



ANDOVER TOWN COUNCIL

Community and Events Committee Agenda

Tuesday 7 March 2023

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

Cllr J Sangster (Chairman), Cllr R Meyer (Vice Chair) Cllr N Asamoah, 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 in **The Lights, Andover** on **Tuesday, 7 March 2023 at 6.30pm**, when it is proposed to transact the following business: -

G Foster

Gail Foster
Town Clerk
1 March 2023



ANDOVER TOWN COUNCIL

Community and Events Committee Agenda

Tuesday 7 March 2023

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.

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Item 1: APOLOGIES FOR ABSENCE

To **receive** and **note** 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 Wednesday 19 October 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: KINGS CORONATION – MAY 6th

To **receive, consider** and **discuss** a report on the potential events to celebrate the Kings Coronation – Attached at **Appendix B. (Page 11)**

Item 6: CHRISTMAS LIGHTS 2023-2026

To receive and note a report taken to Full Council on 8th February 2022. To note the decision made at Full Council was to accept all recommendations. Enerveo have been approached to agree commando placement and the current Christmas Lights provision has been extended by 1 year – Attached at **Appendix C. (Page 13)**

Item 7: GRANTS

To **receive** and **approve** the following grant applications:

- **Youth Options** are requesting £800 for Winter clothes and Winter Essentials fund for vulnerable children – attached at **Appendix D (Page 16)**
- **Andover Town Band** are requesting £1000 for the purchase of specialised percussion instruments – attached at **Appendix E (Page 18)**
- **Andover Trees United** are requesting £1000 for the completion of the Field Learning Centre – attached at **Appendix F (Page 20)**
- **Andover Community Engage** are requesting £2350 for the provision of access to smart, clean clothes appropriate for events such as interviews & special occasions which people would otherwise not have access to – attached at **Appendix G (Page 22)**

To **note** Yellow Brick Road Project Report – attached at **Appendix H (Page 24)**

Item 8: REPORTS FROM WORKING GROUPS

To receive and note verbal reports where possible from the following Working Groups:

- Library Support: Cllr's C Ecclestone, R Meyer and D Coole.
- Website: Cllr's C Ecclestone, D Coole and J Sangster.
- Christmas Lights/Events: Cllr's R Meyer, L Gregori, M Mumford and D Coole.

To note that the following Working Groups have not yet got the minimum number of participants to be viable.

- Youth Support: Cllr's R Meyer and N Asamoah.
- Independent Access: Cllrs D Coole and R Meyer.

Item 9: COMMITTEE WORK PROGRAMME

Members to **consider** a Programme of Works at **Appendix I (Page 26)**

Item 10: DATE OF NEXT MEETING

Members are requested to **note** that the date of the next meeting will be **Wednesday 19 April 2023**, to be held in **The Lights, starting at 6.30pm.**

The Chairman will close the meeting.

Minutes of Community and Events Committee

Time and date

6.30pm, Wednesday, 19 October 2022

Place

The Lights, 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 D Coole (P) Cllr C Ecclestone (A) Cllr L Gregori (A)

Cllr N Long (P) Cllr D Treadwell (A)

Officers Present:

Tor Warburton (Deputy Clerk)

Nikki Barber (Community Officer)

Members of the Public: Unknown

Members of the Press: Unknown

PR 012/10/22 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors C Ecclestone and L Gregori.

PR 013/10/22 DECLARATIONS OF INTEREST

Councillor D Coole and Councillor R Meyer declared an interest in Agenda item 8, "Bringing Andover Together" Grant.

PR 014/10/22 MINUTES

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Minutes of the Community and Events Committee Meeting, held on 20 July 2022 be signed by the Chairman as a correct record.

A vote was taken:

FOR – 3, AGAINST – 0, ABSTENTIONS - 1

RESOLVED: That the Minutes of the Community and Events Committee Meeting, Held on 20 July 2022 be signed by the Chairman as a correct record.

PR 015/10/22 PUBLIC PARTICIPATION

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

Member of Public 1:

Spoke for the Bringing Andover Together Grant.

Councillor N Long:

I am concerned about your application as you are a minor. All Councils have a policy that if you are a minor, you should have parental consent to put the application in.

Member of Public 2:

Founder of Andover Community Events – offered consultancy services towards the “Bringing Andover Together” event in money saving schemes.

PR 016/10/22 COMMUNITY AND EVENTS COMMITTEE TERMS OF REFERENCE

Members considered the Community and Events Committee Terms of Reference. It was proposed by Councillor J Sangster and seconded by Councillor R Meyer that the Community and Events Committee Terms of Reference be approved.

