ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

To the Members of the **Assets and Communities Committee**:
Cllrs V Pond (Chairman), Rev. A Fitchet (Vice Chairman), K Bird, L Bird, C Bartholomew, L Gregori, R Hughes, R Kidd, B Long, M Mumford (copies to all other Members of the Council).

You are hereby summoned to attend a meeting of the **ASSETS AND COMMUNITIES Committee** to be held at **The Andover Town Council Offices, 68B High Street, Andover** on **Thursday 12 July 2018 at 7.00 pm** when it is proposed to transact the following business:-

T Warburton
Tor Warburton – Deputy Clerk
6 July 2018

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1 **APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.

2 **DECLARATIONS OF INTEREST**
To receive and note any declarations of interest relevant to the agenda.

3 **MINUTES**
To receive and agree the minutes of the Assets and Amenities Committee meeting held on 12 April 2018 and the Assets and Communities Committee Meeting held on 7 June 2018 - attached at **Appendix A.**

4 **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 will be given, 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.

5 **JUBILEE TREE GUARD**
To receive and note a written update report on the tree guard for the Jubilee tree in Vigo Recreation Park – Attached at **Appendix B**.

6 **WW1 COMMEMORATIVE CHRISTMAS TREE**
To receive and note a written update report on the WW1 commemorative Christmas tree – Attached at **Appendix C.**

7 **ANDOVER TOWN BAND CD**
To receive and note a written report in support of Andover Town Band's potential production of a CD – Attached at **Appendix D**

8 **CHRISTMAS LIGHTS**
To receive an update on the Christmas Lights 2018 and to receive and approve a quote for a Structural Survey of all the lamp columns, which is required every two years in order to apply for a licence – Attached at **Appendix E**

9 **215 – WW1 COMMEMORATION EVENT**
To receive an update report on the WW1 Commemoration event – Attached at **Appendix F.**

10 **PROJECT PLAN/SCHEME OF DELEGATION**
To receive and note a written report on the Project Plan – Attached at **Appendix G.**

11 **DEFIBRILLATORS**

To receive and note report on the defibrillators and to approve release of funds in line with Andover Town Council Policy – attached at **Appendix H.**

12 **SHILLING FAIR**

To receive and note an update report on the Shilling Fair – attached at **Appendix I.**

13 **GRANT**

To receive the Grants Working Groups' recommendation on the attached grant application and to approve the recommendation – attached at **Appendix J**

14 **RISK ASSESMENT**

To receive, review and agree the Action Plan arising from the Corporate Risk Assessment and delegate to the Officers to report to Committee on progress – attached at **Appendix K**

14 **COMMITTEE WORK PROGRAMME**

To discuss items on the current Committee Work Programme and to make changes as necessary – attached at **Appendix L.**

14 **DATE OF NEXT MEETING**

To note the date of the next Committee Meeting **– Thursday 25 October 2018 at 7pm** to be held in The Town Council Offices, 68B High Street, Andover.

The Chairman will close the meeting.

ANDOVER TOWN COUNCIL

A

Constantia Basis Virtutum

Minutes of Assets and Communities Committee

Time and date
7.00pm on Thursday 7 June 2018

Place
Andover Town Council Offices, 68B High Street, Andover

Details of Attendance:

Town Councillors

Cllr V Pond (P) – Chairman Cllr A Fitchet (P) – Vice Chairman (from item 2)		
Cllr C Bartholomew (P)	Cllr L Gregori (P)	Cllr R Hughes (P)
Cllr L Bird (P)	Cllr K Bird (P) arrived 7.03pm	Cllr R Kidd (A)
Cllr M Mumford (P)	Cllr B Long (P)	

Officer: Tor Warburton (Deputy Clerk – Taking the minutes (Training))
Wendy Coulter (Town Clerk)

Other Cllrs present: Cllr L Gates

Members of the Public: 2

The Deputy Clerk started the meeting at 7.01pm. Maggie Shelton and Richard Bloor were not present to give the presentation as on the Agenda.

AC 001/18 CHAIRMAN OF COMMITTEE

Cllr B Long proposed and Cllr L Gregori seconded the nomination of Cllr V Pond as Chairman of the Assets and Communities Committee for the municipal year of 2018/2019.

A vote was taken which was unanimous.

RESOLVED: that Cllr V Pond is the Chairman of the Assets and Communities Committee for the municipal year of 2018/2019.

AC 002/18 VICE CHAIR OF COMMITTEE

Cllr V Pond proposed and Cllr L Gregori seconded the nomination of Cllr Rev A Fitchet as the Vice Chair of Assets and Communities Committee for the municipal year of 2018/2019.

A vote was taken which was unanimous

RESOLVED: that Cllr Rev. A Fitchet is the Vice Chair of the Assets and Communities Committee for the municipal year of 2018/2019.

AC 003/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr J Lovall.

AC 004/18 DECLARATIONS OF INTEREST

There were no declarations of interest.

AC 005/18 MINUTES

It was proposed by Cllr Rev A Fitchet and seconded by Cllr K Bird the minutes of the Assets and Amenities Committee meeting held on 12 April 2018 and the Community Engagement Committee Meeting held on 26 April 2018 be received and signed by the Chairman as a correct record. Also that the corrected minutes from Assets and Amenities Committee on 1 February 2018 be re-signed with agreed amendments by the Chairman as a correct record.

A vote was taken 7 For and 2 abstentions

RESOLVED: that the minutes of the Assets and Amenities Committee meeting held on 12 April 2018 and the Community Engagement Committee Meeting held on 26 April 2018 be received and signed by the Chairman as a correct record, also that the corrected minutes from Assets and Amenities Committee on 1 February 2018 be re-signed with agreed amendments by the Chairman as a correct record.

AC 006/18 PUBLIC PARTICIPATION

A member of the public asked why the questions asked at previous meetings had not had the written response requested. The Deputy Clerk apologised and assured the member of the public that the answers to the questions would be sent in writing within 10 working days from 7 June 2018.

Cllr L Gates apologised that the speakers from the Watercress and Winterbournes Landscape Partnership Project were not present and asked that the Deputy Clerk send the information on the project to the Committee.

AC 007/18 GRANTS WORKING GROUP

It was discussed that the Grants Working Group Mandate include the following amendments:
Change to the Assets and Communities Committee and amend the wording in line with the Assets and Communities agreed Terms of Reference regarding Grants.
Remove Cllr R Hughes and Cllr R Rowles.
Add Cllr Rev. A Fitchet, Cllr V Pond, Cllr C Bartholomew, Cllr K Bird and Cllr L Gregori

It was proposed by Cllr B Long and Seconded by Cllr K Bird that the Grants Working Group Mandate was accepted by the Committee with the agreed amendments.

A vote was taken which was unanimous.

RESOLVED: that the Grants Working Group Mandate was accepted by the Committee with the agreed amendments.

AC 008/18 AFEST 2018

A verbal update was received and noted.
The Committee were informed that the next date was already provisionally booked for 5 May 2019.
Cllr K Bird agreed that one of the lessons learnt was to make sure that the 'Road Closed' signs were collected for the event and that leafletting could be done on foot to the nearby residents.
A question was raised about footfall, Cllr B Long agreed to see if it was possible to get footfall records for the day.

AC 009/18 BUS SHELTERS

The map of the bus shelter locations was received and noted.

AC 010/18 VICTORIAN LAMP/FOUNTAIN

A written report was received and noted (attached for information)

The Committee discussed relaunching the drinks fountain, as many other areas have done so. It was discussed that the Committee work with outside organisations to see if it can be done. It was also discussed that the fountain should be added as a Community Asset and that potentially 106 money could be sort.

Cllr B Long proposed and Cllr Rev A Fitchet seconded that a Working Group be established to research bringing the Victoria Drinking Fountain back into use.

A vote was taken: 7 For and 2 Abstentions.

RESOLVED: that a Working Group be established to research bringing the Victoria Drinking Fountain back into use.

AC 009/18 MARKETS WORKING GROUP

The Markets Working Group Terms of Reference was discussed.

Cllr Rev A Fitchett proposed and Cllr K Bird seconded that the Terms of Reference, supplied, should not be accepted due to lack of information but that the Terms of Reference be brought back to the next Committee in the correct format with more information present.

A vote was taken which was unanimous

RESOLVED: that the Terms of Reference, supplied, should not be accepted due to lack of information but that the Terms of Reference be brought back to the next Committee in the correct format with more information present.

Cllr M Mumford left at 7.56pm

AC 010/18 215 – WW1 COMMEMORATION EVENT

A verbal report was received. It was noted that there was no update on the previous report, that a meeting would be set up in the near future and this reported back at the next meeting.

AC 011/18 PROJECT PLAN/SCHEME OF DELEGATION

The project plan/scheme of delegation was discussed by members.
It was proposed by Cllr L Gregori and seconded by Cllr R Hughes that Cllr C Bartholomew and Cllr B Long be tasked to look at the budgets and previous minutes to establish what has already been agreed and has a budget and to report back to the Committee at the next meeting.

A vote was taken: 6 For 2 Abstentions

RESOLVED: that Cllr C Bartholomew and Cllr B Long be tasked to look at the budgets and previous minutes to establish what has already been agreed and has a budget, and to report back to the Committee at the next meeting.

AC 012/18 REPORTS FROM WORKING GROUPS

No reports were received.

AC 013/18 COMMITTEE WORK PROGRAMME

It was agreed to add to the work programme that a current list of Working Groups be brought to the next meeting.

AC 014/18 DATE OF NEXT MEETING

Noted.

The Chairman closed the meeting at 8.25pm

Chairman Date

Grants Working Group Mandate

Name of working group: Grants Working Group

Responsible authority: Assets and Communities Committee

Background.
To make recommendation for awarding both Smaller Grants, Community Grants and Andover Challenges Programme to the Assets and Communities Committee, within the Grant Budget. Applications will be invited throughout the year.

Composition of working group: Councillors Barbara Long, Alan Cotter, Veronika Pond, Carol Bartholomew, Rev. Andy Fitchet, Luigi Gregori and Katherine Bird.

Aim. The working group is to provide a report on recommendations of grant applications received, for approval of grant payments in order to facilitate a decision by the Assets and Communities Committee.

Deliverables. The output of the working group is generally a report or set of reports with recommendations that can be voted on by the Assets and Communities Committee with implementation by Officers. A work plan should be constructed at the first meeting allocating tasks, setting deadlines, and setting dates for delivery of reports. The work plan will be modified over time but will form a key element of interim reporting back to Assets and Communities Committee. The report (which may amount to a business case) is to contain:

a. Clear set of recommendations covering any proposed action;

b. A summary of the working group activities that led to the recommendations:

c. Costs;

d. Benefits;

e. Identified risks; and

f. Stakeholder considerations (including communications plan if required).

Constraints. Members should be mindful that they have no executive power. Members cannot enter into any relationship which could be regarded as contractual or involves negotiations.

Confidentiality. Working groups should be aware of sensitivities over sensitive material whether personal or commercial, and should adopt best practice.

