



ANDOVER TOWN COUNCIL

Community and Events Committee Agenda Wednesday 19 October 2022

To the duly elected Members of the Community & Events Committee:

Cllr J Sangster (Chairman), Cllr R Meyer (Vice Chair) Cllr N Asamoah, Cllr L Banville, Cllr D Coole, Cllr C Ecclestone, Cllr L Gregori, Cllr N Long and Cllr D Treadwell (copies to all other Members of Andover Town Council).

You are hereby summoned to attend a **Community and Events Committee Meeting** to be held at **The Lights, Andover** on **Wednesday, 19 October 2022 at 6.30pm**, when it is proposed to transact the following business: -

Victoria Warburton

Victoria Warburton
Interim Town Clerk – 13 October 2022



ANDOVER TOWN COUNCIL

Community and Events Committee Agenda

Wednesday 19 October 2022

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS: In line with Andover Town Council's "Recording at Meetings" Policy, Members and the Public are requested to note that this meeting will be recorded by the Council and may also be subject to the recording by members of the public.

Item 1: Apologies for Absence	3
Item 2: Declarations of Interest	3
Item 3: Minutes of Previous meeting	3
Item 4: Public Participation	3
Item 5: Community and Events Committee Terms of Reference	3
Item 6: Christmas Lights 2022	3
Item 7: Christmas Lights 2023- 2026	3
Item 8 Grant Applications	4
Item 9: HM Charles III Coronation Celebrations	4
Item 10: Budget Considerations	4
Item 11: Committee Work Programme	4
Item 12: Date of Next Meeting	4
Appendix A: Minutes of Previous Meeting	5
Appendix B: Community and Events Terms of Reference	12
Appendix C: Youth Grants	14
Appendix D: Community Grants	18
Appendix E: Budget	21
Appendix F: Committee Work Programme	24

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS: In line with Andover Town Council's "Recording at Meetings" Policy, Members and the public are requested to note that this meeting will be recorded by the Council and may also be subject to the recording by members of the public.

Item 1: APOLOGIES FOR ABSENCE

To **receive** and **accept** any apologies for absence.

Item 2: DECLARATIONS OF INTEREST

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

Item 3: MINUTES

To sign as a correct record, the minutes of the Community and Events Committee meeting held on 20 July 2022, attached at **Appendix A. (Page 5)**.

Item 4: PUBLIC PARTICIPATON

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 may be given in the meeting and recorded in the minutes 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.

Item 5: COMMUNITY AND EVENTS COMMITTEE TERMS OF REFERENCE

To **consider** and **approve** the Community and Events Committee Terms of Reference, as per the resolution at the Mayor Making in May 2022.

"RESOLVED: That the Democratic Structure be approved in principle and that the Terms of References be referred back to the respective Committees for further review and be brought back to Council for approval."

Attached at **Appendix B (Page 12)**

Item 6: CHRISTMAS LIGHTS 2022

To note that the Christmas Lights switch on is planned for the 25 November 2022, that the lights will be installed on the 20/21st November and the tree will be arriving on 15th November.

Item 7: CHRISTMAS LIGHTS 2023-2026

To note that a structural survey has been requested to be undertaken by Enerveo of the remaining columns in the Town Centre and car parks, that do not currently have motifs on them. Once the survey has been undertaken and a report received the Christmas Lights Working Group can meet to consider the extension of the Christmas Lights provision for recommendation to this Committee. A new contract can then be sought.

Item 8: GRANTS

To **receive** and **approve** the following youth and community grant applications – report attached at **Appendix C (Page 14) and Appendix D (Page 18)**

- **Wherwell School PTA** are requesting £500 to fund/subsidise school trips for young children who reside in Andover who would otherwise miss out on these school trips due to the cost-of-living crisis.
- **Yellow Brick Road Project** are requesting £500 towards the cost of hosting social worker sessions within the Community.
- **Spotlight UK** are requesting £1000 towards the cost of a family fun session for children who have suffered domestic violence, mental health issues or other trauma.
- **Bringing Andover Together** are requesting £1000 for A Winter Wonderland event in Andover Town Centre

Item 9: HM CHARLES III CORONATION CELEBRATIONS

To **consider** Andover Town Council's contribution to the celebrations for the Coronation of HM Charles III on 6 May 2023. To **consider** and **approve** a budget for any celebrations.

Item 10: BUDGET

Members to **consider** the budget for 2023/2024 for the Community and Events Committee - attached at **Appendix E (Page 21)**

Item 11: COMMITTEE WORK PROGRAMME

Members to **consider** a Programme of Works at **Appendix F (Page 24)**

Item 12: DATE OF NEXT MEETING

Members are requested to **note** that the date of the next meeting will be **Thursday 9th February** and location (TBC).

The Chairman will close the meeting.

