. It was agreed that these would be sought from the Pest Controller before a request was submitted to full Council.

PR63/16

REVIEW OF MEETING DATES FOR 2017

It was noted that the Town Clerk had conducted a survey of all Town Council Members asking them for their input about which day of the week they would prefer Committee and Council meetings to be held. Based on the results the Town Clerk amended the list of dates of meetings for 2017.

The meeting dates were agreed in principle and it was agreed that they be recommended to full Council for adoption. This was proposed by L Gregori and seconded by Cllr R Hughes, a vote was taken which was unanimous.

RESOLVED: That the Committee and Council meeting dates for 2017 be recommended to full Council for adoption.

PR64/16

INTERNAL AUDIT PROVISION

The Town Clerk updated Members on the progress of sourcing Internal Audit Companies to invite to tender for services to the Town Council.

The Town Clerk informed Members that she had sourced 6 companies and had written to each of them requesting them to tender. She expected replies by the time of the next Policy and Resources Committee meeting and would present a report.

PR65/16

FINANCIAL SERVICES

The Town Clerk reported on the process of sourcing Financial Services Companies to provide services to the Town Council. Members noted that she had so far sourced 2 companies and was researching a third. She hoped this would be completed by the time of the next Policy and Resources Committee Meetings where she would present a report.

PR66/16

FINANCE

Approval of Payments

Members received and approved the following payments up to 4 October 2016:

Cheque No/ BACS Ref	Supplier	Service/Product Supplied	Total (£)
991739548	BDO	External Audit Fees for YE 31.03.2016	480.00
DDBESSep16	BES Commercial	Electricity supply Offices = 15.08-15.09.2016	42.43
DDMainSept16	Mainstream Digital	Broadband charges 28.08-27.11.2016	61.19
DDMainSept16	Mainstream Digital	Telephone call charges 01.08-26.08.016	10.25
663378391	M B Pest Services	Pest control on all allotment sites June & August	800.00
DDPEACSEPT16	Pan European Asset	Photocopier rental 01.10.2016-31.12.2016	308.53
59110598	Pitney Bowes	Postage and franking machine rental Aug 2016	532.15
300326	Southern Water	AW Allts Water usage July-Sept 2016	31.38
300327	Southern Water	VR Allts Water usage July – Sept 2016	305.83
300328	Southern Water	CW Allts Water usage July – Sept 2016	56.65
354574286	Test Valley Borough Co	Hire of Guildhall 08.09.2016	60.00
583312333	Viking Supplies	Stationery – paper, envelopes	39.80
690046655	WPS Insurance	Event Insurance – extra premium	54.75
794620709	HALC	Budgeting tips & tricks training	180.00
178343801	Town Clerk	Reimbursements September 2016 – diary, cartridges, milk	41.76
	Salaries, Tax, Pensions	Salaries, tax, pensions for October 2016	5,250.17
300330	Andover Buffets	Buffet for Reg Presley Plaque Event	450.00
146260796	Baxter Confidential	Collection & destruction of confidential papers sept 2016	78.00
711974275	Convenient Hire Ltd	Toilet hire for all allotments Sept 2016	587.65
105290401	Custom Studio	Website hosting & provision of emails October 2016	35.94
144373945	EdgeDesigns Ltd	Temp band increase from band 4 to band 5	138.00
291000395	Moore's Cleaning Services Ltd	Cleaning for office September 2016	135.19
351833769	Pitney Bowes	Franking machine rental & postage labels Sept 2016	94.25
DDSageOct16	Sage UK Ltd	Sage One Payroll software October 2016	3.00
300331	Test Valley Borough Co	Contribution to Andover TCM April 2016-Mar 2017 & April 2017 – May 2017	8146.00
856377643	WEL Medical Ltd	Replacement Perspex for Defibrillator at Church	41.00
TOTAL FOR PAYMENTS UP TO 4 OCTOBER			17,963.92

PR67/16

COMMITTEE WORK PROGRAMME

It was agreed that the following items would be included on the next Committee agenda and in the Committee Work Programme:

Financial Investment

PR68/16

EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That the Press and Public be excluded from the meeting at Item 15 on the Agenda due to consideration of confidential information for fair taxes for Andover.

PR54/16

FAIR TAXES FOR ANDOVER

Members received an update on the current progress with the Andover Levy. It was noted that positive information had been sought and further legal clarification was required.

The Chairman closed the meeting at 9.00pm.

Chairman