An amendment was suggested under the section “Urgent Matters” to read, “To provide any two elected members” and remove “normally the Chairman and Vice Chairman”.

It was proposed by Councillor J Sangster and seconded by Councillor N Long that the section “Urgent Matters” be amended to read, “To provide any two elected members” and remove “normally the Chairman and Vice Chairman”.

A vote was taken:

For – 2, Against – 2, Abstentions – 0

The Chairman used his casting vote and voted in favour.

RESOLVED: That the section “Urgent Matters” be amended to read, “To provide any two elected members” and remove “normally the Chairman and Vice Chairman”.

Reference was made to Communications, para. 4 and suggested that the line be amended to read, “To oversee the maintenance and development of the Council’s website and Visit Andover website.”

It was proposed by Councillor J Sangster and seconded by Councillor D coole that the Communications, para. 4 line be amended to read “To oversee the maintenance and development of the Council’s website and Visit Andover website.”

A vote was taken which was unanimous.

RESOLVED: That the Communications, para. 4 line be amended to read “To oversee the maintenance and development of the Council’s website and Visit Andover website.”

Members voted unanimously to approve the Community and Events Committee Terms of Reference with both amendments and that they be referred to Full Council for final approval.

PR 017/10/22 CHRISTMAS LIGHTS 2022

Members noted that the Christmas Tree would arrive on 15 November 2022. The Christmas Lights would be installed on 20/21 November 2022 and the Christmas Lights Switch On was planned for the 25 November 2022.

PR 018/10/22 CHRISTMAS LIGHTS 2023-2026

Members noted that a structural survey had 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. It was also noted that after the survey had been completed and a report received, the Christmas Lights Working Group could then meet to consider the extension of the Christmas Light provision for recommendation to the Community and Events Committee. A new contract could then be sought.

PR 019/10/22 GRANTS

Members considered the following Youth and Community grant applications:

- Wherwell School PTA
- Yellow Brick Road Project
- Spotlight UK
- Bringing Andover Together

Wherwell School PTA

Members requested that the application be deferred and the following questions be asked:

1. What uncommitted funds do they have to put towards this project?
2. What other funding are planning to apply for?

Yellow Brick Road

It was proposed by Councillor J Sangster and seconded by Councillor N Long that the Yellow Brick Road grant application be approved and the sum of £500.00 be awarded.

A vote was taken:

FOR – 3, AGAINST – 0, ABSTENTION – 1

RESOLVED: That the Yellow Brick Road grant application be approved and the sum of £500.00 be awarded.

Spotlight UK

Members noted that this was the second time this application had been received by the Community and Events Committee for consideration. It was felt that there was a lack of information, however, were happy to match give with Hampshire County Council and reduce the amount awarded to £500.00.

It was proposed by Councillor N Long and seconded by Councillor J Sangster that the amount awarded be reduced to £500.00.

A vote was taken which was unanimous.

RESOLVED: That the amount awarded be reduced to £500.00.

It was proposed by Councillor J Sangster and seconded by Councillor N Long that the Spotlight UK grant application be approved and the sum of £500.00 be awarded. A vote was taken which was unanimous.

RESOLVED: That the Spotlight UK grant application be approved and the sum of £500.00 be awarded.

Bringing Andover Together

It was proposed by Councillor N Long and seconded by Councillor J Sangster that Standing Orders be suspended to allow Members to ask questions to the representative for the Bringing Andover Together grant application.

A vote was taken which was unanimous.

RESOLVED: That Standing Orders be suspended to allow Members to ask questions to the representative for the Bringing Andover Together grant application.

The representative spoke to the concerns previously raised about him being a minor and said, "Bringing Andover Together CIC is the body that is requesting this funding. I am not the only director, there are 3 others. Information is available on Companies House. I am eligible to be a director as per Companies House Act 2006. There are lots of items in the budget which could be reduced down on. The money we receive depends on business sponsorship. Happy to work with the consultant on money saving schemes."

The interim Town Clerk made a point of order and informed the Members of the Committee, that this grant application would need to be deferred to Full Council, as it would not be quorate with only two Members able to vote on it.

The representative advised the Members that the directors would be happy to withdraw the Bringing Andover Together grant application, due to the time it would take to defer it to Full Council and the monies being awarded.

It was proposed by Councillor J Sangster and seconded by Councillor N Long that the Standing Orders be reinstated.

