



ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

A

Minutes of Policy and Resources Committee

Time and date

Thursday 25 August 2016, 7.00pm

Place

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

Details of Attendance:

Cllr S Hardstaff (Chairman) (A)

Cllr L Gregori (Vice-Chairman) (P)

Cllr Revd. A Fitchet (A)

Cllr K Bird (A)

Cllr L Gates (P)

Cllr R Hughes (P)

Cllr M Mumford (A)

Cllr V Pond (P)

Other Councillors Present:

County and Borough Councillor Z Brooks

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

Members of the Public: 1

As the Chairman of the Policy and Resources Committee, Cllr S Hardstaff, had given his apologies for the meeting, Cllr Gregori assumed the role of Chairman.

PR33/16 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Revd. A Fitchet, S Hardstaff and K Bird.

PR34/16 DECLARATIONS OF INTEREST

There were no declarations of interests.

PR35/16 MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 14 July 2016.

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 14 July 2016 were agreed and signed by the Chairman as a correct record.

PR36/16 PUBLIC PARTICIPATION

Mr R Kidd – Andover Resident

Pleased to see that the Town Council is looking at the Question of Devolution.

PR37/16

VIREMENT OF BUDGETS

Members considered the Virement of monies from 2015/2016 to 2016/2017 for specific projects. Members considered the recommendations outlined in the report submitted and suggested an amendment to recommend to full Council that the whole of the remaining monies from each of the Budgets be transferred to earmarked reserves in 2016/2017 for specific projects.

This was proposed by Cllr R Hughes and seconded by Cllr L Gregori. A vote was taken, 2 in favour and 2 abstentions. The Chairman had the casting vote and the proposal was carried.

RESOLVED: That the amended Virement of monies from 2015/2016 to 2016/2017 for earmarked reserves and specific projects be recommended to full Council for approval.

A list of Monies to be transferred to earmarked reserves is attached to record minutes.

PR38/16

REVIEW OF COUNCIL RESOURCES

Members considered a report regarding a review of the Town Councils resources. The report included projects that had been submitted via the Business Plan and had not yet been completed.

The report identified that staffing resources were stretched and that Members were asked to consider whether all the projects included in the business plan could be completed by the end of the financial year.

Members suggested that the Town Clerk circulate projects to Committees and Members and ask them to consider whether their projects can be completed in this financial year and to report back to the next meeting of the Policy and Resources Committee. This was proposed by Cllr L Gregori and seconded by Cllr L Gates. A vote was taken which was unanimous.

RESOLVED: That the Town Clerk circulate projects to committees and Members and ask them to consider whether their projects can be completed in this financial year and report back to the next meeting of Policy and Resources Committee.

PR39/16

REVIEW OF FINANCIAL PLAN FOR 2017/2018

Members considered a report on the Financial Plan for 2017/2018.

Members requested that in the Budget for 2017/2018 there be a separate Budget Head for Pest Control for allotments.

Members noted that the Bus Shelters and New Building fund would need to be addressed for the financial year 2017/2018.

Members requested that the Budget presentation be changed to show Income against Expenditure. The Financial Plan was noted.

PR40/16

REVIEW OF MEETING DATES FOR 2017

Members received a draft list of meeting dates for 2017.

Some Members expressed concern that it was not possible for all members to meet on Thursdays, which had been scheduled for the dates of the meetings.

It was agreed that the dates would be circulated to all Members and the Town Clerk would request Members to indicate their preferred meeting day. The Meeting Dates would be amended to reflect the majority view and considered again at the next meeting of the Policy and Resources Committee.

It was proposed by Cllr V Pond and seconded by Cllr L Gates. A vote was taken, 3 for, 1 against and the vote was carried.

RESOLVED: That the Town Clerk circulate the Draft Meeting Dates to all Members and request their preferred meeting day. The Meeting Dates be amended to reflect the majority view and brought back to the next meeting of the Policy and Resources Committee for consideration.

PR41/16

OFFICE RULES

Members considered a short report on Office Rules. Members requested that Signing In be included in the rules.

It was proposed by Cllr L Gregori and seconded by Cllr L Gates that Signing In be included in the Office Rules and recommended to full Council for adoption. A vote was taken and unanimously agreed.

RESOLVED: That the Office Rules be amended to include Signing In and recommended to full Council for adoption.

PR42/16

MEETING PROTOCOLS

Members considered a report on Meeting Protocols, noting that there were 2 protocols, one for Working Groups and one for External Meetings.

