Andover Town Council

C&E Committee Minutes

Time and date 6.30pm on Thursday **29 May 2025**

Place The Lights, Andover

Councillors Present:			Arrival time noted if after meeting start					
Cllr K Bird (Chairman)	✔		Cllr M Farren (Vice Chairman)	✔		Cllr J Cockaday	X	
Cllr L Gregori	✔		Cllr A Horsnell	✔	6.40pm	Cllr J Hughes	✔	
Cllr R Hughes	✔		Cllr H Neate	X		Cllr E Reynolds	✔	
Cllr J Goodwin	✔	6.33pm						

Officers Present:	Tor Warburton – Acting Town Clerk Leah Walsh – Receptionist/Administration Officer
Members of the Public:	2
County/Borough Councillors:	Councillor Z Brooks
Members of the Press:	0

PUBLIC SESSION	
CE 001/05/25	There were no comments received from the Members of Public present.
ELECTION OF CHAIRMAN	
CE 002/05/25	It was proposed by Councillor M Farren and seconded by Councillor L Gregori and **RESOLVED: Unanimously**, that Councillor K Bird be elected as Chairman of the Community and Events Committee, for the Municipal Year 2025/2026. There were no other nominations.

ELECTION OF VICE CHAIRMAN

CE 003/05/25	(Councillor J Goodwin arrived at 6.33pm) It was proposed by Councillor M Farren and seconded by Councillor K Bird that Councillor A Horsnell be elected as Vice Chairman of the Community and Events Committee. It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that Councillor J Hughes be elected as Vice chairman of the Community and Events Committee. It was proposed by Councillor K Bird and seconded by Councillor M Farren that Councillor M Farren be elected as Vice Chairman of the Community and Events Committee.

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	There were no other nominations. In accordance with Standing Orders, section 8, voting took place via a show of hands. The results were: Councillor M Farren: 3 Councillor A Horsnell: 1 Councillor J Hughes: 3 Due to there being no absolute majority, a second round of voting took place and the results were: Councillor M Farren: 4 Councillor J Hughes: 3 **RESOLVED:** That Councillor M Farren be elected as Vice Chairman of the Community and Events Committee, for the Municipal Year 2025/2026.
APOLOGIES	
CE 004/05/25	Apologies were received from Councillors J Cockaday and H Neate. (It was noted that Councillor A Horsnell was running late)
INTERESTS	
CE 005/05/25	Non-pecuniary declarations were received from: 1. Councillor E Reynolds, as a plot holder at The Drove allotment site. 2. Councillor R Hughes declared an interest in agenda item 12, as a Test Valley representative and therefore did not participate in this item 3. Councillor A Horsnell declared an interest in agenda item 12, as a spouse of the Test Valley Citizens Advice employee and therefore did not participate in this item
MINUTES	
CE 006/05/25	It was proposed by Councillor E Reynolds and seconded by Councillor M Farren and **RESOLVED: FOR – 6, AGAINST – 0, ABSTENTIONS – 1,** that the Minutes of the Community and Events Committee meeting held on 27 February 2025, with the amendment, be signed and accepted as a correct record.
WWII EVENT	
CE 007/25/25	Members received an update report on the VE Day event. Councillor K Bird expressed gratitude to all those involved in the planning and execution of the event, and asked that the ATC Officers be thanked for their work both in the lead-up and on the day itself. She noted that this was the first civic event organised by Andover Town Council and commended its success.
CE 008/05/25	A point was raised regarding delays in the commencement of planning and preparation for the VE Day event and it was noted that future events should begin sooner. This would ensure that there is better communication with TVBC around what they are planning. Councillor K Bird was thanked for the work that was done on the event.
CE 009/05/25	Councillor L Gregori expressed his thanks to Councillors E Reynolds and J Cockaday for their hard work and dedication, in relation to the beacon and their efforts in setting up on the day of the event.
CE 010/05/25	It was questioned whether the unspent funds would be going back into the General Operational account.

