

# ANDOVER TOWN COUNCIL



## Minutes of Policy & Resources Committee

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### Time and date

6.30pm, Tuesday, 7 December 2021

### 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)

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

#### Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Clerk) (taking the minutes)

**Borough/County Councillors:** Unknown

**Members of the Public:** Unknown

**Members of the Press:** Unknown

### PR 019/12/21 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs J Sangster and R Rowles.

### PR 020/12/21 DECLARATIONS OF INTEREST

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

### PR 021/12/21 MINUTES

An amendment was requested to the Extraordinary Policy & Resources Committee meeting Minutes of 14 October 2021.

It was proposed by Councillor L Gregori and seconded by Councillor M Mumford that the Minutes of the Policy and Resources Committee meeting held on 5 October 2021 and the

amended Extraordinary Policy and Resources meeting held on 14 October 2021, be signed by the Chairman as correct records.

A vote was taken which was unanimous.

**RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 5 October 2021 and the amended Extraordinary Policy and Resources meeting held on 14 October 2021, be signed by the Chairman as correct records.**

**PR 022/12/21 PUBLIC PARTICIPATION**

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

**PR 023/12/21 YEAR END 31 MARCH 2021 – UNDERSPENDS AND OVERSPENDS**

Members noted the report on underspends and overspends and considered the movement of funds from the Budget Year ending 31 March 2021 and addressed them.

It was requested that under Allotments, Budget Head 3050/8 Picket Piece be changed to read Ox Drove and Budget Head 4500/1/10 be changed from Augusta Park to Saxon Heights.

It was commented that due to potential talks to increase the Operational Reserves to up to 6 months, it would be advisable to move the remaining Net Balance of £35,182.42 to Operational Reserves.

It was proposed by Councillor L Gregori and seconded by Councillor N Long that it be recommended to Full Council to move the remaining £35,182.42 to Operational Reserves.

A vote was taken which was unanimous.

**RESOLVED: That it be recommended to Full Council to move the remaining £35,182.42 to Operational Reserves.**

**PR 024/12/21 FINANCIAL PLAN FOR 2022/2023**

Members noted the report on the Financial Plan for 2022/2023.

It was proposed by Councillor N Long and seconded by Councillor L Gregori that:

The Staffing Budget remain the same as 2021/2022 and be considered for inclusion in the final Budget.

The Policy and Resources Committee recommend to Full Council that the Operational Reserves be put back to 6 months.

The Draft Budget 2022/2023 be submitted to full Council on 15 December 2021 for further consideration prior to final approval at the full Council meeting to be held on 26 January 2022.

A vote was taken which was unanimous.

**RESOLVED: That:**

**The Staffing Budget remain the same as 2021/2022 and be considered for inclusion in the final Budget.**

**The Policy and Resources Committee recommend to Full Council that the Operational Reserves be put back to 6 months.**

**The Draft Budget 2022/2023 be submitted to full Council on 15 December 2021 for further consideration prior to final approval at the full Council meeting to be held on 26 January 2022.**

**PR 025/12/21 POLICY AND RESOURCES DRAFT BUDGET 2022/2023**

Members considered a Draft Budget for the Policy and Resources Committee for 2022/2023.

It was confirmed that there had been no requests from Members for any large expenditure. The following amendments were suggested; the Election costs be increased back to £10,000.00. and that the Office Rental Budget remains the same at £12,000.00. It was proposed by Councillor M Mumford and seconded by Councillor N Long that the Policy and Resources Draft Budget 2022/2023 with the amendments, be accepted. A vote was taken which was unanimous.

**RESOLVED: That the Policy and Resources Draft Budget 2022/2023 with the amendments, be accepted.**

**PR 026/12/21 DRAFT BUDGET 2022/2023**

Members considered the Draft Budget 2022/2023 as a whole.

It was suggested that Budget line for Pest Control be amended back to £700.00 per allotment site until a replacement contract is in place. The Budget line for the Queen's Jubilee 2022 be increased to £3,000.00.

It was proposed by Councillor N Long and seconded by Councillor M Mumford that the Draft Budget 2022/2023 with the amendments be recommended to Full Council for approval.

A vote was taken which was unanimous.

**RESOLVED: That the Draft Budget 2022/2023 with the amendments be recommended to Full Council for approval.**

**PR 027/12/21 OPENING OFFICES**

Members noted a report regarding the opening of the Town Council Offices.

In light of the rise of the Omicron variant, it was felt that Officers remain working from home where possible until further information is known about the new variant and the Government's reaction to it.

It was proposed by Councillor N Long and seconded by Councillor R Hughes that a further report be brought back to a Policy and Resources Committee in the New Year.

A vote was taken which was unanimous.

**RESOLVED: That a further report be brought back to a Policy and Resources Committee in the New Year.**

**PR 028/12/21 POLICY ON PAPER USAGE**

Members considered a Motion referred from Full Council on the usage of paper, which was proposed by Councillor S Waue and seconded by Councillor R Rowles.

Members considered that to go digital, which would potentially involve the supply of internet access and electronic devices to people, there would be a significant increase in costs. It was suggested that a project could be set up, investigating how this would be delivered and the potential implications that may follow.

It was proposed by Councillor R Hughes and seconded by Councillor N Long that the Policy and Resources Committee do not take this Motion forward.

A vote was taken:

FOR – 4, AGAINST – 1, ABSTENTIONS – 0

**RESOLVED: That the Policy and Resources Committee do not take this Motion forward.**

**PR 029/12/21 WORK PROGRAMME**

Members noted the Committee Work Programme.

The following item was requested to be added:

- Opening Offices

**PR 030/12/21**

**DATE OF NEXT MEETING**

Members noted the date of the next meeting: **Tuesday 11 January 2022, at The Lights, Andover, starting at 6.30pm.**

The Chairman closed the meeting at 7.44pm.

Chairman

Date