



Andover Town Council Pride 2024 Stakeholders and Contractors

Friday 19 April 2024 9:30am, Incuhive

AGENDA

Meeting of the wider Stakeholders, Contractors, & Consultees for Andover Pride 2024.
It is not open to the public.

Present: Gail Foster, Tor Warburton, Mark Farren, Louise Ellison, Doe Charles, Will Constance, Tom Gregory,

Apologies: Steve Hardstaff, Andy Fitchet, Hannah Taylor, Liz Wilson.

Category	Subject
Posters - 16	<ul style="list-style-type: none"> • Logo – Final choice is Hannah’s version with a few amendments. Hannah will be asked to tweak it, then GF will circulate. <ul style="list-style-type: none"> ○ Andover pride, rather than pride andover. ○ Block letters ○ Small Andover, large pride. ○ Add in the intersex flag in the space. • Hannah has confirmed that intellectual property will pass to the Council. • Deadline for design of posters – agreed as next Friday 26th April • Mark will send Katie / Shelley photos of the acts for the posters / website. • No decision has been made regarding whether we need to buy Lanyards or not. TW has a quote for £0.70 each, will decide later.
Security - 7	<ul style="list-style-type: none"> • Volunteers for the day = Approx 20. • The list of volunteers / wardens / stewards has been started. • To note updated costs for hi-vis Jacket with transparent pocket. – (TW) • Costs = 15 = £158. £10 each. Thin vests. £2.95 each. Tor will write a paper for full council. • The cost of Rainbow armbands / hi-vis is prohibitive.
Stalls - 5	<ul style="list-style-type: none"> • College will provide stalls below. <ul style="list-style-type: none"> ○ Facepainting= ✓ ○ Badgemaking = ✓ ○ Glitter tattoos = ✓ ○ Queeries stall won’t go ahead = ✗ • Requirements for other organisations stalls/gazebos: We can fit in at least 8 3x3m gazebos. (GF,MF,TG measured park) • Marquee for ATC – paper to be written for full council for quotes. (TW) • Merch – Wristbands / Lanyards – look for suppliers – TW • MF will speak to Town Mills 19/4/24.
Gazebos - 17	<ul style="list-style-type: none"> • Review revised quote for 3 x 3m – (TW) – go to full council on 1st May
Location - 2	<ul style="list-style-type: none"> • Rebecca advised no news on the statue.



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	<ul style="list-style-type: none"> • Review the site plan was agreed and will be circulated – (GF) • No fencing along the inside paths in case of need to evacuate. • Use natural perimeter. • Moving the road barrier up a bit to stop cars before they turn into Waterloo Court. • Letter regarding road closure has been reviewed – (GF) • Agree who will letter drop - MF <ul style="list-style-type: none"> • Update on booking with TVBC – (GF) • Decide who will prepare following: <table border="1" data-bbox="491 721 1538 1249"> <thead> <tr> <th style="text-align: left;">DOCUMENT</th> <th style="text-align: left;">Who</th> </tr> </thead> <tbody> <tr> <td>a. Risk Assessment No power included.</td> <td>GF+TW</td> </tr> <tr> <td>b. Lost Children procedure</td> <td>RM to provide a basic version for GF+TW to amend</td> </tr> <tr> <td>c. Site plan</td> <td>GF</td> </tr> <tr> <td>d. Emergency evacuation plan</td> <td>RM to provide a basic version for GF+TW to amend</td> </tr> <tr> <td>e. Certificate for installation of stage</td> <td>WC</td> </tr> <tr> <td>f. Fire certification for marquees & tented structures.</td> <td>GF to chase organisations to send in labels.</td> </tr> </tbody> </table>	DOCUMENT	Who	a. Risk Assessment No power included.	GF+TW	b. Lost Children procedure	RM to provide a basic version for GF+TW to amend	c. Site plan	GF	d. Emergency evacuation plan	RM to provide a basic version for GF+TW to amend	e. Certificate for installation of stage	WC	f. Fire certification for marquees & tented structures.	GF to chase organisations to send in labels.
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Performers - 6	<ul style="list-style-type: none"> • We have reviewed the booked acts & timeline. Small adjustments to be made – MF • Costs so far = £5,250 not including ATC Marquee costs. 														
Comperes - 14	<p>Comperes</p> <ul style="list-style-type: none"> • 3 people booked. Lucy Lucious Lips, Ben Tuffin, Luis Wyatt. • A guidance sheet on what is expected to be delivered should be written – MF / GF • No swearing / Family friendly / Messages for emergency evacuation. 														
Filming - 24	<ul style="list-style-type: none"> • Update on trans-woman offer. • Filming event and lead up from on site, early morning, people arriving. <p>Meeting with GF & MF w/c 22/4 to hear more about the proposal.</p>														
Infrastructure - 3	<ul style="list-style-type: none"> • TEN has been granted. Copied to Police. • Road closure update – GF. <ul style="list-style-type: none"> ○ Application form – done. ○ Risk assessment – pending. ○ Emergency access plan - pending ○ Fee – awaiting invoice. ○ Volunteer positioning - pending • Contract with Illusion Events – GF/WC <ul style="list-style-type: none"> ○ Equipment being supplied. - pending 														



