



ANDOVER TOWN COUNCIL

Assets & Communities Committee Meeting Agenda
8 December 2020

To the Members of the Events Committee:

Councillors D Coole (Chairman), R Meyer (Vice Chairman), N Asamoah, L Banville, J Coole, C Ecclestone, L Gregori, R Hughes, B Long and J Sangster.

You are hereby summoned to attend an Assets & Communities Committee meeting to be held **Virtually via Zoom on Tuesday 8 December 2020 at 6.00 pm** when it is proposed to transact the following business: -

T. Warburton

Tor Warburton
Deputy Town Clerk – 2 December 2020

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS; In line with Andover Town Council's "Recording at Meetings" Policy, Members and the public are requested to note that this meeting will be recorded by the Council, and may also be subject to the recording by members of the public.

If Members of the Public wish to join the meeting, please contact admin@andovertc.co.uk, and the sign in details will be forwarded.

Item 1: Apologies for Absence	4
Item 2: Declarations of Interest	4
Item 3: Minutes	4
Item 4: Action Lists	4
Item 5: Public Participation	5
Item 6: Budget 2021/2022	5
Item 7: Grant Applications.	5
Item 8: Projects	5
Item 9: Christmas Lights	6
Item 10: Work Programme	6
Item 11: Items for Consideration at the Next Meeting	6
Item 12: Date of the Next Meeting	6
Item 13: Exclusion of members of the press and public	7
Item 14: Transfer of Andover Special Expenses Levy Parish-Level Assets, Services and Responsibilities from TVBC.	7
Item 15: Transfer of Non-Levy Parish-Level Assets, Services and Responsibilities from TVBC	7
Item 16: New Town Centre Markets	7
Item 17: Cemeteries	7
Item 18: Andover Department Store/Covered Market	7
Item 19: Property purchase	7
Appendix A: Minutes	8
Appendix B: Budget 2021/2022	14
Appendix C: Kids on Track Grant	16

Appendix D: Coyote Fitness Grant	21
Appendix E: Test Valley – COVID 19 Unsung Heros Award	26
Appendix F: Chilbolton Pre-School	31
Appendix G: Christmas Lights Update Report	36
Appendix H: Committee Work Programme	38

Item 1: Apologies for Absence

To receive and accept apologies for absence

Item 2: Declarations of Interest

To receive and note any declarations of interest relevant to the agenda.

Item 3: Minutes

To receive and agree the Minutes of the Extraordinary Events Committee held on Tuesday 22 September 2020, to be signed by the Chairman as a correct record – Minutes attached at **Appendix A**

Item 4: Actions List

To review the items arising from previous meetings:

Minute number	Action Points	Action
EC 070/19 2020/2021 Budget and Five-Year Business Plan	Officers to review office equipment, requirements and costings	Officers have looked at this but further instruction needed. With Officers working from home and the staffing re-organisation on hold it is difficult to know if further equipment is needed. Officers recommend that a 'contingency' budget be put aside of £1000 which should provide equipment for one new member of staff and remedial work to current equipment, if needed.
EC 066/19 Events	CLRs D Coole & B Long to work with Officers to review the Events Policy	Unable to achieve due to current staffing situation.
EC 071/19 Websites, Traditional Media and Social Media	It was agreed that the Media Policy was to be revised and the Social Media Policy was to be a separate one. Officers advised that a final draft of both policies would be required by 20 November 2020, to be added to the next Assets & Communities Agenda.	Ongoing
EC 068/19 Projects	Officers instructed to: 1. Write to the Landowner and request permission to install a heritage-style bench and litter bin in Shaws Walk, as recommended in the emerging Andover Town Conservation Area Design Statement. To seek a reply by 16 th October and to report back to Committee Members once a reply has been received.	Officers are waiting for a response from the potential landowner. Report to be produced once this is received and brought back to Committee.

	<p>2. Subject to the Landowner’s permission, obtain a minimum of three quotes, if possible, for the:</p> <ul style="list-style-type: none"> a. Purchase of a heritage-style bench and litter bin. b. Installation of the bench and litter bin. c. Daily litter bin emptying. 	
--	---	--

Item 5: Public Participation

There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer may be given in the meeting and recorded in the minutes or, if necessary, a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

Item 6: Budget 2021/2022

To consider and make recommendations to the Policy and Resources Committee for the Budget for the Assets & Communities Committee for 2021/2022 – Draft Budget attached at **Appendix B**.

Item 7: Grant Applications.

To receive, consider and approve/make recommendations as appropriate, regarding grant applications for the Youth Club and General Community Grant Funds.

- a) Kids on Track – Attached at **Appendix C**.
- b) Coyote Fitness – Attached at **Appendix D**.
- c) Test Valley - COVID-19 Unsung Heroes Award – Attached at **Appendix E**.
- d) Chilbolton Pre-School - Attached at **Appendix F**.

Item 8: Projects

The members are asked to consider and recommend, for approval at Full Council, a program of potential projects with proposed funding suggestions. The projects being considered should be considered in line with the Financial Plan. This proposed program of projects will feed into the budget process 2021/2022.

a. **Vigo Road Recreation Ground Improvements** - To receive a written update from the Lead Member.

b. **Town Centre Public Realm** - To receive a written update from the Lead Member.

c. **Independent Access to Street-Level Shops** - To discuss and make recommendations on the Council's involvement and contributions towards independent access to street-level shops. If a Working Group is recommended to take this forward and approved, Members to write and bring back the Terms of Reference for

the Working Group to the next Asset and Community Committee meeting for approval.

d. **Public Toilets** - To discuss and make recommendations on the Council's future involvement and provision of public toilets. If a Working Group is recommended to take this forward and approved, Members to write and bring back the Terms of Reference for the Working Group to the next Asset and Community Committee meeting for approval.

e. **Andover Cenotaph** - To discuss and make recommendations on the holding of a formal public consultation regarding the restoration of the Cenotaph to Andover Town Centre High Street, and should a public consultation support its restoration, the Council's future involvement and financial contribution. If a Working Group is recommended to take this forward and approved, Members to write and bring back the Terms of Reference for the Working Group to the next Asset and Community Committee meeting for approval.

f. **Community Transport** - To discuss and make recommendations on the Council's involvement and financial contributions to the provision of Community Transport. If a Working Group is recommended to take this forward and approved, Members to write and bring back the Terms of Reference for the Working Group to the next Asset and Community Committee meeting for approval

Item 9: Christmas Lights

To receive an update on the recent Christmas Lights installation – Report attached at **Appendix G**.

