

ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

To the Members of the **COMMUNITY ENGAGEMENT COMMITTEE**:

Revd. Andy Fitchet (Chairman), Barbara Long (Vice Chairman), Katherine Bird, Lynn Bird, Paul Crossman, Luigi Gregori, Richard Rowles, Robin Hughes, Richard Kidd, Michael Mumford and Geoff McBride.
(copies to all other Members of the council)

You are hereby summoned to attend a meeting of the **COMMUNITY ENGAGEMENT Committee** to be held at The Andover Town Council Officers, Andover on **THURSDAY 1 June 2017 at 7.00 pm** when it is proposed to transact the following business:-

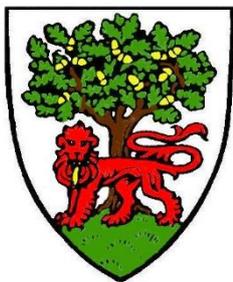
Wendy Coulter - Town Clerk
26 May 2017

Prior to the start of the meeting, John Ritchie from the Art Room will present on WW1 Commemoration.

- 1 **APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- 2 **DECLARATIONS OF INTEREST**
To receive and note any declarations of interest relevant to the agenda.
- 3 **MINUTES**
To agree the minutes of the Community Engagement Committee meeting held on 13 April 2017 – attached at **Appendix A.**
To agree the minutes of the Community Engagement Committee meeting held on 11 May 2017 – attached at **Appendix B.**
- 4 **PUBLIC PARTICIPATION**
There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer will be given, or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.
- 5 **ANDOVER EVENT**
To receive an update on the Andover Event and to approve the budget spend of £1,000. To approve the set up a small working group to organise event.
- 6 **MEDIA PLAN**
To consider and approve Media Plan – **Appendix C**
- 7 **WEBSITE**
To consider whether part management of the website should be out-sourced for a fee. To discuss.
- 8 **NEWSLETTER**
To approve an annual budget of £500 for the production of a newsletter to be distributed three times a year – September, December and May. Draft newsletter attached at **Appendix D**
- 9 **SOCIAL MEDIA**
To consider the Code of Conduct – **Appendix E** – in relation to engaging with the public on social media.

- 10 **GRANT APPLICATIONS**
To consider a report regarding grant applications, attached at - **Appendix F**
- 11 **PROMS IN PARK**
To receive an update on progress on Proms in the Park Event 2017 – **Appendix G**
- 12 **A-FEST 2018**
To agree the date for next years A-Fest as Sunday 29 April 2018.
- 13 **REPORTS FROM WORKING GROUPS**
To receive reports from the Working Groups which have met since the previous Community Engagement Committee meeting.
The Working Groups Include:
Grants; Website; WW1 Commemoration; Emergency Plan; Business Plan; Proms in the Park; A-Fest; Andover Challenges Programme; Media Plan.
- 14 **COMMITTEE WORK PROGRAMME**
To consider the Committee Work Programme and include additional items as necessary – **Appendix H**
- 15 **DATE OF NEXT MEETING**
To note the date and time of the next Community Engagement Committee meeting, **Thursday 20 July 2017** at the **Guildhall**.

The Chairman will close the meeting.



Constantia Basis Virtutum

Minutes of Community Engagement Committee

Time and date

Thursday 13 April 2017 at 7pm.

Place

Andover Town Council Offices, High Street, Andover

Councillors Present:

Richard Rowles (Chairman) (P)

Luigi Gregori (P)

Geoff McBride (P)

Katherine Bird (P) arrived 7.01pm

Robin Hughes (P)

Richard Kidd (P)

Rev. Andy Fitchet (A)

Barbara Long (P)

Other Town Councillors in attendance: Veronika Pond

Borough/County Councillors in attendance: Cllr I Anderson.

Officers in attendance:

Wendy Coulter (**Town Clerk and RFO**) (Taking the minutes), Tor Warburton (training)

Terry Bishop of Test Valley Community Services (TVCS) gave a presentation on TVCS – finished 7.20pm.

Actions

CE 083/16 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs A Fitchet and M Mumford

CE 084/16 DECLARATIONS OF INTEREST

There were no declarations of interest.

CE 085/16 MINUTES

The minutes of the Community Engagement Committee meeting held on 16 February 2017 were agreed and signed by the Chairman as a correct record. This was proposed by Cllr G McBride and seconded by Cllr R Kidd. A vote was taken. 3 For and 3 Abstentions. Passed.

RESOLVED: That the minutes of the Community Engagement Committee meeting held on 16 February 2017 were a correct record signed by the Chairman of the meeting.

