

ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

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

Cllrs Richard Rowles (Chairman), Dean Marriner (Vice Chairman), Katherine Bird, Revd. Andy Fitchet, Luigi Gregori, Robin Hughes, Barbara Long 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 Town Council Offices, 66c, High Street, Andover on **THURSDAY 10 NOVEMBER 2016 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk

4 November 2016

THERE IS NO DISABLED ACCESS TO THE TOWN COUNCIL OFFICES – PLEASE CONTACT THE TOWN CLERK THREE DAYS PRIOR TO THE MEETING IF YOU REQUIRE ACCESS.

1 **APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence.

Apologies for absence have been received from Councillors

2 **DECLARATIONS OF INTEREST**

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

3 **MINUTES**

To agree the minutes of the Policy and Resources Committee meeting held on 29 September 2016 – 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 **UNNAMED MUSIC EVENT**

To consider an unnamed music event for 10 September 2017.

To set up a working Group with consideration to Co-opt outside members.

6 **EVENTS 2017**

To consider costings for the following Events for 2017 to be included in the 2017/2018 Budget:

Town Centre Partnership – Georgian Day

Town Centre Partnership – Festival of Motoring

A-Fest

Music Event

WW1 Events - £1,000

7 **WEBSITE**

To receive an update from the Website Working Group on work to be completed on the website.

8 **REPORTS FROM WORKING GROUPS**

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

9 **CHRISTMAS LIGHTS**

To receive an update report on the Christmas Lights Project 2016 – a verbal report to be given at the meeting.

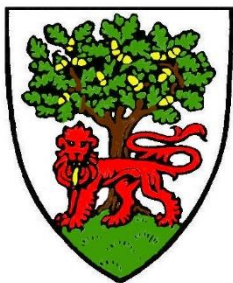
10 **COMMITTEE WORK PROGRAMME**

To consider items to include on the Committee Work Programme, attached at **Appendix B**.

11 **DATE OF NEXT MEETING**

To note the date and time of the next Community Engagement Committee meeting, **Thursday 5 January 2017**.

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Constantia Basis Virtutum

Minutes of Community Engagement Committee

Time and date

Thursday 29 September 2016 at 7pm.

Place

Andover Town Council Offices, High Street, Andover

Councillors Present:

Richard Rowles (Chairman) (P)	Dean Marriner (Vice Chairman) (A)		
Katherine Bird (A)	Revd. Andy Fitchet (P)	Luigi Gregori (P)	Robin Hughes (A)
Barbara Long (P)	Geoff McBride (A)		

Other Town Councillors in attendance: Cllrs L Gates, R Kidd and V Pond.

Borough/County Councillors in attendance: Cllr Z Brooks.

Members of the Public: 1

Officers in attendance:

Wendy Coulter (**Town Clerk and RFO**) (Taking the minutes)

Actions

CE 031/16 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs D Marriner, K Bird, R Hughes and G McBride.

CE 032/16 DECLARATIONS OF INTEREST

There were no declarations of interest.

CE 033/16 MINUTES

The minutes of the Community Engagement Committee meeting held on 1 September 2016 were agreed and signed by the Chairman as a correct record. This was proposed by Cllr B Long and seconded by Cllr L Gregori. A vote was taken which was unanimous.

RESOLVED: That the minutes of the meeting of 1 September 2016 were agreed and signed as a correct record by the Chairman of the meeting.

CE 034/16

PUBLIC PARTICIPATION

Mr N Long – Andover Resident

Made a statement regarding the Pub-watch Scheme – the CCTV cameras in Andover are insufficient to assist with the Pub-watch Scheme. They are not monitored 24/7. This needs to be addressed before a successful Pub-watch Scheme can be introduced.

Website – Not all Councillors details are on the website.

CE 035/16

PUB WATCH SCHEME

Members considered the suggestion from the White Hart in Andover, that the Town Council could assist with a Pub-watch Scheme

Members noted that the Town Council did not have the powers to run a pup-watch scheme but that it could assist with the facilitation of one.

It was noted that initial talks had begun with the White Hart.

It was agreed that the Chairman of the Committee Cllr R Rowles would contact the manager of the White Hart and find out what was needed for the scheme and how the Town Council could assist with the facilitation of the scheme.

This was proposed by Cllr R Rowles and seconded by Cllr A Fitchet. A vote was taken which was unanimous.

