

# ANDOVER TOWN COUNCIL

*Constantia Basis Virtutum*

To the Members of the **COMMUNITY ENGAGEMENT COMMITTEE**:

Revd. Andy Fitchet (Chairman), Barbara Long (Vice Chairman), Katherine Bird, Lynn Bird, Paul Crossman, Luigi Gregori, Richard Rowles, Robin Hughes, Richard Kidd, Michael Mumford and Geoff McBride.  
(copies to all other Members of the council)

You are hereby summoned to attend a meeting of the **COMMUNITY ENGAGEMENT Committee** to be held at **UPPER GUILDHALL, HIGH STREET, Andover on THURSDAY 14 DECEMBER 2017 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk  
7 December 2017

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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 agree the minutes of the Community Engagement Committee meeting held on 2 November 2017 – 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 **BUDGET**

To review and reduce the previously recommended Budget 2018/2019, following resolution and instruction by full Council. Town Clerk will be in attendance to advise the Committee – Draft Budget attached at **Appendix B.**

6 **PROJECT 215**

To confirm approval of the above event and to recommend to full Council the release of monies from reserves as no monies have been set aside for this project in this year's budget 2016/2017. Invoice attached at **Appendix C.**

7 **CHANGES TO DESIGNATED PUBLIC PLACES ORDERS**

Due to recent changes in legislation, all 'DPPO's have now been replaced by new 'Public Space Protection Orders' (PSPOs). However, the terms of the orders currently in force locally will not change. Nevertheless, the signage will need to be updated for the new orders to remain compliant. As a result, the existing signs will shortly be changed to reflect the new legislation. Therefore, the Committee is to consider and identify any key public areas within the parish it may be felt most affected by, or at risk of, anti-social behaviour from the use of alcohol (i.e. parks, public open spaces etc.).

The Committee is asked to form a response by 19 February 2018 on behalf of the Town Council.

8 **WEBSITE**

To view and approve the quote to update the website in line with modern technological standards. Quotation attached at **Appendix D.**

9 **A-FEST 2017**

To review and note A-Fest 2017 Lessons Learnt and Accounts. Report attached at **Appendix E.**

10 **REPORTS FROM WORKING GROUPS**

To receive reports from the Working Groups which have met since the previous Community Engagement Committee meeting.

The Working Groups Include:

Grants

Website

WW1 Commemoration

Emergency Plan

Business Plan

A-Fest

Andover Challenges Programme

Media Plan

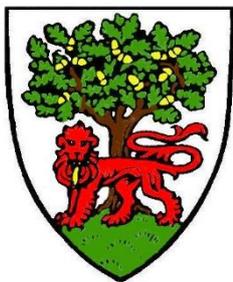
11 **COMMITTEE WORK PROGRAMME**

To consider the Committee Work Programme and include additional items as necessary – attached at **Appendix F.**

12 **DATE OF NEXT MEETING**

To note the date and time of the next Community Engagement Committee meeting, **Thursday 15 February 2017**  
To be held in the **Guildhall.**

The Chairman will close the meeting.



*Constantia Basis Virtutum*

## Minutes of Community Engagement Committee

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### Time and date

Thursday 2 November 2017 at 7.00pm.

### Place

Upper Guildhall, High Street, Andover

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#### Councillors Present:

Revd. Andy Fitchet (Chairman) (P)    Barbara Long (Vice Chairman) (P)  
Katherine Bird (P)                      Richard Rowles (A)                      Luigi Gregori (P)                      Robin Hughes (A)  
Geoff McBride (A)                      Richard Kidd (A)                      Michael Mumford (P)                      Paul Crossman (A)  
Lynn Bird (P)

Borough/County Councillors in attendance: Cllr Z Brooks

Other Town Councillors in attendance: Cllr V Pond

Officers in attendance: Tor Warburton (training) (taking the minutes)

Members of the Public                      1

#### CE 025/17    **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs R Hughes, Cllr G McBride and Cllr P Crossman.

#### CE 026/17    **DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### CE 027/17    **MINUTES**

The minutes of the Community Engagement Committee meeting held on 13 July 2017 were agreed and signed by the Chairman as a correct record.

This was proposed by Cllr K Bird and seconded by Cllr M Mumford. A vote was taken. 4 For and 2 Abstentions – Passed.

**RESOLVED: That the minutes of the Community Engagement Committee meeting held on 13 July 2017 were a correct record and signed by the Chairman of the meeting.**

#### CE 028/17    **PUBLIC PARTICIPATION**

Cllr V Pond raised a point regarding item 8. Cllr Pond highlighted that the Assets and Amenities Committee had voted to amalgamate with the Community Engagement Committee.

#### CE 029/17    **ANDOVER CHALLENGES PROGRAMME**

The Chairman read out the report in Cllr McBride's absence.

Cllr Long wanted to clarify that the Grants panel referred to in the report was actually the Grants Working Group. Cllr Fitchett confirmed that this was the case.

Cllr K Bird clarified that it would now go to the Grants Working Group to approve, reject or suggest amending.

Cllr K Bird proposed and Cllr A Fitchett seconded that the Grants Working Group consider the third proposal for the full funding from the Andover Challenges Program. It is proposed that it is realised in two stages:

1. The Panel meets and reviews the proposal and recommends amendments if required or awards or rejects after review.
2. The Panel meets a second time to review the proposal with its amendments and awards or reject the ACP Grant.

A vote was taken which was unanimous.

**RESOLVED: that the Grants Working Group consider the third proposal for the full funding from the Andover Challenges Program. It is proposed that it is realised in two stages:**

- 1. The Panel meets and reviews the proposal and recommends amendments if required or awards or rejects after review.**

**The Panel meets a second time to review the proposal with its amendments and awards or reject the ACP Grant.**

**CE 030/17**

**WEBSITE**

Cllr K Bird confirmed that positive progress has been made and thanked the Town Clerk for moving it forward. The report was noted.

**CE 031/17**

**SHILLING FAIR**

Cllr B Long delivered the report on the Shilling Fair.

Thanks was given to Cllr B Long and Jenny Atherton from Fuse.

A member of the public asked if there would be more advertising next year. Cllr Long confirmed that there would be a longer lead time so therefore more advertising.

**CE 032/17**

**ASSET AND AMENITIES COMMITTEE/COMMUNITY ENGAGEMENT COMMITTEE**

A discussion was had regarding the possibility of amalgamating the Asset and Amenities Committee with the Community Engagement Committee.

Cllr K Bird agreed that it cuts down on duplication and bureaucracy. Makes sense to discuss centrally.

Cllr L Bird agreed that it is a good idea, anything that ensures things happen quicker is a good thing.

Cllr L Bird proposed and Cllr B Long seconded that the members of the Community Engagement Committee recommend to the Policy and Resources Committee that the function and budget responsibilities of The Community Engagement Committee and the Assets and Amenities Committee be amalgamated into one Committee thereby reducing administration costs and time and providing a more productive structure for the Town Council operations.

The Committee Officer noted that if approved the proposal needs to go back to Assets and Amenities for approval before going to Policy and Resources. It was decided that this was not necessary as it had already been voted and resolved by the Assets and Amenities Committee.

A vote was taken which was unanimous.

**RESOLVED: that the members of the Community Engagement Committee recommend to the Policy and Resources Committee that the function and budget responsibilities of The Community Engagement Committee and the Assets and Amenities Committee be amalgamated into one Committee thereby reducing administration costs and time and providing a more productive structure for the Town Council operations.**

**BUDGETS**

The World War I Commemorative project was addressed (215 project). Concern was shown that the budget had not been seen before. Cllr K Bird re-capped the project following the presentation at the last Community Engagement Committee meeting. It was confirmed that if the funding was agreed the Town Council would take the lead on the project and would provide the liability insurance as a consequence. It was agreed that as there are significant grants available for this type of event and as a consequence the Committee would be looking to cover most of the costs but request funding from the Town Council as a fall back.

It was suggested that the funding be rounded up to £10,000 to cover any unforeseen costs.

It was proposed by Cllr L Gregori and seconded by Cllr L Bird that the Community Engagement Committee accept the 215 project and put £10,000 into the budget to cover the costs.

A vote was taken which was unanimous.

**RESOLVED: that the Community Engagement Committee accept the 215 project and put £10,000 on the budget to cover the costs.**

Cllr K Bird asked if the Committee was happy that this project could now be launched/discussed. It was agreed on the proviso that the Town Clerk agreed it first.

