

# ANDOVER TOWN COUNCIL



## Minutes of Policy & Resources Committee

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### Time and date

6.00pm, Tuesday, 5 October 2021

### Place

The Lights, Andover

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### Details of Attendance:

#### Members of the Committee:

Cllr R Rowles (Chairman) (P)

Cllr S Waue (Vice Chairman) (P)

Cllr L Gregori (A)      Cllr R Hughes (P)      Cllr M Mumford (P)      Cllr J Sangster (P)

Cllr B Long (Town Mayor) (Ex Officio) (P)

#### Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Clerk) (taking the minutes)

#### Other Town Councillors:

Councillor N Long

Councillor D Coole

Councillor R Meyer

**Borough/County Councillors:** None

**Members of the Public:** None

**Members of the Press:** 1

### PR 001/10/21      **ELECTION OF CHAIRMAN**

It was proposed by Cllr S Waue and seconded by Cllr R Hughes that Cllr R Rowles be elected as Chairman for the ensuing Municipal Year 2021/2022.

Cllr J Sangster nominated Cllr M Mumford as Chairman for the ensuing Municipal Year 2021/2022, however, there was no seconder.

**RESOLVED: That Cllr R Rowles be elected as Chairman for the ensuing Municipal Year 2021/2022.**

**PR 002/10/21 ELECTION OF VICE CHAIRMAN**

It was proposed by Cllr R Rowles and seconded by Cllr J Sangster that Cllr S Waue be elected as Vice-Chairman for the ensuing Municipal Year 2021/2022.

There were no other nominations.

**RESOLVED: That Cllr S Waue be elected as Vice-Chairman for the ensuing Municipal Year 2021/2022.**

**PR 003/10/21 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr L Gregori.

**PR 004/10/21 DECLARATIONS OF INTEREST**

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

**PR 005/10/21 MINUTES**

As no Members of the Policy and Resources Committee were present at the meeting held on 22 April 2021, it was agreed that the Minutes of the Policy and Resources Committee held on 22 April 2021, would be noted.

**PR 006/10/21 PUBLIC PARTICIPATION**

***The notes below are a precis of statements/questions. They are not recorded word for word.***

**Member of Public 1:**

Reference to Budget 2021/2022 (4700/15) I am unhappy with this being moved into Building Hire. It's a small pot of money of £500 and it needs to be kept separate for the gardening competitions. I would like reassurance that this pot of money will be safeguarded.

**Chairman's Response:**

We will take your comments into consideration when we discuss the Budget later during the meeting.

**Member of Public 2:**

There is a letter in the papers which refers to the Youth. Can I ask has anyone from the Andover Town Council actually liaised with Test Valley Borough Council or any other organisations to do with that?

**Chairman's Response:**

This is why we have set the Youth Services Working Group up. Working groups and panels are set up to discuss items brought up in Council and Committee meetings along with the necessary budgets' requirements, in between those meetings, prior to the next year's budget being finalised in the January for the following financial year.

**PR 007/10/21 TIME OF START OF COMMITTEE MEETINGS**

Members considered a start time for the Policy & Resources Committee Meetings.

It was proposed by Councillor R Hughes and seconded by Councillor R Rowles that the start time of 6.30pm be adopted.

A vote was taken, FOR – 2, AGAINST – 2, ABSTENTIONS – 1

The Chairman gave his casting vote as FOR.