Minutes of Community and Events Committee

Time and date

6.30pm, Wednesday, 20 July 2022

Place

Upper Guildhall, Andover

Details of Attendance:

Members of the Committee:

Cllr J Sangster (Chairman) (P)

Cllr R Meyer (Vice Chairman) (P)

Cllr N Asamoah (A) Cllr L Banville (A) Cllr C Ecclestone (P) Cllr N Long (A) Cllr D Treadwell (P)

Officers Present:

Tor Warburton (Deputy Clerk)

Michelle Young (Committee Officer) (Taking the notes)

Other Councillors:

Cllr D Coole

Members of the Public: 6

Members of the Press: 1

PR 001/07/22 APPOINTMENT OF CHAIRMAN OF COMMITTEE

It was proposed by Councillor R Meyer and seconded by Councillor C Ecclestone that Councillor J Sangster be appointed to position of Chairman for the Municipal Year 2022/2023.

There were no further nominations.

RESOLVED: That Councillor J Sangster be appointed as Chairman of the Community and Events Committee for the Municipal Year 2022/2023.

PR 002/07/22 APPOINTMENT OF VICE CHAIRMAN OF COMMITTEE

It was proposed by Councillor D Treadwell and seconded by Councillor J Sangster that Councillor R Meyer be appointed to position of Vice Chairman for the Municipal Year 2022/2023.

There were no further nominations.

RESOLVED: That Councillor R Meyer be appointed as Vice Chairman of the Community and Events Committee for the Municipal Year 2022/2023.

PR 003/07/22 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor N Long.

PR 004/07/22 DECLARATIONS OF INTEREST

Councillor R Meyer declared a non-pecuniary interest in Agenda item 8.

PR 005/07/22 PUBLIC PARTICIPATION

The notes below are a precis of statements/questions. They are not recorded word for word.

Councillor D Coole:

In 2018, Our Andover CIC was formed to try and help improve Andover and surrounding villages. We sought improvement ideas from the residents and visitors to the area and have since organised the Andover Chatty Café Scheme, Andover Fun Day, Andover Festival of Motoring and supported the Grateley Covid-19 Community Group. I would like to point out that Our Andover has never applied for a Town Council grant until now and the Directors have never taken a financial remuneration payment for the Festival of Motoring.

The Festival of Motoring has existed since 2015 and originally run by a small group of car enthusiasts. Because the festival was at risk of ceasing to exist and no one else prepared to run it, Our Andover agreed run the event in 2019, along with some of the festival's founding organisers. The festival did not take place in 2020 or 2021 due to Covid-19.

This year will be the 6th Festival of Motoring and will be held in the Andover High Street. Each festival raises funds for a local community organisation chosen by residents and this year, the residents' chosen organisation is Koala Community Hub. Large free-to-public events are expensive to put on. The Town Council acknowledged this in 2020, when they created and approved within their annual budget/precept setting process, event funding lines for the Shilling Fair, AFest, Andover Cycling Festival Andover Carnival, Gardening Fair, Armed Forces Day, Pancake Day and the Festival of Motoring.

This year we have applied for grants from Hampshire County Council for £1000, Test Valley Borough Council for £1000, both of which have been approved.

The 25 January 2022 Council meeting approved a Festival of Motoring Budget of £735, which is what we are applying for tonight. The 2019 festival made a small profit of £1240 after expenses, HMRC Corporation Tax and Companies House Charges, which was earmarked for future festivals. £1000 has been included in this year's festival budget income and appears as "other income" in your Report.

Member of Public 1:

£735 budget line not included in the Budget plans. This proposal should be refused.

Member of Public 2:

I have massive concerns regarding repeated grant applications being applied for under different names by the same person. The grant application being considered today for £8,000.00 is being applied for by the same member again. I also believe there is a personal interest concern, a financial concern and Councillors whom have

an interest in this application too. I ask you to review this as it could be considered as fraud.

Chairman's response:

We have taken the concerns on board. We will review and come back to you.

PR 006/07/22

MOTIONS

Motion for the provision of careers' fairs:

Proposed by Councillor J Sangster and seconded by Councillor D Treadwell

To promote and support the wide range of employment and career opportunities that exist amongst Andover's businesses, the Community and Events Committee resolves to recommend to Full Council to:

- Approve a virement from Operational Reserves of up to £2000 excluding VAT, towards the provision of employment and careers fairs for Science, Engineering and Technology (SET), and Logistics, in March/April 2023.
- Appoint and Employment and Careers Working Group that reports to the Community and Events Committee, comprising of up to five Members, appoints the Chairman, with three Members required for a meeting to be quorate. The Group is to provide updates a future Council meeting, on the proposed employment and careers fairs.
- The Group is authorised to liaise with external organisations and individuals, to identify help to finance, run and participate in the fairs. All financial and contractual matters are to be carried out by the Town Clerk

Instructs the town Clerk to:

- Action all financial and contractual matters required for the fairs.
- Nominate an Officer to liaise and advise the Working Group as required.

Members discussed the motion.

A vote was taken which was unanimous.

