

# 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)

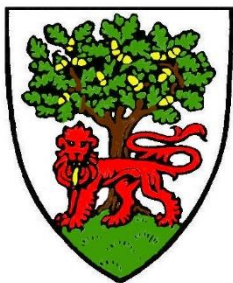
You are hereby summoned to attend a meeting of the **COMMUNITY ENGAGEMENT Committee** to be held at **UPPER GUILDHALL, HIGH STREET, Andover on THURSDAY 2 NOVEMBER 2017 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk  
27 October 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 20 July 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 **ANDOVER CHALLENGES PROGRAMME**  
To receive an update on the Andover Challenges Programme and to approve release of funds – attached at **Appendix B.**
  - 6 **WEBSITE**  
To receive an update report on the website. Report attached at **Appendix C.**
  - 7 **SHILLING FAIR**  
To receive a feedback report on the Shilling Fair Event. **Report to follow.**
  - 8 **ASSET AND AMENITIES COMMITTEE/COMMUNITY ENGAGEMENT COMMITTEE**  
To note the RECOMMENDATION of the Assets & Amenities Committee to combine the two Committees. To discuss and to make any recommendations to the Policy and Resources Committee.
  - 9 **BUDGET**  
To consider the items to be included in the Community Engagement Budget for 2018/2019 for recommendation to the Policy and Resources Committee – attached at **Appendix E.**

- 10 **LGBT YOUTH SUPPORT GROUP**  
To receive and note an update report on the LGBT Youth Support Group – **Appendix F.**
- 11 **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 – Report attached at **Appendix G.**  
Website – Report above.  
WW1 Commemoration  
Emergency Plan  
Business Plan  
A-Fest  
Andover Challenges Programme – Report above  
Media Plan – Report attached at **Appendix H.**
- 12 **COMMITTEE WORK PROGRAMME**  
To consider the Committee Work Programme and include additional items as necessary – **Appendix I.**
- 13 **DATE OF NEXT MEETING**  
To note the date and time of the next Community Engagement Committee meeting, **Thursday 14 December 2017** at The **Guildhall.**

The Chairman will close the meeting.



*Constantia Basis Virtutum*

## Minutes of Community Engagement Committee

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### Time and date

Thursday 20 July 2017 at 7.04pm.

### Place

Upper Guildhall, High Street, Andover

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#### Councillors Present:

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

Borough/County Councillors in attendance: Cllr Z Brooks

Other Town Councillors presence: Cllr V Pond

#### Officers in attendance:

Tor Warburton (training)

#### Other officers in attendance:

Wendy Coulter (Town Clerk)

#### Members of the Public

1

Before the meeting started a presentation was given by John Ritchie, The Art Room, as part of the update on the WW1 Commemoration Working Group update. Report attached.

#### Actions

- CE 016/17 APOLOGIES FOR ABSENCE**  
Apologies for absence were received and accepted from Cllrs L Gregori, Cllr M Mumford, Cllr B Long, Cllr R Rowles, Cllr R Hughes and Cllr P Crossman.
- CE 017/17 DECLARATIONS OF INTEREST**  
There were no declarations of interest.
- CE 018/17 MINUTES**

The minutes of the Community Engagement Committee meeting held on 1 June 2017 were agreed and signed by the Chairman as a correct record after written amendments were made.

This was proposed by Cllr G McBride and seconded by Cllr R Kidd. A vote was taken. Unanimous. Passed.

**RESOLVED: That the minutes of the Community Engagement Committee meeting held on 1 June 2017 were a correct record, after written amendments, and signed by the Chairman of the meeting.**

**CE 019/17 PUBLIC PARTICIPATION**

Cllr V Pond had a question regarding item 8. Cllr Pond asked if the maximum funding of £2,000 was annually or a one-off payment. Cllr A Fitchett replied that the project would not be ongoing that the money would be split, £1,000 for 2018 and £1,000 for 2019.