To discuss and make recommendations for the 2021/22 Christmas Lights. If a Working Group is recommended to take this forward and approved, Members to write and bring back the Terms of Reference for the Working Group to the next Asset and Community Committee meeting for approval.

Item 10: Work Programme

To review/update the Committee Work Programme – attached **Appendix H**.

Item 11: Items for Consideration at the Next Meeting

Members are requested to inform the Clerk of the meeting of any items that they wish to be included on the next Events Committee Agenda and to provide the Clerk of the meeting with supporting information at least 10 days prior to the next Events Committee meeting, as per Standing Orders, or the items will not be included.

Item 12: Date of the Next Meeting

To note the date of the next Assets & Communities Committee meeting, **Tuesday 9 March 2020, via Zoom starting at 6.00pm.**

13. Exclusion of members of the press and public

To PASS a Resolution to exclude the Members of the Press and Public from the Meeting at Agenda Item 14 due to the confidential nature of the Items to be considered.

14. Transfer of Andover Special Expenses Levy Parish-Level Assets, Services and Responsibilities from TVBC.

To receive and consider a written report from the Nov-Levy Transfer Team and make recommendations

15. Transfer of Non-Levy Parish-Level Assets, Services and Responsibilities from TVBC.

To receive and consider a written report from the Nov-Levy Transfer Team and make recommendations

16. New Town Centre Markets.

To consider the New Market information provided by TVBC (previously circulated to Members) and make recommendations. If a Working Group is recommended to take this forward and approved, Members to write and bring back the Terms of Reference for the Working Group to the next Asset and Community Committee meeting for approval.

17. Cemeteries.

To discuss and make recommendations on the Council's progression of a new Cemetery for the benefit of Andover residents. If a Working Group is recommended to take this forward and approved, Members to write and bring back the Terms of Reference for the Working Group to the next Asset and Community Committee meeting for approval.

18. Andover Department Store/Covered Market.

To discuss and make recommendations on the Council's progression of an Andover Department Store/Covered Market for the benefit of Andover. If a Working Group is recommended to take this forward and approved, Members to write and bring back the Terms of Reference for the Working Group to the next Asset and Community Committee meeting for approval.

19. Property Purchase.

To receive a written report from the Property Purchase Team

The Chairman will close the meeting.

Appendix A: Minutes of the last meeting.

A

Time and date

6.00pm on Tuesday, 22 September 2020

Place

Virtual On-Line Meeting via Zoom

Details of Attendance:

Cllr D Coole (Chairman) (P) Cllr R Meyer (Vice Chairman) (P) Cllr J Coole (P) Cllr L Banville (A)
Cllr C Ecclestone (P) Cllr L Gregori (P) Cllr R Hughes (P) Cllr B Long (P)

Officers Present:

Tor Warburton (Deputy Town Clerk)

Michelle Young (Committee & GDPR Officer) (Taking the Minutes)

Members of the Public: 1

Members of the Press: 1

Due to the Covid-19 Pandemic and Government legislation regarding Social Distancing, it was not possible to hold this meeting at a normal public venue. Therefore, the Town Council made arrangements under the Coronavirus Act 2020 and subsequent Regulations permitting remote meetings, to hold the meetings virtually. A voting procedure was actioned via role call method with each Member's name and response recorded in the Minutes.

EC 061/19 Apologies for Absence

There were no apologies for absence.

EC 062/19 Declarations of Interest

Councillors D Coole, J Coole, B Long and R Meyer declared a personal interest in Item 6.

EC 063/19 Minutes

It was proposed by Councillor C Ecclestone and seconded by Councillor R Meyer that the Minutes of the Events Committee meeting held on Tuesday 18 August 2020, be signed by the Chairman as a correct record.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori, R Hughes, B Long and R Meyer.

Unanimous.

RESOLVED: That the Minutes of the Events Committee meeting held on Tuesday 18 August 2020 be signed by the Chairman as a correct record.

EC 064/19 Actions List

Members noted the Actions List which contained updates from the last meeting.

A suggestion was made that future action lists included Minute No's, dates and the name of leading Officer/Councillor.

A Member commented that the King Arthurs Way Community Hall had indeed remained open during the pandemic

and continued to run the foodbank. Officers confirmed that a meeting with the Chief Executive of Test Valley Borough Council (TVBC) had been arranged regarding the Levy and Non-Levy Services.

EC 065/19 Public Participation

There were no Members of the Public present at the meeting.

EC 066/19 Events

Christmas Lights:

Members considered the quotes for fencing to protect the Christmas tree and power source as follows:

Quote 1: £806.40

Quote 2: £1,466.40

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that Quote 1, £ 806.40 be approved.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori, R Hughes, B Long and R Meyer.

Unanimous.

RESOLVED: That Quote 1, £806.40 be approved.

Officers confirmed that the fencing would be white in colour and cover up to 30 meters in length. Officers also confirmed that all the required licences for the Christmas Lights have now been received and were now waiting for the delivery date for the Christmas Tree.