RESOLVED: That Andover Town Council to:

To promote and support the wide range of employment and career opportunities that exist amongst Andover's businesses, the Community and Events Committee resolves to recommend to Full Council to:

- **Approve a virement from Operational Reserves of up to £2000 excluding VAT, towards the provision of employment and careers fairs for Science, Engineering and Technology (SET), and Logistics, in March/April 2023.**
- **Appoint and Employment and Careers Working Group that reports to the Community and Events Committee, comprising of up to five Members, appoints the Chairman, with three Members required for a meeting to be quorate. The Group is to provide updates a future Council meeting, on the proposed employment and careers fairs.**

- **The Group is authorised to liaise with external organisations and individuals, to identify help to finance, run and participate in the fairs. All financial and contractual matters are to be carried out by the Town Clerk**

Instructs the town Clerk to:

- **Action all financial and contractual matters required for the fairs.**
- **Nominate an Officer to liaise and advise the Working Group as required.**

PR 007/07/22 CHRISTMAS LIGHTS 2022

Members received and noted an updated report on the Christmas Light provision for 2022.

Members also noted and debated the next steps required for Christmas Lights provision for 2023-2026.

It was proposed by Councillor R Meyer and seconded by Councillor D Treadwell that:

- The report be noted.
- Officers be instructed to engage with Everveo to confirm which columns are suitable for commando sockets.
- Officers be instructed to add suitable columns to the scheme and to bring back accurate costings to the next Committee meeting. Costings to include installation of commando sockets and structural survey.
- Once extended scheme is agreed, to instruct the Officers to action the installation of commando sockets to agreed columns.
- Once extended scheme is agreed, to instruct the Officers to action the process to source a Contract for the Christmas Lights provision 2023-2026.

A vote was taken which was unanimous.

RESOLVED: That:

- **The report be noted.**
- **Officers be instructed to engage with Everveo to confirm which columns are suitable for commando sockets.**
- **Officers be instructed to add suitable columns to the scheme and to bring back accurate costings to the next Committee meeting. Costings to include installation of commando sockets and structural survey.**
- **Once extended scheme is agreed, to instruct the Officers to action the installation of commando sockets to agreed columns.**
- **Once extended scheme is agreed, to instruct the Officers to action the process to source a Contract for the Christmas Lights provision 2023-2026.**

PR 008/07/22 GRANTS

Members received and considered the following grant applications:

Andover Festival of Motoring

Members noted that this was not an application for grant funding to come out of the Andover Town Council's Grant budget and that it was an application to release the funds that were held in the Andover Festival of Motoring budget.

It was proposed by Councillor J Sangster and seconded by Councillor C Ecclestone that the release of the £735.00 from the Andover Festival of Motoring Budget, be recommended to Full Council for approval.

A vote was taken which was unanimous.

RESOLVED: That the release of the £735.00 from the Andover Festival of Motoring Budget, be recommended to Full Council for approval.

Spotlight UK

Members agreed that more information would be required in order to make a formal decision, relating to the amount of funding that was being requested and what other sources of funding had been sought. Officers were instructed to contact Spotlight UK for clarification.

Youth in Test Valley Awards

It was proposed by Councillor C Ecclestone and seconded by Councillor R Meyer that a grant of £650.00 be awarded to Youth in Test Valley Awards.

A vote was taken which was unanimous.

RESOLVED: That a grant of £650.00 be awarded to Youth in Test Valley Awards.

Youth Services for Andover Town

Members felt that the amount of £7,500.00 that was being applied for, was too large for the Town Council to award, when applications that had been made to other sources were for considerably smaller amounts.

It was proposed by Councillor R Meyer and seconded by Councillor J Sangster that the Youth Services for Andover Town grant application for £7,500.00, be recommended to Full Council for consideration and approval.

A vote was taken:

FOR – 3, AGAINST – 1, ABSTENTIONS – 0

RESOLVED: That the Youth Services for Andover Town grant application for £7,500.00, be recommended to Full Council for consideration and approval.

PR 009/07/22

WORKING GROUPS

Members received and considered the Members-led Working Groups and associated Terms of References for the following:

- Youth Support
- Website
- Library Support
- Independent Access
- Christmas Lights/Event Provision
- Community Transport
- Careers Fairs

It was reiterated to the Members to be mindful that the Andover Town Council was currently going through a Back-to-Basics process and to be considerate of Officer involvement time.

It was noted that all the Members of the Town Council would be invited to join the Working Groups. It was also felt that there needed to be a minimum number of members to each group in order to be quorate.

It was proposed by Councillor J Sangster and seconded by Councillor C Ecclestone that an amendment to the Terms of References be made to state that each Working Group had a minimum number of three Members.

A vote was taken which was unanimous.

RESOLVED: That an amendment to the Terms of References be made to state that each Working Group had a minimum number of three Members.

Members proceeded to vote on the set up of the Working Groups.