**CE 020/17 SHILLING FAIR**

The Chairman suggested that the Committee review the report and budget and ask any questions that arise. Cllr L Bird commented that the banner that has been put up on the Vigo Road roundabout is pale and washed out. It was noted that the organisers were aware of this and it would be rectified next year.

The report was noted.

Cllr K Bird thanked all involved with the Shilling Fair for providing clear information. Cllr K Bird noted that it was a huge amount of work.

It was proposed by Cllr K Bird and seconded by Cllr G McBride that the mandate for the Shilling Fair 2017 be approved.

A vote was taken which was unanimously passed.

**RESOLVED: that the mandate for the Shilling Fair 2017 be approved.**

**CE 021/17 PROMS IN THE PARK**

The Chairman suggested that the Committee review the Outline Budget and budget spreadsheet and ask any questions that arise.

It was noted that any income mentioned has only been verbally secured and that the Town Council have received no funds to date.

It was noted that where the fencing was to go was unclear. Cllr McBride pointed out that there had to be fencing round the bar area to comply with licence requirements. The Committee assumed that the fencing was to go around the whole park to avoid members of the public listening for free.

It was noted that there was a budget figure for minor attractions but no detail as to what they were.

It was noted that the Town Council has never approved that the Town Council is liable for any costs. What was agreed that £1,000 be allocated for the event, that out of that £440 had already been spent on Cancellation Insurance. It was also agreed that the Town Council would provide the Public Liability Insurance and some administrative support.

The mandate, which was approved by Committee, clearly states that a project plan, report and cashflow would be created and presented to Committee. This has never happened.

If the Committee are minded to remove the use of the Public Liability Insurance and administrative support then there would be a cancellation cost of £3338 for the Big TV. This would still have to be paid so the question was asked of where this leaves the Town Council legally. The contract was signed on the understanding that the event would go ahead and be cost neutral as assured by the Working Group. The cancellation insurance would cover the cost in the event that the event was cancelled due to unforeseen circumstances.

Ticket sales have started and 13 have been sold. The Town Council have received £13.92 to date. If tickets are booked on line there is an administrative cost so the full price of £10 will not be received by the Town Council.

It was noted that Cllr Rowles was not present. It was felt that the Committee were being asked to make a decision but no-one was present to make the case for the event.

Cllr K Bird noted that the event had not been agreed at Full Council and the next Full Council meeting is 2 days before the event. Cllr K Bird questioned if it was best practice to put public funds to an event of this type, ie commercial and solely run for charities.

**It was agreed to defer the rest of the discussion until a member of the Working Group was able to attend the meeting.**

#### **CE 022/17 ANDOVER VISION**

It was noted that the Town Council were very appreciative that Test Valley Borough Council were running this initiative.

Cllr K Bird noted that Andover Vision is running 5 Ambitions and Cllr K Bird would like to propose an amendment to the proposal and Cllr Richard Kidd seconded, that the Town Council offer formal support of Andover Vision and to offer to become custodian of the 'A thriving town centre' ambition.

A vote was taken which was unanimous.

**RESOLVED: that the Town Council offer formal support of Andover Vision and to offer to become custodian of the 'A thriving town centre' ambition.**

#### **CE 023/17 ANDOVER LGBT SUPPORT GROUP**

The report was viewed and noted.

Cllr A Fitchet pointed out that this year the match funding money would need to come out of reserves. Cllr A Fitchet assured that there would be no financial implication for the Town Council.

It was proposed by Cllr A Fitchet and seconded by Cllr K Bird that the Committee approve recommending to Full Council that Andover Town Council match fund a Breakout Youth project in Andover, to the maximum of £2,000.

A vote was taken and 3 voted for, 1 against and 1 abstention.

**RESOLVED: that the Committee approve recommending to Full Council that Andover Town Council match fund a Breakout Youth project in Andover, to the maximum of £2,000.**

Cllr S Hardstaff arrived

**CE 021/17 PROMS IN THE PARK**

Cllr S Hardstaff joined the meeting and agreed to take questions on THE PROMS IN THE PARK.

