Andover Town Council

# C&E Committee Minutes

**Time and date** 6.30pm on Wednesday **6 August 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 | ✔ | |
| Cllr L Gregori | ✔ | | Cllr A Horsnell | ✔ | | Cllr J Hughes | ✔ | |
| Cllr R Hughes | ✔ | | Cllr H Neate | ✔ | | Cllr E Reynolds | ✔ | |
| Cllr J Goodwin | ✔ | | | | | | | |

| | |
|---|---|
| **Officers Present:** | Tor Warburton – Town Clerk<br>Leah Walsh –Administration Officer |
| **Members of the Public:** | 1 |
| **County/Borough Councillors:** | Councillor Z Brooks |
| **Members of the Press:** | 0 |

| | |
|---|---|
| **PUBLIC SESSION** | |
| **CE 046/08/25** | There were no comments received from the Members of Public present. |
| **APOLOGIES** | |
| **CE 047/08/25** | There were no apologies |
| **INTERESTS** | |
| **CE 048/08/25** | Non-pecuniary declarations were received from:<br>1. Councillor E. Reynolds, as a plot holder at The Drove allotment site. |
| **MINUTES** | |
| **CE 049/08/25** | It was proposed by Councillor M. Farren and seconded by Councillor J. Goodwin and **RESOLVED: FOR – 8, AGAINST – 1, ABSTENTIONS – 0** that the Minutes of the Community and Events Committee meeting held on 29 May 2025 be approved with amendments, and that signing of the Minutes be deferred. |
| **GRANTS POLICY AND PROCEDURE** | |
| **CE 050/08/25** | Councillor H. Neate spoke to the report and members entered into debate. |
| **CE 051/08/25** | It was proposed by Councillor H. Neate and seconded by Councillor J. Goodwin that the draft Grant Funding Policy and Procedure and the supporting Public Sector Equality Duty Assessment, be recommended to Full Council for approval. |

These minutes are published in draft pending approval at the next Committee meeting.

| | |
|---|---|
| **CE 052/08/25** | An amendment was proposed by Councillor K. Bird and seconded by Councillor L. Gregori and **RESOLVED: FOR – 9, AGAINST – 0, ABSTENTIONS – 1,** that the following changes be accepted:<br>• Further explanation to be provided for Section 137 (S137).<br>• Under Tier 1 (small grants), remove the word "raffle".<br>• Councillor H. Neate to revise the statement about propagation of religious beliefs .<br>• Any grant applications between £2,000 and £5,000 to be referred to Full Council.<br>• Add sex as a protective characteristic.<br>• Remove the word "request" from the phrase "Council representatives may request to visit your projects," so it reads simply: "Council representatives may visit your projects".<br>• That the amended document be referred to the Stakeholders Working Group for review prior to Full Council. |
| **CE 053/08/25** | Members returned to the substantive motion.<br>It was **RESOLVED: Unanimously**, that draft Grant Funding Policy and Procedure and the supporting Public Sector Equality Duty Assessment, with the amendments, be sent first to the Stakeholders Working Group and then Full Council for approval. |
| **CE 054/08/25** | It was proposed by Councillor J. Goodwin and seconded by Councillor R. Hughes and **RESOLVED: Unanimously,** that a Stakeholder Engagement session to be held on 19 August 2025, be approved. |
| **CHRISTMAS TREE BARRIERS** | |
| **CE 055/08/25** | It was proposed by Councillor K. Bird and seconded by Councillor J. Goodwin and **RESOLVED: Unanimously**, that quote 2, £1 520.00 + VAT, be accepted. |
| **CHRISTMAS LIGHTS UPDATE** | |
| **CE 056/08/25** | Members received and noted that Officers were awaiting an official quote for the installation of commando sockets and that 4 licences had been received and that the Town Clerk would now apply for the main licence. |
| **GAZEBO STORAGE** | |
| **CE 057/08/25** | It was proposed by Councillor L. Gregori and seconded by Councillor M. Farren and **RESOLVED: Unanimously**, that option 1, at a cost of £40.00 per month for storage of the gazebos, be approved. |
| **END OF YEAR GRANTS** | |
| **CE 058/08/25** | Members received and noted the end of year grant reports for:<br>• Youth Options 2023<br>• Andover Carnival 2024<br>• A-Fest 2025<br>• 20th Andover Guides Ulster |
| **YOUTH FORUM** | |
| **CE 059/08/25** | Members received and noted feedback on the Andover Young Peoples Mental Health Forum, which was attended by ATC Officers on Wednesday 25th June 2025. It was proposed by Councillor M. Farren and seconded by Councillor E. Reynolds and **RESOLVED: Unanimously,** that Officers be instructed to further research all bullet points and to bring back more information for the next C & E meeting. |

These minutes are published in draft pending approval at the next Committee meeting.