Youth Support

It was proposed by Councillor R Meyer and seconded by Councillor D Treadwell that the Youth Support Working Group be set up.

A vote was taken:

FOR – 3, AGAINST – 1, ABSTENTIONS – 0

RESOLVED: That the Youth Support Working Group be set up.

Website

It was proposed by Councillor J Sangster and seconded by Councillor C Ecclestone that the Website Working Group be set up.

A vote was taken:

FOR – 3, AGAINST – 1, ABSTENTIONS – 0

RESOLVED: That the Website Working Group be set up.

Library Support

It was proposed by Councillor R Meyer and seconded by Councillor C Ecclestone that the Library Support Working Group be set up.

A vote was taken:

FOR – 2, AGAINST – 1, ABSTENTIONS – 1

RESOLVED: That the Library Support Working Group be set up.

Independent Access

It was proposed by Councillor R Meyer and seconded by Councillor J Sangster that the Independent Access Working Group be set up.

A vote was taken:

FOR – 2, AGAINST – 2, ABSTENTIONS – 0

The Chairman used his casting vote and voted for.

RESOLVED: That the Independent Access Working Group be set up.

Christmas Lights/Event Provision

It was proposed by Councillor C Ecclestone and seconded by Councillor J Sangster that the Christmas Lights/Event Provision Working Group be set up.

A vote was taken:

FOR – 3, AGAINST – 1, ABSTENTIONS – 0

RESOLVED: That the Christmas Lights/Event Provision Working Group be set up.

Community Transport

It was proposed by Councillor R Meyer and seconded by Councillor J Sangster that the Community Transport Working Group be set up.

A vote was taken:

FOR – 1, AGAINST – 2, ABSTENTIONS – 1

Motion not passed.

Career Fairs

It was proposed by Councillor J Sangster and seconded by Councillor R Meyer that the Career Fairs Working Group be set up.

A vote was taken which was unanimous.

RESOLVED: That the Career Fairs Working Group be set up.

PR 010/07/22 COMMITTEE WORK PROGRAMME

Members noted the Committee Work Programme.

The following items were requested to be added:

- Community and Events Committee Terms of Reference

PR 011/07/22 DATE OF THE NEXT MEETING

Members noted that the date of the next meeting would be **Wednesday 19 October 2022, at The Lights, Andover, starting at 6.30pm.**

The Chairman closed the meeting at 7.52pm.

Chairman

Date

Appendix B: Community and Events Committee Terms of Reference

B

ANDOVER TOWN COUNCIL COMMUNITY & EVENTS COMMITTEE (RECOMMENDED NEW COMMITTEE) TERMS OF REFERENCE

This committee will comprise of up to 9 Members of the Council.
The quorum of the committee will be 1/3 its Membership + 1.
The committee shall appoint an Elected Member as its Chairman
The committee shall appoint an Elected Member as its Vice Chairman

Terms of Reference

To address and where appropriate, formulate policy regarding Events provided by the Council and develop schemes and projects for Community & Town Development, public relations and public engagement by the Council and develop schemes and projects for ongoing publicity of council activities;

To develop, monitor and or review the following and make recommendations to Full Council if projects fall outside delegated Budget as per Standing Orders and Financial Regulations:

Communications

1. To develop strategy on media relations, and to formulate policy on public participation.
2. To act as a channel for communication with external partners
3. To assist the Town Clerk with the preparation of the Annual Report for the Annual Electors Meeting
4. To oversee the maintenance and development of the Council's Website
5. To formulate an Emergency Plan for the Council as and when required.

Events

1. To Co-ordinate any events the Council conducts or takes part in and to ensure that such activity is publicised
2. To develop and manage the Christmas Lights

Grants

1. To oversee and publicise the Grant Funding the Council releases each year.
2. To appoint a Working Group to assess applications for funding.
3. To make decisions for awarding Grants on behalf of the Council, within the Grant budget.

Finance

To be responsible for the following Budget Heads and approve expenditure accordingly:

EXPENDITURE

- 4190 – Grants
- 4700 – Town Centre Development
- 4000/6 – Web Site & Community Development

Urgent Matters

To provide any two elected members, normally the Chairman and the Vice Chairman of the Community & Events Committee to be consulted by the Town Clerk to deal with urgent matters in relation to the Terms of Reference of the Community & Events Committee which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting.

Appendix C: Youth Grants

C

Produced for: Community & Events Committee	Date of Report: 25/09/2022	Author of Report: Nikki Barber, Community Officer
--	--------------------------------------	---

Background:

The Community and Events Committee have been asked to read & review the following Youth Grant Applications:

- **Wherwell School PTA** requesting £500 to fund/subsidise school trips for young children who reside in Andover who would otherwise miss out on these school trips due to the cost-of-living crisis.
- **Yellow Brick Road Project** are looking for a sum of £500 towards the cost of hosting social worker sessions within the Community.

NB: Members to note that the Grant Applications above have been received after the previous Community and Events meeting therefore have been presented at a later date.

WHERWELL SCHOOL PTA Endorsing Councillor: Richard Rowles

Wherwell Primary School runs various school residential/day trips for its pupils throughout the academic year in order to improve confidence and resilience, enhance their relationships with the great outdoors, foster independence and create lifelong memories for those who may not otherwise be able to enjoy trips away. During the pandemic these activities were halted, so despite increasing budgetary pressures on the school by way of running/energy costs, teachers are keen to continue the trips for Wherwell's youngsters - even in cases where their parents cannot afford to cover the cost and/or the trip runs at a loss despite parental contributions.

Trips for the 2022/23 academic year have not yet been booked/finalized, and teachers will do so according to their curriculum priorities and availability at the time.

However, the previous year's activities included residential trips to Avon Tyrell, Hindleap Warren, Calshot and a day trip to the Gordon Brown Centre (outdoor learning centre) in Hook.

It is similar sorts of trips the school is looking to run in the next academic year.

Approximate Number of children who will benefit in Andover: 10/20 children depending on the number of trips the money funds

DETAILS OF ACTIVITY

Field trips for Wherwell School pupils during the 2022/2023 school year. It is hoped the grant funding will allow us to take children who may otherwise miss out on these experiences which support the curriculum taught within the school and facilitate exciting, new experiences for the children.

PEOPLE IN ANDOVER WHO WILL BENEFIT:

A significant proportion of Wherwell School pupils hail from the Andover area, and in particular Picket Piece and Picket Twenty regions. For example, in the school's Starlings class (Year 2) alone, approximately 60% of the intake reside in the Andover Town Council catchment area.

OTHER FUNDING APPLIED FOR:

No other funding has been applied for however, The Community Officer for Andover Town Council has advised they seek funding from other sources.

BUDGET DETAILS

Item	Cost £	Vat	Total £
Day Trips/Residential	£500	inclusive	£500
Total Project Cost			£500

N.B: The PTA have not yet been able to book school trips for the children which factors in this possible grant money however, an outline of previous trips planned and booked for the children is detailed above and this money would be used towards multiple trips throughout the school year therefore, we are unable to provide The Committee with exact figures.

Recommendation

- **The amount applied for from Andover Town Council is £500.**
- **The Community and Events Committee review this Application for Grant money based on the information provided above and to come to a decision based on this applications merits.**

YELLOW BRICK ROAD PROJECTS
Endorsing Councillor: David Coole

DESCRIPTION OF ACTIVITY

#AY is detached youth work which takes place on the street, parks and neighbourhoods in Andover. Detached youth workers are directed to places where young people are hanging out by local intelligence and advice from neighbourhood policing team. Recently the team have responded to Op. Solar and been available to listen and support young people whose behaviour has been of concern in the town centre.

The #AY team made up of a minimum of 2 workers per session are out in the community twice a week for up to 2 hours at a time. The #AY work is led by the needs of young people, the workers have a wide range of skills to be able to safely engage with young people.

DETAILS OF ACTIVITY

The service started during the pandemic as we heard from young people that felt that there was nothing in Andover for them to do. Not being in school put young people at greater risk of exploitation. The community safety team supported the creation of #AY and have found it a very useful resource to help tackle some of neighbourhood issues that the Neighbourhood Policing Teams had been called out to deal with. "Detached youthwork taking place each Tuesday and some Wednesdays in and around Andover. Covering Smannell Road, Pilgrim’s Way/Riverside, King Arthurs Estate, and town centre. On occasions Town Centre Park, Watermills Park, Rooksbury Mill area and Charlton Lakes. On one occasion supported the youth project at Knightwood Leisure Centre Chandlers Ford. Since 11/05/2021 we have observed 95 young people and engaged with 52 young people and given an overview of the legacy project to 18 young people. Smannell Skateboard Park is the most popular location, with a good 'vibe' which is akin to a 'community', with the facility being well used and looked after. The young people have got use to us being there and frequently engage in conversations. At other locations the playgrounds are also well used for football, games and basketball organised by the young people themselves. Generally positive with little obvious sign of substance misuse or drug dealing. The young people are highly mobile and move around the area freely not sticking to one location. It is possible that since the covid restrictions young people are 'relearning' to socialise outside. Main concern for young people is other young people carrying knives and the lack of additional facilities/ resources in the area. More recently the team have been meeting young people in the King George

Road area of Andover as there had been complaints by residents of ASB. Through consultation with YP and residents they said that they felt forgotten about by services who focused their work in other areas of the town.

Approximate Number of children who will benefit in Andover: 400

PEOPLE IN ANDOVER WHO WILL BENEFIT: Young people aged 10 - 17 direct beneficiaries, parents and other residents are indirect beneficiaries Yellow Brick Road Projects created #AY to respond to the need for street-based youth work in Andover.