The Larger Grant Fund was discussed and it was agreed that it should be more than the proposed £5,000 in order to support larger projects. Borough and County councils are being asked to make cuts and this was where it was considered Parish councils could help fill the short fall.

It was agreed that the policy and rules for grants needed to be considered and clarified.

It was proposed by Cllr K Bird and seconded by Cllr M Mumford that the larger grant fund was increased to £10,000.

A vote was taken – 3 For, 1 Against and 2 Abstentions.

**RESOLVED: That the larger grant fund be increased to £10,000**

It was proposed by Cllr B Long and seconded by Cllr A Fitchett that the projects be split out and each entry clarified.

A vote was taken which was unanimous

**RESOLVED: that the projects be split out and each entry clarified.**

It was proposed by Cllr L Gregori and seconded by Cllr B Long that the Grant entry be split out for further clarity.

A vote was taken which was unanimous

**RESOLVED: that the Grant entries be split out and each entry clarified.**

It was proposed by Cllr K Bird and seconded by Cllr A Fitchett that the amended annual Community Engagement Committee budget of £45,150 be recommended to the Policy and Resources Committee.

A vote was taken: 3 For, 1 Against and 2 Abstentions.

**RESOLVED: that the amended annual Community Engagement Committee budget of £45,150 be recommended to the Policy and Resources Committee.**

**LGBT YOUTH SUPPORT GROUP**

An update report was received and noted.

**REPORTS FROM WORKING GROUPS**

**Grants Working Group:** update received above.

**Website Working Group:** update received above.

**WW1 Commemoration Working Group:** update received above.

**Emergency Plan Working Group** – no update.

**Business Plan Working Group** – no update.

**Media Plan** – Cllr A Fitchett confirmed that he will be asking for input from the Councillors.

**Christmas Lights:** update received.

**CE 036/17**

**COMMITTEE WORK PROGRAMME**

The Committee work programme was discussed and noted. It was agreed that Cllr A Fitchett and the Committee Officer need to review it.

**CE 037/17**

**DATE OF NEXT MEETING**

Members noted the date and time of the next Community Engagement Committee meeting, **Thursday 14 December 2017 in the Guildhall.**

Meeting closed at 8.29pm.

Chairman .....

Date .....

		Previous Year's Net	Budget 2017/2018	Actual Net	Balance	REVISED BUDGET 2018/2019	PROPOSED BUDGET 2018/2019	Known Income to 20.10.2017
<b>INCOME</b>								
<b>Events &amp; Projects</b>								
	3025 Town Development							
	Shilling Fair	£0.00	£0.00	£170.00	£170.00	£0.00	£0.00	£170.00
3025/2	Grants (Incl for A-Fest & Shilling)	£200.00	£0.00	£3,912.00	£3,912.00	£0.00	£0.00	£3,912.00
3025/3	Sponsorship	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/4	Proms in the park	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/5	A-Fest	£0.00	£0.00	£2,320.00	£2,320.00	£0.00	£0.00	£2,320.00
	<b>3025 TOTAL</b>	<b>£200.00</b>	<b>£0.00</b>	<b>£6,402.00</b>	<b>£6,402.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£6,402.00</b>

## EXPENTITURE

		Previous Year's Net	Budget 2017/2018	Actual Net	Balance	REVISED BUDGET 2018/2019	PROPOSED BUDGET 2018/2019	Known Expenditure to 20.10.2017
<b>Events &amp; Projects</b>								
<b>4700 Town Centre Development</b>								
4700/1	Notice Boards	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/3	A-Fest	£0.00	£1,000.00	£4,125.18	£-3,125.18	£3,000.00	£3,000.00	£4,125.18
4700/4	Shilling Fair	£0.00	£1,000.00	£2,836.88	£-1,836.88	£2,000.00	£2,000.00	£2,836.88
4700/5	Youth Council	£0.00	£2,000.00	£16.50	£1,983.50	£2,000.00	£2,000.00	£16.50
4700/7	Town Centre Management	£0.00	£4,000.00	£475.20	£3,524.80	£4,000.00	£4,000.00	£475.20
4700/8	Projects	£0.00	£6,565.00	£3,879.94	£2,685.06	£4,000.00	£4,000.00	£3,879.94
4700/9	Andover Health & Wellbeing Group	£0.00	£300.00	£0.00	£300.00	£0.00	£0.00	£0.00
4700/10	Proms in the Park	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/11	Andover Challenges	£0.00	£0.00	£0.00	£0.00	£3,000.00	£4,000.00	£0.00
4700/12	Fesitval of Motoring	£0.00	£0.00	£0.00	£0.00	£400.00	£400.00	£0.00
4700/13	WW1 Event 215	£0.00	£0.00	£0.00	£0.00	£5,000.00	£10,000.00	£0.00
	<b>4700 TOTAL</b>	<b>£0.00</b>	<b>£14,865.00</b>	<b>£11,333.70</b>	<b>£3,531.30</b>	<b>£23,400.00</b>	<b>£29,400.00</b>	<b>£11,333.70</b>