A vote was taken which was unanimous.

RESOLVED: That the Standing Orders be reinstated.

PR 020/10/22

HM CHARLES III CORONATION CELEBRATIONS

Members considered Andover Town Council's contribution to the celebrations for the Coronation of HM Charles III on 6 May 2023.

Ideas were mentioned which included a Budget Line, costings for amending the ER sign, a street party or Picnic in the Park.

It was proposed by Councillor J Sangster and seconded by Councillor R Meyer that the Chairman email all the Council Members for celebration ideas and costings, to be brought back to the next meeting for consideration.

A vote was taken which was unanimous.

RESOLVED: That the Chairman email all the Council Members for celebration ideas and costings, to be brought back to the next meeting for consideration.

PR 021/10/22 BUDGET 2023/2024

Members considered the Community and Events Budget for 2023/2024.

The following suggestions were made:

Add a "Coronation" Budget line

Increase Christmas Lights Budget line (4700/2) by £10,000.00 to £35,987.50 (inclusive of 10% inflation)

Amend A-Fest Budget Line (4700/3) to zero

Amend Shilling Fair Budget line (4700/4) to zero

Amend Youth Clubs Budget line (4700/5) to read "Youth Support"

Amend Armed Forces Day (was Events) Budget line (4700/7) to zero

Amend Andover Cycling Festival Budget Line (4700/8) to zero

Amend Festival of Motoring Budget line (4700/11) to zero

Amend Community Engagement Budget line (4700/13) to zero

Amend Andover Carnival Budget line (4700/14) to zero

Amend Andover Gardening Competition Budget line (4700/15) to zero

Amend Pancake Day Budget line (4700/16) to zero

Amend Gardening Fair/AIB Budget line (4700/21) to zero

Amend Queen's Jubilee 2022 Budget line (4700/22) to zero

Remove Refreshments Budget line (4100/6)

Remove the blank Budget line under Room Hire Budget line

Remove the blank Budget line under Bus Shelters

Remove Water Butt Scheme Budget line (4700/18)

Remove Andover Proms Budget line (4700/19)

Remove WW1 Event (215) Budget line

Reduce Office & Equipment Budget line (4210/15) to £1000.00

It was proposed by Councillor J Sangster and seconded by Councillor N Long that the Responsible Finance Officer (RFO) make the changes as suggested. A vote was taken which was unanimous.

RESOLVED: That the Responsible Finance Officer make the following changes:

- **Add a "Coronation" Budget line**
- **Increase Christmas Lights Budget line (4700/2) by £10,000.00 to £35,987.50 (inclusive of 10% inflation)**
- **Amend A-Fest Budget Line (4700/3) to zero**
- **Amend Shilling Fair Budget line (4700/4) to zero**
- **Amend Youth Clubs Budget line (4700/5) to read "Youth Support"**
- **Amend Armed Forces Day (was Events) Budget line (4700/7) to zero**
- **Amend Andover Cycling Festival Budget Line (4700/8) to zero**
- **Amend Festival of Motoring Budget line (4700/11) to zero**
- **Amend Community Engagement Budget line (4700/13) to zero**
- **Amend Andover Carnival Budget line (4700/14) to zero**
- **Amend Andover Gardening Competition Budget line (4700/15) to zero**
- **Amend Pancake Day Budget line (4700/16) to zero**
- **Amend Gardening Fair/AIB Budget line (4700/21) to zero**
- **Amend Queen's Jubilee 2022 Budget line (4700/22) to zero**
- **Remove Refreshments Budget line (4100/6)**
- **Remove the blank Budget line under Room Hire Budget line**

- **Remove the blank Budget line under Bus Shelters**
- **Remove Water Butt Scheme Budget line (4700/18)**
- **Remove Andover Proms Budget line (4700/19)**
- **Remove WW1 Event (215) Budget line**
- **Reduce Office & Equipment Budget line (4210/15) to £1000.00**

PR 022/10/22 COMMITTEE WORK PROGRAMME

Members noted the Committee Work Programme.

There were no additional items requested to be added to the Committee Work Programme.

PR 023/10/22 DATE OF THE NEXT MEETING

Members noted that the date of the next meeting would be **Thursday 9 February 2023**, location to be advised.

The Chairman closed the meeting at 7.40pm.

Chairman

Date

Appendix B: Report on proposed events for the King's Coronation

B

Produced for:

Communities and Events

Date of Report:

27 February 2023

Summary of Key Issues

To receive a report with suggestions for discussion regarding events to commemorate the King's Coronation on 6th May 2023.

