

ANDOVER TOWN COUNCIL



Minutes of Policy & Resources Committee

Time and date

6.30pm, Tuesday, 2 August 2022

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 (P) Cllr R Meyer (A) Cllr M Mumford (P)

Officers Present:

Wendy Coulter (Town Clerk)

Michelle Young (Committee Officer) (Taking the notes)

Other Councillors Present:

Councillor R Rowles

Members of the Public: 1

Members of the Press: 0

PR 080/08/22 APOLOGIES FOR ABSENCE

Apologies were received from Councillor R Meyer.

PR 081/08/22 DECLARATIONS OF INTEREST

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

PR 082/08/22 MINUTES

Amendments were requested to be made to the Minutes.

It was proposed by Councillor N Long and seconded by Councillor D Coole that the Minutes of the Policy and Resources Committee meeting held on 14 June 2022 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 14 June 2022, with the amendments, be signed by the Chairman as a correct record.

PR 083/08/22 PUBLIC PARTICIPATION

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

PR 084/08/22 FINANCIAL REGULATIONS – FINANCIAL RESERVES

Members were asked to consider a Financial Reserves Section for the Financial Regulations. Under section 19, Types of Reserves, it was requested that the phrase 'General' Reserves be changed to 'Operational' Reserves, as the definitions were the same.

Section 20, b, it was requested that the term 'Emergency' be removed.

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the Financial Reserves section for the Financial Regulations, subject to the amendments discussed, be accepted.

A vote was taken which was unanimous.

RESOLVED: That the Financial Reserves section for the Financial Regulations, subject to the amendments discussed, be accepted.

PR 085/08/22 REVIEW OF BUSINESS PLAN

Members noted the Town Council's Business Plan which was originally written in 2012 and considered any updates and amendments that may be needed.

It was commented that the Business Plan would need to go out to the Public and gather feedback on what the people of Andover would want the Town Council to do.

It was further commented that the Business Plan would need to be re-written in line with Back to Basics, which would take time due to the current staff resources and be put on the back burner for now.

It was felt that a basic Business Plan of sorts, valid for two years was required in order to give the next administration some direction going forward.

Councillor L Gregori suggested that he would prepare a draft Business Plan and invited Members to make additions to it.

It was proposed by Councillor R Hughes and seconded by Councillor N Long that it be delegated to Councillor L Gregori to draft an outline Business Plan for consideration at the latest at the next Policy and Resources meeting.

A vote was taken which was:

FOR – 5, AGAINST – 0, ABSTENTIONS – 1

RESOLVED: That it be delegated to Councillor L Gregori to draft an outline Business Plan for consideration at the latest at the next Policy and Resources meeting.

PR 086/08/22 APPRAISAL POLICY

Members considered an Appraisal Policy.

The following points were made:

The Appraisal Policy did not address how the Deputy Clerk's appraisal was done.

A six-monthly formal appraisal with an informal appraisal every three months, should be adopted.

The policy did not reflect that the Deputy Clerk and Town Clerk did the appraisals.

There was no indication of a second reporting Officer for the staff in the policy.

The following amendments were suggested:

Under 'Who appraises who' – The 'Deputy Clerk' should be replaced with 'Line Manager.'

Under 'Training' – Members of the Staffing Sub-Committee should be included in that.
Under 'The Appraisal Interview' – 'employer' should be amended to 'employee.'

Change 'Human Resources Panel' to 'Staffing Sub-Committee'.

Add Smart Objectives to the policy. The Town Clerk clarified that these had already been added to the Appraisal forms.

It was felt that the Appraisal Policy and Appraisal forms should be updated and brought back to the Policy and Resources Committee meeting in October 2022, for further review, prior to being recommended to Full Council for approval.

It was proposed by Councillor L Gregori and seconded by Councillor N Long that the Appraisal Policy as is, be accepted with the term 'Deputy Clerk' unchanged.

A vote was taken:

FOR – 3, AGAINST – 1, ABSTENTIONS – 1

RESOLVED: That the Appraisal Policy as is, be accepted with the term 'Deputy Clerk' unchanged.

PR 087/08/22 VIREMENTS

Members considered recommendations regarding whether any virements were required. It was pointed out to Members that the first recommendation regarding the virement of the balance of the Council Budget, Year End 2022 of £79,084.80, to Operational Reserves had already been approved at the Extraordinary Council Meeting on 25 July 2022.

