



DATE AND TIME	AGENDA ITEM 1
<p>ATC Officers, Cllr M Farren and the College have discussed holding the event on: 22nd June from 12-6pm.</p>	
<p>Any objections or reasons why this won't work?</p> <ul style="list-style-type: none">• 6 hours is long time. How will this be filled?• Time filling can be reviewed as we go along. Aim to finish at 6pm, and if necessary make the start time later if the event may not stretch this long.• Are any other Pride events being organised around the Country? Basingstoke and Winchester are rumoured to be considering. Brighton is in August.	
<p>To consider the benefits of this time and date.</p> <ul style="list-style-type: none">• Event aimed at young people and families.• Event finishes at 6pm, so over 18's can go into town afterwards to carry on celebrations.• Event is easier to manage as not too late in the evening. (Should not be drunk/disorderly issues.)• Businesses can run their own events afterwards.• Easier for families to attend if finishes early.• Saturday is more accessible to the majority rather than Friday during the afternoon.	



LOCATION

AGENDA ITEM 2

Location:

To note that ATC and Andover College have discussed holding the event in the pocket park.



To consider whether there are any reasons why this shouldn't be the approved area?

- Pocket park has a through route. We should be mindful of numbers.
- If the space can't be used (statue of the Queen issues.) then the space between the Leisure centre and The Lights could be considered.
- We would need to find out the boundary with the lights/leisure centre.
- Preference is for Pocket Park
- Timeline and location for statue installation to be checked.


Alternative area:





INFRASTRUCTURE	AGENDA ITEM 3
<p>To review details of the infrastructure:</p> <p>A quote has been received from Will Constance, Illusion Events.</p> <p>For the following:</p> <ul style="list-style-type: none">• Stage 6mx4m lite deck• PA and staff for the event• 6x4 truss stage roof• 4 flags rainbow (8m tall)• Generator• Cold sparks• Coloured smoke grenade• 200m multicoloured festoon lighting <p>Bottom line cost is £2850 which will be considered at Andover Town Council Full Council meeting on Wednesday 21 February 2024.</p> <ul style="list-style-type: none">• Cannot get a vehicle on the site of the pocket park, but Paul Cass might be able to help. (Tor)• May need to consider closing the road? (Access will need to be maintained.)	
<p>To consider if there is anything else in terms of infrastructure that quotes should be obtained for.</p> <ul style="list-style-type: none">• Bunting (missing from the quote already received?)• Fencing for backstage (Heras Fencing)• Back stage area size to be clarified.	



PRIDE WINGS	AGENDA ITEM 4
<p>To consider 'Pride Wings'</p> <p>A quote has been requested to make full size, free standing, Pride wings. These will have LED lights that can change colour. This allows photo opportunities for members of the public and will act as publicity for Andover Pride.</p>	
<p>Should "Pride Wings" be included?</p> <p>YES ! Depending on cost.</p> <ul style="list-style-type: none">• Could be underwhelming in broad daylight.• Maybe could be painted?• Covered with white for Christmas?• Stays in situ for the weekend?• Could be symbolic of something? Doe to investigate if an issue?• Possible as an Andover Pride logo.• Gives businesses an opportunity to latch onto the theme. <p>Wings – multiuse for Christmas.</p> <p>Wings – craft competition for children and/or adults!</p> <ul style="list-style-type: none">• Shops to decorate shops windows. Use for photo opportunities. Part of the trail. Wings that combine the LGBTQIA+ flags. (how many? 15-ish?)• Doe to provide a list of the flags for the trail. 10-30 different versions.• Street art? Would need to be professionally done. TVBC will have questions.	
<p>Are there any suggestions as to where wings should be placed if the quote is acceptable to Full council (to be consider on 21 February 2024)</p> <ul style="list-style-type: none">• To be consider at the next meeting when we have a quote and size etc.	



STALLS	AGENDA ITEM 5
<p>Which types of stall / merchandise should be invited to attend.</p> <ul style="list-style-type: none">• Face-painting – College will try and organise.• Pronoun badges – check on equipment use if can't staff it (Cas/Chapel Arts has badge maker if needed)• Local organisations should be offered a pitch, and they can decide what they want to do with it. <p>Organisations to include:</p> <ul style="list-style-type: none">• Breakout – aimed for young people.• Something should be added for adults too.• Mind / Koala and other.• Carnival stand – could have mask making – Shelly/Katie to investigate.• Chapel arts. <p>All organisations should be relevant, and have some connection to LGBTQIA+ or a theme that links in.</p> <ul style="list-style-type: none">• Town Mills. – Pete to be contacted by Mark to discuss food and beverages. Pete has a licence for outside the front of the Town Mills – something could be done here.• Location to be considered by Breakout. Possibly a gazebo.	
<p>Should we consider advertising pitches?</p> <ul style="list-style-type: none">• If you reach out and forget someone, you may offend. Advertising is fairer.• Make clear, no guarantee of a pitch. Must be relevant, and dependant on location being agreed.• No electricity supplied.• Not looking for food/drink (if location is the Pocket Park, may need to consider if outside the Lights)• Once location decided we can decide on numbers of pitches.• No charge for pitches.• ATC to pay if it costs the organisation to put on a free service.• Turn stage to make sure that it can be seen from the Town Mills.• Councillors to have a stall to collect interest for next year.• QR codes to collect info for next year – Tor/Steve to devise application form.	