Background:

- The King's Coronation will take place on 6th May 2023 with a Bank Holiday on the 8th May 2023.
- Full Council have allocated a budget of £7,320.
- No other organised events are currently planned for the Town.
- The message from the palace leans towards local street parties and then volunteering on the Bank Holiday Monday.

Suggestions for consideration:

For the Jubilee celebrations in 2022 Andover Town Council put on the following:

- Picnic in the Park – low key family event in Vigo Recreation Park with live music and traditional games.
- Service of Celebration at St Marys
- Beacon lighting in the Remembrance Garden at St Marys
- Installed the ER sign on the Guildhall.

The Committee may be minded to consider similar events to commemorate the Coronation.

To note: Andover Town Council's lighting provider was approached to see if the ER sign can be changed to accommodate 'CR' and 'Long May He Reign', but the light is too old, and it would be too costly to affect these changes. Therefore, a cost has been sought for a motif made of three separate parts Crown and 'Long May He Reign'. When quote is received Committee discuss if they want all three parts or components of the parts.

- At present there are no plans for a street party in the High Street, The Bid and TVBC have indicated that they would be happy to work with Andover Town Council to put one on to celebrate the Coronation.
- Do Andover Town Council want to run a volunteer programme, as per the Palace, on the Bank Holiday Monday which will benefit Andover? Eg: litter pick?
- Schools have been approached to see if there was any traction on a 'Coronation display' and a poem/story writing competition that could be run if the Committee/Council are minded. If budget allows and enough entries are received a book could be put together with photos from the day and the submitted works. This could be given as a commemorative gift to members of the public on a first come first served basis.
- Would the Committee be minded to consider a 'pledge a minute' scheme, whereby members of the public/organisations are approached to pledge time to volunteer groups on the Monday of the Coronation i.e. Trees United, Unity? Groups will need to be approached.

Legal and Policy Implications

- Andover Town Council must comply with its own policies and procedures when considering holding events.

Recommendations

- **To note the report.**
- **To consider the suggestions proposed.**
- **To agree if Andover Town Council wish to hold any events to commemorate the Coronation.**
- **If so, to suggest and decide on events so that Officers can research, cost and report back to Committee for final approval and recommendation to Full Council.**

Note: The person to contact about this report is Tor Warburton (Deputy Town Clerk), Andover Town Council, Office 108, Flr 4, Incuhive, Chantry House, Andover.

Tel: 01264 335592

Email: deputytownclerk@andovertc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

Appendix C: Report on Christmas Light provision 2023-2027

C

Produced for: Full Council/Communities and Events	Date of Report: 19 January 2023
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Summary of Key Issues
To receive a report with a summary of considerations relating to the Christmas Lights contract 2023-2027

Background:
The contract that Andover Town Council has with its Christmas Lights supplier comes to an end in January 2023.
Andover Town Council will need to invite tenders for the Christmas Lights provision from 2023-2027.

To note for 2023/2024 budget:

- The Communities and Events Committee has considered extending the current provision.
- 60 lamp columns have been identified as able to have a commando socket and a Christmas motif on them.
- The cost to install a commando socket on a column is £304, to install on all 60 columns it would be £18,240. This money can be taken from CiL monies, however, the subsequent increase in the lighting provision would considerably increase the cost per year for Christmas Lights and this needs to be considered when setting the budget for 2023/2024.

Considerations from Christmas Lights Working Group:
Given the extremely tight deadline, and the possibility that the infrastructure will not be installed, the relevant checks carried out and a contract agreed for the next four years, it has been established that we are able to extend our current contract for one year, if necessary.

The Christmas Lights Working Group suggested for recommendation to Full Council that the following columns be included in the Christmas Light Provision going forward:

Location	Column numbers
Alley way from George Yard to Town Centre	1, 2 and 3
George Yard Road (by steps)	2
George Yard Car Park	1, 2, 3, 4, 5, 6, 7, 8, 9 and 10 (two rows down the centre of the car park)
Alley way from Black Swan Yard to Town Centre	1 and 2 (3 not suitable for commando)
Black Swan Yard Road (corner of car park)	1
Black Swan Yard Car Park	2, 3, 4, 5 and 6 (down the centre of the car park)
Waterloo Court (park side)	1, 2 and 3 (wraprounds to maintain consistency with the rest of the columns in the park)
Waterloo Court (town side)	5, 6, 7, 8, 9 and 10
High Street – Upper	1, 2 (to extend current scheme to the top of the High Street)

High Street - LHS of the Guildhall	1, 2 and 3
Alley way from Town Centre to Town Mills Park	1, 2 and 3
Town Mills Car Park	2, 4, 5 and 9
London Street	9
Total additional Columns	44

Total anticipated cost: 44 x 304 = £13,376 which can be taken from CIL funds.