| | |
|---|---|
| **GREY FEST** | |
| **CE 060/08/25** | To note that Grey Fest would be brought to the next meeting once further information had been sought. |
| **MACMILLAN COFFEE MORNING 2025** | |
| **CE 061/08/25** | Members received and noted the report and the recommendation that an allocation of £100 from General Reserves towards this event be sent to Full Council for approval. |
| **CE 062/08/25** | An amendment was proposed by Councillor R. Hughes to increase the budget allocation to £175. |
| **CE 063/08/25** | The amendment was proposed by Councillor E. Reynolds and seconded by Councillor K. Bird and **RESOLVED: FOR – 9, AGAINST – 0, ABSTENTION – 1**, that £175 be allocated to the running costs of the event, and that Officers continue with the planning of this event. |
| **CAROLS ROUND THE CHRISTMAS TREE** | |
| **CE064/08/25** | Members received and noted the report. It was proposed by Councillor A. Horsnell and seconded by Councillor L. Gregori and **RESOLVED: Unanimously,** that option 4 at a cost of £380.00, be accepted. |
| **HALLOWEEN EVENT** | |
| **CE 065/08/25** | Members received and noted the report. |
| **CE 066/08/25** | It was proposed by Councillor M. Farren and seconded by Councillor E. Reynolds and **RESOLVED: Unanimously,** that Andover Town Council would take a pitch. |
| **CE 067/08/25** | It was proposed by Councillor K. Bird and seconded by Councillor M. Farren and **RESOLVED: Unanimously,** that Councillor K Bird would lead on organising the pitch. |
| **CE 068/08/25** | It was proposed by Councillor M. Farren and seconded by Councillor A. Horsnell, and **RESOLVED: Unanimously**, that Andover Town Council would sponsor the event prizes, in line with the Committee's Terms of Reference, with the sum of £300 to be taken from the Miscellaneous Events budget. |
| **POPPY TRAIL** | |
| **CE 069/08/25** | Members received and noted the report. There was also a note of thanks to Leah on her work on this. It was also noted that the final licence from Enerveo was still due. |
| **VJ DAY** | |
| **CE 070/08/25** | It was noted that Councillor H. Neate would attend the VJ Service and lay a wreath, on behalf of Andover Town Council. An invitation had also been extended to all councillors. |
| **WORKING GROUPS** | |
| **CE 071/08/25** | It was proposed by Councillor K. Bird and seconded by Councillor J. Goodwin and **RESOLVED: Unanimously,** that the Charter working group Terms of Reference be approved. |
| **CE 072/08/25** | It was noted that The Right to Bid was deferred. |
| **CAMEO BUILDING** | |
| **CE 073/08/25** | Councillor J. Hughes spoke to the report and members went into debate. |

These minutes are published in draft pending approval at the next Committee meeting.

| | |
|---|---|
| **CE 074/08/25** | It was proposed by Councillor H. Neate that an amendment be made to create a working group to investigate the cost and feasibility of Andover Town Council purchasing, 'A building' and that its report is sponsored by the Policy and Resources committee. There was no seconder. |
| **CE 075/08/25** | Members returned to the **substantive motion** to create a working group to investigate the cost and feasibility of the Andover Town Council purchasing the old Cameo building. |
| **CE 076/08/25** | It was proposed by Councillor J. Hughes and seconded by Councillor K. Bird and RESOLVED: **FOR – 7, AGAINST -3, ABSENTION – 0,** that the formation of a Cameo working group be approved. That the Cameo working group investigate the cost and feasibility of Andover Town Council purchasing the Cameo building. |
| **CE 077/08/25** | The following Members were approved to join the Cameo working group:<br>Councillor J Hughes<br>Councillor A Horsnell<br>Councill J Goodwin |
| **CE 078/08/25** | Members also noted that:<br>• the Terms of Reference would be brought back to the next C&E meeting along with a written report.<br>• an invitation to join the working group would be sent out to Full Council. |
| **PORTABLE CONFERENCE SOUND SYSTEM** | |
| **CE 079/08/25** | It was noted that the conference system information would be brought back to the next committee meeting due to awaiting final details from the suppliers. |
| **FUTURE ITEMS** | |
| **CE 080/08/25** | The following items were requested to be considered at the next committee meeting:<br>• A full report with firm recommendations from the Charter working group<br>• Mayoral Charity<br>• Right to Bid<br>• To invite Councillor Susanne Hasselmann to a future meeting |
| **NEXT MEETING** | |
| **CE 081/08/25** | Members noted that the date of the next meeting would be **Wednesday 3 September 2025 at The Lights at 6.30pm.** |
| **MEETING CLOSURE** | |
| **CE 082/08/25** | The Chairman closed the meeting at 8.05pm. |

These minutes are published in draft pending approval at the next Committee meeting.