OTHER FUNDING APPLIED FOR:

Hampshire County Council	£2,000
Other (National Lottery)	£1,000

BUDGET DETAILS

Item	Cost £	Vat	Total £
Session Cost	£125.00	inclusive	£125.00 (£125 per session X 2 per week X 50 weeks = £12,500)
Total Project Cost			£12,500

Recommendations

- The application is for £500
- The Community and Events Committee review this Application for Grant money based on the information provided above and to come to a decision based on this applications merits.

SPOTLIGHT UK – FAMILY FUN SESSION
Endorsing Councillor: Cllr Michael Mumford

Spotlight UK has applied for a Grant of £1000 towards a Family Fun Session which will provide 400 children from across Andover an hour each of inflatable fun. The event will benefit children who have suffered domestic violence, mental health issues or other trauma so they can create positive new memories in a safe & fun environment. The money requested will be put towards the rental of the inflatables.

DESCRIPTION OF ACTIVITY

Spotlight UK are hosting an inflatable fun day which will provide 400 children from across Andover who come from low-income families, have experienced loss, separation or another trauma with one hour of inflatable fun. Spotlight UK has a view that they cannot take away the past but they can help the children create new positive memories.

DETAILS OF ACTIVITY

The funding money requested will be used to hire and pay for inflatables for the day so they are able to run 4 x 1 hour sessions, each hosting 100 children per session from schools around Andover.

Approximate Number of children who will benefit in Andover: 400

OTHER FUNDING APPLIED FOR:

Hampshire County Council £500.00

BUDGET DETAILS

Item	Cost £	Vat	Total £
Hiring of Inflatables	£2000	inclusive	£2,000
Total Project Cost			£2,000

Recommendations

- **The application is for £1000**
- **The Community and Events Committee review this Application for Grant money based on the information provided above and to come to a decision based on this applications merits.**

Legal and Policy Implications

Andover Town Council must comply with its own Grants Policy.

Note: The person to contact about this report is Nikki Barber (Community Officer)

Andover Town Council

Office 108

IncuHive

Chantry House

36 Chantry Street

Andover

SP10 1LZ

Tel: 01264 335592

Email: communityofficer@andovertc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Members of The Events & Community Committee

Appendix D: Community Grants

D

Produced for: Community & Events Committee	Date of Report: 25/09/2022	Author of Report: Nikki Barber, Community Officer
--	--------------------------------------	---

Background:

The Community and Events Committee have been asked to read & review the following Community Grant Applications:

- **Bringing Andover Together** requesting £1000 for A Winter Wonderland event in Andover Town Centre

NB: Members to note that the Grant Applications above have been received after the previous Community and Events meeting therefore have been presented at a later date.

BRINGING ANDOVER TOGETHER – WINTER WONDERLAND **Endorsing Councillor: Cllr Rebecca Meyer**

Dmitrijs Meiksans has applied for a Grant of £1000 in order to hold The Winter Wonderland within Andover Town Centre on 4th December 2022.

The event will span across a day, evening and will also include a Festive Lunch for families in Need within the Community. The money requested will be put towards paying for entertainers, hiring equipment & decorations.

Approximate Number of people who will benefit in Andover: 10,000

How will this event engage the local community and encourage involvement: They have already been inundated with several requests from the local community to be performers, musicians, stallholders, on the day, therefore really making it a community event.

Partnering Groups: They are working with Our Andover CIC, St Mary's Andover, Angel Call Handling and will be forming as part of the Andover Christmas Program as delivered by TVBC and the BID

DETAILS OF ACTIVITY

The Andover Winter Wonderland Day will take place on the 4th December in Andover Town Centre. This grant will fund the Winter Wonderland element of the day, including the Evening in the Park as the Riverside Park will be transformed into a winter wonderland itself - with Christmas trees, fairy lights and entertainment in the upper Riverside Park for the evening. As well as a Winter-themed trail for children and their families and other entertainment across the Town Centre throughout the day - and more. We will also be doing a Festive Lunch for those in need within our community at St Mary's Church (families from low-income households, elderly people), but this will not be published as tickets will be reserved for the Foodbank, Crisis Centre, care homes etc., but it will be as part of our offering during the day.

PEOPLE IN ANDOVER WHO WILL BENEFIT:

The benefit to the Community will be that we will inevitably boost morale, especially after the pandemic which has dampened people's initiatives to go back out to their communities, High Streets and town centres. They will target and

engage with the wider community to ensure maximum benefit from the project by using a variety of marketing tools, including social media, posters/leaflets in key shops around the town and leaflet drops into communities within Andover.

