

ANDOVER TOWN COUNCIL



Minutes of Policy & Resources Committee

Time and date

6.30pm, Tuesday, 21 February 2023

Place

The Lights, Andover

Details of Attendance:

Members of the Committee:

Cllr R Hughes (Chairman) (P)

Cllr S Waue (Vice Chairman) (P)

Cllr D Coole (P) Cllr L Gregori (P) Cllr N Long (A) Cllr R Meyer (P) Cllr M Mumford (A)
and Cllr T Reynolds (P)

Officers Present:

Gail Foster (Town Clerk)

Tor Warburton (Deputy Clerk)

Members of the Public: Unknown

Members of the Press: 0

PR 112/02/23 APOLOGIES FOR ABSENCE

Apologies were received from Councillor M Mumford.

PR 113/02/23 DECLARATIONS OF INTEREST

Declarations of Interests were declared by Councillors E Reynolds as a Member of the Drove Allotment Association and a plot holder.

PR 114/02/23 MINUTES

It was proposed by Councillor S Waue and seconded by Councillor E Reynolds that the Minutes of the Policy and Resources Committee meeting held on 10 January 2023, be signed by the Chairman as a correct record.

A vote was taken:

FOR – 4, AGAINST – 0, ABSTENTIONS – 1

RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 10 January 2023, be signed by the Chairman as a correct record.

PR 115/02/23 PUBLIC PARTICIPATION

There were no Members of the Public present at the meeting.

PR 116/02/23 RISK MANAGEMENT SCHEME

Members considered the new Risk Management Scheme.

(Councillor R Meyer arrived at 6.48pm)

The following suggestions were made:

Page 1 – Risk Assessment Matrix

Change “Potential Severity (Impact)” heading to read “Hazard Severity.”

Page 2 – Financial Risk

The Budget to be reported to every Policy and Resources Committee and Council meeting.

Page 3 Financial Risk

Add in “Contract Management”:

Risk = Wasting Council’s funds

Mitigation of Risk = Constant Review

Question = Value for money and are we getting what we paid for?

Page 4 Property Risk

Loss of data - Add in “It’s in the Cloud and updated automatically and covered by Microsoft Insurance.”

Loss of data – Officers to check the confidential risk of information in the Cloud.

Officers’ laptops – Officers to enquire about encrypted software.

Benches, Christmas Lights – Officers to investigate ownership.

Office chairs and desk set-up risk assessment to be investigated.

Page 5 GDPR

Add in “Data Breach.”

Page 5 – Reputational Risk

Inappropriate Staff Actions – add in “disciplinary action.”

Members noted that the Town Council’s Publication Scheme was being updated.

It was proposed by Councillor R Meyer and seconded by Councillor D Coole that the Risk Management Scheme, with the suggested changes, be approved.

A vote was taken:

FOR – 5, AGAINST – 0, ABSTENTIONS – 1

RESOLVED: That the Risk Management Scheme, with the suggested changes, be approved as follows:

- **Page 1 – Risk Assessment Matrix**
- **Change “Potential Severity (Impact)” heading to read “Hazard Severity.”**
- **Page 2 – Financial Risk**
- **The Budget to be reported to every Policy and Resources Committee and Council meeting.**
- **Page 3 Financial Risk**
- **Add in “Contract Management”:**
- **Risk = Wasting Council’s funds**
- **Mitigation of Risk = Constant Review**
- **Question = Value for money and are we getting what we paid for?**
- **Page 4 Property Risk**

- **Loss of data - Add in "It's in the Cloud and updated automatically and covered by Microsoft Insurance."**
- **Loss of data - Officers to check the confidential risk of information in the Cloud.**
- **Officers' laptops - Officers to enquire about encrypted software.**
- **Benches, Christmas Lights - Officers to investigate ownership.**
- **Office chairs and desk set-up risk assessment to be investigated.**
- **Page 5 GDPR**
- **Add in "Data Breach."**
- **Page 5 - Reputational Risk**
- **Inappropriate Staff Actions - add in "disciplinary action."**
- **Members noted that the Town Council's Publication Scheme was being updated.**

PR 117/02/23

FINANCIAL RISK ASSESSMENT

Members considered the updated Financial Risk Assessment and noted that the Financial Risk Assessment would be looked at by the Internal Auditor in March 2023.