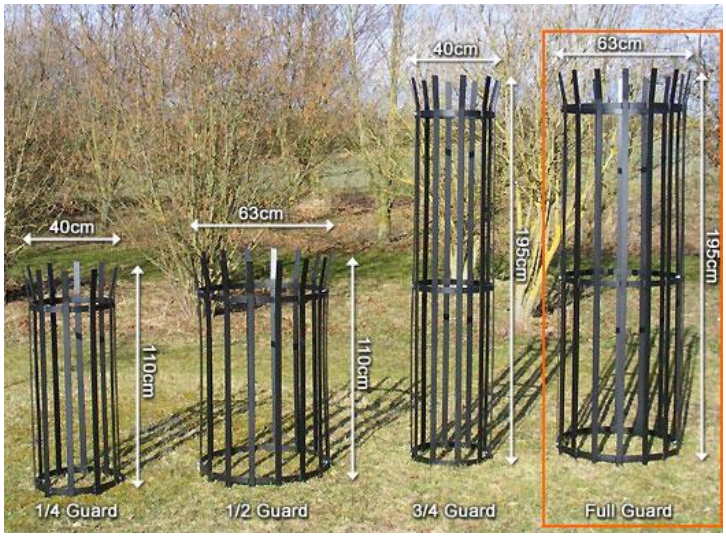
B

Report on tree guard for Jubilee tree

Andover Town Council planted an oak tree in Vigo Road Recreation Ground to mark The Queens Diamond Jubilee.

The tree is now outgrowing the mesh tree guard and needs a more substantial one. Cllr Long has tried to source a galvanised tree guard to give added protection when events are held within the Recreation ground.

Original source was Designer Metal Suffolk Ltd with a diameter of 630mm



Current costing This classic iron tree guard is perfect for farms, public & private parks and gardens. With welded steel construction they are strong enough to withstand the rigours of horse & heavy stock. The upright gap spacing is no more than 9.4cms and suitable for sheep and small stock animals. All joins are stock friendly. Each metal tree guard is split able (scroll down page for fitting instructions) for fitting to existing trees and re-use. Supplied with all nuts and bolts and three ground stakes that bolt to the bottom ring for secure ground fixing.

Unpainted (rust finish) **£90** + Vat
Painted **£110** + Vat
Galvanized **£130** + Vat
Galvanized & Painted **£150** + Vat

Other guards sourced had diameter of 400mm and was felt to be too narrow,

Kieran Beattie is able to supply a tree guard for £225 +VAT. (supplied and fitted) I am told both have a wide diameter, but would like to check.

Waiting to speak to TVBC green space officer on 4th July.

Plaque to mark the tree would also need to be installed.

C

Report on WW1 tree

Andover Town Council are holding money on behalf of Cllr Jan Lovell (from her mayoral year) to plant a spruce tree to mark The Great War.

It was originally thought it would be panted in Vigo Rod Recreation Ground and Cllr Lovell preferred a German Spruce. Following discussion with TVBC and Hampshire Highways it has been agreed that a tree could be planted in the roundabout at the bottom of Vigo Road but it was felt a German spruce was too straggly and not of good form. Having consulted Kieran Beattie and TVBC for a possible alternative it was suggested that a Pinus sylvetsris Wateri or Picea omorika might be suitable.

Hampshire Highway feel that the Picea omorika will give a better perceived, traditional shape (albeit narrower).

Waiting for a quote from Kieran Beattie to supply this tree and TVBC if they will plant it or if Kieran Beattie can plant it.

Hoped that the tree would be in place for Remembrance Day.

D

Report on

Andover Town Band request

Request received from Andover Town Band for help in producing a CD promoting Andover Town.

Email from Steve Large outlined:

The band is off to Portugal next year and have the idea of the band doing a CD to promote Andover.

My idea was to have the CD call Andover Town and to use this to publicise Andover.

Apart from selling the CD in this country we could take to Portugal and sell as well as give as gifts.

Although this would be a lot of work for the band we have been quoted £3000 to produce these CD's

My plan if the Town Council could help would be to feature different parts of Andover in the covers.

Do you think this is something the town council could help with?

We could also provide CD's for you to distribute.

Suggestion that they could apply form grant funding or we put money into budget next year for a project

ANDOVER TOWN COUNCIL

E

Christmas Lights Report

Christmas Lights	
Produced for: Assets & Communities Committee	**Date of Report:** 5 July 2018
Summary of Key Issues To receive an update on the Christmas Light Scheme.	

Current Situation

1. Early in 2017 the Officers were informed of a change in legislation which requires a separate electrical supply for the lights on the Christmas tree. Officers have spent a considerable amount of time meeting with TVBC and HCC to decide the best way to accommodate this. Following a meeting with TVBC in late April 2018 a pre-application was sent to TVBC with two potential solutions to the situation (a copy of the pre-application is attached at Appendix A). Officers then met with HCC to discuss the pre-application and to inform them of the situation and keep them updated with the solutions on offer. TVBC have subsequently returned the pre-application with their recommendations – please see attached at Appendix B. Officers are pursuing a way forward with TVBC.
2. The structural survey that is required for a license to hang festive lights requires renewal. Officers have garnered a quote from one of the only companies in the country to perform this service, they have provided the structural survey for the Town Council since 2012. Officers would like to instruct them to continue. The cost is £1260 + VAT.
3. The contract with Andover Town Councils' current Christmas Light supplier comes to an end this year 2018, Officers are currently meeting with companies to get quotes for the next 4-year contract and will report back to this Committee for review and recommendation to Full Council once all three have been collected.
4. Officers have spoken with HCC regarding extending the Christmas Light scheme from the Town Mills Public House up to Waterloo Court and into Watermills Park. These 11 potential new lights will be incorporated into the new Christmas Lights suppliers' quotes. Costs will be sought to install commando sockets with SSE, who are the only contractors authorised to install them.
5. Officers have conducted extensive research into finding a provider for G39 training, recent changes in legislation means the G39 certificate is now not easily obtained as a stand-alone qualification. Officers have asked HCC for further potential contacts as well as the current lighting supplier.
6. Licences have been obtained for unmetered electrical supply, right to hang Festive Lighting over HCC highways and HERS certification from installers.

7. The licence for Festive Lighting 2018 application has been submitted well ahead of time and a response is imminent from SSE.

Financial implications

Structural Survey = £1260 plus VAT

Legal and Policy implications

Andover Town Council has to 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 update report.
- To approve the structural survey cost and to delegate to Officers to implement it.

Note: The person to contact about this report is Tor Warburton (Deputy Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.
Tel: 01264 335592
Email: deputyclerk@andovertc.co.uk
Website: www.andover-tc.gov.uk

Distribution: To all Councillors

Test Valley Borough Council

Planning and Building Service

www.testvalley.gov.uk
planning@testvalley.gov.uk
01264 368000 / 01794 527700

SENT 25/5/18.

PRE-APPLICATION ADVICE REQUEST

For Office Use Only				
Reference No.		Fee		
Date received				

PLEASE READ THE 'PRE-APPLICATION ADVICE' GUIDANCE LEAFLET BEFORE COMPLETING THIS FORM

Please complete using block letters

1. Name and Address of Enquirer

ENQUIRER ANDOVER TOWN COUNCIL	AGENT (if applicable)
NAME TOR WARBURTON	NAME
ADDRESS 68B HIGH STREET ANDOVER	ADDRESS
Postcode SP10 ~~2AA~~ 1NG	Postcode
Tel No. 01264 335592 Mobile N/A	Contact Name
Email Address committee.office@andoverTC.co.uk	Tel No. Mobile
Interest: Owner/Lessee/Tenant/Prospective Purchaser	Email Address

2. Site Address/Proposed Works

SITE ADDRESS	PROPOSED WORKS (short description – further explanation can be included in a supporting statement)
GUILDHALL HIGH STREET ANDOVER	DUE TO A CHANGE IN LEGISLATION A PERMANENT, GROUND LEVEL ELECTRICAL SUPPLY IS NEEDED FOR ANDOVER'S YEARLY CHRISTMAS TREE LIGHTS. PLEASE SEE ATTACHED SUPPORTING INFO
Postcode	

3. Plans and Information attached

Always Required confirm attached ☑	LOCATION PLAN WITH SITE OUTLINED IN RED (preferred scale 1:1250 or 1:2500)

Other plans and information submitted:

Please list below e.g. site layout, floor plans, elevations, sketches, photographs, draft design and access statement, surveys, etc.

PLAN OF HIGH STREET	
SHOWING THE GUILDHALL /	
PICTURES OF GUILDHALL	
SHOWING POTENTIAL	
LOCATIONS /	
PICTURE SHOWING POSITIONING	
OF CHRISTMAS TREE.	

4. Fee (see Pre-Application Planning Advice Enquiry – Fees Schedule)

Payment Type: **Debit Card** ☐ **Cheque** ☑

Fee paid/attached: (YES) / NO **Amount: £** 45 =

Please make cheques payable to: ***"Test Valley Borough Council".***

For card payments (Debit Card only): ***Please call Customer Services on 01264 368000***

5. Confidentiality

If you want to request that the Pre-Application Advice remains confidential, please state any reasons for this and the period of time you want the advice to remain confidential.

(Please note that any requests for confidentiality will be considered in accordance with the terms of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and need to be justified in writing).

Plans

Plans should be to scale, or include dimensions, and provide sufficient information to clearly identify the site and the proposed development.

Data Protection Act 1998

Please note that the information contained on this form will not necessarily be treated as confidential and may have to be made available for public inspection. Information will be held on a computer and used for planning purposes.

Return to: Planning and Building Service,
Beech Hurst, Weyhill Road, Andover,
Hampshire. SP10 3AJ

Or Email to **planning@testvalley.gov.uk**

Andover Town Council

ANDOVER TOWN COUNCIL

Report to
Planning department Test Valley Borough Council

Report of
Pre-application for electrical point to power Andover Christmas tree lights

Title
Proposed work

Author: Tor Warburton	**Presented by: Tor Warburton**
Produced as supporting documentation for pre-application	**Date of Report: 7 May 2018**

Summary of Key Issues:
Further to professional advice, Andover Town Council have been advised that it is no longer acceptable to run a cable to the Guildhall to power the lights on the Christmas tree, as they have done in the past. It is advisable to supply a ground level secure power supply for the lights of the community Christmas tree.

'Permanent power supplies are preferable, especially where decorations are regularly installed, and all controls should be localised and accessible with plugs and sockets complying with BS EN 60309 preferably arranged at decoration level for safety and access reasons.'

'Where the supply is of a recurring nature, it is preferable that temporary supplies are not taken from street lighting furniture. The DNO (Distribution Network Operator) should be asked to install a new permanent electricity supply into a purpose made secure weatherproof cubicle to be provided and maintained by the Operator.'