**RESOLVED: That the Policy and Resources Committee meetings start at 6.30pm.**

- PR 008/10/21 TERMS OF REFERENCE OF THE COMMITTEE**  
Members noted the Policy and Resources Committee Terms of Reference.
- PR 009/10/21 INTERNAL AUDIT ARRANGEMENTS**  
Members noted the Internal Audit arrangements for 2021/2022.  
Councillor R Hughes commented that the arrangements would create more work for the Officers. He asked for clarification that with the current staff shortages, whether there would be enough time for the Officers to fulfil all the requirements.  
The Proper Officer responded and advised that she had liaised with the Audit company, informing them of the current situation and it had been agreed that if the audit can not be completed in one day, it would be extended to two days with no additional costings.
- PR 010/10/21 BUDGET 2021/2022**  
Members noted the Budget 2021/2022 report.  
It was agreed that the Chairman would submit the proposals for discussion at the next committee meeting.
- PR 011/10/21 FINANCIAL PLAN FOR 2022/2023**  
Members noted the Financial Plan for 2022/2023 report.  
It was agreed that consideration need to be given at the next meeting, whether Committees that had a responsibility for a budget line, needed to provide an outlined expenditure plan prior to the spending of the Earmarked Reserves to comply with the Auditor's requirements.
- PR 012/10/21 POLICY AND RESOURCES DRAFT BUDGET 2022/2023**  
Members considered a Draft Budget for the Policy and Resources Committee for 2022/2023.  
Due to the short period of time remaining before all Budget proposals needed to be submitted to Full Council, it was suggested that an informal meeting take place prior to the next Policy and Resources meeting to fully consider all financial requirements of the Committee and make any amendments and additions as necessary.
- PR 013/10/21 ANDOVER TOWN COUNCIL POLICIES**  
Members noted the Andover Town Council Policies report.  
It was also noted that Officers will review the remaining policies as required and bring these to future Policy and Resources Committee meetings for review and recommendation to Full Council.  
It was suggested that the Officers also review the policies on the website for possible duplication.
- PR 014/10/21 WORK PROGRAMME**  
Members noted the Committee Work Programme.
- PR 015/10/21 DATE OF NEXT MEETING**  
Members noted the date of the next meeting: **Tuesday 9 November 2021, at The Lights, Andover, starting at 6.30pm.**
- PR 016/10/21 EXCLUSION OF THE PRESS AND PUBLIC**  
It was proposed by Councillor R Rowles and seconded by Councillor S Waue that the Press

and Public be excluded from the meeting at Agenda Items 17, 18 and 19, due to consideration of Confidential Staffing matters (Employment Rights Act 1996 & LG&HA 1989 s.11).

A vote was taken which was unanimous.

**RESOLVED: That the Press and Public be excluded from the meeting at Agenda Items 17, 18 and 19, due to consideration of Confidential Staffing matters (Employment Rights Act 1996 & LG&HA 1989 s.11).**

The Chairman reminded Councillors D Coole and R Meyer that they needed to leave the meeting prior to the confidential session, as they were not members of the Policy and Resources Committee. Councillors D Coole and R Meyer refused to leave.

It was proposed by Councillor R Rowles and seconded by Councillor R Hughes that Councillors D Coole and R Meyer be formally asked to leave the room of the meeting due to not being members of the Policy and Resources Committee.

A vote was taken, FOR – 4, AGAINST – 0, ABSTENTIONS – 1

**RESOLVED: That Councillors D Coole and R Meyer be formally asked to leave the room of the meeting due to not being members of the Policy and Resources Committee.**

A procedural motion was proposed by Councillor B Long that Councillors D Coole and R Meyer are not part of the Confidential Session on the advice received from Hampshire Association of Local Councils (HALC) stating that Councillors who are not Members of the Committee are not entitled to stay in confidential sessions. HALC's advice is the same as National Association of Local Council's (NALC) advice.

It was suggested that the meeting be moved to an alternative room due to Councillors D Coole and R Meyer's refusal to leave the meeting.

A second procedural motion was proposed by Councillor B Long and seconded by Councillor R Hughes that the Policy and Resources Committee meeting be stopped due to the refusal of Cllrs D Coole and R Meyer to leave the Confidential part of the Committee Meeting.

A vote was taken which was unanimous.

**RESOLVED: That the Policy and Resources Committee meeting was stopped following the refusal of Cllr D Coole and R Meyer to leave the confidential part of the Committee Meeting.**

The Chairman closed the meeting at 6.37pm.

Chairman

Date