Christmas Events:

Officers had a meeting with the Venue Director at The Lights on 17 September 2020. All Christmas Events have now been published. The question was asked regarding the extension of the Christmas Market; however, it was confirmed that due to Coronavirus, it was not viewed favorably to do extend it this year. A member asked a question regarding completion of Risk Assessments. Officers advised that as the Christmas Events come under Test Valley Borough Council, the Town Council would not have any input into the Risk Assessments.

Andover Town Councils Events Policy:

Members noted and discussed the proposed Events Policy. It was commented that the format of the Events Policy currently represented more of a Standard Operations Procedure (SOP) and therefore it should be accepted as a SOP and a separate Events Policy be created. Reference was made to other Town Council Event Policies that included how to interact in terms of funding events that are ran by other people. It was felt it would be useful to include that in the Andover Town Council Events Policy. It was suggested that Councillor D Coole and Councillor B long would work with Officers to review the Events Policy and that it be brought to the next meeting for consideration by all the Committee Members.

Andover Town Council/Public Engagement:

Officers confirmed an email regarding the Town Council booking the Time Ring and marquee had been sent and all members of the Council would be informed once a response had been received.

EC 067/19 Earmarked Reserves

Members debated the current Earmarked Reserves/funding requirements.

It was strongly felt that budget lines with no monies showing against them should be removed to omit confusion. A further suggestion was made to include a description going forward, on each line to explain what the specific budget lines are used for.

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that the funding from the following

Budget Lines are transferred to Operational Reserves and that it is recommended for approval by full Council:

Grants - £10,000.00

A-Fest - £ 2,000.00

Youth Projects - £1,800.00

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori, R Hughes, B Long and R Meyer.

Unanimous.

RESOLVED: That the funding from the following Budget Lines are transferred to Operational Reserves and that it is recommended for approval by full Council:

Grants - £10,000.00

A-Fest - £ 2,000.00

Youth Projects - £1,800.00

EC 068/19 Projects

Street Furniture:

Members discussed the potential funding of street furniture in Shaw's Walk, which would consist of a heritage style bench and bin.

Concerns were raised that the Standing Order procedure had not been followed and a report containing more information would be required regarding the costs of the street furniture and a minimum of three quotations for the costs of emptying the litter bin would need to be obtained. This information would need to be brought back to the Assets and Communities Committee for consideration and recommendation to full Council.

Other concerns were raised as Shaw's Walk is situated on private land. Permission would initially need to be obtained from the land owner for the placement of the street furniture. Who would have the responsibility of maintaining the bench and the emptying of the litter bin? Would the landowner recognise that the street furniture would belong to the Town Council? What would the future costs be in the event of removing the bench and litter bin if the landowner wanted it removed?

The Chairman shared the following Motion with the Members:

Street Furniture Resolution/Motion

"That Officers be instructed to:

- 1. Write to the Landowner and request permission to install a heritage-style bench and litter bin in Shaws Walk, as recommended in the emerging Andover Town Conservation Area Design Statement. To seek a reply by 16th October and to report back to Committee Members once a reply has been received.*
- 2. Subject to the Landowner's permission, obtain a minimum of three quotes, if possible, for the:*
 - a. Purchase of a heritage-style bench and litter bin.*
 - b. Installation of the bench and litter bin.*
 - c. Daily litter bin emptying."*

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that Officers be instructed to:

1. Write to the Landowner and request permission to install a heritage-style bench and litter bin in Shaws Walk, as recommended in the emerging Andover Town Conservation Area Design Statement. To seek a reply by 16th October and to report back to Committee Members once a reply has been received.
2. Subject to the Landowner's permission, obtain a minimum of three quotes, if possible, for the:
 - a. Purchase of a heritage-style bench and litter bin.
 - b. Installation of the bench and litter bin.
 - c. Daily litter bin emptying.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, B Long and R Meyer.

Against: Councillors L Gregori and R Hughes

For 5, against 2

RESOLVED: That Officers be instructed to:

3. **Write to the Landowner and request permission to install a heritage-style bench and litter bin in Shaws Walk, as recommended in the emerging Andover Town Conservation Area Design Statement. To seek a reply by 16th October and to report back to Committee Members once a reply has been received.**
4. **Subject to the Landowner's permission, obtain a minimum of three quotes, if possible, for the:**
 - a. **Purchase of a heritage-style bench and litter bin.**
 - b. **Installation of the bench and litter bin.**
 - c. **Daily litter bin emptying.**

Vigo Park Improvements:

Members received a verbal update regarding the Vigo Park Improvements. Positive discussions had taken place with Andover Vision. This will be taken to a meeting with Test Valley Borough Council and Hampshire County Council as to how improvements could be made. A further update would be given once more information is received.

EC 069/19 2019/2020 Budget Underspend

Members discussed the 2019/2020 Budget Underspend of £53,519.36 with a view of transferring some or all of the monies to specific budget lines in Events within Earmarked Reserves.

The Chairman shared a proposed budget underspend virement as below, on screen with the Members:

2019/2020 Budget Underspend – Proposed Virements

Amount	Purpose
£32,000	Contribution towards Vigo Park Improvements. Balance from ATC CIL funds, budget virements, TVBC CIL fund, TVBC Community Asset Fund, HCC Funds, other organisation funding, donations. Estimate cost of £755,000. Estimate costs by activity/improvement: £10,000 Landscape Plan. £150,000 Plash Play Park. £160,000 Bandstand. £250,000 Café-pavilion-public toilets. £75,000 Outdoor gym equipment. £75,000 Youth leisure equipment. £35,000 Small item improvements (i.e. seating, planting, bike racks).
£8500	Contribution towards Town Centre public toilets. Estimate cost £80,000 per automatic unit. Balance from ATC CIL funds, budget virements, TVBC CIL fund, TVBC Community Asset Fund, HCC Funds, other organisation funding, donations.
£5000	Contribution towards ATC street furniture. Balance from ATC CIL funds and budget virements.
£3000	Contribution towards the purchase of land for a new cemetery and creation of reserves in advance of the transfer of cemeteries from TVBC. Balance from ATC CIL funds, budget virements, TVBC CIL fund, TVBC Community Asset Fund, HCC Funds, other organisation funding, donations.
£48,500	Total of proposed virement.