It was asked that if the event was cancelled who pays the £3338 cancellation fee for the Big TV. If Town Council is to pay who agreed it.

Cllr S Hardstaff was not sure who approved it and would have to come back to the committee.

It was asked why the contract was signed. The Working Group was advised that there would be no cancellation fee.

It was noted that the remit had always been that the event would be cost neutral.

It was noted that the only money received to the end of June 2017 is £13.92.

It was asked if the sponsors were secured or guessed at or wanted?

The Officers wanted it to be known that if the Working Group could convince the Committee that funds were in place to cover the event that the officers would willingly give up their planned holidays to make the event work.

Cllr Hardstaff confirmed that 4 sponsors have verbally confirmed but was unable to give any further information.

It was noted that if any of the donations were considered 'political' then they could only be accepted on the understanding that they were entirely anonymous.

It was noted that the licence forms were in hand, Cllr R Rowles is in receipt of the TENS licence and will complete it. Cllr R Rowles will apply for TV licence which will be paid out of the £1,000 set aside for the event.

The options available to the Town Council were then discussed.

It was asked if the Town Council could take money out of reserves to fund and event where raffle tickets were sold to raise money for charity.

The Town Clerk responded that legally it was likely that it could be done, however in this instant the sums involved are too large to take this type of risk.

**It was noted that the Committee were grateful that Cllr S Hardstaff had come to answer questions on behalf of the Working Group, however, Cllr S Hardstaff is not seen as personally responsible for his answers.**

**It was noted that the Working Group needs to be asked to present any other things that have been committed to and who has signed the paperwork.**

It was proposed by Cllr A Fitchet and seconded by Cllr G McBride that the Committee withdraws the Public Liability Insurance and any administrative support for this event.

A vote was taken which was unanimous.

**RESOLVED: that the Committee withdraws the Public Liability Insurance and any administrative support for this event.**

It was proposed by Cllr K Bird and seconded by Cllr L Bird that a press release is written to outline why this Committee is withdrawing its support with a deadline of lunchtime 29 July for a joint press release otherwise a press release will be sent by Andover Town Council.

A vote was taken which was unanimous.

**RESOLVED: that a press release is written to outline why this Committee is withdrawing its support with a deadline of lunchtime 29 July for a joint press release otherwise a press release will be sent by Andover Town Council.**

**CE 024/17      *REPORTS FROM WORKING GROUPS***

***Grants Working Group: no update.***

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

***WW1 Commemoration Working Group: update received on commemoration event. Cllr L Bird expressed interest in joining the working group.***

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

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

***Media Plan – already considered above.***

***DATE OF NEXT MEETING***

***Members noted the date and time of the next Community Engagement Committee meeting, Thursday 20 July 2017 in the Guildhall.***

Meeting closed at 8.55pm.

Chairman .....

Date .....



# ANDOVER TOWN COUNCIL

# B

## Report

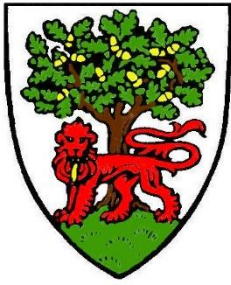
<b>Andover Challenges Update</b>	
<b>Produced for:</b> Community Engagement Committee	<b>Date of Report:</b> 28 September 2017
<b>Summary of Key Issues</b> Three applications were received. One was outside of scope and one needs more development. Therefore, the third needs to be considered for full funding.	
<b>Current Situation</b> Three applications were received. One was outside of scope and one needs more development before it can be resubmitted, perhaps in January 2018.	
<b>Recommendations</b> It is recommended that the Grants Panel consider the third proposal for full funding from the Andover Challenges Program. It is proposed this is realised in two stages: <ol style="list-style-type: none"> <li>1. The Panel meets and reviews the proposal and recommends amendments if required or awards or rejects after review.</li> <li>2. The Panel meets a second time to review the proposal with its amendments and awards or reject the ACP Grant.</li> </ol> <p>Cllr G McBride has agreed to meet with the panel for Q&amp;A prior to their meeting.</p> <p>If the award is granted then it is proposed that a press release be issued from both the Andover Town Council and the award recipient and the Community Engagement Committee agree to release the funds previously set aside.</p> <p>It is recommended that the Andover Challenges Program is repeated in January 2018 with an increase of Grant. The recommended amount is included in the 2018/2019 Budget figures to be agreed.</p>	

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](mailto:townclerk@andover-tc.gov.uk) Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors

Report from Cllr G McBride.



