



# Andover Town Council

To review the C & E Working Group's Terms of Reference.

Item No.

**13b**

**Produced for:** Full Council

**By:** Town Clerk.

**Date of Report:** 7 June 2023



## 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

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.~~