It was felt that due to the Coronavirus, there would not be many events running this year and that the monies should be focused on more prioritised items including the purchase of more allotment land. Members were reminded that each Committee was to submit their virement proposals for the 2019/2020 underspend to the Policy and Resources Committee on 7 October 2020. Consideration of the proposals would be given then for recommendation to full Council.

Concerns were raised that ideas were being suggested that the Town Council currently has no governance on and

were under the responsibility of Test Valley Borough Council and Hampshire County Council, such as Vigo Park. An alternative suggestion was made of using the budget underspend to reduce the Precept for 2021.

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that a virement of £32,000.00 to Vigo Park Improvements, £8,500.00 to Town Centre public toilets, £5,000.00 to Andover Town Council Street Furniture and £3,000.00 for the purchase of land for a new cemetery and creation of reserves, be recommended to the Policy & Resources Committee for recommendation for approval by full Council.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone and R Meyer.

Against: Councillors L Gregori, R Hughes and B Long.

For 4, against 3.

RESOLVED: That that a virement of £32,000.00 to Vigo Park Improvements, £8,500.00 to Town Centre public toilets, £5,000.00 to Andover Town Council Street Furniture and £3,000.00 for the purchase of land for a new cemetery and creation of reserves, be recommended to the Policy & Resources Committee for recommendation for approval by full Council.

EC 070/19 2020/2021 Budget and Five-Year Business Plan

Members reviewed the funding levels for the 2020/2021 budget lines and five-year Business Plan.

The following amendments for Expenditure were suggested:

A-Fest - £2,500

Defibrillator Provision - £0

Grants - £15,000

Emergency Funding - £5,000

Website - £3,000

Town Mayor Badge & Regalia - £0

Remembrance Day Wreath - £50

New Building Fund - £10,000

Heating & Lighting - £6,000

Officers were asked to review the funding levels for new office equipment and furniture and to report back to the Committee. It was suggested that discussions for this item ceased and that discussions for the new budget lines be included on the agenda for the next meeting in December.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the meeting be extended beyond the 2-hour time limit.

A recorded vote was as follows:

For: Councillor D Coole, J Coole, C Ecclestone, L Gregori, R Hughes, B Long and R Meyer.

Unanimous.

RESOLVED: That the meeting be extended beyond the 2-hour time limit.

Officers requested the Chairman to provide all the documentation from the meeting in order that it may be presented to all Councillors for consideration.

EC 071/19 Websites, Traditional Media and Social Media

Members noted that there would be a meeting with the website designer/provider to discuss refreshing the Town Council website and Visit Andover website.

Members reviewed the Media and Social Media Policy. It was commented that it was too long, needed to be reduced and that the Social Media Policy should be separate from the Media Policy.

A Member commented that the censor part of a Member utilising the prefix Councillor, when dealing with the Press needed to be removed. Officers advised the Member to recommend it to the Policy & Resources Committee to be

put to the full Council for approval.

It was agreed that the Media Policy was to be revised and the Social Media Policy was to be a separate one. Officers advised that a final draft of both policies would be required by 20 November 2020, to be added to the next Assets & Communities Agenda.

EC 072/19 Work Programme

Members reviewed the Committee Work Programme and it was updated as below:

Date of Meeting	ITEM	Requested by	Purpose of Item
8 December 2020	To receive and review the amended Media Policy and Social Media policy.		
8 December 2020	To discuss Levy and Non-Levy Items		
8 December 2020	Receive a written update report on the online A-Fest that happened in May 2020		Written report to be circulated prior to agenda being sent
8 December 2020	To receive an update report on the Christmas Lights	Cttee	
8 December 2020	To receive a report on Shaw's Walk Street Furniture		
8 December 2020	To make final adjustments to Budget if necessary	Stat	
March 2021	To receive a final report on Christmas Lights	Cttee	
April 2021	To receive a report on A-Fest	Cttee	

EC 073/19 Items for Consideration at the Next Meeting

The following item was added for consideration at the next meeting:

- Website

EC 074/19 Date of the Next Meeting

Members noted the date of the next meeting: **Tuesday 8 December 2020, via Zoom starting at 6.00pm.**

The Chairman closed the meeting at 8.19pm.

CHAIRMAN

DATE

Appendix B: Budget 2021/2022

B

DRAFT 4 FINANCIAL BUDGET 2021/2022

INCOME

	2019/2020 Net	Budget 2020/2021	Actual Net @ 30.09.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
Assets & Communities						
3025 Town Development						
3025/1	Income from Events	£322.00	£0.00	£0.00	£0.00	£0.00
3025/2	Grants	£0.00	£0.00	£0.00	£0.00	£0.00
3025/3	Sponsorship	£0.00	£0.00	£0.00	£0.00	£0.00
3025/4	Proms in the park	£0.00	£0.00	£0.00	£0.00	£0.00
3025/5	A-Fest	£30.00	£0.00	£0.00	£0.00	£0.00
3025/6	Shilling Fair	£3,450.00	£0.00	£0.00	£0.00	£0.00
3025 TOTAL		£3,802.00	£0.00	£0.00	£0.00	£0.00
TOTAL EVENTS & PROJECTS		£3,802.00	£0.00	£0.00	£0.00	£0.00