RESOLVED: That the Chairman of the Community Engagement Committee, Cllr R Rowles contact the Manager of the White Hart to set up an initial meeting to investigate how the Town Council could help initiate a Pub-watch Scheme in Andover.

Cllr R Rowles to contact manager of the White Hart to find out how the Town Council can help with the Pub-Watch Scheme.

CE 036/16

BUSINESS PLAN

Members noted a report which had been presented at the meeting on a Business Plan Project for the Town Council to be initiated from 2017.

Members agreed it was a very good idea but requested that a further meeting be held to allow due consideration of the scheme prior to recommendation to full Council.

It was agreed that a Working Group would be set up to consider the future Business Plan. The Working Group would comprise of the following Members:

Cllrs V Pond, B Long, A Fitchet and R Rowles, the other Town Councillors would be notified if they wished to contribute.

RESOLVED: That a Working Group be set up to consider the future Business Plan, the Working Group to comprise of Cllrs V Pond, B Long, A Fitchet and R Rowles (all other Members to be notified).

Members further noted that Business Plan Items were required for the 2017/2018 Budget. It was agreed that the Town Clerk would send a request to all Members for items to be included in the Business Plan for the Budget for 2017/2018 with reasons why the items should be included.

This was proposed by Cllr B Long and seconded by Cllr A Fitchet. A vote was taken which was unanimous.

RESOLVED: That the Town Clerk send a request to all Town Councillors for items to be included in the Budget for 2017/2018 with reasons as to why they should be included.

Working Group, including Cllrs V Pond, B long, A Fitchet and R Rowles consider a Business Plan for 2017 onwards.

The Town Clerk to request Members input into items for the Budget for 2017/2018.

CE 037/16

RESPONSIBLE DOG OWNERSHIP PROJECT

Members received a report from Cllr b Long on the Responsible Dog Owners Project that was taking place including a Fun Dog Day to take place at the Picket Twenty Sports Centre during the summer of 2017.

Members agreed it was a very worthwhile project and it was agreed that the Town Council should help to promote and support the Fun Dog Day. This was proposed by Cllr R Rowles and seconded by Cllr A Fitchet. A vote was taken which was unanimous.

RESOLVED: That the Town Council help promote and support the Fun Dog Day and other aspects to make Picket Twenty Residents more aware of the Responsible Dog Owners Project (report attached to record minutes).

The Town Council support & promote the Fun Dog Day at Picket Twenty in the summer of 2017.

CE 038/16

GRANT APPLICATION

Members considered a Grant Application from Test Valley Community Services for a grant towards a project on Applied Suicide Intervention Training. Mr M Sweeney from Test Valley Community Services was invited by the Chairman to speak. He explained that the project was to train local people to provide assistance. One practitioner who had recently been trained had saved 8 lives.

Members noted that the grant application was for a one off course to train 20 people and the project already had matched funding.

Members agreed that the full £500 requested should be awarded. This was proposed by Cllr L Gregori and seconded by Cllr A Fitchet. A vote was taken which was unanimous.

RESOLVED: That Test Valley Community Services be awarded a £500 grant towards the Applied Suicide Prevention Training.

CE 039/16

EVENTS 2017

Members considered potential events for 2017:

Town Centre Partnership – June 2017 – Georgian Day

Town Centre Partnership – May 2017 – Festival of Motoring

Andover Town Council – June 2017 – A-Fest

Andover Town Council – September 2017 – Music Event

Andover Town Council – March 2017 – Annual Electors Meeting

Andover Town Council – May 2017 – Chairman Making (Annual Council)

Fun Dog Day – July 2017

Andover Radio – June 2017 – Armed Forces Day

CE 040/16

WEBSITE

Members noted that the Website Working Group had met to initially consider the Town Council's Website and that a report had been attached to the agenda.

Members also noted that the Working Group had completed a Mandate.

It was further noted that a review had been carried out by Cllr Gregori with regard to whether the Website was displaying a correct and up-to-date publication scheme.

It was noted that the publication scheme did not form part of the Working Group Report.

It was noted that not all the Town Councillors contact details were displayed on the website.

It was proposed by Cllr A Fitchet and seconded by Cllr B Long that the Mandate for the Website Working Group be adopted. A vote was taken, with one abstention.

RESOLVED: That the Website Working Group Mandate be adopted.