CE 086/16 PUBLIC PARTICIPATION

Cllr Veronika Pond

In regards to Andover Challenge's Programme, when did a specialist join the panel and who picked the specialist? Do the Panel act as mentors or just the specialist? Cllr G McBride answered that all Councillors were asked to join. They were asked to think of a challenge and then find mentors to support the challenges. The mentors are not on the grant panel. Only one challenge is awarded the grant. Cllr G McBride stated that Councillors only mentor the grant application. Agreed that the terms of reference need to be reviewed to make this clear. Cllr McBride laid out the time frame of the scheme. Once paperwork is ready it goes to grant panel who will either agree, reject or return with 'some amendments' needed.

Cllr B Long asked when it was hoped the grant would be awarded and would it be announced at Council Meeting. Cllr McBride responded that it was hoped to be awarded within the next 2 months and that it would have to come back to the Community Engagement Committee before being announced at Council.

Cllr Iris Anderson

Thanked Cllr K Bird for thanking TVBC for putting up WWII memorial benches. Cllr I Anderson asked if the grant awarded to A-Fest from TVBC could be presented to them as a cheque. The Town Clerk agreed that it could be presented to the Youth Council after 4 May 2017. Any photo shoot would have to take place after Purdah. It was agreed that Youth Council would be asked to add this to their next Agenda.

Cllr V Pond

Cllr V Pond asked where the memorial benches were to be located and was told that 2 are to go to St Mary's church, 1 to Vigo recreational ground, 1 to Saxon Fields, 1 to the hospital and one held for the redevelopment near the Town Mills.

CE 087/16 A-FEST 2017

An update was received on A-Fest 2017. It was noted that it was going very well and the finances were looking to come out in the black. It was agreed that the discussion regarding approval of next year's date be moved to the next meeting.

CE 088/16 PROMS IN THE PARK

An update was received regarding the Proms in the Park. The cancellation insurance was now in place and the gambling license has been applied for. Cllr. S Hardstaff had organised for the tickets to be sold on line. Lottery Grant had not yet been applied for as more proof of community inclusion is needed.

CE 089/16 REPORTS FROM WORKING GROUPS

Grants Working Group: It was noted that at the next Committee meeting a further update would be forthcoming.

Website Working Group: The website has been updated with the Councillors information. New Councillors are yet to be added. It was noted that the 'news' needs to be updated. Youth Council have expressed an interest in having a website presence. Cllr G McBride to attend next Working Group meeting. Cllr Long and McBride to meet with Town Clerk to discuss Youth Council website.

WW1 Benches Working Group: The WW1 bench acquisition was started within the Working Group but now was taken outside of it. A meeting was held with the Art Room to discuss involving schools with perhaps making some art e.g. poppies. Cllr B Long to approach Test Valley Borough Council to see if they wished to have a more active involvement in the 2018 service. The Football league was keen to do an Armistice Match in 2018. It was noted that the library window was already booked for this year, therefore the display would be for two weeks inside the library from 10 July this year.

Emergency Plan Working Group – no update.

Business Plan Working Group – no update.

It was noted that at the next Electors meeting there should be more visibility for Andover Youth Council, Andover Challenges Programme and A-Fest.

Media Plan – to be considered at the next meeting of the Committee.

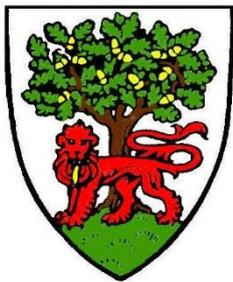
CE 090/16 DATE OF NEXT MEETING

Members noted the date and time of the next Community Engagement Committee meeting, **Thursday 25 May 2017 in the Guildhall.**

Meeting closed at 7.54pm.

Chairman

Date



Minutes of Community Engagement Committee

Time and date

Following the Annual Council Meeting on Thursday 11 May 2017.

Place

Upper Guildhall, High Street, Andover

Attendees: Cllrs Katherine Bird, Lynn Bird, Paul Crossman, Revd. Andy Fitchet, Luigi Gregori, Robin Hughes, Richard Kidd, Barbara Long, Michael Mumford, Geoff McBride and Richard Rowles

Absent: Cllr Andy Fitchet.

Officers Present: Wendy Coulter (Town Clerk) (taking the minutes)

CE 01/17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Robin Hughes.

CE 02/17 ELECTION OF CHAIRMAN

It was proposed by Cllr Geoff McBride and seconded by Cllr Lynn Bird that Councillor Revd. Andy Fitchet be elected Chairman for the ensuing Municipal Year 2017/2018.

There were no other nominations.

RESOLVED: That Councillor Revd. Andy Fitchet be elected Chairman of the Community Engagement Committee for the ensuing Municipal Year 2017/2018.