It was suggested that the Working Group Protocol be amended to reflect that the Parent Body, for example the Parent Committee should provide the necessary guidance to the Working Group when the Working Group is formed.

It was proposed by Cllr R Hughes and seconded by Cllr V Pond that the Working Group Protocol be amended to indicate that the Parent Body would provide the necessary guidance to the Working Group as the Working Group was set up. A vote was taken which was unanimous.

RESOLVED: That the Working Group Protocol be amended to indicate that the Parent Body would provide the necessary guidance to the Working Group as the Working Group was set up.

It was agreed that the amended Working Group Protocol should be recommended to full Council for adoption. This was proposed by Cllr R Hughes and seconded by Cllr V Pond. A vote was taken which was unanimous.

RESOLVED: That the amended Working Group Protocol be recommended to full Council for adoption.

Members considered the protocol for External Meetings.

It was agreed that the Town Councillors should report regularly on meetings they attended and outside bodies where they represent the Town Council.

It was agreed that Councillors should give a brief summary in writing of the external meetings they attended and outside bodies.

It was suggested that if more than one Councillor attended the meeting or outside body they should agree that only one Councillor should write the report.

Members also suggested that there should be a separate list of the Outside Bodies where Town Councillors represent the Town Council.

It was proposed by Cllr L Gates and seconded by Cllr R Hughes. A vote was taken which was unanimous.

RESOLVED: That the Protocol for External Meetings be recommended to full Council for adoption and that a separate list of Outside Bodies be attached as an Appendix.

PR43/16

WORKING GROUP REVIEW

Members noted a report regarding a Working Group Review. It was noted that some of the Working Groups that had been formed had never met.

It was agreed that the Town Clerk would amend the report and send it to each of the Committees requesting them to review their Working Groups and dissolve any that were no longer required.

The Members considered the Policy and Resources working Groups and it was agreed to disband the following:

Council Operations Working Group

Quality Council Working Group

Boundary Review Working Group.

Members noted that if the Working Groups were required in the future they could be re-formed.

This was proposed by Cllr R Hughes and seconded by Cllr V Pond, a vote was taken which was unanimous.

RESOLVED: That the Town Clerk would amend the Working Group Review report and send it to each of the Committees requesting them to review their Working Groups and dissolve any that were no longer required.

That the following Policy and Resources Working Groups be disbanded with immediate effect:

Council Operations Working Group

Quality Council Working Group

Boundary Review Working Group.

PR44/16

CONTRACTING OUT FINANCIAL FUNCTIONS OF THE TOWN COUNCIL

Members considered a discussion report regarding contracting out the Town Councils Financial Functions. It was noted that contracting out the functions could provide better value for money and a reliable outsource provider would provide an additional level of scrutiny and security.

Members agreed that the Town Clerk should investigate the costs of outsourcing the financial functions and report back to the next meeting of the Policy and Resources Committee.

It was proposed by Cllr V Pond and seconded by Cllr L Gates, a vote was taken which was unanimous.

RESOLVED: That the Town Clerk be authorised to investigate the costs of outsourcing the financial function and a scoping and costing report be presented at the next meeting of the Policy and Resources Committee.

PR45/16

INTERIM INTERNAL AUDIT

Members considered a report on an Interim Internal Audit. It was noted that at the previous meeting the Town Clerk had raised concerns over the level of audit that had been carried out by the internal auditor in 2016.

Members discussed the concerns and it was agreed that an Interim Audit should be carried out. It was agreed that the Town Clerk should be authorised to engage an Internal Auditor to carry out a one off Internal Audit.

This was proposed by Cllr L Gates and seconded by Cllr R Hughes, vote was taken which was unanimous.
RESOLVED:

PR46/16 IMPLEMENTATION OF FINANCIAL REGULATIONS

Members noted a report from the Town Clerk for the Implementation of the new Financial Regulations. Members thanked the Clerk and it was noted.

PR47/16 KEY HOLDER POLICY

Members received a report on a Key Holder Policy as recommended by the Staffing Sub-Committee. Some Members were concerned that it was intended to recall the Office keys and only provide the Chairman and Chairman of Staffing Sub-Committee with keys.

Members discussed this and agreed that if the keys were needed then it was within the policy that they could be requested.

The Town Clerk requested that the Staffing Sub-Committee consider a Lone Working Policy for the Town Council. It was agreed that it would be included on the next agenda of the Staffing Sub-Committee meeting.