If Full Council agree then commando sockets will be installed by SSE, at £304 per column (there may be some minimal additional expense if roads need to be closed for installation). This can then be included in the tender document supplied to potential suppliers.

Please note that this cost may be slightly higher or lower, depending on what is required/found during installation.

If Full Council approve this spend, and prior to instruction, Officers will meet with SSE operatives (if possible) and walk the route to make sure that everyone is in agreement with the columns required.

Proposed timeline/order of project:

January 2023

- Council approve Christmas Light Provision extension for 2023-2027.
- Council approves installation of commando sockets on recommended columns.
- Council approve cost to be taken from CIL funds.
- Officers meet with SSE to walk route of agreed columns to confirm everyone has the correct numbers.
- Officers instruct SSE to install commando sockets

February 2023

- Christmas Lights Working Group create tender document for approval at Community and Events Committee Meeting (1 March 2023)

March 2023

- Officers are instructed to approach providers to submit tenders, following the Contracts Finder Advertising Rules" in Part 4 of the Public Contracts Regulations 2015 (SI 2015 No 102), as required for contracts over £25,000 but under £118,113 per annum
- Contractors may need more than the suggested time to provide quotes, because a site visit will be required and meetings with relevant Officers.

April 2023

- If sufficient quotes have been received Christmas Lights Working Group meet to agree contract to be recommended to Community and Events for the Christmas Lights provision 2023-2027.
- Community and Events approve recommendation of Working Group for recommendation to Full Council

June 2023

- Full Council approve Committee recommendation from Working Group

July 2023

- Full Structural Survey instructed.

August 2023

- Licences applied for – closing date 31 August 2023

November 2023

- Installation and Switch on

Legal and Policy Implications

Andover Town Council must comply with the following legislation for Christmas Lights;

- Highways Act 1980 Section 178 (with specific attention to subsection (1))
- BS EN 40-3-1:2013 Lighting Columns. Design and verification. Specification for characteristic loads.
- BS EN 40-3-2:2013 Lighting Columns. Design and verification. Verification by testing.
- BS EN 40-3-3:2013 Lighting Columns. Design and verification. Verification by calculation.
- PD 6547:2004+A1: 2009. Guidance on the use of BS EN 40-3-1 and BS EN 40-3-3.
- TR22 Managing a vital asset: Lighting Supports. ILP
- GP03: Code of Practice for Electrical Safety in Highway Electrical Operations. ILP
- BS7671: Requirements for Electrical Installations.
- Traffic Management Act 2004.
- The Construction (Design and Management) Act 2007
- Health and Safety and Work etc Act 1974

Recommendations

- **To note the report.**
- **To approve the proposed extension.**
- **To approve that the cost of the installation of the commando sockets is taken from CiL funds.**
- **To note that the proposed timeline is best case scenario and leaves no time allowance for overrun or problems that may occur.**
- **Officers recommend that the 1-year extension is accepted to ensure that Andover Town Council are able to provide Christmas Lights provision for 2023. Officers to explore possibility of additional lights with current provider IF commando sockets and structural survey is completed, in time to apply for licenses.**
To NOTE: that the delivery of any extension to the scheme is subject to the vagaries of external suppliers for example, SSE, therefore it is recommended that ATC accept the extension to allow for delivery of the same or better Christmas Light provision in 2023.
- **To accommodate increased cost when proposing the Budget 2023/2024 to Full Council**

Note: The person to contact about this report is Tor Warburton (Deputy Town Clerk), Andover Town Council, Office 108, Flr 4, Incuhive, Chantry House, Andover.

Tel: 01264 335592

Email: deputytownclerk@andovertc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

Appendix D: Youth Options Grant Application

D

Produced for: Community & Events Committee	Date of Report: 25/01/2023	Author of Report: Nikki Barber, Community Officer
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Summary of Application:
The Community and Events Committee have been asked to read & review the following grant applications:

- **Youth Options** are requesting £800 for Winter clothes and Winter Essentials fund for vulnerable children.
- **Andover Town Band** are requesting £1000 for the purchase of specialised percussion instruments.

