



OFFICER NOTES FROM THE WORKING GROUP MEETING.

The meeting was open to the public and everyone was invited to contribute.

ATC Councillors present:

Thomas Gregory (TG), Ted Reynolds (TR), John Cockaday (JC), Heather Neate (HN), Mark Farren (MF), Jason Sangster (JS), Robin Hughes (RH), Luigi Gregori (LG), Katherine Bird (KB), Rebecca Meyer (RM), Joseph Hughes (JH).

Members of the public present: Andrew Horsnell (AH), Tony Burley (TB)

Apologies: Kevin Hughes, Michael McGarry

1. To elect a Chairman for the Working Group from Councillors present.

Questions that were asked:

- Was the appointment for the meeting only or for the whole year?
- Could non-councillors become the Chair?
- Did the Terms of Reference need to be agreed before the election of a Chair?

Views that were expressed, but not agreed by everyone:

- Only Councillors should be considered to chair the meetings.
- Appointing a potentially different chair at each meeting would take too much time at the beginning of the meetings.
- Full Council should approve the election of a Chair and Vice-Chair for the year.
- It makes sense to be consistent and have one chair for the year.

In order to move on, with the meeting, it was proposed by KB and seconded by MF that HN chair the meeting for this meeting only until the Terms of Reference had been agreed by Full Council.

2. To elect a Vice-Chairman for the Working Group from Councillors present.

As a Vice-chair was not required for this meeting to proceed, the room felt it was not necessary to consider this agenda item.

3. To discuss the Terms of Reference for the Working Group ready for consideration by Full Council.

Chairman suggested that they be taken line by line. Please see amended TOR below.

4. Christmas Tree arrangements.



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A short verbal update was heard from the Deputy Clerk.

- a. The Town Clerk had asked the Deputy Clerk to obtain 3 quotes for the Christmas Tree fencing in order to demonstrate that the current fencing provider was good value for money and that there was no need for Council to review the contract supplier. Three estimates had been obtained: Quotes: 1: £931.20 2: £7,873.06 3: £1600.00 The current supplier was the cheapest and best value for money as per our Financial Regs, and provided all the services the council required.
- b. Estimate for Tree: same as last year circa: £5,016 (delivery, installation, removal – 30ft tree) This would be progressed as usual by Officers.
- c. Any other details to be discussed.

Questions that were asked:

- Was the WG being asked to consider quotes? The Officers answered that no decisions were required from the WG as this was an update.
- Should the Town Council try and gain more publicity for the event?
- Should the Town Council try and work more closely with The BID ?

Views that were expressed, but not agreed by everyone:

- What more could be done to make the Town / High Street more festive?
- Should wayleaves and easements be investigated to have Christmas Trees affixed to each building (in the style of Stockbridge High Street?)
- Could catenaries be installed to hang lights or other decorations from?
- Should the Town Council consider if Officer time should be used to investigate wayleaves, easements or catenaries for this or subsequent years? - *to go on FC Agenda.*

Working Group member / Officer information gathering:

- No volunteers came forward to investigate wayleaves.
- KB volunteered to contact The BID. Other members felt this should be considered by Full Council first. - *to go on FC Agenda.*

5. Update on Christmas Lights

Members were reminded that the Christmas Lights contract has been extended by 1 year to allow for the extension infrastructure to be completed. 66 lampposts were identified as able to carry commando sockets, as many as possible will be added to the scheme for next year and the rest as soon as possible thereafter.

6. Suggestions for other Yearly events



KB declared an interest in the item as an organiser of A-Fest.

Views that were expressed, but not agreed by everyone:

- The following events could be considered by Full Council:
 - Halloween
 - Fireworks / Bonfire Night
 - Christmas (extra events)
 - Easter (Egg Hunt)
 - Summer Fair
- Greater collaboration with The BID could be investigated, they could be invited to attend WG meetings.
- Andover Vision may be useful as it would be restarting in the near future, the next meeting would be publicised to all members.
- TVBC Councillors could access more information from TVBC.
- ATC could decide to start by organising smaller events on its own.

Working Group member / Officer information gathering:

- None until full Terms of Reference had been agreed.

7. Grants

7.a Which local organisations should ATC be looking at supporting?

Questions that were asked:

- Should a list of organisations be compiled, so the organisations could be advised of the new Grant Policy and how to apply?

Views that were expressed, but not agreed by everyone:

- Organisations should not be approached by the Town Council, and should apply to the Council to support them.
- Having a list of organisations to approach may invite claims of favouritism.
- The Council's website and Facebook page should be used to publicise the Grant scheme more often.
- The Council should look to help more Youth groups and Senior groups.
- Obtaining space on other organisations noticeboards would help. It was suggested that Councillors could help to find this space by talking to the organisations that own them.

7.b To look at and discuss the Grants Policy (to follow under separate cover)



Questions that were asked:

- Where could members of the public view the Draft Policy, Draft Procedure and Draft application form? The TC advised that the drafts were on the website already as part of the next [P+R Agenda](#).

Views that were expressed, but not agreed by everyone:

- The documents had not been sent out to members with enough notice to have reviewed properly.
- There was not sufficient time to review the documents at this meeting.

Working Group member / Officer information gathering:

- All members were asked to forward their comments to the policy and other documents to the TC so that a review schedule could be prepared for the P+R Committee the next week.

8. Any other business

Views that were expressed, but not agreed by everyone:

- If the Town Council was to work more closely with the BID, it should be to mutual advantage, rather than just donating money.
- A suggestion was made to bring alive the historic walk around Rooksbury Mill. Perhaps Andover Mens' Shed Group could help with repairing elements of the walk. Full Council should be consulted on whether this would be progressed – *to go on FC Agenda*.

9. Format for next meeting – Zoom / Face to face?

Views that were expressed, but not agreed by everyone:

- Face to face meeting were a popular choice.
- Some members felt that Zoom meetings might allow more people to participate.
- Hybrid meetings would allow people to choose their method of attendance.

Working Group member / Officer information gathering:

Officers would request the landlords of the office building to advise when 24/7 access would be available to use the meeting room in the Incuhive Office space.

10. Date for next meeting – how often is it felt the WG needs to meet?

- HN suggested that the next meeting be held quickly in order not to lose momentum after the Terms of Refence had been reviewed and approved by Full Council.
- A date would be put in the diary as close as possible to four weeks' time.



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- SUGGESTIONS MADE BY THE WORKING GROUP ARE HIGHLIGHTED IN **YELLOW**.
- KB DECLARED A POTENTIAL CONFLICT OF INTEREST IN REGARDS TO THE WORKING OF THE GRANTS SECTION, ALTHOUGH THE REVIEW WAS NOTHING TO DO WITH A-FEST.



ANDOVER TOWN COUNCIL (ATC)
COMMUNITY & EVENTS
COMMITTEE WORKING GROUP

TERMS OF REFERENCE

Structure and Quorum:

The **Committee Working Group** will comprise of ~~up to 9~~ **an unlimited number of** Elected Members **OF ATC**, and shall appoint a Chairman and Vice-Chairman **annually**.

The **Committee Working Group** will meet ~~as and when the Deputy Town Clerk advises that it is necessary, but at least 3 6~~ times per year. ~~or as required.~~

No legal quorum is required for a Working Group, however ~~it is recommended that at least 3~~ **ATC** members plus the Deputy Town Clerk consider issues together. ~~The quorum of the Committee shall be Three (3)~~

Responsibility:

It is responsibility of the Working Group to discuss and agree recommendations to be made to full council at all times.

Events

1. To identify ideas for Events that can be hosted by, or contributed to, by Council. and ~~to instruct staff to~~ investigate costs and infrastructure required to support such events.
2. To identify potential projects for Community & Town Development and public engagement by the Council, and ~~to instruct officers~~ to investigate costs and infrastructure required to support such projects.
3. To review all cost **ESTIMATES**, arrangements and risk ~~assessments produced by Officers~~, and to recommend to Full Council for approval.
4. The Working Group may co-opt additional non-councillor members.
5. ~~To address and where appropriate, formulate policy regarding Events provided by the Council and develop schemes and projects for Community & Town Development, public relations and public engagement by the Council and develop schemes and projects for ongoing publicity of council activities;~~
6. **Subject to the approval of the full Council, the THE WG Committee may co-opt additional non-councillor members. up to a maximum of 3. Such co-opted members would not have voting rights.**
7. To ~~develop,~~ monitor and or review the following and make recommendations to Full Council. ~~if projects fall outside delegated Budget as per Standing Orders and Financial Regulations:~~

Communications



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- ~~1. To develop strategy on media relations, and to formulate policy on public participation.~~ To review policy and strategy and to provide input into the council's media strategy. (Some councillors feel like keeping point 1.)
2. To assist with review of Policies concerning online, social media communications.
- ~~3. To act as a channel for communication with external partners (Corporate Town Council Communications should be handled exclusively by Staff only, so that records are kept indefinitely, and no promises etc are made without Council/Committee approval.)~~
- ~~4. To assist the Town Clerk with the preparation of the Annual Report for the Annual Electors Meeting (This should not be the Town clerk's responsibility. It is not a Council meeting.)~~
5. To monitor ~~oversee~~ the maintenance and development of the Council's Website
6. To formulate an Emergency Plan for the Council as and when required. It is suggested that this clause is moved to P+R.

Event Co-ordination

To ~~oversee~~ with the Events Co-ordination of any events the Council conducts or takes part in by:

1. Ensuring ~~and to ensure~~ that such activity is publicised via approved methods.
2. Ensuring Risk Assessments are current and insurance is in place for major events and ~~To develop and manage~~ the Christmas Lights
- ~~3. Create plans for new or amended schemes, projects and events for recommendation to Full Council prior to commencement of the events~~

Grants

1. To ensure there is publicity surrounding ~~oversee and publicise~~ the Grant Funding the Council releases each year.
- ~~2. To ensure there is scrutiny to ensure compliant to ensure all info is included before going to council.~~
- ~~3. appoint a Working Group to assess applications for funding that have been completed by Officers. – delete~~
- ~~4. To make recommendations decisions for awarding Grants on behalf of the Council, within the Grant budget. (there is no limit specified where decisions need to be passed to FC even if in budget.) – delete this.~~

All in attendance agreed that the grant application review should be Officer led prior to presentation to Full Council.

Concern was raised that some grant application information should remain confidential, while others felt that all information should be available to councillors, but not necessarily made public.

Finance

5. To ~~be monitor responsible for~~ the following Budget Heads, and ~~approve~~ recommend expenditure accordingly:
 - a. 4190 – Grants
 - b. 4700 – Town Centre Development
 - c. 4000/6 – Web Site & Community Development - suggested that moves to P+R., other members countered that this should also be monitored by C&E as they are responsible for monitoring the development of the website.

Urgent Matters

- ~~6. To provide any two elected members, normally the Chairman and the Vice Chairman of the Community & Events Committee Working Group to be consulted by the Town Clerk and Town Mayor to deal with urgent matters in relation to the Terms of Reference of the Community & Events Committee Working Group which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting. WG – This is recommended to stay with P+R Committee.~~



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Meeting finished at 8.18pm