To record the suggestions of why for each organisation.

- After applications received.

To consider where they should be positioned and record the reasoning.

- To be considered at next meeting once location is confirmed.

To consider who will make INITIAL contact with the vendors and then pass on details to Andover Town Council

- Advert to be put together.
- BiD to help with publishing.
- BID to create event page on Facebook that all can access and use to advertise.
- TVBC to advertise through network.



PERFORMERS	AGENDA ITEM 6
<p>To consider performers</p> <ul style="list-style-type: none">• James Stretch – will help with bands. (80s, Kylie, spice girls, SClub.)• Drag Queens (eg. Lucy Lucious Lips/Dixie Enormous) to comper with other personalities (Luis Wyatt (Gaydio)/Ben Tuffin (Love Andover))• To note that it is a family event so compering and acts will need to be mindful of this.	
<p>Who should be asked to perform?</p> <ul style="list-style-type: none">• Dance acts – not felt the place for involving schools.	
<p>Who will make INITIAL contact with them.</p> <ul style="list-style-type: none">• Mark will speak with James.• Ben from Love Andover might have the music licence/ PRS Licences.	
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SECURITY	AGENDA ITEM 7
<p>To note that the BiD have contacted Venture Security on behalf of the Council. for a quote for providing 4 Rangers for the event. (This will include 6 radios.)</p> <ul style="list-style-type: none"> • Police and Fire Brigade to be advised of event date and location. • LGBTQIA+ link officers within the Police to be notified – Doe Charles to provide contact. • Check with Michael White if any of the above are informed as part of the licence application. • We will need to plan in case we get over 500 people. Discuss with Michael White. (Gail.) 	
	<ul style="list-style-type: none"> • A quote for Rangers has been received and will be reviewed by Andover Town Council’s Full Council on Wednesday 21st February 2024.
	<ul style="list-style-type: none"> • Could the Security/Volunteers etc wear Rainbow hi-vis/armbands. – Doe to send some links.



PRIDE PARADE	AGENDA ITEM 8
<p>To note that Andover Town Council and Andover College have discussed having a parade, but this has been shelved for another year as it may be too complicated to arrange this time round in the time allotted.</p>	
<p>Any disagreements to this decision?</p> <ul style="list-style-type: none">• Happy to postpone until next year.	
<ul style="list-style-type: none">• Street theatre might be useful – add to next meeting agenda for discussion.	



FIRST AID	AGENDA ITEM 9
<p>Does anyone have any suggestions:</p> <ul style="list-style-type: none">• St Johns ambulance – to be contacted for a quote.• For the scale of the event need a qualified person.• Possibly approach local GPs?	
<p>Who to contact?</p> <ul style="list-style-type: none">• Will Constance to quote for 2 people.• Talk to Sarah Sirens at the Health Hub, Chantry Centre.• Alternative contacts to be considered (Steve/neighbour).	
<p>Approximate cost?</p> <ul style="list-style-type: none">• Pending	
<p>Location for first aid tent.</p> <ul style="list-style-type: none">• To be decided at the next meeting when location confirmed.	



POST EVENT RUBBISH COLLECTION AND SITE CLEAN	AGENDA ITEM 10
<p>Test Valley Borough Council to assist and find out costs?</p> <ul style="list-style-type: none">• Litter picking afterwards?• Extra bins? (£80 for 20 bins.) Consider putting around fence line so that space is maximised.• Environmental services – Rebecca to get contact and give to ATC.• Put next to existing bins or around fence line.• Will need to litter pick during the day.• Volunteers to be sourced. (Scouts?)• Speak to Environmental Services (as above) to see if they can help.• Need to buy litter pickers for ATC use.	



FENCING	AGENDA ITEM 11
<ul style="list-style-type: none">• Heras fencing “covers” / “banners” quotes are being sought by The BiD.• This is to go around the back of the stage to make it an enclosed area for performers. And to keep people away from electrics etc.• Heras fencing to be supplied by Illusion events, quote is pending.• Artwork to be agreed.	



EVENT INSURANCE	AGENDA ITEM 12
<p>Are Test Valley Borough Council able to cover this for the event?</p> <ul style="list-style-type: none">• Rebecca will ask as a Partner to the event.• ATC will check with current insurers and put on new quote requests.	



