

**Minutes of and Policy and Resources meeting of Andover Town Council
11th February at 7.30pm at Andover Town Council Offices**

Present: Steve Hardstaff (SH) Chairman
 Katherine Bird (KB) Vice Chair (Taking the Minutes)
 Richard Rowles (RR)
 Len Gates (LG)
 Dean Marriner (DM)
 Robin Hughes (RH)
 Luigi Gregori (LSJG)

Apologies: Veronika Pond (VP)
 Carol Bartholomew (CB)
 Geoff McBride (GMB)

	The Meeting was quorate and commenced at 7.30pm
1.	Apologies Apologies were received by Veronika Pond, Carol Bartholomew, and Geoff McBride and were accepted by the Chair.
2.	Declaration of Interests No declaration of interests was declared with regard to the current agenda.
3.	Minutes It was noted that Cllr Bartholomew was present, and is marked as absent. With this amendment the minutes of the Policy and Resources Committee meeting held on 7 January 2016 were unanimously approved. Resolved: That a list of outstanding actions be compiled and brought to the next P&R meeting.
4.	Public Participation There was no public participation
5.	Financial Regulations Review Resolved: It was resolved that these will be passed to the Operations Working Group, with LSJG leading.
6.	Emergency Plan – Emergency Liaison Officer It was noted that there is already a working group set up to look at this (BL, VP, RR, JM, LSJG). Resolved:

	That Councillors who have attended the training on setting up an Emergency Plan (VP and BL) should report back to the working group on what is required from ATC for an Emergency Plan, and whether an Officer is required.
7.	<p>External Audit Arrangements</p> <p>The report was noted, and it was agreed that ATC work to ensure that we have the most up to date information as it is changing at the moment.</p> <p>Resolved: To recommend to full council to opt in to the offered scheme.</p>
8.	<p>Internal Audit Arrangements</p> <p>The report was noted, and it was decided that more information was needed.</p> <p>Resolved: Town Clerk to explore other options and bring them to Full Council.</p>
9.	<p>Operations Working Group – Recommendations</p> <p>The report from Cllr Rowles was noted and discussed. The next steps are to develop the Terms of Reference for the new committee structure.</p> <p>Resolved: That the structure presented should be taken forwards, and Terms of Reference developed. (Vote was 5 for, 2 against)</p>
10.	<p>Charity Licences</p> <p>The report was noted, and it was suggested that TVBC should be requested to reduce the Andover Special Levy to reflect that it is no longer carrying out this service.</p> <p>Resolved: Propose to Full Council that ATC take on the administration of Charity Licenses.</p>
11.	<p>Andover Town Tidy Day – Blackswan Yard Alleyway Makeover</p> <p>The report was noted.</p> <p>Resolved: That the Town Clerk speak with the relevant business owners and get permission to undertake the clean-up, and work with TVBC Planning Department to obtain any Listed Building Consent required.</p>
12.	<p>Office Furniture</p> <p>The report was noted.</p> <p>Resolved: To release funds and delegate the Town Clerk to purchase additional office furniture to accommodate staff and to replace meeting chairs</p>
13.	Storage And Archiving

	<p>The report was noted, and discussed. It is not clear what is required to be stored offsite.</p> <p>Resolved: The Town Clerk to report back to the next P&R on what the legal requirements are for storage and archiving.</p>
14.	<p>Policy For Answering Questions From Council Meetings The policy was discussed and was found not to be as complete as is required.</p> <p>Resolved: That Cllrs Bird and Gates redraft the policy and forward to the Town Clerk and P&R members to finalise and bring back to the next P&R meeting.</p>
15.	<p>Staffing Sub-Committee Update The update was discussed, and recruitment options explored.</p> <p>Resolved: To recommend to Full Council that ATC uses a recruitment agency to find a new member of staff.</p>
16.	<p>Finance It was requested that more signatories are added to the ATC bank account, and paperwork be brought to Full Council.</p> <p>Resolved: To approve the Finances as presented. To approve the Bank Reconciliation as presented.</p> <p>To add more signatories to the bank account</p>
17.	<p>Committee Work Programme Add Standing Orders review. Add Publication Regulations</p> <p>Resolved: To set dates for Full Committee and all committee meetings up to May 2017.</p>
	<p>There being no further business, the meeting closed at 8.55pm</p>