**4190 Grants**

4190/1	Grants	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00	£1,000.00	£0.00
4190/2	1 off grant for LGTB	£0.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00	£0.00
4190/3	Larger Grant Scheme	£0.00	£1,000.00	£0.00	£1,000.00	£0.00	£10,000.00	£0.00
						<b>£2,000.00</b>	<b>£12,000.00</b>	

		Previous Year's Net	2017/2018	Actual Net	Balance	REVISED BUDGET 2018/2019	PROPOSED BUDGET 2018/2019	Known Expenditure to 20.10.2017
<b>4000/6</b>	<b>Website &amp; Community Development</b>							
4000/6/1	Website	£0.00	£2,000.00	£0.00	£2,000.00	£2,000.00	£2,000.00	£0.00
4000/6/2	Website Hosting	£0.00	£500.00	£179.70	£320.30	£500.00	£500.00	£179.70
4000/6/3	Newsletter	£0.00	£250.00	£0.00	£250.00	£250.00	£250.00	£0.00
		£0.00	£2,750.00	£179.70	£2,570.30	£2,750.00	£2,750.00	£179.70

Starting on November 15th, site analytics history will be reduced to 13 months. Downloads are available for site analytics data older than 13 months on the Site Activity dashboard.

## Billing Information

View billing information and payment activity for all purchases made on your site.

Domain Registration 2 Years	2 years	11/22/2019	ending in 9995	<a href="#">Manage</a>
Enhanced 1 Year	1 year	11/20/2018	ending in 9995	<a href="#">Manage</a>   <a href="#">Renew</a>

## Billing FAQ

- [Introduction to Account Billing](#)
- [How to Update Your Services](#)

[More Info](#)

## Payment Methods

[New Payment Method](#)

Payment Method	Expiration Date	
Visa ending in 9995	3 / 2019	
Visa ending in 4065	3 / 2019	<a href="#">Remove</a>

## Billing History

[Print Billing History](#)

Product(s) Purchased	Type	Date	Amount	Status
<a href="#">the-215.co.uk - Domain Registration 2 Years</a>	Sale	11/22/2017	\$39.90	Approved
<a href="#">Enhanced 1 Year Package</a>	Sale	11/20/2017	\$119.88	Approved



# Invoice

## The Artroom

Date 07/12/2017  
 Invoice # ATC1  
 Customer ATC

Unit 29 Walworth Enterprise Centre  
 West Way  
 Andover  
 SP10 5AP  
 info@the-artroom.com

Bill To			
Andover Town Council			
Item Description	Quantity	Unit Price	Amount £
Setting up The 215 Website  on receipt it says \$119.88 this showed on bank statement as:		£ 93.45	£ 93.45
		<b>Overall total</b>	£ 93.45
The total payment is due in 14 days.			

Cheques made payable to The Artroom to above address

**Bank Details:**  
 Sort Code: 09-01-28  
 Account number: 75840810  
 Please note invoice number

# Estimate

Studio One, New House,  
Wildhern, Nr Andover,  
Hampshire SP11 0JE

Phone +44 (0)1264 735 333  
info@customstudio.co.uk  
www.customstudio.co.uk

Registered in England and Wales No:  
6183389 | Registered Office: As above  
VAT No: 906 9600 17

Wendy Coulter  
Andover Town Council  
Suite 6, Andover House  
George Yard  
Andover  
Hampshire, SP10 1PB