OTHER FUNDING APPLIED FOR

Hampshire County Council (Leaders Community Grant):	£11,000	Currently in discussion
Hampshire County Council (individual Cllrs)	£1,000	Currently in discussion
Test Valley Borough Council:	£2,000	Currently in discussion
Other- Business Sponsorship:	£4,000	Unknown

BUDGET DETAILS

Item	Cost £	VAT	Total £
Equipment hire cost (fairy lights, gazebo, snow material, walkie talkies and other equipment pieces)	£6000	Inclusive	£6000
Promotion and marketing	£1000	Inclusive	£1000
Insurance and legalities	£1000	Inclusive	£1000
Sessional consultancy time	£4000	Inclusive	£4000
Performers fees	£1000	Inclusive	£1000
Toilets hire	£500	Inclusive	£500
Security fees	£500	Inclusive	£500
Activity costs (fairground rides, skating arena)	£1000	Inclusive	£1000
Contingency costs (20%)	£3000	Inclusive	£3000
Total Project Cost	£18,000	Inclusive	£18,000

Recommendations:

- The amount applied for from Andover Town Council is £1000.
- The Community and Events Committee review this Application for Grant money based on the information provided above and to come to a decision based on this applications merits.

Legal and Policy Implications

Andover Town Council must comply with its own Grants Policy.

Note: The person to contact about this report is Nikki Barber (Community Officer)

Andover Town Council

Office 108

IncuHive

Chantry House

36 Chantry Street

Andover
SP10 1LZ
Tel: 01264 335592
Email: communityofficer@andovertc.co.uk
Website: www.andover-tc.gov.uk
Distribution: To all Members of The Events & Community Committee

Appendix E: Budget 2023/2024

E

DRAFT FINANCIAL BUDGET 2023/2024 (August 2022)

INCOME

	2021/2022 Net	Budget 2022/2023	Actual Net @ 22.08.2022	Balance 2022/2023	Projected balance by 31.03.2023	BUDGET 10% INFLATION	2024/2025 Forecast (4% Increase)	2025/2026 Forecast (5% Increase)
Assets & Communities								
3025 Town Development								
3025/1	Income from Events	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/2	Grants	£7,124.22	£0.00	£7,124.22	£0.00	£0.00	£0.00	£0.00
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	£0.00	£0.00	£0.00	£0.00	£0.00
3025/6	Shilling Fair	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	3025 TOTAL	£7,124.22	£0.00	£7,124.22	£0.00	£0.00	£0.00	£0.00
	TOTAL EVENTS & PROJECTS	£7,124.22	£0.00	£7,124.22	£0.00	£0.00	£0.00	£0.00

EXPENDITURE

	2021/2022 Net	Budget 2022/2023	Actual Net @ 22.08.2022	Balance 2022/2023	Projected balance by 31.03.2023	BUDGET 10% INFLATION	2024/2025 Forecast (4% Increase)	2025/2026 Forecast (5% Increase)
Community & Events								
4700 Events & Projects								
4700/2	Christmas Lights	£22,828.36	£23,625.00	£7,895.16	£15,729.54	£0.00	£25,987.50	£27,027.00
4700/3	A-Fest	£700.00	£735.00	£735.00	£0.00	£808.50	£840.84	£882.88
4700/4	Shilling Fair	£0.00	£735.00	£0.00	£735.00	£735.00	£840.84	£882.88
4700/5	Youth Clubs	£0.00	£10,500.00	£0.00	£10,500.00	£0.00	£11,550.00	£12,612.60
4700/6	Miscellaneous Events	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/7	Armed Forces Day (was Events)	£0.00	£735.00	£0.00	£735.00	£735.00	£840.84	£882.88
4700/8	Andover Cycling Festival	£0.00	£735.00	£0.00	£735.00	£735.00	£840.84	£882.88
4700/9	Andover Challenges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/10	WW1 Event (215)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/11	Festival of Motoring	£0.00	£735.00	£0.00	£735.00	£808.50	£840.84	£882.88
4700/12	Defibrillator Provision	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

4700/13	Community Engagement	£0.00	£630.00	£0.00	£630.00	£630.00	£693.00	£720.72	£756.76
4700/14	Andover Carnival	£0.00	£735.00	£0.00	£735.00	£735.00	£808.50	£840.84	£882.88
4700/15	Andover Gardening Competition	£0.00	£420.00	£0.00	£420.00	£420.00	£462.00	£480.48	£504.50
4700/16	Pancake Day	£0.00	£500.00	£0.00	£500.00	£500.00	£550.00	£572.00	£600.60
4700/17	Tourism	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/18	Water Butt Scheme	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/19	Andover Proms	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/20	Food Fair	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/21	Gardening Fair/AIB	£0.00	£500.00	£0.00	£500.00	£500.00	£550.00	£572.00	£600.60
4700/22	Queens Jubilee 2022	£0.00	£7,320.00	£5,231.99	£2,088.01	£2,088.01	£0.00	£0.00	£0.00
4700 TOTAL		£23,528.36	£47,905.00	£27,518.36	£23,581.64	£7,078.01	£44,643.50	£46,429.24	£48,750.70

