

# ANDOVER TOWN COUNCIL



## Minutes of Policy & Resources Committee

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### Time and date

6.30pm, Tuesday, 18 January 2022

### Place

The Lights, Andover

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### Details of Attendance:

#### Members of the Committee:

Cllr R Hughes (Chairman) (P)

Cllr S Waue (Vice Chairman) (P)

Cllr L Gregori (P)

Cllr N Long (P)

Cllr M Mumford (P)

Cllr R Rowles (A)

Cllr J Sangster (A)

#### Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Clerk) (taking the minutes)

**Borough/County Councillors:** None

**Members of the Public:** 2

**Members of the Press:** 1

#### PR 032/01/22 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor J Sangster.

#### PR 033/01/22 DECLARATIONS OF INTEREST

There were no Declarations of Interest in relation to any items on the agenda.

#### PR 034/01/22 MINUTES

It was proposed by Councillor N Long and seconded by Councillor S Waue that the Minutes of the Policy and Resources Committee meeting held on 7 December 2021 be signed by the Chairman as a correct record.

A vote was taken which was unanimous.

**RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 7 December 2021 be signed by the Chairman as a correct record.**

**PR 035/01/22 PUBLIC PARTICIPATION**

There were no comments received from Members of the Public present at the meeting.

**PR 036/01/22 STAFF APPRAISALS/PAYROLL FOR INCLUSION IN BUDGET 2022/2023**

Members considered a report on staff appraisals and payroll for inclusion in Budget 2022/2023.

It was requested to be Minuted for clarification, that monies cannot be taken out of the Staffing Budget or moved without a staff consultation or review taking place.

It was proposed by Councillor L Gregori and seconded by Councillor M Mumford that the following recommendations be approved and recommended to Full Council:

- The Staffing Budget of £215,000 for payroll and £2,500 for training be included in the Budget 2022/2023.
- The Staff be awarded 1 Salary Scale Increment for 2022/2023.
- The Town Clerk be moved immediately to SPC 41 with back pay for 2021 and be awarded SPC 42 from 1 April 2022.

A vote was taken which was unanimous.

**RESOLVED: That the following recommendations be approved and recommended to Full Council:**

- **The Staffing Budget of £215,000 for payroll and £2,500 for training be included in the Budget 2022/2023.**
- **The Staff be awarded 1 Salary Scale Increment for 2022/2023.**
- **The Town Clerk be moved immediately to SPC 41 with back pay for 2021 and be awarded SPC 42 from 1 April 2022.**

**PR 037/01/22 FINANCIAL PLAN (BUDGET PLAN) FOR 2022/2023**

Members considered a financial plan for 2022/2023, including the consideration of Council Reserves and CIL Monies.

It was questioned why Youth Council, Provision of Facilities in Vigo Park and Public Conveniences were still showing in the Earmarked Reserves, if the Town Council was going back to basics. It was clarified that these items would be removed once Full Council had agreed the Earmarked Reserves, as well as all other items with zero against them.

It was proposed by Councillor L Gregori and seconded by Councillor N Long that the current Earmarked Reserves be accepted and the Staffing Budget of £215,000, be included in the final Budget 2022/2023 and be recommended to Full Council for approval.

A vote was taken which was unanimous.

**RESOLVED: That the current Earmarked Reserves be accepted and the Staffing Budget of £215,000, be included in the final Budget 2022/2023 and be recommended to Full Council for approval.**

**PR 038/01/22 DRAFT BUDGET 2022/2023**

Members considered the Draft Budget 2022/2023 to be recommended to Full Council on 25 January 2022 for final consideration.

Members felt that an inflation rate of 5% should be factored into the calculation of the Draft Budget 2022/2023.

It was proposed by Councillor N Long and seconded by Councillor L Gregori that it be recommended for approval to Full Council, that the Town Clerk apply a 5% inflation increase on the previous year's budget, which would bring the Budget 2022/2023 to £370, 077.50

and the difference between that and the precept set at £21.10, be taken from General Reserves.

A vote was taken which was unanimous.

**RESOLVED: That it be recommended for approval to Full Council, that the Town Clerk apply a 5% inflation increase on the previous year's budget, which would bring the Budget 2022/2023 to £370, 077.50 and the difference between that and the precept set at £21.10, be taken from General Reserves.**

#### **PR 039/01/22 BACK TO BASICS – PART 1**

Members considered the first of a series of reports and discussed how the Town Council would get "Back to Basics" and run efficiently.

Some suggestions were made of certain areas that needed to be looked at; work flow and how it is carried out be looked at, panels do not seem to be working well and the Terms of References have a lack of empowerment within them. It was agreed that a Risk Policy was required, the Equality Policy and the Financial Regulations required updating, as a priority. Terms of Reference for the Human Resources (HR) Panel also required a review.

It was proposed by Councillor L Gregori and seconded by Councillor N Long that Officers be tasked to:

- Review the Financial Regulations which will feed into the Standing Orders.
- Create a Risk Policy.
- Update the Town Council Equality Policy.
- Review the Terms of Reference for the HR Panel, how they feed into the Policy and Resources Committee and the composition of the HR Panel.

A vote was taken which was unanimous.

**RESOLVED: That Officers be tasked to:**

- **Review the Financial Regulations which will feed into the Standing Orders.**
- **Create a Risk Policy.**
- **Update the Town Council Equality Policy.**
- **Review the Terms of Reference for the HR Panel, how they feed into the Policy and Resources Committee and the composition of the HR Panel.**

#### **PR 040/01/22 OFFICE ACCOMMODATION - OPTIONS**

Members received and discussed a report on options for the future use/location of the Town Council Offices.

A comment was made relating to the storage of documentation that must be retained for certain periods as per GDPR. Officers clarified that document archiving and storage options with costs were currently being investigated. Therefore, there would be additional costs to be considered.

(Councillor S Waue left the meeting at 7.32pm)

It was suggested that retaining the current offices should also be included as an option, presented to Full Council.

It was proposed by Councillor R Hughes and seconded by Councillor M Mumford that Officers forward all 3 options to Full Council, indicative of costings, for Council to decide on preferred options. Therefore, giving Officers the option to give the required notice to the current landlord in March 2022.

A vote was taken which was unanimous.

**RESOLVED: That Officers forward all 3 options to Full Council, indicative of costings, for Council to decide on preferred options. Therefore, giving Officers the option to give the required notice to the current landlord in March 2022.**

**PR 041/01/22**

**WORK PROGRAMME**

Members noted the Committee Work Programme.

**PR 042/01/22**

**DATE OF NEXT MEETING**

Members noted the date of the next meeting: **Tuesday 15 February 2022, at The Lights, Andover, starting at 6.30pm.**

The Chairman closed the meeting at 7.37pm.

Chairman

Date