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	The acting Town Clerk confirmed that this would be the case.
PRIDE 2025 EVENT	
CE 011/05/25	(Councillor A Horsnell arrived at 6.40pm) Members received an update report on Pride 2025. Councillor A Horsnell spoke to the report and expressed his thanks to the Community and Events Officer and acting Town Clerk for their efforts and support, with the organisation of the event.
CE 012/05/25	A member raised the question regarding the provision of quiet space on the day and suggested that Andover Community Engage (A.C.E.) would be able to provide this for a period of time. The acting Town Clerk would take this forward.
CE 013/05/25	A member requested a report to be produced showing the breakdown of costings for staff time on both the VE Day and Pride 2025 events. The acting Town Clerk would take this forward.
CE 014/05/25	A concern was raised regarding the potential number of attendants being in excess of 2000 and whether this had been captured in the risk assessment. The acting Town Clerk confirmed that it had.
CE 015/05/25	It was proposed by Councillor K Bird and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that the acting Town Clerk be delegated to send an email invitation to all Councillors to volunteer at the Pride 2025 event. That the Councillor names given as volunteers, be approved.
GRANT TRACKER	
CE 016/05/25	Members received and noted a grant tracker report which showed the organisations that had received grants from Andover Town Council and provided a follow-up report.
CE 017/05/25	Councillor K Bird would search for the A-Fest 2022 event report.
GRANT REPORTS	
CE 018/05/25	Members received and noted the end of grant report from Andover Carnival 2024.
CE 019/05/25	Members discussed the content of the grant reports and noted a lack of detail. It was suggested that the report templates be referred back to the Grants Policy Working Group for further review and potential revision. The acting Town Clerk confirmed that this was in the process of being done.
CE 020/05/25	It was requested that the acting Town Clerk refer the Andover Carnival 2024 report to the Community and Events Officer, to ascertain why the report was not completed in line with the template. A report would be brought back to a future committee meeting.
GRANT BUDGET COMPARISON REPORT	
CE 021/05/25	Members received and noted the Grant Budget comparison report.
GRANT APPLICATION	
CE 022/05/25	Members considered grant applications from Andover Carnival 2025 and Test Valley Citizens Advice Bureau.

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CE 023/05/25	**Andover Carnival 2025** It was proposed by Councillor K Bird and seconded by Councillor M Farren and **RESOLVED: FOR – 6, AGAINST – 1, ABSTENTIONS – 1**, that the Standing Orders be suspended to allow the representatives speak to their respective grant application.
CE 024/05/25	It was proposed by Councillor K Bird and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that the Standing Orders be reinstated.
CE 025/05/25	An amendment was proposed by Councillor R Hughes and seconded by Councillor J Hughes, that the Andover Carnival 2025 grant request of £3,000 be reduced to £2,000. This reduction would allow the committee to make a decision immediately, without referring the application to Full Council. Members went into debate. A vote was taken: FOR - 2, AGAINST – 3, ABSTENTIONS – 3. Motion not carried. Members returned to the substantive motion. It was proposed by Councillor K Bird and seconded by Councillor M Farren and **RESOLVED: FOR – 6, AGAINST – 1, ABSTENTIONS – 1,** that the Andover Carnival 2025 grant application be recommended to Full Council with £3000 to be set aside, pending approval.
CE 026/05/25	**Test Valley Citizen Advice Bureau** Councillor A Horsnell declared a non-pecuniary interest in this agenda item and confirmed that he would not participate in the voting process. (Councillor A Horsnell left the meeting at 7.43pm)
CE 027/05/25	It was proposed by Councillor K Bird and seconded by Councillor M Farren and **RESOLVED: FOR – 6, AGAINST – 1, ABSTENTIONS – 0**, that the Standing Orders be suspended to allow the representatives speak to their respective grant application.
CE 028/05/25	It was proposed by Councillor K Bird and seconded by Councillor L Gregori and **RESOLVED: Unanimously**, that Standing Orders be reinstated.
CE 029/05/25	It was proposed by Councillor L Gregori and seconded by Councillor R Hughes and **RESOLVED: Unanimously**, that the Test Valley Citizen Advice Bureau's grant application be approved and the sum of £824.64 be rewarded. (Councillor A Horsnell rejoined the meeting at 7.49pm)
ANDOVER CHARTER	
CE 030/05/25	Members received and discussed a report on the Royal Charter – 850th Anniversary. Councillor K Bird spoke to the report. It was remembered that the late Councillor Barbara Long had previously done a lot of work on this project, particularly the Charter Stone. (Councillor L Gregori left the room at 7.56pm)
CE 031/05/25	It was proposed by Councillor R Hughes and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that a Lead Councillor and the formation of a Working Group, be approved. That the acting Town Clerk send an email to all Members, inviting them to join the Royal Charter Working Group. (Councillor L Gregori rejoined the meeting at 7.58pm)