Estimate Number: Q1789  
Date: 5 December 2017  
Valid To: 2 January 2018

## Website Updates (Various)

<i>Tasks</i>	<i>Amount</i>
<p><b>Website Construction - Index Page</b> Creation of an index page showing an alphabetised list of all pages on the site</p>	150.00
<p><b>Website Construction - Full Width</b> Conversion of all pages to use a full width layout</p>	600.00
<p><b>Website Construction - Responsive (aka Mobile Friendly) Conversion</b> Rather than simply convert each page to use a full width layout it may be better to convert the whole site to be responsive (aka mobile friendly). This would include converting each page to use a full width layout but would also mean the site would respond and adjust to the device it's being viewed on so that people on a tablet or a mobile would have a much improved experience. This is estimated at 12 - 16 hours.</p>	1,200.00
<b>Total</b>	<b>1,950.00</b>

We trust that the above meets with your approval and look forward to your positive response. If any details require amendment, please don't hesitate to get in touch.

**Small Print:** A 50% deposit is required to get the project underway. Any external costs such as printing or photography are required to be paid in full before any items are ordered. The balance of any design costs will be due on completion, before the item(s) are delivered or the site is made live. All hosting charges are due upfront unless otherwise specified. The above quote includes a 10% discount for allowing a Custom Studio design credit to be featured. Any amendments made by the client after project sign-off will be chargeable against that project. Unless otherwise stated, the above costs exclude any allowance for photography or illustration. Print quotes are valid for 30 days, after which they'll need to be re-quoted. Custom Studio operates a transparent pricing policy, informing clients of any additional costs that may be incurred at each stage of a project. Subject to VAT if applicable.

## A-Fest 2017 Lessons Learnt Event Report

### Introduction

The Andover Town Council held a A-Fest 2017 Lessons Learnt Event at the Andover College on 25<sup>th</sup> April 17. The meeting was led by Youth Councillors Callum McGuire. The attendees were asked three questions:

- What didn't go so well
- What would you do differently
- What went well

Each attendee was invited to write three answers to each question on a Post-it and put it on the wall under each question. Questions were clustered after which everyone had three stickers to indicate their views on which answer was more important. For example below you can see 'Communication and Planning' had nine votes and Advertising three votes.

### What didn't go so well

#### PR[7]

- Getting the name out
- Timing of publicity
- Advertising
- Advertising (Paper) needed to be started earlier and extend reach to villages and Winchester

#### Funding [6]

- Fundraising start earlier
- Getting money on the day

#### Planning [2]

- Planning time (earlier start)
- Clashed with Service works

#### Staff Support [2]

- It was very tiring

#### Communication [0]

- Communication with Scouts

#### Stakeholder Management [0]

- Relationship with Andover Radio

### What would you do differently

#### Start time on the day [5]

- Start earlier
- Change day to Saturday
- Can't read other post its

### **Strategic Planning [5]**

- Plan earlier
- Establish aims and objectives
- Start earlier with some children's entertainment

### **Advertisement and Information [3]**

- Advertise earlier
- Information about what is on and at what time on a board by the stage

### **Stalls [1]**

- Spray paint for t-shirts (caps were blocking)
- More variety of stalls

### **Event Layout [1]**

- Arrangement of site stalls vs music

### **Merchandising [1]**

- Have some Merchandising

### **People [1]**

- More Youth Councillors
- Recruit more volunteers for A-Fest

### **Stakeholders [1]**

- Get partners on board sooner (TVBC, TVCS, The Breeze)
- Only work with organisations or people that are committed

### **What went well**

#### **Team [5]**

- Organisation of staff roles and duties
- Team worked well together
- Team communication (eventually)

#### **Stalls [4]**

- Youth Council stall.....
- Food Stalls

#### **Planning [3]**

- Overall planning
- Timed perfectly

#### **Inspection [1]**

- The TVBC inspection went well

#### **Spirit [1]**

- Good community spirit and attendance
- Amazing community spirit, good feeling amongst the stalls

## Logo [0]

- Logo

## Music [N/A]

- Everyone commented that they enjoyed the music
- It was stated that it was a given that the acts were good
- Auditions will be adjusted as required for 2018

## Survey Monkey

For those stakeholders not present at the Lessons Learnt meeting a Survey was sent via email – **see attached Appendix A.**

## Aims and Objectives

- Raise profile of charities, stalls, organisations and partners involved.
- Raise profile of Andover.
- Bring people to Andover from outside the town.
- Provide a successful event.
- Provide essential experience for the college students.