The following suggestions were made:

Page 1 Financial Regulations

Add in "Third party check for Payroll" and to the Internal Auditor's remit.

Page 2 Risk Management Arrangements

Officers to liaise with Test Valley Borough Council (TVBC) to ascertain who owns what property and who is responsible for maintaining it.

Add in "Meeting Venues" as a risk assessment.

Members noted that the Town Clerk would recreate the Asset Register.

It was proposed by Councillor I Gregori and seconded by Councillor S Waue that a six-year Unity Trust issue of a missing £40.22 be written off and that it be recommended to Full Council for approval.

A vote was taken which was unanimous.

RESOLVED: That a six-year Unity Trust issue of a missing £40.22 be written off and that it be recommended to Full Council for approval.

It was proposed by Councillor L Gregori and seconded by Councillor S Waue that the Financial Risk Assessment, with the changes, be approved.

A vote was taken which was unanimous.

RESOLVED: That the Financial Risk Assessment, with the changes, be approved, as follows:

- **Page 1 Financial Regulations**
- **Add in "Third party check for Payroll" and to the Internal Auditor's remit.**
- **Page 2 Risk Management Arrangements**
- **Officers to liaise with Test Valley Borough Council (TVBC) to ascertain who owns what property and who is responsible for maintaining it.**
- **Add in "Meeting Venues" as a risk assessment.**
- **Members noted that the Town Clerk would recreate the Asset Register.**

PR 118/02/23

FINANCIAL REGULATIONS REVIEW

Members considered the Financial Regulations and any recommendations for approval at Full Council.

Councillor L Gregori gave his thanks for the work involved with the Financial Regulations review.

The following suggestions were made:

That the wording "Chairman/Town Mayor" be amended to read "Chairman of Policy and Resources."

4.5 – Reason to be reworded by the Town Clerk.

5.11 – Potential Replacement to read "notified to Bank Signatory and the Chairman of the Policy and Resources Committee."

6.17 – Amend the sentence to read "verified verbally, following written notification from the supplier."

The Town Clerk was instructed to bring a request to the next Full Council, that Full Council approve a £500.00 debit card.

(Councillor R Meyer left the meeting at 8.17pm)

It was proposed by Councillor L Gregori and seconded by Councillor E Reynolds that the Financial Regulations, with the stated amendments and suggestions, be accepted and recommended to Full Council for approval.

A vote was taken which was unanimous.

RESOLVED: That the Financial Regulations, with the stated amendments and suggestions, be accepted and recommended to Full Council for approval:

- **That the wording "Chairman/Town Mayor" be amended to read "Chairman of Policy and Resources."**
- **4.5 – Reason to be reworded by the Town Clerk.**
- **5.11 – Potential Replacement to read "notified to Bank Signatory and the Chairman of the Policy and Resources Committee."**
- **6.17 – Amend the sentence to read "verified verbally, following written notification from the supplier."**
- **The Town Clerk was instructed to bring a request to the next Full Council, that Full Council approve a £500.00 debit card.**

PR 119/02/23

SCHEME OF DELEGATION

Members considered a draft Scheme of Delegation.

The following amendments were made:

Section 3 Urgent Matters – 3.1, Amend "Clerk" to "Town Clerk" and amend "Chairman/Mayor" to "Mayor."

It was proposed by Councillor L Gregori and seconded by Councillor S Waue that the draft Scheme of Delegation, with the amendments, be approved.

A vote was taken which was unanimous.

RESOLVED: That the draft Scheme of Delegation, with the amendments, be approved.

- **Section 3 Urgent Matters – 3.1, Amend "Clerk" to "Town Clerk" and amend "Chairman/Mayor" to "Mayor."**

PR 120/02/23

UPDATE ON BANKING SIGNATORIES/BANK MANDATE

Members received an update on the Banking Signatories/Bank Mandate and considered recommendations to Full Council for approval.

It was proposed by Councillor L Gregori and seconded by Councillor S Waue that the following be recommended to Full Council for approval:

To approve the addition of two or more Councillor signatories.