CE 03/17 ELECTION OF VICE-CHAIRMAN

It was proposed by Cllr Revd. Andy Fitchet and seconded by Cllr Geoff McBride that Councillor Barbara Long be elected Vice-Chairman for the ensuing Municipal Year 2017/2018.

There were no other nominations.

RESOLVED: That Councillor Barbara Long be elected Vice-Chairman of the Community Engagement Committee for the ensuing Municipal Year 2017/2018.

The Chairman closed the meeting.

Chairman

Date

MEDIA OPERATIONAL POLICY

Purpose of Report

To consider updating the Media Operational Policy for the Town Council.

Current Situation

At a previous Community Engagement Committee, a distribution list for Press Releases was agreed and was applied with immediate effect.

It was also agreed that an Operational Media Policy needed to be considered.

Current Process

There is a process in place for Press Releases following a meeting of any Committee or Council. However, this process includes specific names of councillors including people no longer on the council.

There is a policy in place for the Town Council to liaise with the Press and Media, for instance, there is no process for when the Press telephone the office asking for quotes or to speak to a representative.

It is always useful to revisit policies as times evolve and the suggested amendments to the Media policy is outlined below.

Suggested updated Process for Press Releases

The following is a suggested updated Process for Press release distribution:

- Press Release column added to the work plan and press releases, as far as practicable, be prepared in advance for distribution.
- Press releases be prepared in advance for major known national and local events
- Press Releases may be written by members of the council, with the authority of the relevant committee
- Press Release to be sent to Chair and Vice Chair of relevant committee, by an officer of the Town Council, for approval
- Only officers of the Town Council are to distribute press releases on behalf of the Town Council
- All press releases to be sent to all Town Councillors – for information not edit.
- Officers to publish Press Release on Town Council Website

Suggested Process/Policy for Liaising with the Media

The following is a suggested updates Process for Liaising with the Media:

- When contacted by the media the Town Clerk will assess which Committee would be responsible for the topic
- Town Clerk and officers to liaise with relevant Chairman (of Committee or Council) to agree a statement

- Any items which fall outside normal Committee/Council operations to be considered by Town Clerk and Chairman of the Council.
- The Chairman of the Council to make a statement on behalf of Council (agreed with Town Clerk) and reported to all Members of the Town Council as soon as practicable.
- Only officers of the Town Council are to distribute press releases on behalf of the Town Council.

Emergency Plan

- Should such a time arise where there is an emergency and there is no Officer of the council available to go through the agreed process as above, a statement/press release prepared by the Town Mayor and the Chair and Vice Chair of the relevant Committee will be sufficient.

Financial Implications:

There are no financial implications related to this report.

Legal and Policy Implications

Any publicity expressly or impliedly authorised by any statutory provision (e.g. ss. 111, 142 and s. 145 (1) (a) LGA 1972, and Part 11 LGA 1986, noting repeal by s. 122 LGA 2003) must have regard to the prohibitions contained in Part 3 of Communications Act 2003 against political publicity and the requirements of any code of recommended practice issued by the Secretary of State.

Actions

To approve the suggested updates of the Process for Press Releases and liaising with the Media.

23rd May 2017

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG. Tel: 01264 335592

Distribution: To Members of the Community Engagement Committee



Andover Town Council

Newsletter September 2017

UPCOMING MEETINGS

Full Council

Committee Dates:

Policy and Resources

Community Engagement

Assets and Amenities

Planning

Allotments

Lead Story Headline

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt.

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Third Story Headline

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Contact Andover Town Council

Wendy Coulter (Town Clerk),
Andover Town Council,
66C, High Street,
Andover,
Hampshire.
SP10 1NG.
Tel: 01264 335592
Andover-tc.gov.uk

Office Opening hours:
10am - 1pm
Tuesday, Wednesday
and Friday

Adopted by Andover Town Council 6 September 2012.

Andover Town Council

MEMBERS' CODE OF CONDUCT

Part 1: General Provisions

1. This Code applies to you being a holder of public office as a member of Andover Town Council ("the authority") when acting in your role as a member.
2. This Code is adopted pursuant to the Council's statutory duty to promote and maintain high standards of Conduct by members of the authority, complies with the requirements of Section 28 of the Localism Act 2011 and is consistent with the principles set out in that section and which are listed in paragraph 4 below.
3. This Code is not intended to be an exhaustive list of all the legal and constitutional obligations placed on members of this authority. It is your responsibility to comply with the following provisions of this Code as well as other legal obligations beyond the scope of this Code.
4. This Code is based on and consistent with the following principles:

SELFLESSNESS

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits.

INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public.

OPENNESS

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.

Part 2: General obligations for members

1. When acting in your role as a member of the authority:
 - 1.1 **Do** treat others with respect
 - 1.2 **Do** ensure that you are aware of and comply with the requirements which the Bribery Act 2010 places on you in your role as a member and on the Council as a whole.
 - 1.3 **Do not** do anything which may cause your authority to breach any of the equality enactments (as defined in Section 33 of the Equality Act 2006(a)).
 - 1.4 **Do not** bully any person (bullying is offensive, intimidating, malicious, insulting or humiliating behaviour that is directed at someone over whom you have some actual or potential influence).
 - 1.5 **Do not** intimidate or try to intimidate, anyone who has complained about you or who may be involved with a complaint about you.
 - 1.6 **Do not** do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.
 - 1.7 **Do not** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of confidential nature, except where –
 - (i) You have the consent of a person authorised to give it;
 - (ii) You are required by law to do so;
 - (iii) The disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) The disclosure is –
 - (aa) reasonable and in the public interest; and
 - (bb) made in good faith and in compliance with the reasonable requirements of the authority
 - 1.8 **Do not** prevent another person from gaining access to information which that person is entitled to by law.
 - 1.9 **Do not** use or try to use your position improperly to obtain an advantage or disadvantage to yourself or any other person or body.
2. When making decisions as part of the authority
 - 2.1 **Do** have regard to any relevant advice provided to you by the Town Clerk as Responsible Financial Officer and Responsible Officer where such advice is offered pursuant to his or her statutory duties.
 - 2.2 **Do** give reasons for the decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the authority.

3. When using or as part of the authority, authorising the use of others of the resources of the authority –
 - 3.1 **Do** act in accordance with the authority’s reasonable requirements including the requirements of the authorities Electronic Communications Policy which you are deemed to have read:
 - 3.2 **Do** make sure that such resources are not used improperly for political purposes (including party political purposes); and
 - 3.3 **Do** have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
 - 3.4 **Do** not improperly use knowledge gained solely as a result of your role as a member for the advancement of your Disposable Pecuniary Interests.

Part 3: Interests

1. Disclosable Pecuniary Interests

Disclosable Pecuniary Interests are defined in ‘The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012’ (the Regulations) and details are set out in the Schedule to this Code

2. Code of Conduct Interests

These are pecuniary interests of the nature set out in the Schedule to this Code that affect you (but not being a Disclosable Pecuniary Interest) or relate to or affect a relevant person as defined in the Regulations, a member of your family or a close friend.

3. Sensitive Interests

These are interests where you consider that disclosure of the details of a disclosable pecuniary interest or a code of conduct interest could lead you or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer agrees. If the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have a Disclosable pecuniary interest, the details of which are withheld under Section 32(2) of the Localism Act 2012.

4. Registration of Interests

You must, within 28 days of:

- a. This Code being adopted, or
- b. Your acceptance of office as a member, or
- c. Disclosure of a Disclosable Pecuniary Interest not on the Council’s Register of Interests or the subject of pending registration

Notify the Town Clerk, who will then notify the Monitoring Officer of any Disclosable Pecuniary Interest where the Disclosable Pecuniary Interest is yours or is the pecuniary interest of your spouse or civil partner, or somebody with whom you are living as husband or wife or as if you are civil partners.

5. Disclosure of Interests

If you are present at a meeting of the Council, or any committee or sub-committee of the authority and you have a Disclosable Pecuniary Interest or a Code of Conduct Interest in any matter to be considered or being considered at the meeting –

- a. You must disclose the existence and nature of that interest to the meeting
- b. You may not participate in and discussion or vote taken on the matter at the meeting
- c. You must leave the room where the meeting is held before any discussion or voting takes place
- d. If the interest is a Disclosable Pecuniary Interest and is not registered or is not the subject of a pending registration you must notify the Monitoring Officer of the interest within 28 days
- e. If the interest is a Disclosable Pecuniary Interest you must not make a statement on the matter in which you have an interest before leaving the room
- f. If the interest is a Code of Conduct Interest you may make a statement on the matter in which you have an interest before leaving the room, in accordance with the Council's Public Participation Scheme.

6. Offences

It is a criminal offence to

- a. Fail to notify the Monitoring Officer of any Disclosable Pecuniary Interest within 28 days of election
- b. Fail to disclose a Disclosable Pecuniary Interest at a meeting if it is not on the register
- c. Fail to notify the Monitoring Officer within 28 days of a Disclosable Pecuniary interest that is not on the register that you have disclosed to a meeting
- d. Participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- e. As a member discharging a function acting alone, and having a disclosable pecuniary interest in such a matter, failing to notify the Monitoring Officer within 28 days of the interest
- f. Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a Councillor for up to 5 years.