*Constantia Basis Virtutum*

# ANDOVER TOWN COUNCIL

# C

## Report

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### WEBSITE UPDATE

**Purpose of Report**

To note updates to the website as required by legislation.  
To note upgrades to the website.  
To note pending work to modify and upgrade the website.

**Background**

The Town Council Website was launched in 2012. Since then little has been done to upgrade it and improvements to it have been carried out on an ad hoc basis.  
Recently the Transparency Act has been brought into force which states that certain information MUST be published on the website. The current website does provide all the information as stated by legislation however it is not easy to find. The Town Council has monies set aside to make improvements to the website.  
  
In 2018 new Legislation is being introduced relating to Data Protection and fundamental changes will have to be made to the website in order to comply.  
This will apply not just to the website but all data held.

**Current Situation**

The Town Councils website is currently provided by one company. The Officers are able to upload information at the 'back end'. For additional pages and other fundamental changes, the website provider must make the changes. The website was set up in this manner to ensure that no 'mistakes' could be made and to ensure that Officers would not be overloaded with requests to change the website.  
The Committee Resolved in June to investigate costs to outsource the website. However, with new legislation coming into force, it is considered that this would not be the best option for the Town Council.  
Discussions are in progress with the Staffing Committee as to how the 'maintenance' of the website can be carried out in house with the support of the website provider.  
The Town Clerk has met with the website provider to discuss the way forward with the website and make changes and design updates.

**Updates required by Legislation**

Converting the website to use HTTPS.

Currently the website uses http/. This is now not secure and google search engines are stating when you open a 'non-secure' website that it is 'not secure'.  
The Town Council's website needs to be converted to use https/ which will ensure it is secure and will also ensure it stays at the top of google search engines.  
As this is an essential update this work has been authorised.

**Upgrades to Website**

Currently the 'Meetings Sections' of the website are difficult to navigate. The pages will now be converted into tables listing the meetings and you will be able to 'click' into them to bring up the information, agendas and minutes.  
The Side Bar menu on the meetings sections will go to be replaced with a drop down menu.  
The website was designed to the old format width for desktop computers. This will be upgraded to the current standard width.

**Pending work to upgrade and modify**

Once the above work has been completed, the website provider will carry out work to provide a comprehensive site map of the website.  
There is a large amount of information on the website and by creating a site map it will be easier for officers to access, following the Transparency Act, where the information should be located therefore better designing the website.

**Legal and Policy Implications**

The Town Council website must comply with current legislation and technology requirements.

**Recommendations**

To note the above report and work being carried out on the website.