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	<ul style="list-style-type: none"> ○ Cost – deposit paid 19/4/24. (current amount £2,850) ○ Banners design for stage 5m banner . multicoloured tarp for roof. ● Update on Generator request to TVBC – (Paul Cass) – TW pending.
Fencing - 11	Fencing <ul style="list-style-type: none"> ● Upate on Heras fencing – WC has kindly offered to supply for free. <ul style="list-style-type: none"> ○ Length required, and positioning to be confirmed. GF & MF.
First Aid - 9	First aid <ul style="list-style-type: none"> ● Update on St John Ambulance. (GF/MF) – all forms filled in. waiting SJA confirmation. ● Illusion events quote for first aid – (GF/WC) ● Health hub quote – (TW) – can't help.
Litter - 10	Post Event rubbish collection and site Clean <ul style="list-style-type: none"> ● Extra Bins and litter pickers to be borrowed, all arranged.– GF ● Scouts still to be contacted - TW
Insurance - 12	Event Insurance <ul style="list-style-type: none"> ● ATC's current policy will cover. ● To review requirements to comply with insurers requests – GF TO START.
Music licence - 18	Music licence / PRS <ul style="list-style-type: none"> ● Update on anyone that can help us with this. – (MF) - Monday
Marketing - 15	<ul style="list-style-type: none"> ● To decide on next steps after poster is designed. – (LE/SC?) <ul style="list-style-type: none"> ○ Website. ○ Images from acts. ○ LE to draw up a plan. ○ Social channels. ○ Insta / FB ○ Ben Tuffin radio pieces. ○ Andover Advertiser. ● Stakeholder logos need to be shared with guidelines for use. - GF
Lost Children - 20	<ul style="list-style-type: none"> ● Rainbow wrist band quotes – (TW) - £40 = 100 Get 150 ● DBS Checks – Officers / Councillors with their permission. (TW) -
Finale - 21	Consider the smoke density and proximity to the road. Video from WILL.
Cost review	<ul style="list-style-type: none"> ● To look at costs so far in total – (GF)
Parade - 8	<ul style="list-style-type: none"> ● Parade is agreed to defer to next year. ● Street Theatre also defer to next year.
Pride Wings - 4	<ul style="list-style-type: none"> ● To consider if this should be shelved until other arrangements are in place? – next year in a bigger space.



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Food Stalls - 19	To reconfirm that there is no need to consider these
Press Lines - 23	To revisit at next meeting once line ups / posters / logo are confirmed.
Next meeting date:	3RD MAY - 9.30 INCUHIVE.

Cost review is below:

Notes section and page	Item:	Status	Cost indicatio
Infrastructure - 3	Stage - 6 x 4 Lite Deck	FC approved 21/2 - Invoice recvd 17/4 for deposit.	£ 500.00
Infrastructure - 3	PA and Staff for the event	FC approved 21/2	£1,000.00
Infrastructure - 3	Truss Stage Roof - 6 x 4	FC approved 21/2	£ 570.00
Infrastructure - 3	4 Rainbow flags	FC approved 21/2	£ 80.00
Infrastructure - 3	Generator for Performance electricity	FC approved 21/2	£ 350.00
Infrastructure - 3	Cold Sparks	FC approved 21/2	£ 200.00
Infrastructure - 3	Coloured Smoke Grenade	FC approved 21/2	£ 150.00
Infrastructure - 3	Licence - road closure	forms sent - pending Risk assessment and payment.	£ 27.10
Infrastructure - 3	Road Closure - application form	done	£ -
Infrastructure - 3	Temporary Event Licence - TEN	application form sent, payment made.	£ 21.00
Stalls - 5	Wristbands		£ 60.00
Stalls - 5	Councillor Stall	get quotes for Gazebo with branding £812.95 per 3mx3m	£ 812.95
Performers - 6	Kate Plumbtree - Singer	MF to put in contact with TW	£ 100.00
Performers - 6	Chris Keegan - DJ	MF to put in contact with TW	£ 50.00
Performers - 6	Didi DooDoo - comedian / singer	MF to put in contact with TW	£ 60.00
Performers - 6	Royal Restitution - band	MF to put in contact with TW	£ 325.00
Performers - 6	Andover Musical theatre	MF to put in contact with TW	£ 100.00
Performers - 6	Georgie Amelia - Singer	MF to put in contact with TW	£ 50.00
Performers - 6	Velour - Synth band	MF to put in contact with TW	£ 250.00
Security - 7	hi vis jackets	Quote received - paper written in Quotes folder (28 vests varying size)	£ 278.75
Security - 7	Licence - Music	yes, TEN applied for.	£ -
Security - 7	Security / Rangers	FC approved 21/2 - signed Venture contract 16/4	£ 600.00
Clear up site - 10	Extra bins	Gail booked bins. Mike Pratt, 8*240 morning drop off, evening picku	£ 92.00
Comperes - 14	Miss Lucy Lucious lips	Available from 2pm-6pm - date held	£ 150.00
Comperes - 14	Luis Wyatt - Gaydio	MF to put in contact with GF	£ 50.00
Comperes - 14	Ben Tuffin - Love Andover	MF to put in contact with GF	£ 100.00
Music Licence - 18	Music Licence (PRS)	Mark to check with Love Andover	£ 150.00
Lost Children - 20	Rainbow Wrist bands	Tor to order 19/4	£ 60.00
		TOTAL	£6,186.80