To consider who the new signatories will be.

To approve the addition of the Deputy Town Clerk as back up Service Administrator.

To approve the current situation that no payments can be made solely by Staff, without Councillor approvals.

A vote was taken which was unanimous.

RESOLVED: That the following be recommended to Full Council for approval:

- **To approve the addition of two or more Councillor signatories.**
- **To consider who the new signatories will be.**
- **To approve the addition of the Deputy Town Clerk as back up Service Administrator.**
- **To approve the current situation that no payments can be made solely by Staff, without Councillor approvals.**

(Councillor R Meyer rejoined the meeting at 8.24pm)

PR 121/02/23 BUDGET UPDATE FOR 2022-2023

Members noted the Budget Update Report for 2022-2023.

PR 122/02/23 POLICIES LIST

Members noted the Policies List and that work was in progress with policy reviews and loading it onto the Town Council website, with links straight to each policy.

PR 123/02/23 INVESTMENT STRATEGY

Members the Investment Strategy report and considered recommendations to move funds to alternative financial institutions to obtain higher interest rates and reduce risk.

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the Committee meeting be extended by half an hour, beyond the 2 hour time limit.

A vote was taken which was unanimous.

RESOLVED: That the Committee meeting be extended by half an hour, beyond the 2 hour time limit.

It was proposed by Councillor E Reynolds and seconded by Councillor S Waue that:

The opening of accounts with Redwood and Cambridge & Counties be approved
A maximum amount of £85,000.00 is to be moved into the Redwood account and the Cambridge & Counties account.

The current bank signatories will be applied to the Redwood account and the Cambridge & Counties account.

The addition of the Deputy Town Clerk as backup Service Administrator be approved.

The current situation in that no payments can be made solely by Staff, without Councillor approval, be approved.

A vote was taken which was unanimous.

RESOLVED: That:

- **The opening of accounts with Redwood and Cambridge & Counties be approved**
- **A maximum amount of £85,000.00 is to be moved into the Redwood account and the Cambridge & Counties account.**
- **The current bank signatories will be applied to the Redwood account and the Cambridge & Counties account.**
- **The addition of the Deputy Town Clerk as backup Service Administrator be approved.**
- **The current situation in that no payments can be made solely by Staff, without Councillor approval, be approved.**

PR 124/02/23 **QUARTER END PAYMENT AND RECEIPT REPORTS AS PER FINANCIAL REGULATIONS 4.8**

Members considered a Quarter End Payment and Receipt Report, to comply with the Financial Regulations.

Members also considered a best format for reporting to Full Council.

It was proposed by Councillor L Gregori and seconded by Councillor E Reynolds that Option A Financial Budget Comparison be accepted and recommended to Full Council for approval.

A vote was taken:

FOR – 4, AGAINST – 1, ABSTENTIONS – 1

RESOLVED: That Option A Financial Budget Comparison be accepted and recommended to Full Council for approval.

PR 125/02/23 **METHOD OF ACCOUNTS REPORTS FOR PRIOR YEAR ENDS**

Members considered which Accounting Reports the Council wished to receive at Year End (outside of AGAR).

It was felt for transparency purposes that additional reports should be produced, which would include:

- List of Debtors and Creditors
- Final Budget Report
- Cashbook
- Statement of Income and Expenditure
- Trial Balance
- Balance Sheet
- VAT Return information

It was proposed by Councillor E Reynolds and seconded by Councillor S Waue that it be delegated to the Town Clerk to produce the additional reports once a year at Year End.

A vote was taken which was unanimous.

RESOLVED: That it be delegated to the Town Clerk to produce the additional reports once a year at Year End.

PR 126/02/23 **COMMITTEE WORK PROGRAMME**

Members noted the Committee Work Programme.

The following items were requested to be added to the next meeting agenda:

- Annual Report
- Earmarked Reserves
- Virements

It was agreed that the Review of the Business Plan would be left to the next Council to action, given the time strain.

PR 127/02/23 **DATE OF THE NEXT MEETING**

Members noted that the date of the next meeting would be **Tuesday 18 April May 2023, at The Lights, starting at 6.30pm.**

The Chairman closed the meeting at 8.46pm.

Chairman

Date