CE 041/16

REPORTS FROM WORKING GROUPS

Members received a report from the WW1 Working Group together with a completed Mandate.

Members noted that the Working Group suggested that £1,000 be set aside in 2017/2018 for events commemorating the end of WW1 in 2018. It was agreed that this would be added to the Business Plan to feed into the Budget for 2017/2018.

It was proposed by Cllr B Long and seconded by Cllr L Gregori that the WW1 Working Group Mandate be adopted. A vote was taken which was unanimous.

RESOLVED: That the WW1 Working Group Mandate be adopted.

CE 042/16

CHRISTMAS LIGHTS

Members noted an update report on the Christmas Lights Project for 2016. It was noted that a Press Release was required for release at the end of October 2016. It was agreed that the Christmas Lights Working Group would write a Press Release which would be reviewed by the Chairman, Cllr R Rowles prior to approval and distribution by the Town Clerk.

This was proposed by Cllr R Rowles and seconded by Cllr L Gregori. A vote was taken which was unanimous

Town Clerk to organise TVCS to be awarded Grant monies at the next Council meeting on 20 October 2016.

To consider whether funding is required for these events in 2017.

The £1,000 needed for the WW1 events be included in the Business Plan to feed into the Budget for 2017/2018.

Christmas Lights Working Group to prepare a Press Release for end of October 2016 – reviewed by Cllr R Rowles, approved and

RESOLVED: That the Christmas Lights Working Group prepare a Press Release for the end of October 2016 to be reviewed by Cllr R Rowles, prior to approval and distribution by the Town Clerk.

distributed by Town Clerk.

CE 043/16

ANDOVER CHALLENGES PROGRAMME

Members received a report on the Proposed Andover Challenges Programme. Members discussed the programme and noted that Town Council Members would make up the initial panel.

Cllr G McBride set up the first panel for the Andover Challenges Programme.

It was proposed by Cllr A Fitchet and seconded by Cllr B Long that the Terms of Reference for the Andover Challenges Programme be adopted and that Cllr G McBride be tasked with setting up the first panel. A vote was taken 3 for, 1 abstention.

RESOLVED: That the Terms of the Reference of the Andover Challenges Programme be adopted and Cllr G McBride be tasked with setting up the first panel.

It was noted that the Panel would be expected to report back to the Community Engagement Committee.

CE 044/16

A-FEST LESSONS LEARNT REPORT

Members noted the A-Fest Lessons Learnt Report which had been compiled following the A-Fest Event in 2016.

Members noted that it would be useful in the future to have a list of those attending the 'wash up' meetings on the report.

An A-Fest Working Group to be set up to investigate the event for 2017.

Members noted that the report requested the Town Council's endorsement for another A-Fest in 2017.

It was agreed in principle that the Community Engagement Committee authorise A-Fest to go ahead in 2017, subject to a Working Group being formed to investigate. This was proposed by Cllr R Rowles and seconded by Cllr A Fitchet. A vote was taken which was unanimous.

RESOLVED: That the Community Engagement Committee authorise A-Fest to go ahead in 2017, subject to a Working Group being formed to investigate.

CE 045/16

COMMITTEE WORK PROGRAMME

Members were asked to consider items to include on the Committee Work Programme.

**Town Clerk to add the following to Committee Work Programme:
Budgets for 2017/2018
Website
Reports from WG's
Christmas Lights**

Members considered all the changes from this meeting and it was decided that for the next agenda the following items will be added:

Budgets for 2017/2018

Website

Reports from 5 working Groups

Christmas Lights

CE 046/16

DATE OF NEXT MEETING

Members noted the date and time of the next Community Engagement Committee meeting, **Thursday 10 November 2016.**

Meeting closed at 8.37pm.

COMMUNITY ENGAGEMENT WORK PROGRAMME: 10th NOVEMBER 2016

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
10 November 2016	Budgets for 2017/2018	STAT	To consider Budgets for 2017/2018 to recommend to P&R Committee	
10 November 2016	Christmas Lights Press Release (No 2)			
10 November 2016	WW1 WG Project update			
10 November 2016	Reports of Working Groups			
8 December 2016	Reports of Working Groups			
5 January 2017				
16 February 2017				
13 April 2017				
25 May 2017				
20 July 2017				
2 November 2017			To consider Budgets for 2018/2019 to recommend to P&R Committee	

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome