



Constantia Basis Virtutum

Minutes of Policy and Resources Committee

Time and date

Thursday 14 July 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 A Fitchet (A)

Cllr K Bird (P)

Cllr L Gates (P)

Cllr L Gregori (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.

PR18/16 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs A Fitchet, S Hardstaff and M Mumford.

PR19/16 DECLARATIONS OF INTEREST

There were no declarations of interests.

PR20/16 MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 9 June 2016.

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 9 June 2016 were agreed and signed by the Chairman as a correct record.

PR21/16 PUBLIC PARTICIPATION

There were no Members of the Public who wished to make a statement at the meeting.

PR22/16 INTERNAL AUDIT REPORT

Members noted the Action Plan arising from the Internal Auditors Report and agreed to recommend to Full Council that the Actions be approved.

Proposed by Cllr R Hughes and seconded by Cllr K Bird

RESOLVED: That the Action Plan arising from the Internal Auditors Report for the Year Ending 31 March 2016 be noted and the Actions be recommended to Full Council for approval.

PR23/16

REVIEW OF INTERNAL AUDIT FOR 2017

Members considered reviewing the provision of the Internal Audit Services from 2017 onwards.

There were concerns over the level of Audit that had been carried out during 2016 and whether the Town Council's processes had been sufficiently considered.

It was agreed to authorise the Town Clerk to take action to source another Internal Auditor from 2017 onwards.

The Town Clerk would bring back quotes and costs to a future Policy and Resources Committee Meeting.

It was further agreed that the Risk of the Internal Audit should be included in the Corporate Risk Assessment.

PR24/16

REVIEW OF FINANCIAL REGULATIONS

Members received a report from Councillor L Gregori with amendments to the Town Council's Financial Regulations based on the NALC Model 2016.

Members noted that the Town Clerk had worked through the changes with Cllr Gregori to ensure that all items essential for the Town Council were included.

It was agreed that the Town Clerk would put together a programme to Operationalise the Financial Regulations.

It was proposed by Cllr R Hughes and seconded by Cllr L Gates. A vote was taken with Cllr K Bird abstaining as she had not read through the Financial Regulations in detail.

RESOLVED: That the Revised Financial Regulations based on the NALC Model 2016 be recommended to Full Council for approval.

That the Town Clerk report to Policy and Resources a Programme for Operationalising the Financial Regulations.

PR25/16

EXIT VALUATION FOR ANDOVER TOWN COUNCIL FROM THE LOCAL GOVERNMENT PENSION SCHEME

Members considered the cost of Andover Town Council exiting from the Local Government Pension Scheme. Members noted from the submitted report that the Town Council had agreed that no further employees would be entitled to the Local Government Scheme and that the last member had left the organisation.

It was noted that once the final employee leaves, the local government body is automatically required to leave the scheme and pay any deficit incurred.

Members considered the costs and noted that there had been no way to predict the costs that would be incurred. It was noted that there were savings in the previous year's budget with regard to salaries which would help to cover the costs.

The Town Clerk was asked to enquire as to whether the Town Council could pay off the exit costs over a period of time. If there were additional costs, the Town Council would pay the costs in one payment.

RESOLVED: That the Exit costs from the Local Government Pension Scheme be paid to the sum of £8,820. The Town Clerk to enquire whether the sum can be paid over a period of time if no additional costs are incurred.

PR26/16

OFFICE RULES

Members considered whether rules should be applied for visiting the Town Council Offices.

It was agreed that the proposed rules should be considered by the Staffing Sub-Committee before proposal to full Council.

RESOLVED: That Office Rules would be considered by the Staffing Sub-Committee before recommendation to full Council.

PR27/16

MEETING RULES

Members consider whether general rules should be applied for meetings. Members agreed that any meeting rules should follow the Town Council's Standing Orders. It was agreed that meeting rules would be useful for Working Groups, for example to appoint a secretary and a Chairman for the meeting.

Members agreed that meeting Rules should be considered by the Staffing Sub-Committee before recommendation to full Council.

RESOLVED: That the Staffing Sub-Committee would consider Meeting Rules following Standing Orders before recommendation to full Council.

PR28/16

STAFFING

Members considered engaging temporary staff to assist with general administration and holiday cover. Members agreed that a Temporary Worker would be engaged to cover staff annual leave for 2.5 weeks from 26 July to 11 August, during office opening times up to a cost of £700.

Proposed by Cllr K Bird and seconded by Cllr V Pond. Unanimous agreement.

RESOLVED: To authorise the Town Clerk to engage Temporary Staff to cover staff annual leave up to a value of £700.

Members further considered whether the Town Council should engage agency staff to assist to clear the backlog of administration work.

It was agreed that an agency worker was needed to a maximum value of £6,000 which would provide up to 3 months assistance. It was however agreed that a Programme of Work should be drawn up for the agency worker and it should be considered by the Staffing Sub-Committee prior to final authorisation to the Town Clerk.

RESOLVED: That the Town Clerk be authorised to spend up to £6,000 on agency staff to clear the backlog of administration work following approval by the Staffing Committee of a specific Work Programme.

Members further considered the problems of recruiting for the post of Committee Officer, noting that 2 candidates had accepted the position and then withdrawn.

It was suggested that the Town Clerk offer the position on a Temp to Perm basis, to allow both parties to ensure that the role is suitable.

RESOLVED: That the Committee Officer Role be offered on a Temp to Perm basis.

PR29/16

FINANCE

Approval of Payments

Members received and approved the following payments up to 12 July:

Cheque No/ BACS Ref	Supplier	Service/Product Supplied	Total (£)
31196572	IAC – Internal Auditors	Internal Audit for YE 31.03.2016	414.00
13219800	Alto Digital	Photocopier charges 08.03.2016-27.06.2016	822.42
300311	Blachere Illuminations	Removal of QEII plaque from Guildhall	1392.00
117034458	Convenient Hire	Toilet provision for Allotments June 2016	587.65
12190517	Custom Studio	Website Hosting & Provision of Emails	35.94
955214078	Essential Fire and Electrical Services	Supply and installation of 2 fire extinguishers	115.20
975056613	Grass and Grounds	Removal of rubbish & cover plots 84,78,80BL, grass cutting for 5 sites	811.20
153599223	Kevin Justice	Job no 1275 – replacement tap BL plot 50	30.00
153599223	Kevin Justice	Job no 1287 – replacement Tap BL plot 17	30.00
330046750	HALC	Cllr Training – Intro to Appraisals	42.00
300312	Mrs B Long	Travel expenses for training & printing costs for R Presley event	43.68
DDMAINJUne16	Mainstream Digital	Phone call charges 01.06.2016 – 29.06.2016	14.34
988744907	Moore's Cleaning Services Ltd	Cleaning services for June 2016	135.19
542830076	Pitney Bowes	Postage costs, meter rental + 2 ink cartridges	543.76
52951433	Ab Computers & Planet PC	Email issues + computer reconfiguration	90.00
DDSAGEMAY16	Sage UK Ltd	Payroll software provision	3.30
DDSAGEJULY16	Sage UK Ltd	Payroll software provision	3.00
152551593	Test Valley BC	Hire of Rendezvous 23.06.2016	60.00
161860449	Viking Supplies	Filing cabinets x 3 of allotments & committee work	261.60
1469	Miss C Eggleton	One off payment for work carried out in office	88.35
TOTAL FOR PAYMENTS UP TO 12 JULY 16			5523.63

PR30/16

COMMITTEE WORK PROGRAMME

A report on Operationalising the Financial Regulations.

It was noted however that the Business Plan needed to be included on the next Community Engagement Committee Agenda.

PR31/16

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 contractual information with regard to the Andover Levy.

PR32/16

ANDOVER LEVY

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 8.50pm.

Chairman