Schedule

Set out below is an extract from The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. In this extract 'M' means you and 'relevant person' means you, your spouse or civil partner, or somebody with whom you are living as husband or wife or as if you are civil partners.

Subject	Prescribed description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions of interests are also subject to the following definitions:

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification of a disclosable pecuniary interest on taking office or at a meeting where the interest arises as appropriate;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.



ANDOVER TOWN COUNCIL

F

Grants Report

Grants	
Produced for: Community Engagement Committee	Date of Report: Thursday 25 May 2017
Summary of Key Issues To consider the Grants Application Process. To consider an amendment to the Rules and Regulations for Grant Applications.	
Current Situation Some months ago, it was agreed by the Community Engagement Committee that the Town Council would open up the application for Grants to be at any time, not restricted to a specific time period. The Working Group met and subsequently suggested that the Clerk should 'vet' the applications to see whether they should go forward for funding.	
Analysis of the Current Process Grant applications are being submitted, within a couple of weeks of funding being needed. Thus not giving sufficient time for the paperwork to be checked and the Working Group to be called to make recommendations to the Committee. The Town Clerk should not be asked to say whether or not the application should receive funding or not. The Town Council sets aside £1000 per annum for the grants, ad hoc applications mean that it is difficult to manage the amount being given out.	
Process Improvements It is suggested that if Members wish to continue to allow grant applications to be received all year round and at any time, the Rules and Regulations should be amended to request that applications must be submitted 8 weeks prior to the funding being required. Thus giving sufficient time for the papers to be checked, the working group to be called and for recommendations to go to committee. Alternatively, applications could be received twice a year, to fit in with the Committee schedule, giving sufficient time for papers to be checked, the Working Group to be called and to go to Committee for decision. If applications were received twice a year, the Working Group would know that £500 in the first tranche could be awarded. If not all monies were given out, whatever remained could be distributed in the second tranche. The Town Clerk should be asked to check the papers to ensure all papers are submitted, the Working Group should then make the recommendation to Committee as to whether funding should be provided.	

Financial Implications

The Town Council sets aside £1,000 per annum for small grants.

Legal and Policy Implications

The Town Council can only award grants to organisations and charities which fall within the powers of the Town Council. If the grant application falls outside the powers, then the Town Council may use S 137 (Local Government Act 1972) up to a certain amount per head of population

Recommendations

To make changes as necessary to the grant making process.

To amend the Rules and Regulations for Grant Applications to indicate that grants must be submitted 8 weeks prior to funding being required.

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: townclerk@andover-tc.gov.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

ANDOVER PROMS IN VIGO PARK

We are a very enthusiastic committee who are bringing to Andover the magic of the Last Night of the Proms to Vigo Road Park on the 9th September 2017.

The second half Proms will be beamed into the park on a huge 40ft screen but before that we will be providing some entertainment of our own. Four very good acts will be on stage from 17:30 onwards providing a variety of music and then the second half of the Proms can be enjoyed with all the fun of flags whistles and the singing of all the old favourites like Rule Britannia, there will be a bar and a number of food concessions through out the event.

We are raising money for Andover MIND and The Countess of Brecknock Hospice. These two charities, it must be agreed are vitally important, 1 in four people will suffer some kind of mental illness in their lifetime and the choice of where and how we end our days is becoming more and more important. These are two charities that rely heavily on public donations to survive.

We entreat you please, to find it in your hearts and pockets to help us in our endeavour and to give you a magical evening in the process. A whole page in our glossy A4 programme is £300, a half page £150 and a quarter page £75. Donor businesses will be mentioned from the stage, on banners and any other publicity put out by the committee.

Thank you in anticipation.



For advertising and sponsorship please contact...



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ANDOVER
TOWN COUNCIL



COMMUNITY ENGAGEMENT WORK PROGRAMME: 1 JUNE 2017

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
1 June 2017	Media Policy/Protocol			
1 June 2017	Newsletter			
1 June 2017	Update on Events for 2017			
1 June 2017	Reports from Working Groups			
20 July 2017	Facebook page			
20 July 2017	Media Plan to review and ratify mandate			
20 July 2017	To review website			
20 July 2017	Reports from Working Groups			
20 July 2017	To review and approve a media/PR schedule for the Christmas Lights Switch-on			
2 November 2017	Budget recommendations to submit to Policy and Resources Committee	STAT	To consider Budgets for 2018/2019 to recommend to P&R Committee	
2 November 2017	Reports from Working Groups			