TOILETS	AGENDA ITEM 13
	<p>To note that previous discussions have suggested this isn't necessary due to the shop scheme and the timing of the event.</p> <ul style="list-style-type: none">• Chantry Centre will be open, and accessible from the Pocket Park• If held outside the Lights, will need to approach Leisure Centre and The Lights to see if their toilets can be used.• Wait until location is confirmed.
	<p>Is this felt suitable by all?</p> <ul style="list-style-type: none">• Yes
	<p>Should there be signs locating nearest toilets?</p> <p>To be discussed when location is finalised.</p>



COMPERES	AGENDA ITEM 14
Are there any volunteers?	
Any ideas? <ul style="list-style-type: none">• Combination of Acts (Drag Queens), Luis Wyatt (Gaydio) and Ben Tuffin (Love Andover)	
To consider if the acts help with this. <ul style="list-style-type: none">• Drag Queens to be asked.	
Should there be a rota so that it isn't down to just one person? <ul style="list-style-type: none">• Yes.	
	<ul style="list-style-type: none">• Lewis Wyatt (Gaydio) – Shelley will approach to see if he is free and ask for a quote. Mark will then follow up.• Ben Tuffin – Mark Farren to approach



MARKETING	AGENDA ITEM 15
<p>Following list have been suggested to be able to help:</p> <ul style="list-style-type: none">• Andover Radio - Love Andover• InAndover• TVBC• Unity• ATC Facebook• Attitude for Gratitude• Chapel Arts• Koala• Andover Library <p>Are these people happy to assist?</p>	
<p>Any other ideas?</p> <p>Facebook spotted pages.</p>	



POSTER DESIGN	AGENDA ITEM 16
	<ul style="list-style-type: none">• Andover College will revert on whether the students can help with this.• Is there any font / style / logos that are affiliated. Doe (Breakout) will check.• Consider intellectual property.• Designs would be produced for the event. Perhaps several different versions.
	<ul style="list-style-type: none">• Katie and Shelley can help with the poster/flyers. Send all information to them so they can mock up an example.• Acts can be added to the poster/flyers as they are confirmed.• If we keep poster design 'in-house' Katie and Shelley, can help and change at the last-minute notice as information is confirmed.• Therefore perhaps ask College to design logo?? Instead of the whole poster?To be discussed with college.



GAZEBOS	AGENDA ITEM 17
<p>Will these be needed?</p> <ul style="list-style-type: none">• Yes – for Councillors stall. (3x3m already have)• Branded for the Council. Tor to get a quote?• If other organisations need one, they will have to bring their own.	
<p>If so, how many?</p> <ul style="list-style-type: none">• To be decided when location is known.	
<p>Where?</p> <ul style="list-style-type: none">• To be decided when location is known.	
<p>Does anyone have any that can be lent?</p>	



MUSIC LICENCE	AGENDA ITEM 18
<p>Will this be needed, or will the Performers be responsible for their own music?</p> <ul style="list-style-type: none">• Music Licence will be needed.	
<p>If considered to be needed, can anyone help with this?</p> <ul style="list-style-type: none">• Check if Love Andover can cover this if involved.• Check with James Stretch see if he can help if not Love Andover	
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FOOD STALLS	AGENDA ITEM 19
<p>Are these needed, if so, will a licence be required?</p> <ul style="list-style-type: none">• Limited on space outside the college. Will probably need something if this location is used instead of the Pocket Park.• If can go ahead at the Pocket Park, we won't need as there is the Town Mills.• Licence should be covered by Temporary event licence. (But this should be checked.)	
<p>Should town businesses be asked if they want a stall?</p> <ul style="list-style-type: none">• Hang on until we know the location.	
<p>If so, where should they be placed?</p> <ul style="list-style-type: none">• To discuss at next meeting when we know which location will be used.	



LOST CHILDREN	AGENDA ITEM 20
<p>Can the First Aid tent to be combined with the Lost Children tent?</p> <p>Be aware, that we can't ask stage performers to do a shout out for lost children.</p>	
<p>Should have at least 2 volunteers who are DBS checked to man it.</p> <ul style="list-style-type: none">• Need to get everyone checked. Must be enhanced – speak to Venture.• Get DBS quotes for Officers.	
<p>Rainbow wrist bands for parents to put on their children with contact details should they get lost?</p> <ul style="list-style-type: none">• Tor to get quotes.	



FINALE	AGENDA ITEM 21
<p>It has been suggested that the end of the event is marked with cold sparks on stage and coloured smoke canister from the stage. This will be an explosion of colour.</p> <ul style="list-style-type: none">• Andover Musical Theatre, to lead the Finale in Priscilla Costumes. On stage?• A thank you from the compere.... play out with a LGBTQ+ anthem (eg Dancing Queen or Thank you for the music)	
<p>Are there any other ideas of how to close the show?</p>	



MEETING DATES	AGENDA ITEM 22
<p>How often should stakeholder meetings be scheduled?</p> <ul style="list-style-type: none">• Every 3-4 weeks, More as the event gets closer.• This will ensure we deliver this event professionally the first time we are hosting it.• Next year will be easier as the format will have been established and additions will be easy to arrange.	
<p>Date suggestions</p> <ul style="list-style-type: none">• Next Meeting – 8th March 9am @ The Lights.• Rebecca Maddox to look to book The Lights• Tor to send out invite to all stakeholders and partners.	