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26 October 2017

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

Distribution: To Members of the Assets and Amenities Committee



# ANDOVER TOWN COUNCIL

# E

## Community Engagement Committee Draft Budget Report

<b>Community Engagement Committee Draft Budget</b>	
<b>Produced for:</b> Community Engagement Committee	<b>Date of Report:</b> Thursday 26 October 2017
<p><b>Summary of Key Issues</b>            To consider the Draft Budget for the Community Engagement Committee for 2018/2019.            To recommend the Draft Budget for the Community Engagement Committee for 2018/2019 to the Policy and Resources Committee for inclusion in the Council Budget for 2018/2019.</p>	
<p><b>Current Situation</b>            Each year the Town Council must agree its Budget for the following financial year.            Each Committee has responsibility for specific Budget Heads, as laid out in the Terms of Reference.            The Budget Heads for the Community Engagement Committee are:            Projects (Including Events)            Christmas Lights (Event)            Grants            Website &amp; Community Development</p>	
<p><b>Budget by Budget Head</b></p> <p><b>Projects (including Events)</b>            Listed within this budget head are all the events that are known and total costings. The income is not shown in the Budget for 2018/2019 as an income is not known.            The Events that are listed are A-Fest, Shilling Fair and Proms in the Park. The A-Fest and Shilling Fair are definitely going ahead, however a decision has not yet been given on the Proms in the Park therefore no Budget figure has been allocated.            The Christmas Lights are under one Budget which has already been recommended by the Assets &amp; Amenities Committee for £22,000 which will cover any costs related to a Christmas Lights event.</p> <p><b>Grants</b>            A Budget of £1,000 has again been set aside for the Small Grant Scheme.            £1,000 has been included for the LGBT Group as agreed at Council in September 2017.            A sum of £5,000 is initially suggested for a larger Grants Scheme. If this is approved the Committee will need to set up a Process and Application forms.</p>	

**Website and Community Development**

This Budget has not changed from the previous year. There are monies set aside in Earmarked Reserves for the re-design of the Website.

**Additional Requests to the Budget**

1 additional request has been submitted to the Town Clerk, Tourist Information provision.

**Process for Agreeing and Recommending the Budget**

The Community Engagement Committee need to consider the figures contained within the proposed Draft Budget and consider whether they will be sufficient to cover the cost of the service. If members wish to make changes this should be proposed as an amendment and agreed upon before approving the whole budget.

Once the whole budget has been agreed, it must then be recommended to the Policy and Resources Committee for inclusion in the Town Council's Budget for 2018/2019.

**Financial Implications**

The Financial Implications are included within the report.

**Legal and Policy Implications**

The Town Council has a Legal Duty under the Local Government Act 1972 to approve its Budget for the following financial year. The Local Government Financial Year runs from 1<sup>st</sup> April to 31<sup>st</sup> March.

It is a requirement of Local Government Budgets that Income and Expenditure must be considered separately and only be considered as the overall Budget, as the Precept (when agreed in January) will make up any shortfall.

**Recommendations**

To approve the Draft Budget for the Community Engagement Committee 2018/2019.

To recommend the Draft Budget to the Policy & Resources Committee for inclusion in the Town Council's Budget for 2018/2019.

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](mailto:townclerk@andover-tc.gov.uk)

Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors

		Previous Year's Net	Budget 2017/2018	Actual Net	Balance	PROPOSED BUDGET 2018/2019	Known Income to 20.10.2017	Projected Balance @ 31.03.2018
<b>INCOME</b>								
<b>Events &amp; Projects</b>								
3025 Town Development								
3025/1	Shilling Fair	£0.00	£0.00	£170.00	£170.00	£0.00	£170.00	£170.00
3025/2	Grants (Incl for A-Fest & Shilling)	£200.00	£0.00	£3,912.00	£3,912.00	£0.00	£3,912.00	£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	£2,320.00	£2,320.00
3025 TOTAL		£200.00	£0.00	£6,402.00	£6,402.00	£0.00	£6,402.00	£6,402.00

## EXPENTITURE

		Previous Year's Net	2017/2018	Actual Net	Balance	PROPOSED BUDGET 2018/2019	Known Expenditure to 20.10.2017	Projected Balance @ 31.03.2018
<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	£4,125.18	£-3,125.18
4700/4	Shilling Fair	£0.00	£1,000.00	£2,836.88	£-1,836.88	£2,000.00	£2,836.88	£-1,836.88
4700/5	Youth Council	£0.00	£2,000.00	£16.50	£1,983.50	£2,000.00	£16.50	£1,983.50
4700/7	Town Centre Management	£0.00	£4,000.00	£475.20	£3,524.80	£4,000.00	£475.20	£0.00
4700/8	Projects	£0.00	£6,565.00	£3,879.94	£2,685.06	£4,000.00	£3,879.94	£2,685.06
4700/9	Andover Health & Wellbeing Group	£0.00	£300.00	£0.00	£300.00	£0.00	£0.00	£300.00
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	£4,000.00	£0.00	£0.00
4700/12	Festival of Motoring	£0.00	£0.00	£0.00	£0.00	£400.00	£0.00	£0.00
4700/13	Tourist Information Provision	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	£0.00
4700 TOTAL		£0.00	£14,865.00	£11,333.70	£3,531.30	£20,400.00	£11,333.70	£6.50