		2021/2022 Net	Budget 2022/2023	Actual Net @ 22.08.2022	Balance 2022/2023	Projected balance by 31.03.2023	BUDGET 10% INFLATION	2024/2025 Forecast (4% Increase)	2025/2026 Forecast (5% Increase)
4190	Grants								
4190/1	Grants	£5,245.00	£10,500.00	£650.00	£9,850.00	£0.00	£11,550.00	£12,012.00	£12,612.60
4190/1/1	Emergency Funding	£0.00	£3,150.00	£0.00	£3,150.00	£0.00	£3,465.00	£3,603.60	£3,783.78
4190/3	Grants Section 137	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4190 TOTAL		£5,245.00	£13,650.00	£650.00	£13,000.00	£0.00	£15,015.00	£15,615.60	£16,396.38

4000/6 **Website & Community Development**

4000/6/1	Website	£983.97	£3,150.00	£308.75	£2,841.25	£0.00	£3,465.00	£3,603.60	£3,783.78
4000/6/2	Website Hosting	£449.45	£578.00	£149.75	£428.25	£0.00	£635.80	£661.23	£622.00
4000/6/3	Newsletter	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000 TOTAL		£1,433.42	£3,728.00	£458.50	£3,269.50	£0.00	£4,100.80	£4,264.83	£4,405.78

		2021/2022 Net	Budget 2022/2023	Actual Net @ 22.08.2022	Balance 2022/2023	Projected balance by 31.03.2023	BUDGET 10% INFLATION	2024/2025 Forecast (4% Increase)	2025/2026 Forecast (5% Increase)
4100/1	Town Mayor								
4100/1/1	Town Mayor Badge & Regalia	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4100/1/2	Remembrance Day Wreath	£37.00	£52.50	£0.00	£52.50	£0.00	£57.75	£60.06	£63.06
4100/1/3	Town Mayor Charities	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4100/1	Total	£37.00	£52.50	£0.00	£52.50	£0.00	£57.75	£60.06	£63.06

		2021/2022 Net	Budget 2022/2023	Actual Net @ 22.08.2022	Balance 2022/2023	Projected balance by 31.03.2023	BUDGET 10% INFLATION	2024/2025 Forecast (4% Increase)	2025/2026 Forecast (5% Increase)
Venue Hire/Facilities									
4100/6	Refreshments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4100/7	Room Hire Fund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	4204 New Building Fund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	4205 Bus Shelters	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Assets									
4210/3	Rent - Office	£16,528.14	£12,600.00	£6,051.00	£6,549.00	£0.00	£11,000.00	£9,360.00	£9,828.00
4210/4	Rates - Office	£4,940.10	£6,000.00	£0.00	£6,000.00	£0.00	£6,000.00	£2,000.00	£2,100.00
4210/5	Water Rates - Office	£0.00	£300.00	£0.00	£300.00	£0.00	£300.00	£0.00	£0.00
4210/6	Heating & Lighting - Office	£1,784.88	£3,150.00	£917.58	£2,232.42	£0.00	£0.00	£0.00	£0.00
4210/7	Telephone & Broadband	£1,703.28	£2,625.00	£576.88	£2,048.12	£0.00	£2,887.50	£3,003.00	£3,153.15
4210/8	Photocopying	£3,912.10	£4,200.00	£2,232.85	£1,967.15	£0.00	£4,620.00	£4,804.80	£5,045.04
4210/9	Stationery	£402.41	£800.00	£467.78	£332.22	£0.00	£880.00	£915.20	£960.96
4210/10	Postage	£1,758.33	£1,500.00	£242.22	£1,257.78	£0.00	£1,650.00	£1,716.00	£1,801.80
4210/15	Office & Equipment Maintenance	£3,431.38	£1,750.00	£1,378.95	£371.05	£0.00	£1,925.00	£2,002.00	£2,102.10
4210/16	New Equipment & Furniture	£884.24	£2,500.00	£110.00	£2,390.00	£0.00	£2,750.00	£2,860.00	£3,003.00
4210/17	Waste Removal	£189.95	£300.00	£96.86	£203.14	£0.00	£330.00	£343.20	£360.36
		£35,534.81	£35,725.00	£12,074.12	£23,650.88	£0.00	£32,342.50	£27,004.20	£28,354.41
TOTALCommunity & Events		£65,778.39	£101,060.50	£40,700.98	£74,015.43	£7,078.00	£96,159.55	£93,373.93	£97,970.34
Total Income		£396,225.73	£25,254.00	£181,496.44	£395,926.53	£396,003.33	£27,779.40	£30,557.34	£33,613.07
Total Expenditure		£317,140.93	£395,331.50	£127,687.84	£78,909.34	£64,396.71	£419,857.65	£430,019.96	£451,448.66
TOTAL NET BALANCE		£79,084.80	-£370,077.50	£53,808.60			£392,078.25	£399,462.62	£417,835.59

Appendix F: Committee Work Programme

F

COMMUNITY and EVENTS WORK PROGRAMME: July 2022

Date of Meeting	ITEM	Requested by	Purpose of Item
19 October 2022	<ul style="list-style-type: none">Budget 2023/2024Community and Events Terms of Reference		