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CE 032/05/25	It was proposed by R Hughes and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that Councillor K Bird be appointed as Lead Councillor for the Royal Charter Working Group.
CE 033/05/25	It was requested that the Royal Charter be added to the Full Council agenda for June if time allowed, or July 2025, for further discussion
BUSINESS PLAN/GRANTS WORKING GROUP	
CE 034/05/25	Members received and discussed the Business Plan/Grants Working Group report.
CE 035/05/25	It was proposed by Councillor L Gregori and seconded by Councillor K Bird and **RESOLVED: FOR – 6, AGAINST – 1, ABSTENTIONS – 1**, that the Policy and Resources Committee's recommendations as follows, be approved: • Accept transfer and actions; the additional task of developing and drafting a Council's grant and sponsorship strategy grant, based on the principles already agreed and works with Officers to develop a grants funding strategy, policy and procedure for Full Council to approve by 17 September 2025; • Review and approve the draft Terms of Reference at Appendix 1 for a new Grants Funding Working Group; and • Finalise the Working Group Membership to include any other Councillors who may wish to join.
INTERNATIONAL AND NATIONAL OBSERVANCE MONTHS	
CE 036/05/25	Members reviewed and considered a list of National and International days of Observances, as requested at the previous Community and Events Committee meeting (CE 129/02/25).
CE 037/05/25	It was proposed by Councillor K Bird and seconded by Councillor M Farren an **RESOLVED: Unanimously**, that list of National and International days of Observances, be added to the Andover Town Council website.
RIGHT TO BID	
CE 038/05/25	Members noted the Community Right to Bid Register report. Councillor K Bird spoke to the report.
CE 039/05/25	Councillor K Bird proposed that the previous Community Register list, that had lapsed, be put back onto the website and suggested that assets, which included the Guildhall and community halls, also be added. Councillor M Farren seconded the proposal. Members went into debate.
CE 040/05/25	An amendment was proposed by Councillor M Farren and seconded by Councillor R Hughes and **RESOLVED: Unanimously**, that the Community and Events Committee agree to form a Working Group with a Lead Councillor for this task, to take this issue into consideration and come back with some recommendations.
CE 041/05/25	Members returned to the substantive motions. It was proposed by Councillor K Bird and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that the set up of a Community Right To Bid Working Group, be approved.
CE 042/05/25	It was proposed by Councillor M Farren and seconded by Councillor R Hughes and **RESOLVED: Unanimously**, that Councillor K Bird be nominated as the Lead Councillor for the Community Right To Bid Working Group.

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FUTURE ITEMS	
CE 043/05/25	The following items were requested to be considered at the next committee meeting: • Gray-Fest • Purchase or Rent of Cameo building • VJ Day It was noted that a report for potentially buying microphones and cameras for viewing meetings will be brought to the next Community and Events meeting in August.
NEXT MEETING	
CE 044/05/25	Members noted that the date of the next meeting would be **Wednesday 6 August 2025 at The Lights at 6.30pm.**
MEETING CLOSURE	
CE 045/05/25	The Chairman closed the meeting at **7.52pm.**

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