<b>4190 Grants</b>								
4190/1	Grants	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00	£0.00	£0.00
4190/2	1 off grant for LGTB	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	£0.00
4190/3	Larger Grant Fund	£0.00	£0.00	£0.00	£0.00	£5,000.00	£0.00	£0.00
		£0.00	£1,000.00	£0.00	£1,000.00	£7,000.00	£0.00	£0.00

		Previous Year's Net	2017/2018	Actual Net	Balance	PROPOSED BUDGET 2018/2019	Known Expenditure to 20.10.2017	Projected Balance @ 31.03.2018
<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	£0.00	£0.00
4000/6/2	Website Hosting	£0.00	£500.00	£179.70	£320.30	£500.00	£179.70	£0.00
4000/6/3	Newsletter	£0.00	£250.00	£0.00	£250.00	£250.00	£0.00	£0.00
		£0.00	£2,750.00	£179.70	£2,570.30	£2,750.00	£179.70	£0.00

**TOTAL for Community Engagement**

**£30,150.00**

Report from: Cllr Andy Fitchet

Report To: Community Engagement Committee – 2<sup>nd</sup> November 2017

### **Update on Andover Young person LGBT+ Support Group**

At the Full Council meeting on 7<sup>th</sup> September it was passed that Andover Town Council would match fund an LGBT+ support group in the town for young people.

I can confirm that the group is up and running.

Should young people want to attend the group they should contact Breakout Youth directly. Should any youth workers or service providers want to recommend a young person, they should also contact Breakout Youth.

No date had yet be agreed for a joint cheque presentation with TVBC.

Details to contact Breakout Youth are:

**Breakout Youth** (Registered Charity No.1147556)

35 The Avenue

Southampton, SO17 1XN

Email: [enquiries@breakoutyouth.org.uk](mailto:enquiries@breakoutyouth.org.uk)

Tel: 02380 224 224

Report from: Cllr Barbara Long

Report to : Community Engagement Committee

### **Grant Working Group**

A grant request was received for £500.

The grant working group met on 11<sup>th</sup> September to consider the request. The finance included the end of year report for 2015. The working group felt that the latest finance end report (which should be 2016) should be requested.

### **Recommendation**

**Subject to end of year finance report of 2016 being requested a grant of £500 should be granted.**

Report from: Cllr Andy Fitchet

Report To: Community Engagement Committee – 2<sup>nd</sup> November 2017

### **Update on Andover Town Council newsletter**

At the Community Engagement Meeting on 1<sup>st</sup> June 2017 it was agreed for the budgeted money for a newsletter would be released and the production on 3 newsletters a year would start in September 2017.

Subsequently Cllr Fitchet met with the Town Clerk and the Committee officer to discuss the production, distribution and printing of the newsletters. It was agreed that Cllr Fitchet would take the lead on the newsletter, collect articles from other Town Councillors and put the newsletter together and the Clerk would have the final say before being sent off to print.

The plan is to have a newsletter released on May (after Mayor Making), September (after Summer events) and in December (after Christmas Lights) to highlight the work of the Town Council.

This newsletter will then be distributed to community centres, the Library, the Museum and other community facilities for members of the public to see.

**Recommendation: To note this plan of action and the delay in the September 2017 newsletter due to personal circumstances with Cllr Fitchet. The first newsletter will now be available for the Full Council Meeting on 30<sup>th</sup> November 2017.**

**COMMUNITY ENGAGEMENT WORK PROGRAMME: 2 November 2017**

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
14 December 2017	Media Plan to review and ratify mandate			
14 December 2017	Facebook page			
14 December 2017	To review A-Fest 2017 Accounts and Lessons Learnt document.			