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that a virement be made from 4210/6 Heating and Lighting – Office of £413.00 to 4210/11 Subscriptions/Memberships, be recommended to Full Council for approval.

A vote was taken which was unanimous.

RESOLVED: That a virement be made from 4210/6 Heating and Lighting – Office of £413.00 to 4210/11 Subscriptions/Memberships, be recommended to Full Council for approval.

PR 088/08/22 EARMARKED RESERVES

Members noted the Earmarked Reserves and report and discussed options.

A suggestion was made to transfer the Defibrillator Earmarked reserve of £1,072.01 to Operational Reserves and refer back to the Committees to review their requirements for Earmarked Reserves.

It was also suggested that a virement of funds in the Allotments – Installation of Toilets on all 7 sites Budget line and Allotments – Installation of Security systems Budget line, could be made to the Christmas Lights Budget.

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that it be recommended to Full Council, that the Earmarked Reserves remain as they are, subject to the transfer of the Defibrillator Earmarked Reserve (Defibrillators £1,072.01) to Operational Reserves and consultations with the Committees, for approval.

A vote was taken:

FOR - 5, AGAINST – 1, ABSTENTIONS – 0

RESOLVED: That it be recommended to Full Council, that the Earmarked Reserves remain as they are, subject to the transfer of the Defibrillator Earmarked Reserve (Defibrillators £1,072.01) to Operational Reserves and consultations with the Committees, for approval.

PR 089/08/22 REVIEW OF COUNCIL'S RESOURCES

Members noted the report on the Town Council's Resources.

It was reiterated that the report had been written prior to the resignation of the Committee Officer being received.

In view of the resignations of the Town Clerk and Committee Officer, it was commented that the Town Council needed to be realistic in terms of what it could achieve, until the replacement Officers had been recruited and fully trained, which would take some time. Members were also reminded of the possibility of the overloading of work to the remaining part-time Deputy Clerk and two part-time Allotment Officers.

It was suggested that some of the Committee may need to be discontinued and working groups be put aside.

The Town Clerk confirmed that the Society of Local Councils (SLCC) and Hampshire Association of Local Councils (HALC) had been approached with regards to a temporary Locum Clerk. SLCC were confident they could provide someone to do the clerking, however, it was not clear whether they could provide someone to cover the Responsible Finance Officer's role, attend the Council and Committee meetings and support the Deputy Clerk. HALC had confirmed that they would ask their Human Resources department to support the Town Council through the recruitment of a Town Clerk and Responsible Finance Officer. Officers are currently awaiting a response.

A discussion was had with regards to a person(s) of responsibility, to whom the Deputy Clerk could liaise with for support once the Town Clerk had left. It was suggested that there be two people, namely the Chairman of Staffing Sub-Committee and Chairman of Policy and Resources Committee.

Until a new Town Clerk had been recruited, a suggestion was made that all Committee meetings were temporarily ceased and all business to go through Council meetings.

It was agreed that the discussion of working groups/projects, outstanding or new, would be left to Full Council to consider and Members only noted the report at this stage.

PR 090/08/22 INVESTMENT STRATEGY

Members noted a draft investment strategy for the Town Council in line with Financial Regulations.

Members debated the draft. It was considered to be bland in its objectives, unclear as to which committee would be making the recommendations for investments and what the mechanisms for implementation were.

It was agreed the Officers would review the draft investment strategy and bring back to the next Policy and Resources meeting.

PR 091/08/22 FINANCE – PAYMENTS

It was proposed by Councillor D Coole and seconded by Councillor N Long that the List of Payments up to 20 July 2022 be approved.

A vote was taken which was unanimous.

RESOLVED: That the List of Payments up to 20 July 2022 be approved.

PR 092/08/22 TIMETABLE OF REVIEW OF POLICIES

Members noted the timetable for the Review of Town Council Policies.

PR 093/08/22 COMMITTEE WORK PROGRAMME

Members noted the Committee Work Programme.

The following items were requested to be added:

- To receive and review the draft Business Plan (October 2022 meeting)

PR 094/08/22 DATE OF THE NEXT MEETING

Members noted that the date of the next meeting would be **Tuesday 11 October 2022**, at **The Lights, starting at 6.30pm.**

The Chairman closed the meeting at 7.55pm.

Chairman

Date