	2019/2020 Net	Budget 2020/2021	Actual Net @ 30.09.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
EXPENDITURE						
Assets & Communities						
4700 Events & Projects						
4700/2	Christmas Lights	£22,070.18	£20,000.00	£15,082.97	£4,917.03	£0.00
4700/3	A-Fest	£1,167.26	£500.00	£2,400.00	£-1,900.00	£-1,900.00
4700/4	Shilling Fair	£5,404.96	£3,000.00	£1,053.00	£1,947.00	£1,947.00
4700/5	Youth Clubs	£0.00	£12,000.00	£0.00	£12,000.00	£12,000.00
4700/6	Miscellaneous Events	£0.00	£0.00	£3,000.00	£-3,000.00	£-3,000.00
4700/7	Armed Forces Day (was Events)	£1,243.95	£1,000.00	£0.00	£1,000.00	£1,000.00
4700/8	Andover Cycling Festival	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00
4700/9	Andover Challenges	£0.00	£0.00	£0.00	£0.00	£0.00
4700/10	WW1 Event (215)	£0.00	£0.00	£0.00	£0.00	£0.00
4700/11	Festival of Motoring	£0.00	£2,000.00	£0.00	£2,000.00	£1,000.00

4700/12	Defibrillator Provision	£3,927.99	£4,000.00	£0.00	£4,000.00	£4,000.00	£0.00
4700/13	Community Engagement	£802.00	£500.00	£0.00	£500.00	£500.00	£600.00
4700/14	Andover Carnival	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00	£1,000.00
4700/15	Andover Gardening Competition	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
4700/16	Pancake Day	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
4700/17	Tourism	£0.00	£5,000.00	£0.00	£5,000.00	£5,000.00	£6,000.00
4700/18	Water Butt Scheme	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
4700/19	Andover Proms	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
4700/20	Food Fair	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
4700/21	Gardening Fair	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
	Street Furniture	n/a	n/a	n/a	n/a	£0.00	£5,000.00
	Playgrounds	n/a	n/a	n/a	n/a	£0.00	£0.00
	Urban Parks & Open Spaces	n/a	n/a	n/a	n/a	£0.00	£0.00
	Cemeteries	n/a	n/a	n/a	n/a	£0.00	£0.00
	Public Halls	n/a	n/a	n/a	n/a	£0.00	£0.00
	Outdoor Sports Facilities	n/a	n/a	n/a	n/a	£0.00	£0.00
	Dog & Litter Bins	n/a	n/a	n/a	n/a	£0.00	£0.00
4700 TOTAL		£34,616.34	£53,000.00	£21,535.97	£31,464.03	£26,547.00	£57,600.00
4190 Grants							
4190/1	Grants	£7,750.00	£5,000.00	£0.00	£5,000.00	£0.00	£15,000.00
4190/1/1	Emergency Funding	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00
4190/3	Grants Section 137	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4190 TOTAL		£7,750.00	£5,000.00	£0.00	£5,000.00	£0.00	£20,000.00
TOTAL Assets & Communities		£42,366.34	£58,000.00	£21,535.97	£31,464.03	£26,547.00	£33,500.00

Appendix C: Kids on Track Grant

C

ANDOVER TOWN COUNCIL

GRANT FUNDING APPLICATION FORM

Part 1 – Organisation Details

Name of applicant Organisation:	Kids on Track
Project Name:	Outreach Programme
Project Location:	Andover Sports Clubs (football, tennis)
Project Start Date:	January 2021
Project Completion Date:	July 2021
Total Cost of Project:	£5565.00
Funding Requested:	£1000.00

Contact Name:	Georgie Bateman				
Registered Charity	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Registration No? 1167022
If No, state type of organisation:					
Organisation	Garston, Stoke, Andover, Hampshire SP11 0LU				

Address:

--

Email Address:

gbateman@kidsontrack.org.uk

Telephone Number:

07754 790546

Organisation's bank account address:

Kids on Track

If your application is successful, to whom would you like the cheque payable?

Please provide the following information:

- A location plan or site plan, if applicable
- Copy of organisation's latest certified accounts
- Copy of constitution or set of rules
- Evidence of any permissions or consents

Please tick

PART 2 – BUDGET DETAILS

Costs

Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
15 Children's membership (inc kit and travel) for Andover Sports Clubs			£5565.00

TOTAL PROJECT COSTS	£	£	

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Hampshire County Council		
Test Valley Borough Council		
Town or Parish Council		
(Please state which Town or Parish Council)		
National Lottery		
(Please state which fund)		
Other (please provide details)		

PART 3 – GRANT PROPOSAL

Description of Activity – Please provide a brief description of the activities to be funded by the proposed grant.

The aim of the Outreach Programme is to support children from Andover (who are not necessarily part of Kids

on Track) through sponsorship to sport, drama, music and art clubs. The need has been identified through discussions with the local football club, who realise that there are many children who would like to be a member of the club, but are unable to afford the membership fees. Kids on Track would like to sponsor these children to encourage a healthy lifestyle and after school/weekend activities which get them outside and active. Kids on Track would lead the discussions with the local sports clubs to identify children who would benefit from sponsorship.

Details of Activity – Please provide additional details in support of your application, including why the grant is needed.

Andover is recognised as an area of significant deprivation; one of our target areas falls into the top 20% most deprived areas in the country specifically regarding education, skills, training, crime and income. (Source: The English Index of Multiple Deprivation 2015). The benefits of sports are not just physical. Children who get involved with sports and group activities can learn valuable social skills like cooperation, teamwork, tolerance, self-confidence and perseverance; skills which may not always be modelled to them in other parts of their lives. These skills will help them develop their full potential. The children must have shown an interest in the club and the club must believe that they would be a committed member. Sponsorship would be withdrawn if the child consistently did not turn up. The Outreach Programme was launched in September 2020 as the children went back to school after the shock of Covid-19 had closed all activities to them; the first term has proved so popular that we are now operating a waiting list. We are particularly pleased that, of the 15 children who were introduced to football and tennis at the beginning of the term, only 2 dropped out after one session (tennis) having tried a new sport and decided it was not for them. All the other children have maintained more than 95% attendance which, in the words of one manager "is quite extraordinary - most kids miss several sessions each term, your kids turn up full of enthusiasm and are a delight to teach."

Please provide a general description of the people in Andover who will benefit:

Children living in Andover aged 8-16 in receipt of pupil premium and who are currently unable to access clubs due to financial constraints. Currently 15 children are benefitting; we have a waiting list of 5 named children and many more we know about. With sufficient funding, we could enable another 15 children to benefit in the same way.

Approximately **how many** local residents will benefit? 30 children will attend weekly sports clubs for a year

Your financial Situation

All application must be accompanied by the following financial information. **If you do not supply this information your application will not be considered.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position
- Photocopy of bank statements covering the last year

DECLARATION

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed:	Date:
Position in organisation:	
Signed:	Date:
Position in organisation:	

Please return the form to:

Committee Officer

Andover Town Council, First Floor Offices, 68B, High Street, Andover, Hampshire SP10 1NG

Telephone No: 01264 335592

OR

Electronic copies to: **info@andovertc.co.uk**

Please refer to the Grants Guidelines when completing this application.

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

FOR OFFICE USE ONLY
Date received.....
Grant awarded.....

ANDOVER TOWN COUNCIL

GRANT FUNDING APPLICATION FORM

Part 1 – Organisation Details

Name of applicant Organisation:	Coyote Fitness UK
Project Name:	Healthy Weight, Healthy Mind Project for Kids
Project Location:	Andover
Project Start Date:	March 2021
Project Completion Date:	June 2021
Total Cost of Project:	Estimated at around £1000
Funding Requested:	£1000

Contact Name: Rebecca Owen

Registered Charity Yes No Registration No? N/A

If No, state type of organisation:

Organisation Address:

Email Address: rebecca@coyotefitness.co.uk

Telephone Number: 07890 298339

Organisation's bank account address:

If your application is successful, to whom would you like the cheque payable? Coyote Fitness UK

Please provide the following information:

- A location plan or site plan, if applicable
- Copy of organisation's latest certified accounts
- Copy of constitution or set of rules
- Evidence of any permissions or consents

Please tick

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

PART 2 – BUDGET DETAILS

Costs

Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
Hall Hire	£516	Included	£516
Stickers, Fitness Journey	£54	Included	£54

Posters, Certificate of Completion			
Super Foods for Super Kids Cook Book	£10.99 each	Included	£131.88
Instructor Costs	£480 (£40 per session)	Included	£480
Coyote T-shirt for each child to wear to feel part of a team	£162 (£13.50 each)	Included	£162
TOTAL PROJECT COSTS	£	£	£1343.88

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Hampshire County Council		
Test Valley Borough Council		
Town or Parish Council		
(Please state which Town or Parish Council)		
National Lottery		
(Please state which fund)		
Other (please provide details)		

PART 3 – GRANT PROPOSAL

Description of Activity – Please provide a brief description of the activities to be funded by the proposed grant.

I want to provide a 12-week program for children between the ages of 6-8 yrs who are above a healthy weight and help them engage in to exercise, eat healthier and lead a more active lifestyle. We will work on their self-esteem, boost their confidence, increase their fitness levels and teach them that you don't need to be sporty to be fit. Our activities are based on various fitness disciplines that each Coyote character represents and made up of fun games and activities, they'll be exercising but it won't feel like they are.

Details of Activity – Please provide additional details in support of your application, including why the grant is needed.

If I was lucky enough to be considered for this grant, all the children who attend will be able to take part in Coyote Kids Fit Club for FREE, at no extra cost to them. I will be able to put on an extra session a week so they are amongst other children who struggle with similar things to them. They will be part of their own community and wont be worried about other children in the class who they think may be fitter than them.

Please can I speak to someone about the extra files that are requested for upload. I am a very small business and just want to help as many children and their families as I can. I can provide photocopies of bank statements; I am currently awaiting my tax return completion so I can provide this to you. I have no capital assets other than my family home. All other files I'm not sure are applicable to me, permissions and consent forms from the parents will only be needed when I have children signed up to the course. I have a set of policies written for the business and I am sure I can write a 'Constitution' one if what I have is relevant. I can also email all of these across to you, however, there are a lot.

Please provide a general description of the people in Andover who will benefit:

All the children in Andover who are above a healthy weight between the ages of 6-8 yrs old will be able to start their fitness journey with us. We would like to build a relationship with the local GP's who have children that need extra support and encouragement in making that 'Change for Life' to a healthier one. We will only be able to have a maximum of 12 children, with 2 instructors, the group will be small and we will provide extra support for the parents behind the scenes too.

Our chosen venue would be Augusta Park Community Centre, Andover.

Your financial Situation

All application must be accompanied by the following financial information. **If you do not supply this information your application will not be considered.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position
- Photocopy of bank statements covering the last year
- A statement of your capital assets if any.

DECLARATION

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed:	Date:
Position in organisation:	
Signed:	Date:
Position in organisation:	

Please return the form to:
Committee Officer
Andover Town Council, First Floor Offices, 68B, High Street, Andover, Hampshire SP10 1NG
Telephone No: 01264 335592

OR

Electronic copies to: **info@andovertc.co.uk**

Please refer to the Grants Guidelines when completing this application.

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

FOR OFFICE USE ONLY
Date received.....
Grant awarded.....

Appendix E: Test Valley – COVID 19 Unsung Heroes Award

E

ANDOVER TOWN COUNCIL

GRANT FUNDING APPLICATION FORM

Part 1 – Organisation Details

Name of applicant Organisation:	The Office of Dmitrijs Meiksans MYP
Project Name:	Test Valley COVID-19 Unsung Heroes Award
Project Location:	Borough Wide
Project Start Date:	ASAP
Project Completion Date:	10 weeks after start of programme
Total Cost of Project:	£600
Funding Requested:	£350

Contact Name:

Dmitrijs Meiksans

Registered Charity

Yes

No

Registration No?

N/A

If No, state type of organisation:

Non-profit organisation

Organisation

Address:

Email Address:

dmitrijsmeiksans@harrowway.hants.sch.uk

Telephone Number:

07586 337444

Organisation's bank account address:

HSBC Plc UK, 28 High St, Andover SP10 1NN

If your application is successful, to whom would you like the cheque payable?

Andover Trees

United

Please provide the following information:

- A location plan or site plan, if applicable
- Copy of organisation's latest certified accounts
- Copy of constitution or set of rules
- Evidence of any permissions or consents

Please tick

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

PART 2 – BUDGET DETAILS

Costs

Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
detailed in proposal attached and £100 for Social media marketing to			

promote the program.			
TOTAL PROJECT COSTS	£	£	

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Hampshire County Council		
Test Valley Borough Council		
Town or Parish Council		
(Please state which Town or Parish Council) ...Town or Parish Council – Romsey Town Council (£250)		
National Lottery		
(Please state which fund)		
Other (please provide details)		

PART 3 – GRANT PROPOSAL

Description of Activity – Please provide a brief description of the activities to be funded by the proposed grant.
 Test Valley COVID-19 Unsung Heroes Award, a program which will recognise and award local

community heroes who have been the lifeline for the vulnerable residents of Test Valley, providing shopping collection, medicine collection and many other services for the local community.

Details of Activity – Please provide additional details in support of your application, including why the grant is needed.

A proposal is attached to the email to explain thoroughly.

Please provide a general description of the people in Andover who will benefit:

Approximately **how many** local residents will benefit?

2250

Your financial Situation

All application must be accompanied by the following financial information. **If you do not supply this information your application will not be considered.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position
- Photocopy of bank statements covering the last year
- A statement of your capital assets if any.

DECLARATION

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed:	Date:
Position in organisation:	
Signed:	Date:
Position in organisation:	

Please return the form to:
Committee Officer
Andover Town Council, First Floor Offices, 68B, High Street, Andover, Hampshire SP10 1NG
Telephone No: 01264 335592

OR

Electronic copies to: **info@andovertc.co.uk**

Please refer to the Grants Guidelines when completing this application.

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

FOR OFFICE USE ONLY

Date received.....

Grant awarded.....

ANDOVER TOWN COUNCIL

GRANT FUNDING APPLICATION FORM

Part 1 – Organisation Details

Name of applicant Organisation: Chilbolton Pre-School

Project Name: Outdoor Learning Enhancements

Project Location: Chilbolton Pre-School/Neighbouring Woodland

Project Start Date: February 2020

Project Completion Date: February 2020

Total Cost of Project: **£462.96**

Funding Requested: **£462.96**

Contact Name: Sarah Horne (Chairperson Chilbolton Pre-School)

Registered Charity Yes No | Registration No? 1026433

If No, state type of organisation:

Organisation Address: The Pavilion
Wherwell Playing Fields
Longparish road
Wherwell
Andover
SP11 7JP

Email Address: sarah@sarahandsam.co.uk

Telephone Number: 07896 908636

Organisation's bank account address: HSBC, 28 High Street, Andover

If your application is successful, to whom would you like the cheque payable? Chilbolton Pre-School Playgroup

Please provide the following information:

- A location plan or site plan, if applicable
- Copy of organisation's latest certified accounts
- Copy of constitution or set of rules
- Evidence of any permissions or consents

Please tick

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

PART 2 – BUDGET DETAILS

Costs

Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
Simple Plank Pack			£69.99
Mini Climbing Crest			£239.99
Bench Balancers Zigzags			£42.99
Little Monkey Climbing Dome			£109.99
TOTAL PROJECT COSTS	£	£	£462.96

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Hampshire County Council		
Test Valley Borough Council		
Town or Parish Council	£600.00	£600.00
(Please state which Town or Parish Council) Chilbolton Parish Council		
National Lottery		
(Please state which fund)		
Other (please provide details)	£1000.00 – Persimmon Homes	TBC

PART 3 – GRANT PROPOSAL

Description of Activity – Please provide a brief description of the activities to be funded by the proposed grant.

The purchase of four children’s outdoor learning equipment stations. The intention is to locate these in the woodland area. These will be assembled and moved into location by members of staff as appropriate.

Details of Activity – Please provide additional details in support of your application, including why the grant is needed.

These outdoor learning equipment stations are designed to provide pre-school children with opportunities to build confidence, coordination and physical robustness at a crucial time in their development.

However, Chilbolton Pre School is a charitable organisation which relies heavily on community fundraising initiatives to purchase new resources for the children to use. The challenges of the pandemic have severely curtailed the pre-school’s ability to fund raise in 2020, resulting in a significant shortfall that risks disadvantaging the otherwise excellent service it provides to the community.

The addition of these outdoor learning equipment stations would enhance the Forest School’s excellent offering, both to the class of 2020 but moreover to cohorts of the future.

Please provide a general description of the people in Andover who will benefit:

The Chilbolton Pre-School catchment area extends beyond Chilbolton itself, into the surrounding villages of Wherwell, Upper and Goodworth Clatford, in addition to Anna Valley and several areas across Andover.

Children can attend from 2.5 years old until they begin school.

Approximately **how many** local residents will benefit?

Over a conservative 5-year lifespan of the equipment, at least 200 community children (average of 40 annually) will stand to benefit.

Your financial Situation

All application must be accompanied by the following financial information. **If you do not supply this information your application will not be considered.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position
- Photocopy of bank statements covering the last year
- A statement of your capital assets if any.

DECLARATION

This grant aid application should be signed by **two** members of your Organisation’s Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant

awarded by the Council will be spent only on the purpose for which it was given.

Signed:	Date:
Position in organisation:	
Signed:	Date:
Position in organisation:	

Please return the form to:
Committee Officer
Andover Town Council, First Floor Offices, 68B, High Street, Andover, Hampshire SP10 1NG
Telephone No: 01264 335592

OR

Electronic copies to: **info@andovertc.co.uk**

Please refer to the Grants Guidelines when completing this application.

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

FOR OFFICE USE ONLY
Date received.....
Grant awarded.....

Appendix G: Christmas Tree and Christmas Light provision for 2020

G

Report on the installation of the Christmas Tree and Christmas Light provision for 2020

Produced for:

Assets and community Committee Meeting

Date of Report:

28 November 2020

Summary of Key Issues

To receive an update on the installation of the Christmas Tree and Christmas Light provision for 2020.

Update:

Christmas Tree:

At 3am on Monday 23 November, the Christmas tree was delivered and installed. Officers were on site at all times to ensure that Risk Assessments were adhered to and signed at the completion of installation in order to validate the Town Councils Public Liability Insurance. It was noted on removal of the netting around the Christmas tree, that it had received considerable damage during transit. The installation team did what they could to repair the damage on the night.

At 7:30am on Monday 23 November, the fencing to protect the Christmas tree and electrical supply was delivered. Officers were on site to take delivery and supervise installation.

Christmas Light Installation:

At 5:30pm on the 23 November, as planned, the installation team arrived to install the light provision for 2020. Officers and Town Mayor were on hand until 1am when all the lamp motifs had been attached. Officers ensured that Risk Assessments were adhered to and signed in order to validate the Town Councils Public Liability Insurance.

Installers suggested hanging the lights in spirals around the tree instead of the usual format, as this would help maintain the integrity of the damaged branches, Officers agreed with them and approved the installation.

It is suggested that the Assets and Community Committee consider installing the Christmas tree lights in this manner in future.

At 6:00pm on the 24 November the Installers completed the Christmas light installation for 2020. Officers were on site to ensure that Risk Assessments were adhered to and signed in order to validate the Town Councils Public Liability Insurance.

To note for 2021:

- Eyebolts to be returned to the front of the Guildhall, with agreement from TVBC, to enable the Father Christmas motif to be hung. Guildhall refurbishment to be carried out circa March 2021, Officers to liaise with TVBC on replacing the missing eyebolts at this time.

- Officers have contacted Andover Town Council's light provider, regarding the lighting sheets on the front of the Guildhall, one had been replaced and is considerably brighter than the others. Officers have requested that this be rectified for 2021.
- It is anticipated that the Town Mills development will be completed by 2021 and that Commando sockets will have been installed on the new lamp columns and added to the lamp columns in the pocket park directly behind the Town Mills. Members may wish to consider extending the lighting scheme to encompass this new area. Members are to be mindful that the new lamp columns will not support motifs but will accommodate a light wrap and that the structural survey has already taken this into consideration.
- It has been noted that some of the fencing panels around the Christmas tree have 'blown' over since they were installed. They have been put back up, but this may be something Members may want to consider for next year.

Legal and Policy Implications

Andover Town Council must comply with the following legislation for Christmas Lights;

- Highways Act 1980 Section 178 (with specific attention to subsection (1))
- BS EN 40-3-1:2013 Lighting Columns. Design and verification. Specification for characteristic loads.
- BS EN 40-3-2:2013 Lighting Columns. Design and verification. Verification by testing.
- BS EN 40-3-3:2013 Lighting Columns. Design and verification. Verification by calculation.
- PD 6547:2004+A1: 2009. Guidance on the use of BS EN 40-3-1 and BS EN 40-3-3.
- TR22 Managing a vital asset: Lighting Supports. ILP
- GP03: Code of Practice for Electrical Safety in Highway Electrical Operations. ILP
- BS7671: Requirements for Electrical Installations.
- Traffic Management Act 2004.
- The Construction (Design and Management) Act 2007
- Health and Safety and Work etc Act 1974

Recommendations

- **To note the report.**
- **To consider approving the new format for the Christmas Tree lights installation going forward.**
- **To consider instructing Officers to research the costs and infrastructure implications for extending the lighting scheme to the pocket park behind the Town Mills and bring a report back to Committee with costs and potential schemes.**

Note: The person to contact about this report is Tor Warburton (Deputy Town Clerk), Andover Town Council, 66B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: deputytownclerk@andovertc.co.uk

Website: www.andover-tc.gov.uk

Appendix H: Committee Work Programme



EVENTS COMMITTEE WORK PROGRAMME

Date of Meeting	ITEM	Requested by	Purpose of Item
9 March 2021	<p>Websites and Social Media:</p> <p>a. To receive a verbal update from the Lead Member on the Council Website Refresh and the Visit Andover Website.</p> <p>b. To receive and consider a written Report from the Town Clerk on the Council's future use of its Website and Facebook Page to promote Council/Committee matters, and to make recommendations.</p>	Chair	
9 March 2021	Councillor Public Surgeries. To discuss and make recommendations on the introduction of Councillor Public Surgeries.	Chair	