It was proposed by Cllr R Hughes and seconded by Cllr L Gregori that the Key Policy be recommended to full Council for adoption. A vote was taken 3 for and 1 abstention, the vote was carried.

RESOLVED: That the Key Holder Policy be recommended to full Council for adoption.

PR48/16 FINANCE

Approval of Payments

Members received and approved the following payments up to 23 August 2016:

Cheque No/ BACS Ref	Supplier	Service/Product Supplied	Total (£)
149815844	Ace Liftaway	6 x skips for allotment community day	1396.80
14966797	Appliances Direct	2 x air conditioning units	929.91
DDBESAUG16	BES Commercial Elec	Electricity charges 15.07.2016-15.08.2016	24.23
690006690	Convenient Hire Ltd	Provision of toilets for all 7 allotment sites – August 2016	560.98
146618533	Town Clerk	Town Clerk reimbursements Aug 2016	6.03
680228344	JOBBS	Installation of Defibrillator at Church	228.00
781522411	JRC Cleaning Services	Window cleaning for offices August 2016	20.00
300318	Mrs B Long	Reimbursements for Reg Presley Plaque Unveiling	63.89
DDMAINAug16	Mainstream Digital	Quarterly Line Rental 24.07.2016-23.10.2016	55.62
300319	Martin Bentley	Fitting blue plaque for R Presley	50.00
682949111	Moore's Cleaning Serv	Office Cleaning July 2016	135.19
263297002	Pitney Bowes	Franking Machine rental – July 2016	19.15
DDSAGEAug16	Sage UK Limited	Monthly Charge for payroll software Aug 2016	3.00
300320	Southern Water	Water Charges AW Allts Mar – Jul 2016	72.55
300321	Southern Water	Water Charges CW Allts Mar – Jul 2016	130.67
605721514	Viking Supplies	Stationery inc, laminator, envelopes (allts), toilet rolls	296.51
379354377	Custom Studio	Website Hosting & emails – August 2016	35.94
398048062	Baxter Confidential	Three months service charge July – Sept 2016	78.00
591270823	Grass & Grounds	Allotment Grounds Maint – grass cutting x 5 sites	540.00
128169540	MB Pest Services	Service visits for pest control on 7 allotment sites	400.00
BACS	Personnel Selection	Temp services for Committee officer & staff cover	1,492.26
BACS	Office Staff	Salaries + pension payments September 2016	3,861.74
BACS	HM Revenue & Cust	Tax contributions September 2016	1,502.34
TOTAL FOR PAYMENTS UP TO 23 Aug 2016			12,201.26

PR49/16 COMMITTEE WORK PROGRAMME

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

Business Plan

Reporting on residents comments.

- PR50/16 EXCLUSION OF THE PRESS AND PUBLIC**
RESOLVED: That the Press and Public be excluded from the meeting at Items 20, 21 and 22 on the Agenda due to consideration of confidential minutes, corporate identity and fair taxes for Andover.
- PR51/16 DEVOLUTION CONSULTATION**
Members noted that a Devolution Consultation had been issued by Hampshire County Council. It was noted that comments had to be returned by 20 September 2016.
It was agreed that the Town Clerk would put together a questionnaire from the consultation and distribute to all Members prior to the next Council meeting to gain a majority view for the Town Council to respond to the consultation.
This was proposed by Cllr R Hughes and seconded by Cllr L Gates, a vote was taken and unanimously agreed.
RESOLVED: That the Town Clerk put together a questionnaire from the consultation and distribute to all Members prior to the next Council meeting to gain a majority view for the Town Council to respond to the consultation.
- PR52/16 CONFIDENTIAL MINUTES**
The Chairman signed as a correct record the Confidential Minutes of the Policy and Resources Committee meeting held on 14 July 2016.
RESOLVED: That the Confidential Minutes of the Policy & Resources Meeting held on 14 July 2016 were agreed and signed by the Chairman as a correct record.
- PR53/16 CORPORATE IDENTITY**
The Members tasked the Town Clerk with seeking an appropriate way to bring the Corporate Identity as an item to the next full meeting of the Town Council.
- PR54/16 FAIR TAXES FOR ANDOVER**
Members received an update on the current progress with the Andover Levy. It was noted that the Town Council was working toward constructing a fair tax system for Andover.

The Chairman closed the meeting at 9.40pm.

Chairman