Professional Lighting Guide - **Institution of Lighting Professionals**

Possible solutions:
Please refer to map and pictures
Solution 1:
To install a standard electrical column (see picture 2) under the existing heritage trail information board (indicated on the map, number 1). To run electrical cables on a spur, underground, from the existing pop-up to the left of the Guildhall (indicated on the map, number 2).
Solution 2:
To replace one of the existing bollards (see picture 1) with a similar style bollard with a lockable door with electrical socket located internally (see picture 2). To run electrical cables on a spur, underground, from the existing pop-up to the left of the Guildhall (indicated on the map, number 2). This would require obtaining the technical dimensions from the supplier of the existing bollards to achieve as close a match as possible. I believe this information is held at Test Valley Borough Council.

7 May 2018

Note: The person to contact about this report is Wendy Coulter (Town Clerk), 68B Andover High Street, Andover, SP10 1NG

PICTURE 2

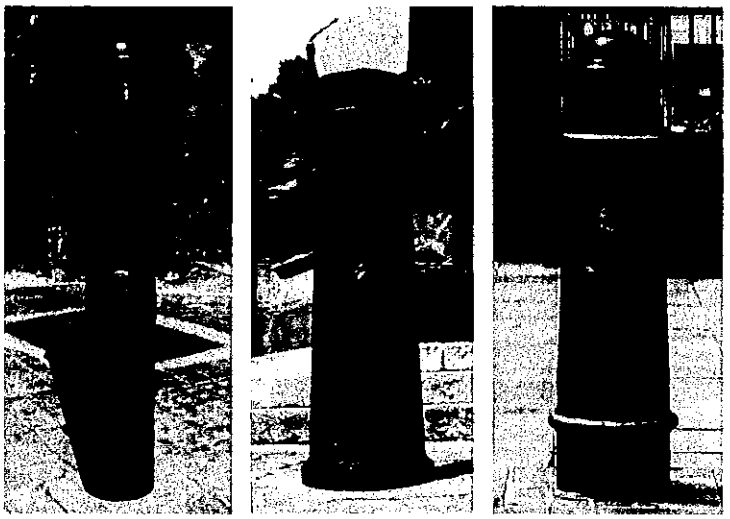
FURNITUBES

POWER SERVICE BOLLARDS
UTILITY FEEDER PILLARS FROM FURNITUBES

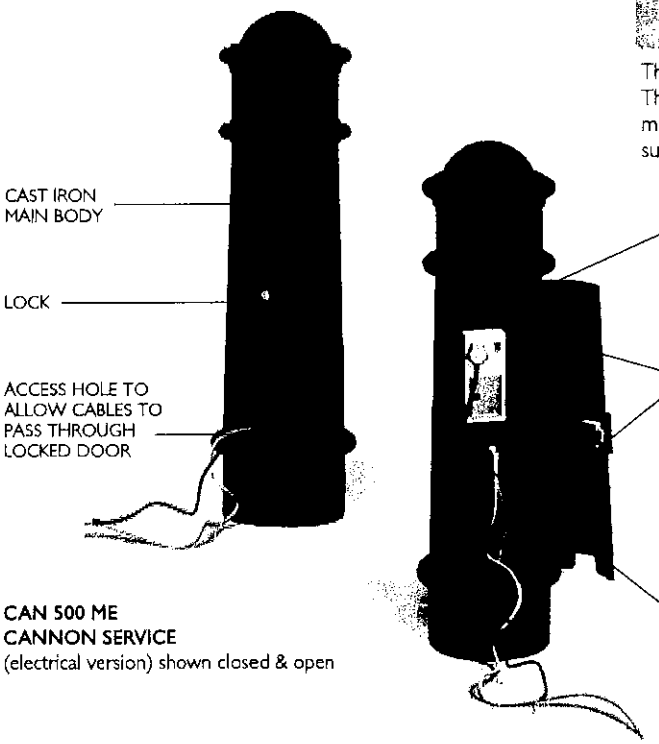
Furnitubes popular Doric and Cannon bollards are available as power service bollards.
These bollards are designed to house electricity or water supply points, allowing an easily accessible source of power.

The timber backboard provides an ideal mounting point for service units and the lockable hinged door prohibits vandalism and unauthorised use. The door of the bollards can be fully closed even while the units are in use ensuring complete protection. An earthing bolt is also supplied.

Popular with market traders, the power service bollards have also been installed in recreational ground, parks and camping sites.



The Cannon Service (shown left) is the same size as a regular Cannon bollard. The Doric and Cannon Major Service (shown centre and right) contains a larger mounting space. The Cannon Major Service bollard (shown right) has been supplied with a special crest for Gibraltar.



CAN 500 ME
CANNON SERVICE
(electrical version) shown closed & open

- durable: cast iron main body provides strength and protection
- lockable door prohibits unauthorised use
- timber backboard is ideal for mounting service units
- corrosion resistant hinges
- available for water or electrical service
- access hole at the base of the door to allow cables to pass through

The Doric Major Service bollard has been supplied to many locations through the UK, including Bedford High street, Margate, St Albans, Herts (left images) and London (shown right). The centre right image shows an electrical version of the Doric Major Service, and the far right images shows a water version.

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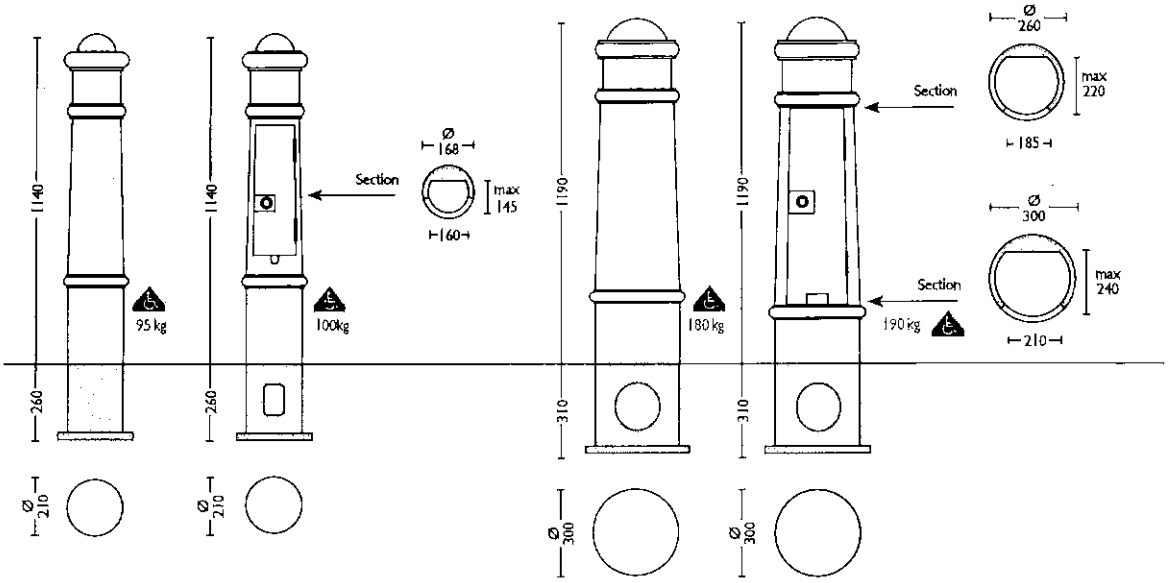
www.furnitubes.com
tel 020 8378 3200
fax 020 8378 3250
FURNITUBES

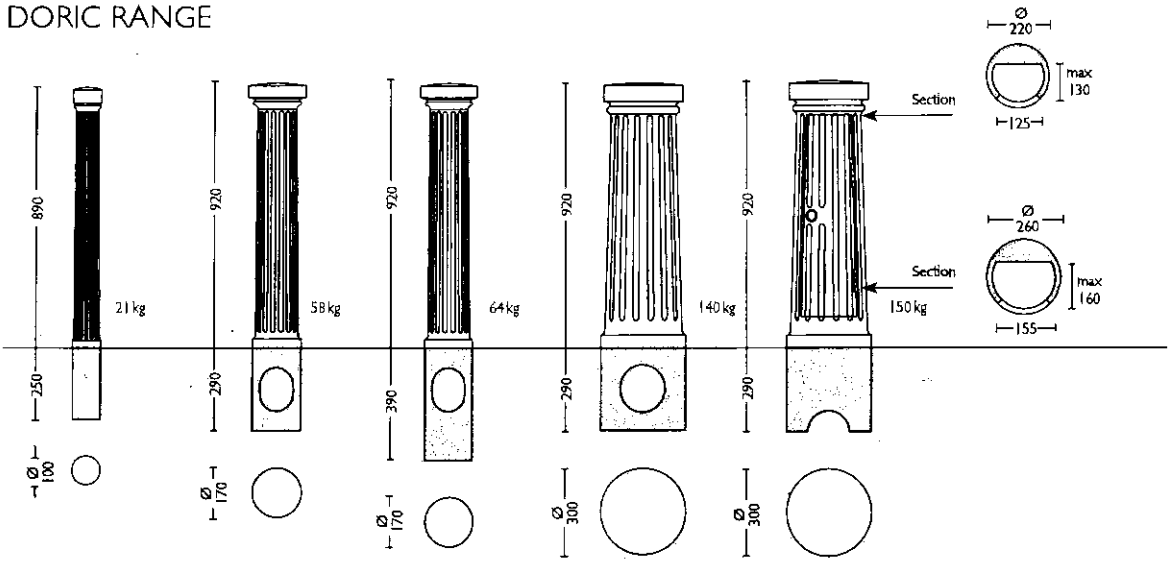
POWER SERVICE BOLLARDS **TECHNICAL DATA**

CANNON RANGE



CANNON	CANNON SERVICE		CANNON MAJOR	CANNON MAJOR SERVICE	
CAN 500 Cast Iron Bollard **OPTIONS:** Cast Aluminium Removable See Notes 1 & 2	**CAN 500 E** Cast Iron Service Bollard with Hinged & Locking Door Backboard Dimensions: 460mm high 110mm wide at top 110mm wide at base	Door Aperture Dimensions 450mm high 125mm wide at top 140mm wide at base Depth For Mountings 95mm max at top 110mm max at base	**CAN 500 M** Cast Iron Bollard See Note 2	**CAN 500 ME** Cast Iron Service Bollard with Hinged & Locking Door Backboard Dimensions: 680mm high 150mm wide at top 170mm wide at base See Note 2	Door Aperture Dimensions: 685mm high 185mm wide at top 240mm wide at base Depth For Mountings: 220mm max at top 240mm max at base

DORIC RANGE



DORIC SLIMLINE	DORIC	DORIC EXTENDED ROOT	DORIC MAJOR	DORIC MAJOR SERVICE	
DOR 520 S Cast Iron Bollard **OPTIONS:** Cast Iron Removable See Note 1	**DOR 520** Cast Iron Bollard **OPTIONS:** Cast Aluminium Removable Anti-Ram Raid version See Note 1	**DOR 520 ER** Cast Iron Bollard	**DOR 520 M** Cast Iron Bollard	**DOR 520 ME** Cast Iron Service Bollard with Hinged & Locking Door Backboard Dimensions: 720mm high 130mm wide at top 160mm wide at base	Door Aperture Dimensions 750mm high 220mm wide at top 185mm wide at base Depth For Mountings 130mm max at top 160mm max at base

TECHNICAL

Material
Furnitubes cast iron and aluminium bollards are 100% recyclable.