## Recommended actions

- Publicity and advertising needs to be given a higher priority, started earlier and aimed at a wider area than Andover.
- Investigate a smaller stage to minimise costs and set up time, allowing for earlier start.
- Potentially send bands into schools for advertising (take flyers).
- Lower the level of the music on the day to appeal to more families.
- Invite all emergency services to take part, as per the Fire Service this year. Police, Fire and Ambulance.
- Provide A-Fest branded t-shirts for the Youth Council t-shirt spraying stall so that the front is branded and the back can be personalised.
- Advertise in parish magazines (eg: Whitchurch, Overton, etc)
- Set up a delivery network before January so that not relying on small core number of poster deliverers.
- Get more A2 posters.
- Explore putting flyers in Andover Advertiser.
- Potentially add third charity – QC Andover.
- Purchase or hire more bins.
- Suggested new timings for the day are 11.00am-5.30pm.
- Include a children's entertainment before the music starts (Juggler – Flash, Magician – Silly Scott, Merry go round (for younger children) etc.)
- Provide boards either side of the stage with running order and events for audience reference.
- Fundraising needs to be more robust and start earlier
- More involvement from the start from TCP.

- Potentially change date to 29 April (1 week later).
- Establish a plan at the start and update monthly, agree dates and format for routine communications to all stakeholders
- Ensure tasks are resourced with a nominated person responsible and empowered
- Monitor tasks monthly to ensure progress and report to all appropriate stakeholders
- Include in the plan advertising/PR and fundraising and start earlier
- Assign a person to be responsible for finance and budget
- Assign a Project Manager that is local to Andover
- Continue to use the chairs
- Continue to support the music programme including the auditions
- Invite the Youth Councillors to participate
- Highlight career opportunities
- Celebrate successes via all media
- Organise more entertainment [bouncy castle]

The Community Engagement Committee is invited to:

- Comment on this report and its recommendations
- Authorise/Or not A-Fest 2018 to go ahead
- Form a Working Group to run A-Fest 2017 (note membership will include two Youth Councillors). Establish TORs for this Working Group
- Establish a reporting structure to the Community Engagement Committee for the A-Fest 2017 Working Group

A-Fest					
Account for A-Fest 2017		Notes		Total	
<b>Income</b>					
Borough Council		Received			£1,000.00
Town Council		Received			£2,000.00
TCP 2016		Received			£600.00
TCP 2017		Received			£300.00
Stalls		Purbeck IC			£10.00
Stalls		Orange Court			£100.00
Donation		Test Valley Arts Foundation			£10.00
Donation		Just Teasin			£50.00
Donation		Stannah			£50.00
Donation		Minerva			£50.00
Donation		Mailboxes			£50.00
Donation		TotCity			£50.00
Donation		BP Rolls			£50.00
<b>Total income</b>					<b>£4,320</b>
<b>Expenditure</b>					
Fence Hire				Paid	£336.00
Stage & Amplifier				Paid	£2,591.65
Leaflets & posters				Pending	£125.40
Road Closure				Paid	£25.00
Street Trading License				Paid	£41.00
Chairs				Paid	£222.50
Firepoint trolley				Pending	£10.00
Security				Not Confirmed	£0.00
First Aid				Paid	£120.00
Photographer				Paid	£150.00

Total expenditure					£3,621.55
		Total outrun		£698	





## Working Group Reports

### Grants Working Group.

Not met since last grant application was considered and recommendation. Grant £500 was awarded to Andover Trees United at Full Council on 30<sup>th</sup> November. Press Release to be sent out.

### Website Working Group.

Amendments to website have been made following a meeting with Web Designer. Drop down menus from the tabs. Format has been changed to https – which means it comes up in searched better. Layout of archive meetings and meetings been changed to try to make it easier for searches. Changes to be made to grant application page to enable details to be printed off easier.

Looking to add a page for Youth Council.

### WW1 Commemoration

Working Group met to discuss the 215 Project. Report separately to committee.

### Emergency Plan

Veronika Pond & Barbara Long have stood down from the working group. No one seems to attended the last to resilience meetings.

### Andover Challenges Programme.

This has been passed to the Grants Working Group to look at the details. Report to follow once the Working Group has met and considered documentation.

**COMMUNITY ENGAGEMENT WORK PROGRAMME: 14 December 2017**

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
15 February 2018	Media Plan to review and ratify mandate			
15 February 2018	Facebook page			