



# ANDOVER TOWN COUNCIL

# A

*Constantia Basis Virtutum*

## Minutes of Policy and Resources Committee

---

### Time and date

Thursday 12 January 2017, 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 (A)

Cllr K Bird (P)

Cllr L Gates (P)

Cllr R Hughes (A)

Cllr M Mumford (P)

Cllr V Pond (P)

Cllr R Kidd (P)

County and Borough Councillors: None

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

Members of the Public: 0

**PR80/16**

#### **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Revd. A Fitchet.

**PR81/16**

#### **DECLARATIONS OF INTEREST**

There were no declarations of interests.

**PR82/16**

#### **MINUTES**

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 15 December 2016 which was recorded as being inquorate.

Proposed as correct by Cllr. L Gregori and seconded by Cllr. M Mumford. A vote was taken which was unanimous.

**RESOLVED: That the Minutes of the Policy & Resources Meeting held on 15 December 2016 were noted as inquorate agreed and signed by the Chairman as a correct record.**

**PR83/16**

#### **PUBLIC PARTICIPATION**

There were no members of the public present.

**PR84/16**

**TRAVEL AND EXPENSES POLICY**

Members considered a Travel and Expenses Policy for adoption by full Council. It was agreed that an amendment should be made to allow for additional expense if it could be proved that accommodation was not available for less than £70 per night.

It was proposed by Cllr K Bird and seconded by Cllr M Mumford that the Travel and Expenses Policy, as amended be recommended to full Council for adoption. A vote was taken which was unanimous.

**RESOLVED: That the Travel and Expenses Policy, as amended be recommended to full Council for adoption.**

**PR85/16**

**BUDGET AND PRECEPT 2017/2018**

Members considered the draft budget and noted that the Estimated Tax Base for Band D Equivalent Dwellings had been received from Test Valley Borough Council. The number of Estimated Band D Dwellings for 2017/2018 was 13,380.

Members noted that the previous year's 2016/2017 Band D Dwellings Tax Base was 13,063.

Members agreed the revised Budget to be recommended to full Council on 26 January 2017. Members further agreed that there should be no rise to the Precept at £20.03 per Band D Tax Household.

Therefore the Precept for 2017/2018 should be recommended to full Council totalling £268,001.40.

This was proposed by Cllr K Bird and seconded by Cllr M Mumford, a vote was taken which was unanimous.

**RESOLVED:**

**1. That the revised budget be submitted to full Council on 26 January 2017.**

**2. That it be recommended to full Council that there be no rise in the Precept and the Precept figure for 2017/2018 be £268,001.40 based on 13,380 Band D Equivalent Dwellings.**

**PR86/16**

**POTENTIAL EARMARKED RESERVES**

Members noted a report detailing the potential Earmarked Reserves. It was agreed that the Town Clerk would work with a small Working Group of Members to identify specific projects and Vire monies to balance the Budgets.

It was specifically noted that each Earmarked Reserve needed to have a purpose, usage and basis of transaction clearly identified.

Members noted that an Operational Budget Reserve of 6 months was also required.

It was agreed that the Working Group membership would be, the Town Clerk, Cllr L Gates, Cllr L Gregori and Cllr S Hardstaff.

**RESOLVED: That a small Working Group with the following membership identify specific projects and virement for consideration at the next Policy and Resources Committee Meeting for recommendation to full Council.**

**Membership: Town Clerk, Cllrs L Gates, L Gregori and S Hardstaff.**

**PR87/16**

**INTERNAL AUDIT ARRANGEMENTS FOR 2017**

Members noted that following agreement by full Council to appoint Light Touch Internal Audit Services to provide the independent internal audit for the Town Council the Town Clerk had met with the director, Mr Tim Light and arranged for an interim audit to take place on Tuesday 17 January 2017.

Members further noted that Mr Light had recommended that the Town Council undertake 2 'spot checks' throughout the year, one in February/March and one in October/November to ensure that internal processes and policies are being followed. The main Internal Audit for the Annual Return would take place as usual in May of any year.

**RESOLVED: That the Internal Auditor undertake 3 visits to the Council each year, 2 'spot checks' in February/March and October/November and the main Internal Audit for the Annual Return in May each year.**

**PR88/16**

**COMMITTEE WORK PROGRAMME**

It was agreed that the following items would be included on the Work Programme:

Investment Strategy – 2 March 2017

Town Council Strategy – 2 March 2017

Offices and Operations – 2 March 2017

Recommendations from Staffing Sub-Committee – 2 March 2017

Programme of Policy Review – 2 March 2017

The Chairman closed the meeting at 7.45pm.

Chairman:

Date: