Andover Town Council

C&E Committee Minutes

Time and date	6.30pm on Thursday **3 September 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 Leah Walsh – Administration Officer
Members of the Public:	0
County/Borough Councillors:	0
Members of the Press:	0

PUBLIC SESSION	
CE 083/09/25	There were no Members of Public present.
APOLOGIES	
CE 084/09/25	There were no apologies.
INTERESTS	
CE 085/09/25	Non-pecuniary declarations were received from: Councillor E. Reynolds, as a member of The Drove Allotment association and a plot holder at The Drove allotment site.
MINUTES	
CE 086/09/25	It was proposed by Councillor M. Farren and seconded by Councillor J. Goodwin and **RESOLVED: FOR – 9, AGAINST – 0, ABSTENTIONS – 1,** that the Minutes of the Community and Events Committee meeting held on 29 May 2025 be approved with amendments and signed.
CE 087/09/25	It was proposed by Councillor M. Farren and seconded by Councillor E. Reynolds and **RESOLVED: Unanimously**, that the Minutes of the Community and Events

Signed as a true and accurate record of the meeting.

Mayor / Chairman: ……………………………   Date: ………………………

	Committee meeting held on 6 August 2025 be approved with amendments, and that signing of the Minutes be deferred.
COUNCILLOR MOTION	
CE 088/09/25	It was proposed by Councillor J. Goodwin and seconded by Councillor J. Hughes and **RESOLVED: Unanimously,** that a Youth Engagement Working Group be formed and that the Terms of Reference be brought back to the next committee meeting. An invitation would be sent by the Town Clerk to all Members of the Council, to join the Youth Engagement Working Group and to give ideas for consideration.
GRANT POLICY AND PROCEDURE	
CE 089/09/25	It was noted that the draft Grant Funding Policy & Procedure had been to a stakeholders meeting and would now go to the Full Council meeting on 17 September 2025, for approval.
GRANT BUDGET LINE STATUS (4190)	
CE 090/09/25	The Grant Budget line status was noted.
GRANTS	
CE 091/09/25	Members received and noted the End of Grant report from Unity for the grant given for Food Vouchers. A request was made for clarification on how the funding was utilised, including which wards benefitted and how the food vouchers were distributed.
CE 092/09/25	Members received and discussed a grant application from Unity, for a project called Andover Hygiene Bank.
CE 093/09/25	It was agreed that more detailed information relating to the expenditure of funds needed to be obtained. An amendment to the motion was proposed by Councillor K Bird and seconded by Councillor M Farren, that the Unity grant application, subject to clarification and amendments, be recommended to Full Council for consideration. A vote was taken which was **unanimous**.
CE 094/09/25	Members then voted on the substantive motion. It was proposed by Councillor L Gregori and seconded by Councillor H Neate and **RESOLVED: Unanimously**, that the Unity Grant application be recommended to Full Council for consideration.
CHRISTMAS TREE BARRIERS	
CE 095/09/25	It was noted that, as per CE 055/08/25, Quote 2 had been accepted and the invoice paid. It was further noted that volunteers would be needed and members were asked to inform Officers of their availability.
CHRISTMAS LIGHTS UPDATE	

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Mayor / Chairman: .... Date: ....

CE 096/09/25	Members noted that all licences had been applied for and, as per CE 152/08/25, the commando sockets and installation had been paid for, with delivery and installation dates pending.
CAMEO BUILDING	
CE 097/09/25	Members noted that a Cameo Building Working Group had been formed.
CE 098/09/25	It was proposed by Councillor J Hughes and seconded by Councillor A Horsnell that the Terms of Reference for the Cameo Building Working Group be approved. Members went into a discussion.
CE 099/09/25	Councillor H Neate proposed an amendment to the Terms of Reference to clarify that the wording of 'no costings' meant no costings of the project rather than the working group may incur costings in the future. There was no seconder.
CE 100/09/25	It was proposed by Councillor R Hughes and seconded by Councillor M Farren that the Terms of Reference be moved as they were. A vote took place and it was **RESOLVED: FOR -8, AGAINST – 1, ABSTENTIONS – 1.**
MACMILLAN COFFEE MORNING	
CE 101/09/25	It was noted that posters had been distributed to the Chantry Centre, Unity, and the Guildhall, as well as on social media, and there was a request for Councillors to share the information further.
POPPY TRAIL	
CE 102/09/25	It was noted that all licences and approvals had been received and that Officers were in the process of purchasing wreaths and poppies for Remembrance Day.
VJ DAY	
CE 103/09/25	It was noted that Councillors Neate, Reynolds, and Cockaday had attended the VJ Day event and that the Council website had been updated. Councillor E. Reynolds commented that the event had been very well run and commended the Royal British Legion for consistently delivering such a well-presented service. He also noted that Sam Waako, Associate Vicar and Site Pastor at St Mary's, had conducted an excellent service.
WORKING GROUPS	
CE 104/09/25	(Councillor A. Horsnell left the meeting at 7:29pm) It was noted that Councillor K. Bird would arrange a date with Erica Tinsley to discuss further information regarding the Andover Charter. (Councillor A. Horsnell rejoined the meeting at 7:32pm)
CE 105/09/25	It was noted that Councillor K. Bird had the Right to Bid asset list and was awaiting a response from TVBC, after which the list would be circulated to all Councillors via email.
MAYORAL CHARITY	
CE 106/09/25	It was proposed by Councillor K. Bird and seconded by Councillor J. Goodwin and **RESOLVED: FOR – 8, AGAINST – 2, ABSTENTIONS – 0,** that a report with any required changes to the Civic Protocol, be taken directly to Full Council.

Signed as a true and accurate record of the meeting.

Mayor / Chairman: ………………………….. Date: ……………………..

FUTURE ITEMS	
CE 107/09/25	The following items were requested to be considered at the next committee meeting: • Conference system – with all previous Minutes numbers on this and some dates. • Youth Forum – further research be brought back to a future meeting.
NEXT MEETING	
CE 108/09/25	Members noted that the date of the next meeting would be **Wednesday 8 October 2025 at The Lights at 6.30pm.**
MEETING CLOSURE	
CE 109/09/25	The Chairman closed the meeting at **7.43pm.**

Signed as a true and accurate record of the meeting.

Mayor / Chairman: .... Date: ....