



Andover Town Council
Community & Events Working Group

Wednesday 31 May 2023 The Lights – 6.30pm

AGENDA

This meeting is open to the public to attend and contribute to, all are welcome.

1. To elect a Chairman for the Working Group from Councillors present.
2. To elect a Vice-Chairman for the Working Group from Councillors present.
3. To discuss the Terms of Reference for the Working Group ready for consideration by Full Council.
4. Christmas Tree arrangements.
 - a. Estimates for fencing (15 November 2023 – 22 January 2024 (subject to minimal change.
Quotes: 1: £931.20 2: £7,873.06 3: £1600.00
 - b. Estimate for Tree: same as last year circa: £5,016 (delivery, installation, removal – 30ft tree
 - c. Any other details to be discussed.
5. Update on Christmas Lights
6. Suggestions for other Yearly events
Ideas on future events for investigation and reporting to Full Council
7. Grants
 - 7.a Which local organisations should ATC be looking at supporting?
 - 7.b To look at and discuss the Grants Policy (to follow under separate cover)
8. Any other business
9. Format for next meeting – Zoom / Face to face?
10. Date for next meeting – how often is it felt the WG needs to meet?

After the meeting, the Officer present will forward the notes of the discussions.

NO DECISIONS CAN BE MADE AT THIS MEETING.



Andover Town Council
Community & Events Working Group
Wednesday 31 May 2023 The Lights – 6.30pm



ANDOVER TOWN COUNCIL
COMMUNITY & EVENTS
~~COMMITTEE~~ WORKING GROUP

TERMS OF REFERENCE

Structure and Quorum:

The ~~Committee~~ Working Group will comprise of up to 9 Elected Members, 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 members plus the Deputy Town Clerk consider issues together. ~~The quorum of the Committee shall be Three (3)~~

Responsibility:

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 costings, arrangements and risk assessments produced by Officers, and to recommend to Full Council for approval.
- ~~4. 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;~~
5. **Subject to the approval of the full Council, the Committee may co-opt additional non-councillor members up to a maximum of 3. Such co-opted members would not have voting rights.**
6. 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.~~
2. To assist with review of Policies concerning online, social media communications.
- ~~3. To act as a channel for communication with external partners (Communications should be handled 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



Andover Town Council
Community & Events Working Group
Wednesday 31 May 2023 The Lights – 6.30pm

6. To formulate an Emergency Plan for the Council as and when required.

Event Co-ordination

To Co-ordinate 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 ~~To develop and manage~~ the Christmas Lights
3. Approving implementation 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 appoint a Working Group to assess applications for funding ~~that have been completed by Officers~~.
3. 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.)

Finance

4. 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

Urgent Matters

5. 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.