Finish
Standard finish is primer. We recommend that top coats are applied on site after installation.

Note 1

Removable Bollards
Two types of socket are available for removable bollards:

Steel Socket
Standard steel sockets have a hinged cover plate allowing an FB14 padlock to secure the bollard in the socket. Padlocks are not supplied

FI Socket
This type of socket has a built-in locking device and removable lid and does not require a padlock.

DISABILITY CONSCIOUS

Note 2

Disability Conscious
Bollards installed over 1000mm aid the visually impaired and can assist with the requirements of BS8300.

Product Codes are in **bold type**. Dimensions are in mm, are approximate and do not form any part of the contract.

We reserve the right to change the design and specification on any item offered and, where possible, notification will be made.

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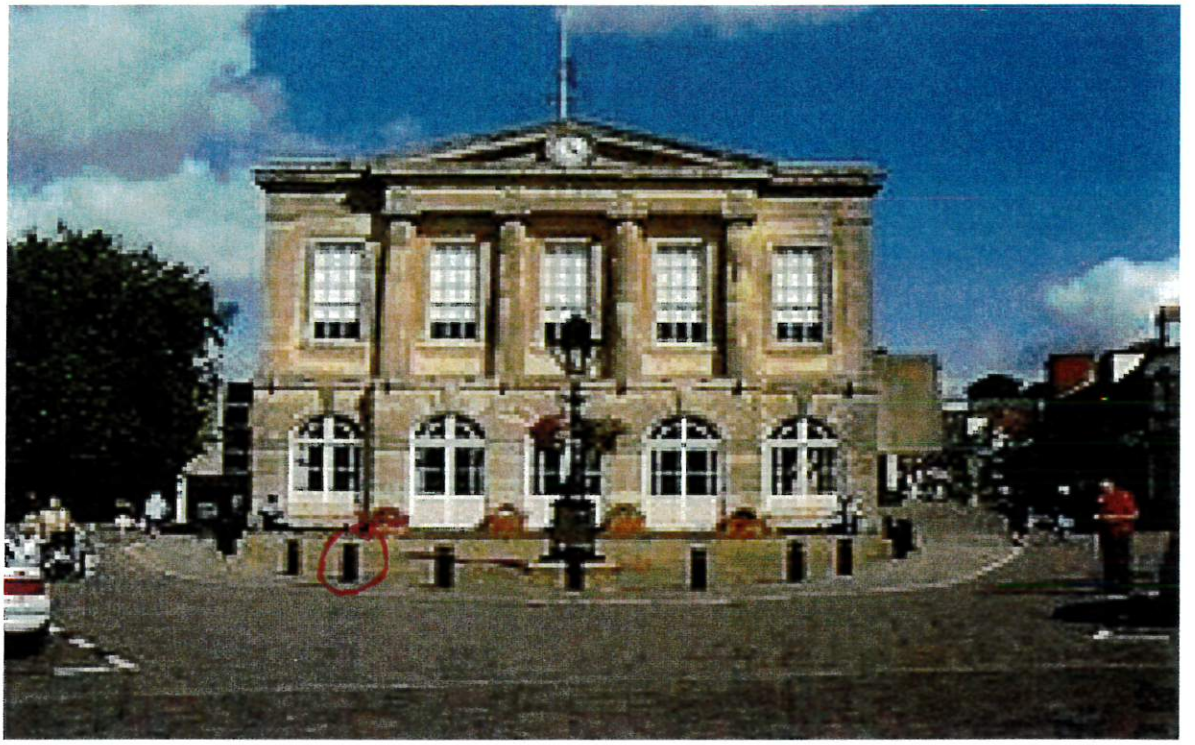
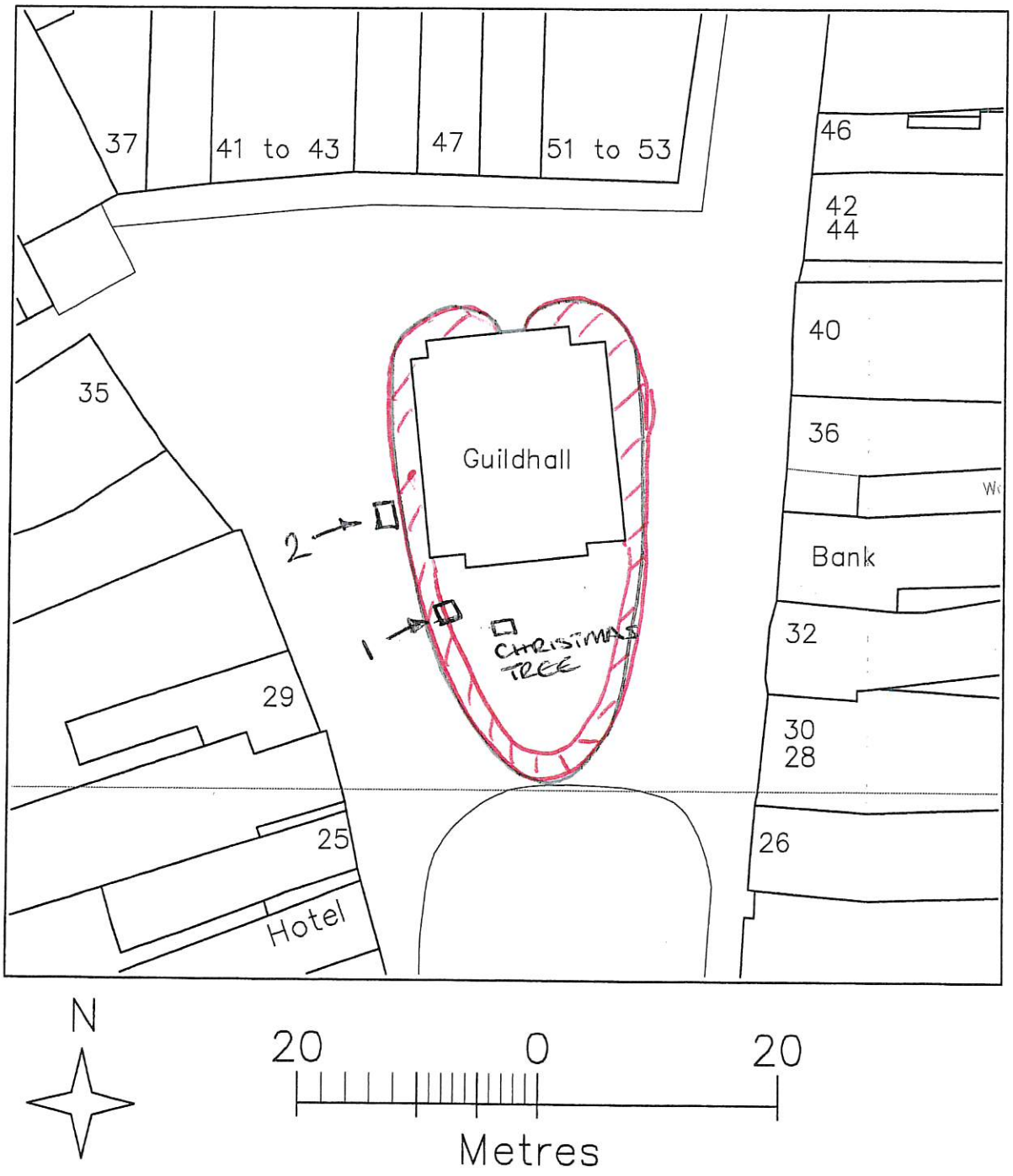
www.furnitubes.com
tel 020 8378 3200
fax 020 8378 3250
FURNITUBES

PICTURE 1



Ordnance Survey

Guildhall
High Street
Andover



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PICTURE 2

Pudsey Diamond™

(tel:+44 (0) 1264 336677)

3mm Feeder Pillars

Send us an Enquiry

These are a high specification feeder pillar, with an excellent level of resistance to vandalism. There is a range of sizes, both single door and double door, and are suitable for many applications including trunk road and motorway installations.

If you require a different size or shape of feeder pillar, or additional options such as hasp and staple, special labels or different paint finishes, please call us! Our in-house design and engineering teams can create bespoke pillars to your exact specifications.

Features:

- 3mm S235 graded mild steel
- Hot dip galvanised to BS EN ISO 1461:2009
- Precision lasered
- Welded construction
- Fully accessible
- Integral root
- Quality phosphor bronze hinges
- Designed to ingress protection IP54

Water tight gasket door seal to IP65

In built ventilation system

Document pocket

Fitted warning signs

Earth fly lead

12mm treated backboard

Downloads:

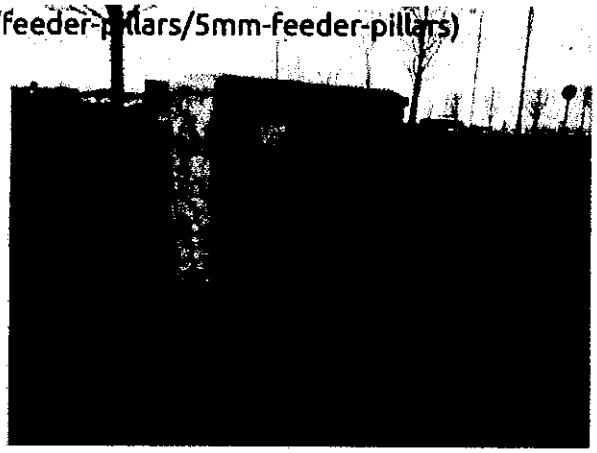
Installation Instructions (288.63K) (/download.php?file=SP00612-1)

View product information table (/images/dataTable/3mfp.jpg)

(contains information on product order numbers and specifications)

Related Products

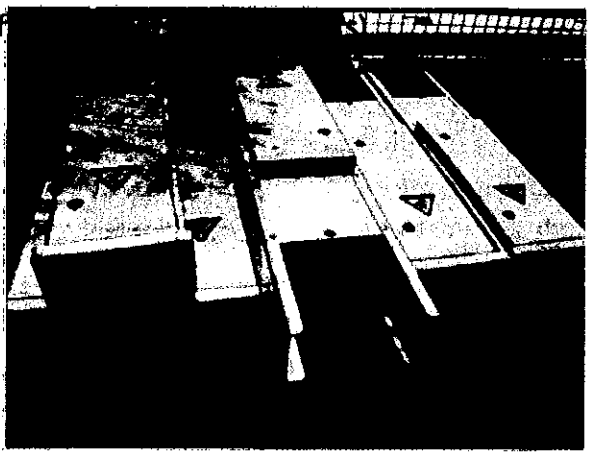
(/feeder-pillars/5mm-feeder-pillars)



(/)

5mm Feeder Pillars (/)

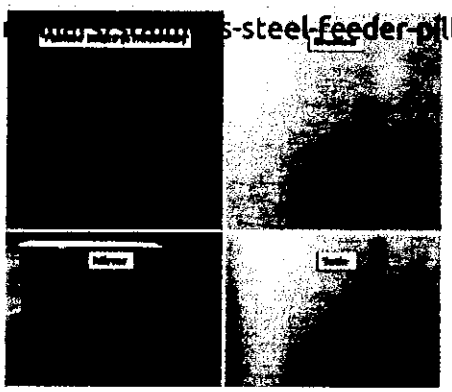
(/



(/)

Traffic Feeder Pillars (/)

(/feeder [illegible] s-steel-feeder-pillars)



Andover Town Council
68B High Street
Andover
Hampshire
SP10 1NG

Planning and Building Service
Beech Hurst
Weyhill Road
Andover, Hants SP10 3AJ
Telephone 01264 368000
Minicom 01264 368052
Web site www.testvalley.gov.uk

Contact: Donna Dodd
Telephone: 01264 368 554
E-mail: ddodd@testvalley.gov.uk
Your ref:
Our ref: 18/01373/PREAPN
Date: 21.06.2018

Dear Andover Town Council,

PROPOSAL: Electrical supply
LOCATION: The Guildhall, High Street, Andover

Thank you for your pre-application enquiry registered on 29.05.2018. This letter forms my response.

Site description

The Guildhall is a grade II* listed building occupying a prominent position in the High Street in Andover. The Guildhall is in the Andover conservation area. The ground floor of the building has had a number of uses, and at present, is used as a restaurant.

Planning history

The following history is considered relevant for this site:

- 17/01665/ADVN - Four heritage info signs, with two as freestanding signs (by the Guildhall and St Mary's church) and two fitted onto railings (by Town Mill's and the Bridge Street bridge) and ten bronze heritage plaques fitted into the ground at various locations in the town centre – Consent subject to conditions and notes – 25.08.2017

- 17/01059/LBWN - Repair/restoration of broken weathervane, including replacement of broken central sphere, replace missing support strut to "S" arm, and reinstatement of weathervane to roof – Consent subject to conditions and notes – 26.07.2017

- 16/00969/ADVN - Affix lighting plaque to the front with a motif of a Crown and ERII with the wording Long May She Reign – Consent subject to conditions and notes – 06.01.2017

Planning policy to consider

Applications for planning permission are considered with regard to the development plan; the Test Valley Borough Revised Local Plan 2016 (RLP). Relevant policy that would apply to this proposal is:

- E9: Heritage

The National Planning Policy Framework (NPPF) is a material consideration to all applications and can be accessed through the government's Planning Portal website: www.planningguidance.planningportal.gov.uk

Local Planning Authorities are required to pay special attention to the desirability of preserving or enhancing the character or appearance of conservation areas as set out in section 72 (1) of the Planning (Listed Buildings and Conservation Areas) Act 1990. In addition, there is also a requirement to have special regard to the desirability of preserving the building or the setting of listed buildings as set out in section 66 (1) of the Planning (Listed Buildings and Conservation Areas) Act 1990.

Listed Building Consent

The following comments have been made by Margaret Bennett, Conservation Officer:

"The enquiry relates to provision of an external power source adjacent to The Guildhall in Andover to supply the town Christmas tree. The Guildhall is listed at Grade II*, prominent in Andover's High Street, within the town centre conservation area, and in the setting of a number of other listed and historic buildings. As such, this is an extremely sensitive site.

The enquiry puts forward two possible options – a 'standard electrical column' to be sited at the side of the building, adjacent to the existing heritage panel, or the replacement of one of the existing forecourt bollards with a cabinet-type one, in which the electric supply could be concealed.

A third option to consider could be the buried type, which are concealed below the ground when not in use (only a cover, often paved to match the rest of the road surface, is visible), and they are raised out of the ground as pillars when they are used. It is thought there may be some of these in the High Street already to service the market.

The 'standard electrical column' option is not favoured, as the box would be unsightly and would detract from appreciating the Guildhall. It would also add street clutter to the conservation area.

The bollard option would, in principle be supported, and is an interesting and innovative solution. The scheme would be reliant on being able to source one which was a good match to the existing bollards (height, especially, being a key respect).

The bollards in situ are not historic. The Guildhall does appear to have historically had bollards in front of it in much the same location as at present. However, photographs from the mid-20thC show it with an open forecourt (being metal, the posts could have been removed during the War). Thus those currently in place would seem to be modern replacements. There would, therefore be no loss of historic fabric as a result of altering/replacing a bollard, and they would not be considered to be curtilage listed – so listed building consent should not be needed for replacement of a bollard.

Consideration would need to be given to how the power supply would be brought to the bollard. The cobbled area in front of the Guildhall is historic, and is considered to be curtilage listed to the Guildhall. Therefore it is unlikely that digging-up sections of it would be supported, because it would be difficult to achieve this without it showing afterward (e.g. because it would be hard to get the cobbles back down flat and in the right places, and also the mortar mix could show as different.) Were an application for such works to come forward, it would need to show this issue had been properly considered, and appropriate measures could and would be taken. Such works could require listed building consent."

Planning Permission

Any application for planning permission would be examined with regard to the above policies; however, based on the information provided, it would appear that the proposed works would benefit from development permitted by the Town and Country (General Permitted Development) (Order) 2015, Part 12, Class A (b) as set out below:

PART 12 DEVELOPMENT BY LOCAL AUTHORITIES

Class A

Permitted development

A The erection or construction and the maintenance, improvement or other alteration by a local authority or by an urban development corporation of—

(a) any small ancillary building, works or equipment on land belonging to or maintained by them required for the purposes of any function exercised by them on that land otherwise than as statutory undertakers;

(b) lamp standards, information kiosks, passenger shelters, public shelters and seats, telephone boxes, fire alarms, public drinking fountains, horse troughs, refuse bins or baskets, barriers for the control of people waiting to enter public service vehicles, electric vehicle charging points and any associated infrastructure, and similar structures or works required in connection with the operation of any public service administered by them.

Therefore, the grant of express planning permission would not be required.

Conclusion

It is considered that the option to alter/replace a bollard, subject to a good match, would be an acceptable solution. An alternative solution would be a buried supply, which can be concealed below the ground when not in use. These works would not require express planning permission; however, as detailed above, any works that would involve the removal and replacement of the cobbles would require listed building consent.

I hope that this information is of use to you.

Yours Sincerely

Donna Dodd

ANDOVER TOWN COUNCIL

F

215 Report	
Produced for: Assets and Communities Committee	**Date of Report:** 3rd July 2018
Summary of Key Issues To give an update of the 215 project	
Current Situation The working group last met on 19th June 1. ATC email address has been set up. The-215@andovertc.co.uk 2. Website has been updated. School curriculum being developed and links to: 3. Mail chimp set up. 4. Responses so far are 140 and increasing. 5. Schools spoken to already 14/25 attended. John is approaching those that did not attend directly 6. All schools spoken to are excited 7. Some community groups are also expressing an interest. Any interested community groups should be directed to the website - the-215.co.uk 8. The committee is working with TVBC to find the most suitable location for the figures in Vigo Rec, and sourcing the lighting and sound for the event. 9. The figures will be available from the second week in September. 10. The committee is working on what we need from different groups of volunteers. The committee has met to discuss the best way to proceed, and there is a need to let John Ritchie make the artistic decisions to enable the project to work.	
Financial Implications The project is on track financially	
Legal and Policy Implications Risk assessment, and any security implications need to be approved by ATC Officer, no other implications	
Recommendations	

To delegate to John Ritchie to make artistic decisions for the project.
To allow the committee to continue to progress the project.

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.
Tel: 01264 335592
Email: townclerk@andover-tc.gov.uk
Website: www.andover-tc.gov.uk

Distribution: To all Councillors

G

Initial Report of Andover Town Council Projects

Cllr C Bartholomew and Cllr B Long met to look at projects that had been put forward over the last two Business Plans that had been discussed in 2014 and 2016 by Andover Town Councillors.

Project		**Earmarked reserves**		**2018 Budget**	**Expected budget**
Annual Projects					
Christmas Lights				20000.00	
Shilling Fair				2000.00	
A fest		698.00		3000.00	
Challenge Programme		3000.00		3000.00	
Festival of Motoring				400.00	
Youth Council				2000.00	
Town Centre Manager / BID		2000.00			
Newsletter / communication					
Website/communication					
Small project grants				1000.00	
One off projects					
WW1 Project 215				5000.00	
Tote bags					
Notice Boards		2500.00			
Defibulators				5000.00	
Chairman's Regalia		3000.00			
Bus Shelters		10000.00			
New Community Building		112000.00		40000.00	
Others considered					
Public meetings on town concerns (X2)					200.00
WW1 Service to mark end of WW1					
Historical Commemoration e.g. Blue plaque					
Leaflets					
Badges for councillors following election					150.00
Allotments Awards funding					

The following table lists projects that possibly are still active and if funds are allocated to those projects

It was felt that the projects should link with the future headings as outlined in Andover Vision

1. Community & Diversity

2. Green recreational Spaces & Natural Environment

3. Andover Town Centre USP – heritage / Retail

4. Science / Technology Enterprise

5. Information on Wayfinding Project

We also discussed that the outdoor Gym Equipment had been picked up by TVBC but felt it could still be funded through CIL money.

Should Licensing for Charity Collections / Charity Pitch be included.

It was felt that councillors should consider if there are other projects to be brought forward. Also more details needs to be added to each project

ANDOVER TOWN COUNCIL

H

Defibrillators Report	
Produced for: Assets and Communities Committee	**Date of Report:** 3rd July 2018
Summary of Key Issues Request the provision of AEDs to two locations in Andover.	
Current Situation The Picket Twenty Community Association have asked ATC to fund 50% of the cost of an AED to be installed at the Community Centre on Picket Twenty. TVBC have agreed to match the funding for this, and the Picket Twenty Community Association understand that they will have to take on the role of registering, installing insuring, and maintaining the AED (it will be covered by a 10 year maintenance package). Finkley Down Farm have asked ATC to fund 50% of the cost of an AED to be installed at Finkley Down Farm, and to be useable by both them and other businesses on the Walworth Industrial Estate. Finkley Down Farm has agreed to match the funding for this, and understand that they will have to take on the role of registering, installing, insuring, and maintaining the AED (it will be covered by a 10 year maintenance package).	
Financial Implications ATC has already purchased one AED which is waiting to be assigned, and there would be no other costs as a second one can be bought with the 50% funding from TVBC and Finkley Down Farm.	
Recommendations To provide funding for, or an AED for both The Picket Twenty Community Association, and Finkley Down Farm, funded as laid out above.	

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.
Tel: 01264 335592
Email: townclerk@andover-tc.gov.uk
Website: www.andover-tc.gov.uk

Distribution: To all Councillors

Report re Shilling Fair

Assets and Community Engagement Committee

July 2018

Working group to meet 4th July.

Attractions booked

Heritage Trail, Street Theatre, Dandy Chargers, Regency dancers, Fairground rides, Horse and Carriage, Children's / family activities.

Website and facebook is now live again and volunteers being requested.

Licenses all in place.

Flyers ready to go out and posters up. Banners will go up in July.

Entertainers are now fully booked for the time ring and a steady supply of traders have booked.

TVBC gave a grant of £500. Hampshire County councillors have agreed to support – waiting to hear.

Need extra gazebos and volunteers to help set up and take down on the day.

ANDOVER TOWN COUNCIL

GRANT FUNDING APPLICATION FORM

Part 1 – Organisation Details

Name of applicant Organisation:	The Harmonium Singers
Project Name:	WW1 Commemoration Concert (2018)
Project Location:	St Mary's Church, Andover
Project Start Date:	1 April 2018
Project Completion Date:	14 July 2018
Total Cost of Project:	**1100**
Funding Requested:	**300**

Contact Name:

Registered Charity ☐ Yes ☒ No | Registration No?

If No, state type of organisation: Local Chamber Choir

Organisation Address:

Email Address:

Telephone Number:

Organisation's bank account address: HSBC 28 High Street Andover SP10 1NU

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

Please provide the following information:

	Please tick
• 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	☐

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 £
Church and facilities hire	250		250
Orchestral players	650		650
Music hire	100		100
Publicity	100		100
TOTAL PROJECT COSTS	**£1100**	**£**	**£1100**

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	£500	DECLINED (funds already allocated, despite being within the deadline)
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.

We are mounting a concert on 14th July 2018, entitled '1914: Beyond War, Music of Peace', to mark the 100th anniversary of the conclusion of World War 1. We staged a similar concert in 2014 to mark the outbreak of the war, which the Town Council supported with £300. Once again it would be a significant and high-quality event for the town. We are not aware of any other cultural events planned in the town for this anniversary. The concert would be of relevant words and accessible choral music including a performance of the much-loved Rutter Requiem.

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

To help with the costs of mounting this concert, principally semi-pro or professional instrumentalists and church hire. The players will add enormously to the success of the event and avoids total dependence on the somewhat unreliable organ at St Mary's. The choir has itself raised almost half the cost of putting on the concert (£500) from a quiz night in mid-May. We did apply for a County Councillors' grant but the money had already been allocated (even though we were within the deadline). A grant now from the Town Council would enable us to proceed with confidence, without jeopardising our operating cash for next year.

Please provide a general description of the people in Andover who will benefit:
This concert will be available to as many people as can squeeze into St Mary's Church (potentially 300+). While the music will be of a classical nature, there are many who will be attracted by a programme of words and music relevant to WW1. The music and context will be of wide appeal, even to those with only a passing interest in choral music. It should be moving, memorable and a fitting local commemoration of this great anniversary.

Approximately **how many** local residents will benefit?	Potentially around 300, given the seating capacity of St Mary's church.

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: 27/6/18
Position in organisation: MUSICAL DIRECTOR	
Signed	Date: 27/6/2018
Position in organisation: TREASURER	

Please return the form to:
Andover Town Clerk
Andover Town Council, First Floor Offices, 66C, High Street, Andover, Hampshire SP10 1NG
Telephone No: 01264 335592

OR

Electronic copies to: **townclerk@andover-tc.gov.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.....
Amount.....

HSBC UK

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

Your Statement

Account Summary	
Opening Balance	1,910.56
Payments In	10.00
Payments Out	390.00
Closing Balance	1,530.56

14 April to 13 May 2018

Account Name
The Harmonium Singers

Your Community Account details

Date	Payment type and details		Paid out	Paid in	Balance
13 Apr 18		RD			**1,910.56**
23 Apr 18	CHQ		390.00		1,520.56
10 May 18	CR			10.00	1,530.56
13 May 18		D			**1,530.56**

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

Credit Interest Rates	balance	AER variable
Credit interest is not paid		

Debit Interest Rates	balance	EAR variable
Debit interest		21.34%

HSBC

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

Your Statement

084207_256 1/ 4 00006 103897 19824 40300

Account Summary	
Opening Balance	889.44
Payments In	860.00
Payments Out	0.00
Closing Balance	1,749.44

14 August to 13 September 2017

Account Name
The Harmonium Singers

Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
13 Aug 17				**889.44**
05 Sep 17	BP		80.00	969.44
06 Sep 17	CR		80.00	
	BP		80.00	1,129.44
07 Sep 17	CR		80.00	
	CR		160.00	1,369.44
08 Sep 17	BP		80.00	1,449.44
12 Sep 17	CR		100.00	
	CR		200.00	1,749.44
13 Sep 17				**1,749.44**

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

THE HARMONIUM SINGERS

INCOME AND EXPENDITURE ACCOUNT

for the year ending 31.07.2017

Income:

	£	£	£
Subscriptions:			
Choir subscriptions	1785.00		
Small Group subscriptions	330.00	2115.00	
Christmas 2016			
Carol Singing – Sainsbury's	110.14		
Carol Singing - Lion Oak Court	44.00	154.14	
Concert: St Mary's Church (Christmas 2016)			
Ticket sales	1906.00		
Programme sales	118.00		
Refreshments	63.39		
Retiring Collection	444.85	2532.24	
St John the Baptist – Easter 2017		122.63	
Concert: St Michael's Church (Summer 2017)			
Ticket sales	944.00?		
Programme	50.00		
Donation	20.00	1014.00	
Income from sale of music		118.00	
Donation to cost of music		10.00	
Small Groups – Porton		40.00	
Music on the Test		150.00	
Waitrose Green Token Scheme		300.00	
Donation Chris Hebden/Bruce		150.00	
			6706.01

Expenditure:

Administration and General Expenses			
St. Mary's Church Centre (main choir)	990.00		
Small Groups	330.00		
Purchase of Music	458.32		
Printing of music booklets	186.00		
Musicians Public Indemnity Ins.	85.00		
Website hosting + domain name	48.58		
Postage etc	7.12		
BBQ – meat	75.00		
Gifts and flowers	56.00	2236.02	

Christmas Concert 2016:			
St Mary's Church Hire Charge	250.00		
Organist – Peter Gilks	100.00		
Posters	35.36		
Refreshments	31.43		
Donation to Macmillan/Jamie Hall carol	30.00		
Programmes	90.00		
Tickets from 'The Lights' inc. Commission	33.43		
Gift – John Duffy	7.00	577.22	
Donation to Andover Foodbank		2150.00	
Easter 2017:			
Donation to Andover Foodbank		125.00	
St Michael's Church Summer Concert – June 2017			
Printing of posters	39.51		
Tickets from The Lights	20.47		
Printing of programmes	75.00	136.04	
Donation to St Michael's Church		850.00	
			6073.22
Excess of Income from Expenditure			**632.79**

THE HARMONIUM SINGERS
BALANCE SHEET as at 31.07.2017

	£	£
CURRENT ASSETS		
Bank		934.44
Cash in Hand		368.32
		1302.76
		=======
FINANCED BY:		
Accumulated Capital:		
Opening Bank	427.34	
Opening Cash Account	242.63	669.97
Net gain		632.79
		1302.76
		=======

LCRS Step 5 - Risk report for Entertainment and the arts

Your Duty = Provision of entertainment and support of the arts

Act = s 145 Local Government Act 1972

Andover Town Council

Assessment year: 2018

Action by:

Scoring note: Low = 1, Medium = 2 and High = 3

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
198	**Administration/Legal** Absence of key staff. To ensure that minimum staffing arrangements are in place to meet service need.	Event Management Plan to be devised for all events clearly defining responsibilities, key personnel and their deputies as well as overall management of the event.	*Annually* *Communities Officer*	Low	High	3	
197	**Administration/Legal** Provision of adequate insurance cover. To ensure that appropriate insurance cover in place.	Insurance requirements reviewed annually to ensure appropriate cover in place. Ensure that any contractual insurance requirements are met. Examine cover held by service providers.	*Annually* *Town Clerk*	Low	High	3	

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199 **Administration/Legal**

Staff training.

Annually | Low | Medium | 2

Town Clerk

To ensure that all staff have appropriate training.

Determine council policy for training for the event and ensure all staff and volunteers receive appropriate training where necessary.
Maintain records of training provided.

192 **Environmental**

Noise pollution.

As and when | Medium | Medium | 4 | Yes

Communities Officer

To minimise risk/complaint arising from noise pollution at council owned facilities.

Where appropriate set conditions in hire documentation.
Carry out regular site inspections.
Maintain record of any complaints received and instigate prompt action where appropriate.
Liaise with local enforcement agencies.

191 **Environmental**

Vandalism.

Annually | Low | High | 3

Communities Officer

To minimise the risk of loss/damage/injury arising from vandalism.

Maintain efficient and effective security.
Maintain liaison with local enforcement agencies.
Take action as appropriate against offenders.

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195 **Financial**

Box Office controls.

Annually **Low** **Medium** **2**
Communities Officer

To minimize the risk of loss by theft/misappropriation.

Determine policy and responsibility for box office security.
Define responsibility cash handling procedures
Ensure appropriate staff training.
Maintain comprehensive records, ticket returns/reconciliation etc.
Arrange periodical checks/internal audit.

196 **Financial**

Contractual arrangements with service providers- films, artistes etc.

As and when **Low** **Medium** **2**
Responsible Finance Officer

To ensure that proper contractual arrangements are in place.

Ensure that a signed contract is in place as pre requisite of service provision.
Check/enforce contract conditions in interest of Council.

194 **Financial**

Failure to collect rents & charges.

Annually **Low** **Medium** **2**
Responsible Finance Officer

To maximise income due to the council.

Define responsibility for collection of income.
Ensure that all income due to the council and received is properly recorded.
Make provision for prompt banking.
Issue tickets/receipts for all income received.
Follow defined procedure for reminders in respect of unpaid accounts.
Take appropriate recovery action where necessary.
Arrange appropriate internal audit testing.
Council approval required for write-off on any irrecoverable debts.

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193 **Financial**

Failure to review rents and charges.

Annually Low Medium 2
Responsible Finance Officer

To ensure that all charges are subject to annual review.

Review all charges annually as an integral part of the budgetary process.

347 **Fire**

To safeguard against the risk of fire.

Annually Low High 3
Communities Officer

Health & Safety testing to be completed including a full risk assessment.
Ensure appropriate staff training
Provide for strict security/control of combustible materials held by council.
Provide appropriate extinguishers etc.
Ensure appropriate signage in place.
Ensure appropriate regulations are followed.
Ensure appropriate regulations/controls in hire documentation.
Where possible have Fire & Rescue Service at event.

348 **Physical**

Fire.

Annually Low High 3
Communities Officer

To safeguard against fire risk.

Health & Safety testing to be completed and full risk assessment.
Ensure appropriate staff training
Provide for strict security/control of combustible materials held by council.
Provide appropriate extinguishers etc.
Ensure appropriate signage in place.
Ensure appropriate regulations are followed.
Ensure appropriate regulations/controls in hire documentation.
Where appropriate ask Fire Service to attend event.

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185 **Physical**

Maintenance of buildings.

Annually Low High 3
Communities Officer

To ensure proper maintenance of premises and minimise risk of loss/damage/injury.

Define responsibility for maintenance.
Carry out regular inspections of all premises.
Maintain detailed records of all work scheduled/completed.

187 **Physical**

Maintenance of equipment

Annually Low Medium 2
Communities Officer

To ensure proper maintenance of equipment and minimize loss/damage/injury.

Determine responsibility for use and control.
Arrange contract maintenance for specialist equipment.
Provide for any necessary staff training.
Provide for appropriate protective clothing.
Ensure that any necessary licences, certificates for use have been obtained.
Ensure that security is sound.
Ensure that any disposals are properly dealt with.
Maintain proper records.

186 **Physical**

Security of buildings.

Annually Medium Medium 4 Yes
Communities Officer

To maintain security of Council premises.

Responsibility for security defined.
Staff employed or contract with service provider in place.
Appropriate staff training complete.
Detailed schedules/records maintained.
Liaison with local enforcement agencies maintained.

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188 **Physical**

Security of equipment.

		Annually	Low	High	3	
		Communities Officer				

To minimise loss through theft/misappropriation.

Define policy for security of premises and equipment.
Determine responsibility for security/control of equipment.
Ensure effective security arrangements in place.
Maintain asset register.

189 **Physical**

Security of exhibits.

		Annually	Medium	Medium	4	Yes
		Communities Officer				

To minimise the risk of loss or damage to exhibits.

Determine policy/ responsibility for security of exhibits.
Ensure effective security arrangements in place.
Ensure adequate insurance cover in place.

190 **Physical**

Stock control.

		Annually	Low	Low	1	
		Communities Officer				

To minimise the risk of loss.

Determine responsibility for stock.
Arrange for regular stock checks.
Reconcile stock to sales/usage.
Investigate significant differences.
Maintain comprehensive stock records.

Completed by: **Date:** **Position:** *No of Risks* **17** *No of risks scored:* **17** *No of Action Plans:* **3**

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LCRS Step 5 - Risk report for Newsletters

Your Duty = Power to provide from 'free resource'

Act = s 137 Local Government Act 1972

Andover Town Council

Assessment year: 2018

Action by:

Scoring note: Low = 1, Medium = 2 and High = 3

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
130	**Administration/Legal** Defamation To minimize associated risk.	All input is subject to careful check by Lead Councillor and Officers before going to print. Arrange for professional examination of any sensitive material. Ensure that adequate insurance cover is held.	*As and when* *Communities Officer*	Low	Medium	2	
132	**Administration/Legal** Failure to meet minimum requirement for quality status To meet required standard.	Arrange testing/ assessment of input to ensure that requirement is met.	*Quarterly* *Communities Officer*	Low	Medium	2	50

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131 **Administration/Legal** — *As and when* | Low | Medium | 2
Communities Officer

Failure to meet statutory obligation re non - political content

To meet required standard.

Ensure that content of newsletter is carefully tested to ensure that statutory requirement is met.

128 **Environmental** — *Quarterly* | Low | Medium | 2
Communities Officer

Failure to deliver and litter

To minimise litter arising from newsletter distribution.

Test distribution arrangements.
Take appropriate action against offenders.

129 **Financial** — *Annually* | Low | Low | 1
Communities Officer

Failure to collect income from advertising etc

To maximise income and minimize loss.

Determine responsibility for collection of income
Ensure that all income due to the council and received is properly recorded.
Ensure receipts are issued for all income received.
Arrange for prompt banking of all income.
Ensure procedures are in place for issue of reminders for unpaid income.
Follow defined procedure for reminders.
Ensure Council approval for write-off on any bad debts.
Ensure audit testing procedures are in place.

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341 **Financial**

Inadequate budget provision

To ensure review of service requirement.

Annually **Low** **Medium** **2**
Communities Officer

Ensure that service requirements are included in budgetary process.

127 **Physical**

Non production of newsletter

Quarterly **Low** **Medium** **2**
Communities Officer

Town Clerk responsible for ensuring all publication deadlines are met.
Contracts with printers are agreed.

Completed by: **Date:** **Position:** *No of Risks* **7** *No of risks scored:* **7** *No of Action Plans:* **0**

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LCRS Step 5 - Risk report for Planning & Development Control

Your Duty = Rights of consultation

Act = Localism Act 2011, s9. Town and Country Planing Act 1990, ss 61E-61Q, s 4B, Planning and Compulsory Purchase Act 2004, s 38A

Scoring note:
Low = 1
Medium = 2
and High = 3

Andover Town Council

Assessment year: 2018

Action by:

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
54	**Environmental** Failure to comply within consultation deadline	To meet consultation timetable.	*Annually* *Deputy Clerk*	Low	Medium	2	

Planning applications are considered monthly at full Council meetings.
During Summer and Christmas recess adequate delegated arrangements are made to ensure timely consideration and responses are provided.
Responses to planning applications are e-mailed to the Planning Authority the day after the Council meeting.
Where necessary liaison with the Planning Authority for an extension is made.

Completed by: **Date:** **Position:**

No of Risks 1 *No of risks scored:* 1 *No of Action Plans:* 0

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LCRS Step 5 - Risk report for Provision of Website/Internet Access

Your Duty = Power to provide from 'free resource'

Act = s 137 Local Government Act 1972

Andover Town Council

Assessment year: 2018

Action by:

Scoring note: Low = 1, Medium = 2 and High = 3

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
346	**Financial** Inadequate budget provision To ensure proper financial provision	Ensure service requirement is included in annual budgetary process.	*Annually* *Town Clerk*	Low	High	3	
28	**Technical** Failure of Website/Internet Providers To maintain high standard of service provision.	Ensure a backup copy of data is maintained. Liaise with provider to ensure early reinstatement of service.	*Weekly* *Town Clerk*	Low	High	3	

54

Completed by: **Date:** **Position:**

No of Risks 2 *No of risks scored:* 2 *No of Action Plans:* 0

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26 **Technical**

Defective Electrical Equipment/Machinery

Monthly *Town Clerk* | Low | High | 3

Ensure maintenance agreement/contract in place where appropriate.
Allocate responsibility for local repair/maintenance.
Restrict access to qualified personnel only.
Arrange regular inspection to ensure that any statutory obligations are met.
Maintain appropriate records.

Completed by: **Date:** **Position:** *No of Risks* 6 *No of risks scored:* 6 *No of Action Plans:* 2

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LCRS Step 5 - Risk report for Public buildings and Village hall

Your Duty = Power to provide buildings for offices and for public meetings and assemblies

Act = s 133 Local Government Act 1972

Scoring note: Low = 1, Medium = 2 and High = 3

Assessment year:

Action by:

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
112	**Administration/Legal** Absence of service level agreements	Ensure that all service level agreements are fully completed and operational. Monitor performance to ensure conditions met. Review conditions periodically.	*Annually* *Deputy Clerk*	Low	High	3	
114	**Administration/Legal** Failure to complete user agreements To provide effective control of facility bookings etc.	Determine responsibility for dealing with user applications. Completed agreement to be a pre-requisite of facility hire. Arrange periodical review of conditions of use etc.	*Annually* *Deputy Clerk*	Low	High	3	

113 **Administration/Legal**

Failure to obtain necessary licences.

To meet all statutory requirements for service provision.

Annually *Deputy Clerk* | Low | High | 3

Determine responsibility for obtaining licences.
Maintain adequate records of licence application, renewal etc.
Ensure premises licence is in place.

116 **Administration/Legal**

Inadequate representation on management committee

To ensure proper council representation.

Annually *Deputy Clerk* | Low | Medium | 2

Arrange appointment of council representatives as set out in management agreement.
Arrange periodical report on council agenda.

115 **Administration/Legal**

Maintenance of diary of events etc

To provide effective control of facility bookings etc.

Quarterly *Deputy Clerk* | Low | Medium | 2

Determine responsibility for maintenance of events diary.
Ensure that a completed booking/application lettings agreement is a prerequisite to facility hire.
All applications to be cross referenced to account/receipt number and filed.

108 **Environmental**

Noise etc pollution

Annually **Low** **Medium** **2**
Deputy Clerk

To minimize risk/complaint arising from noise pollution at council owned facilities.

Where appropriate set conditions in hire documentation
Carry out regular site inspections.
Maintain record of any complaints received and instigate prompt action where appropriate.
Liaise with local enforcement agencies.

111 **Financial**

Failure to collect income.

Annually **Low** **Medium** **2**
Deputy Clerk

To collect and bank all income due.

Determine responsibility for collection of income
Ensure that all income due to the council and received is properly recorded.
Ensure receipts are issued for all income received.
Arrange for prompt banking of all income.
Ensure procedures are in place for issue of reminders for unpaid accounts.
Follow defined procedure for reminders.
Ensure Council approval for write-off on any bad debts.
Ensure audit testing procedures are in place.

110 **Financial**

Failure to set/review charges.

Annually **Low** **High** **3**
Responsible Finance Officer

To ensure annual review of all charges.

Ensure that all charges are reviewed annually as an integral part of the budgetary process.

109 **Financial**

Inadequate budget provision

Annually **Low** **High** 3
Responsible Finance Officer

To provide for budgetary review of service.

Ensure that service/facility requirements are detailed in Budget process and reviewed annually.

103 **Physical**

Fire

Quarterly **Low** **High** 3
Deputy Clerk

To safeguard against fire risk.

Ensure Health/Safety testing complete.
Ensure appropriate staff training
Ensure a strict 'no smoking' and 'no naked flame' policy operates throughout all council buildings.
Provide for strict control of combustible materials held by the council.
Provide appropriate extinguishers etc.
Fire alarm and emergency lighting system in place.
Ensure appropriate signage in place.
Ensure that a Fire risk assessment is reviewed annually.

106 **Physical**

Hazardous substances

Annually **Low** **High** 3
Deputy Clerk

To minimise risk associated with the use of hazardous substances.

Define responsibility for use and control.
Provide for any necessary training.
Provide for appropriate protective clothing.
Ensure that any necessary licences, certificates for use have been obtained.
Ensure that security is sound.
Ensure that COSHH regulations adhered to regarding the storage of cleaning substances.

102 **Physical**

Maintenance of buildings

Annually Low High 3
Deputy Clerk

To ensure proper maintenance of premises and minimize risk of loss/damage/injury.

Define responsibility for maintenance.
Carry out regular inspections of all buildings.
Ensure that where appropriate proper contractual arrangements are in place.
Arrange staff training where required.
Detailed records kept of all work scheduled/completed.
That each building is individual risk assessed.
That the risk assessments are reviewed annually.

101 **Physical**

Security of premises and contents

Annually Low High 3
Deputy Clerk

To safeguard council assets.

Define policy for security of premises and equipment
Maintain asset register and photographs of all items of any value together with a digital back up copy.
Allocate responsibility for security/control of equipment.
All offices/premises are locked outside working hours.
Letting agreements are in place with a condition to secure building on departure.

09

107 **Physical**

Stock control

As and when Low Low 1
Deputy Clerk

To minimize the risk of loss.

Define responsibility for stock.
Arrange for regular stock checks.
Reconcile stock to sales/usage.
Investigate significant differences.
Maintain comprehensive stock records.

104 **Physical**
Theft

Annually *Deputy Clerk* | Low | High | 3

To minimize the risk of loss through theft/misappropriation.

Determine responsibility for security.
Ensure that security of all plant, equipment and premises is recognised as a priority.
Provide for required staff training
Maintain register of assets.
Maintain liaison with local enforcement agencies.

105 **Physical**
Vandalism.

Annually *Deputy Clerk* | Low | High | 3

To minimise the risk of loss/damage/injury arising from vandalism.

Maintain efficient and effective security.
Maintain liaison with local enforcement agencies.
Take action as appropriate against offenders.

Completed by: **Date:** **Position:** *No of Risks* **16** *No of risks scored:* **16** *No of Action Plans:* **0**

LCRS Step 5 - Risk report for Shelters & Seats

Your Duty = Power to provide

Act = s 4 Local Government (Miscellaneous Provisions) Act 1953

Scoring note:
Low = 1
Medium = 2
and High = 3

Andover Town Council

Assessment year: 2018

Action by:

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
372	**Administration/Legal** Provision of inadequate standard of seating. To minimise risk arising from provision.	Town Council has a seating policy including a list of preferred suppliers. All prospective donors are provided with a copy of the policy. Carry out inspection of all seating prior to acceptance. Arrange secure installation.	*Annually* *Communities Officer*	Low	High	3	
370	**Environmental** Vandalism To minimise the risk of loss/damage/injury arising from vandalism. To minimise risk arising from anti-social behaviour.	Maintain liaison with enforcement agencies. The Town Council will instigate legal action against perpetrators where appropriate.	*Annually* *Communities Officer*	Medium	High	6	Yes

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351 **Physical**
Fire

Annually **Low** **High** 3
Communities Officer

To safeguard against fire risk.

Ensure Health/Safety testing complete.
Ensure appropriate staff training
Provide for strict security/control of combustible materials held by council.
Provide appropriate extinguishers etc.
Ensure appropriate signage in place.
Ensure appropriate regulations/controls adhered to.

362 **Physical**
Injury or damage arising from use.

Annually **Low** **High** 3
Communities Officer

To minimise risk arising from use.

Carry out regular inspection of public seating & maintain records.
Have necessary arrangements in place for repair/renewal.
Ensure that appropriate insurance cover is held.

371 **Technical**
Inadequate maintenance of shelters & seats

Annually **Low** **Medium** 2
Communities Officer

To minimise risk arising.

Arrange regular inspection and cleaning.
Arrange repairs and maintenance as per programme or as required.
Have arrangement in place to remove/replace dangerous equipment.
Maintain records of repair and maintenance.

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361 **Technical**

Annually | Low | Low | 1

Communities Officer

Provision of inadequate public seating

To ensure that standards as determined by council are met.

Ensure that all applicants wishing to provide public seating are provided with a copy of the council policy. Inspect all seats prior to acceptance to ensure required standards are met.

Completed by: **Date:** **Position:**

No of Risks 6 *No of risks scored:* 6 *No of Action Plans:* 1

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LCRS Step 5 - Risk report for Tourism

Your Duty = Power to contribute to organisations encouraging tourism

Act = s 144 Local Government Act 1972

Andover Town Council

Assessment year: 2018

Scoring note: Low = 1, Medium = 2 and High = 3

ID	Risk / Hazard / Requirement	Control	Action by: Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
355	**Financial** Inappropriate funding applications To ensure integrity of funding.	Determine procedures for dealing with grant/loan applications. Ensure that any conditions are adhered to. Carry out regular monitoring and review.	Annually Communities Officer	Low	Medium	2	
59	**Physical** Inadequate budget provision To ensure proper financial provision.	Ensure that service requirement is included in annual budget process.	Annually Responsible Finance Officer	Low	Medium	2	

Completed by: **Date:** **Position:**

No of Risks 2 *No of risks scored:* 2 *No of Action Plans:* 0

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LCRS Step 5 - Risk report for Water Supply

Your Duty = Power to utilise well, spring or stream and to provide facilities for obtaining water therefrom

Act = s 125 Public Health Act 1936

Andover Town Council

Assessment year: 2018

Action by:

Scoring note: Low = 1, Medium = 2 and High = 3

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
328	**Administration/Legal** Absence of Licences To meet statutory requirements for extraction.	Define responsibility for obtaining licences. Maintain adequate records of licence application, renewal etc.	*Annually* *Town Clerk*	Low	High	3	
56	**Physical** Loss/damage to Water Supply To maintain water supply and minimise any loss/damage arising.	Define responsibility for maintenance of water supply Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.	*As and when* *Deputy Clerk*	Medium	Medium	4	Yes

99

Completed by: **Date:** **Position:**

No of Risks 2 *No of risks scored:* 2 *No of Action Plans:* 1

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LCRS Step 5 - Risk report for Web Sites

Your Duty =

Act =

Andover Town Council

Assessment year: 2018

Action by: Communities Officer

Scoring note: Low = 1, Medium = 2 and High = 3

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
374	**Administration/Legal** Availability of Software tools to build and manage site To ensure that the council has full control of website.	Ensure that the council controls ownership of the necessary software including website editor, FTP (File Transfer Tool), anti virus software, image management software and a word processor.	*As and when* *Deputy Clerk*	Low	Medium	2	
386	**Administration/Legal** Compromise of copyright by inclusion of website links or frames. To minimise risk.	If web site contains links to other sites ensure permission of destination website is prerequisite.	*Annually* *Communities Officer*	Low	Medium	2	

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387 **Administration/Legal**

Confusion arising from links to external websites

Annually **Low** **Medium** **2**
Communities Officer

To minimise risk.

Ensure that adequate control is in place and that web site makes clear council privacy policy that it is not responsible for the privacy practices or the content of external websites.

321 **Administration/Legal**

Content

Low **Medium** **2**
Receptionist

To maintain effective administration.

Ensure that all content is specifically approved by council.
Lead Councillor has been appointed to oversee the Council's communication policy. Councillors are regularly asked for feedback on Town Council website.

376 **Administration/Legal**

Dependence upon an individual

Annually **High** **Medium** **6** **Yes**
Deputy Clerk

To ensure that the site activity is not restricted to one person.

Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status.
Provide training where necessary to minimise risk.

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373 **Administration/Legal** Low Medium 2

Insurance

Town Clerk

To protect council.

Ensure that appropriate insurance cover is held by council.

383 **Administration/Legal** *Quarterly* Low Medium 2

Lack of motivation for continued management of website.

Deputy Clerk

To minimise risk.

Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources.
Ensure that proper recognition is given to site manager.
Arrange for regular review of site content and development.
Lead Councillor has been appointed to oversee the Council's communication policy. Councillors are regularly asked for feedback on Town Council website.

385 **Administration/Legal** *Annually* Low Medium 2

Lack of visibility of visitor numbers.

Communities Officer

To maintain adequate statistics.

Ensure that a web site statistics package is available on site.
Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting.
Ensure that examination of detail is an integral part of the process.

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377 **Administration/Legal**

Loss of Data/ Inability to access backup

To avoid risk arising from loss of data.

Monthly Low Medium 2
Communities Officer

Website is subject to outside management and regularly backed up and reviewed.

381 **Administration/Legal**

Non compliance with Freedom of Information Act

To minimise risk.

Annually Low High 3
Town Clerk

Ensure that legal requirements are met in full.
Ensure that ALL information, as declared in the Council Model publication, is available via the clerk to the council and alternatively via the website.

382 **Administration/Legal**

Non conformance with the Data Protection Act

To minimise risk.

As and when Medium Medium 4 Yes
Deputy Clerk

Where posting information to website, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed. The data must be; fairly and lawfully processed; processed for limited purposes; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and not transferred to countries without adequate protection.

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316 **Administration/Legal**

Annually Low Medium 2
Town Clerk

Ownership and Control of Universal Resource Locator (URL)

To ensure that council has full control of website.

Ensure that Clerk to the Council is listed as registrant of website when Web address is purchased and registered.
Ensure that hosting charges and domain renewal charges are met by council.
Ensure that council has full details of web address, account name, username and password to manage the web address.

389 **Administration/Legal**

Annually Low Low 1
Communities Officer

Risk arising from paid advertising

To minimise risk.

Determine council policy for accepting paid advertising. Ensure that all advertisements comply with the Advertising Standards.

Formulate Terms & Conditions for advertisers, including refund policy should advert be withdrawn from display. Ensure that provision is included to deal with advertising proving unreliable or offensive including capability for rapid removal from website.

375 **Administration/Legal**

Annually Low High 3
Town Clerk

Risk arising from use of unlicensed software

To ensure that the council is protected from charges of condoning use of unlicensed software.

The council must ensure that only properly licensed software is used and must maintain records of all software used to build and manage the site.
This is particularly important where the site is built or managed on behalf of the council.

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388 **Administration/Legal**

Annually | Low | High | 3
Communities Officer

The placing of information on site that may put people at risk.

To minimise risk.

The Council does not publish information about individuals.

380 **Technical**

Annually | High | Medium | 6 | Yes
Deputy Clerk

Failure to meet needs/expectations of visitors to site.

To minimise risk.

Employ only suitably skilled persons to design develop site.
Maintain a record of all views, comments, complaints received.
Carry out a regular review of the website, with third parties where appropriate and initiate agreed changes/improvements where necessary.
Maintain dialogue with site visitors where appropriate.

378 **Technical**

Annually | Low | High | 3
Town Clerk

Inadequate control of website

To minimise risk arising from third party input.

Ensure in all circumstances where third party is involved in design and control of website that a written formal agreement is in place that details financial and other responsibilities between the council and third party(s).
Issue a set of written guidelines controlling site content.

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384 **Technical**

Lack of visibility of website to search engines

To minimise risk and maximise visitor numbers.

Quarterly *Deputy Clerk* | **High** | **Medium** | **6** | **Yes**

Website is regularly updated and can be found when googled.

379 **Technical**

Risk arising from poor design / appearance of website

To minimise risk arising from poor design.

As and when *Deputy Clerk* | **High** | **Medium** | **6** | **Yes**

Ensure that design is undertaken by suitably qualified and experienced operators.
Get details of and view previously developed sites.
Set standards for site design and ensure that council is provided with full details prior to implementation.

Completed by: **Date:** **Position:**

No of Risks **19** *No of risks scored:* **19** *No of Action Plans:* **5**

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APPENDIX L

ASSETS AND COMMUNITIES WORK PROGRAMME: 12 July 2018

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
25 October 2018	Update on Lengthsman scheme			
25 October 2018	To receive footfall for AFest if available			
25 October 2018	To receive Markets Terms of Reference in correct format			
25 October 2018	To receive report on Shilling Fair 2018			
25 October 2018	NEW LANDMARK FOR THE COMMUNITY To review information gathered on the initiative and agree the next step			
25 October 2018	Draft Budget for 2019/2020	P&R	To consider a draft budget for 2019/2020 to recommend to the Policy & Resources Committee	
25 October 2018	Events for 2019		To consider events for 2019 to allow for resources and budgets	
6 December 2018	Final review of Budget for 2019/2020	P&R	To make any requested adjustments to final budget for recommendation to P&R Committee	
6 December 2018	Event reports		To receive Project Plans for planned events in 2019	