YOUTH OPTIONS – SCOTT CENTRE ESSENTIALS FUND
Endorsing Councillor: Richard Rowles

Application Overview

Criteria	Yes	No
1. Does the purpose align with the Grants Policy?	✓	
2. Has the Applicant agreed to General Conditions?	✓	
3. The Applicant Organisation is entitled to funding as outlined in Clause 4?	✓	
4. The money will be used for its intended purposes and not for those outlined in Clause 7:	✓	
5. The paperwork required to consider Grant Funding Applications has been seen and falls within our Grant Policy guidelines	✓	
6. The Representative has been invited to attend the Committee hearing their application?	✓	
7. Is the requested £1000 or 75% of the total cost of the project/activity as per clause 6 in the Grants Policy?	✓	
8. Date of the project/activity – Ongoing		
o Invitation sent to c*****d@youthoptions.org.uk on 1 st February 2023 @ 11:29am		

A Youth Options representative has applied to Andover Town Council for a Grant Funding sum of **£800** which will go towards the items of winter clothing, winter shoes & essential items to keep vulnerable young people in Andover warm and healthy.

Approximate Number of young people who will benefit in Andover: 40

How will this scheme benefit people in Andover: This will benefit young people most effected by the cost-of-living crisis we are enduring in the UK. Children who are from families who are unable to buy them suitable warm winter clothing, as we know children grow out of items very quickly and to keep up with that is very costly. The purpose of this scheme is to bridge the gap for the parents/guardians who are simply unable to clothe their children appropriately through the coldest time of year.

OTHER FUNDING APPLIED FOR – A cost of Living Crisis fund has been applied for via Test Valley Borough Council however, for this particular Winter Clothing scheme the applicant has only approached Andover Town Council.

BUDGET DETAILS

Item	Cost £	VAT	Total £
Winter clothes, shoes and essentials fund	£800	Inclusive	£800
Administration cost	£266	Inclusive	£266
Total Project Cost	£800	Inclusive	£1,066

N.B: The project will be drawing funds from reserves in their bank accounts in addition to this grant funding if awarded.

Recommendations:

- **The Community Officer has reviewed this Application thoroughly and can see the Application does align with the Grants Policy and has provided all of the relevant documentation which is requested. The scheme will benefit many children but also the families of the children benefitting. The Community Officer requests the members review the Application based on the above.**

Note: The person to contact about this report is Nikki Barber (Community Officer) Office 108, Incuhive, Floor 4, Chantry House, Chantry Way, 36 Chantry Street, Andover, Hampshire SP10 1LS
 Tel: 01264 335592
 Email: communityofficer@andovertc.co.uk
 Website: www.andover-tc.gov.uk

Appendix E: Andover Town Band Grant Application

E

ANDOVER TOWN BAND – PURCHASE OF SPECIALIST INSTRUMENTS Endorsing Councillor: Rebecca Meyer & Richard Rowles

Application Overview

Criteria	Yes	No
8. Does the purpose align with the Grants Policy?	✓	
9. Has the Applicant agreed to General Conditions?	✓	
10. The Applicant Organisation is entitled to funding as outlined in Clause 4?	✓	
11. The money will be used for its intended purposes and not for those outlined in Clause 7:	✓	
12. The paperwork required to consider Grant Funding Applications has been seen and falls within our Grant Policy guidelines	✓	
13. The Representative has been invited to attend the Committee hearing their application?	✓	
o Invitation sent to a*****e@btinternet.com on 1 st February 2023 @ 11:33am		

A representative of Andover Town Band has applied for **£1000** grant funding from Andover Town Council to pay towards the cost of buying specialist percussion instruments. This will allow the Band to meet the requirements of The Championships test pieces in March 2023 as well as allowing the Band to further their musical repertoire, performance opportunities and learning success.

Approximate Number of people who will benefit in Andover: 38,000

DETAILS OF ACTIVITY

Andover Town Band has recently been promoted to the National Championship levels which presents the ability to perform the highest profile music at a semi-professional level. This is a huge achievement and Andover Town Band are now seeking funding to broaden their instrumental range and allow them to compete in the Championships and provide even more entertainment at events in 2023 and beyond. Opportunities to fundraise for the money the band need has been greatly damaged by the last few years, Covid being a notable event which has negatively impacted Andover Town Band.

OTHER FUNDING APPLIED FOR:

Funding Source	Amount Applied for	Endorsees	Outcome
Hampshire County Council	£1,850	Cllr Phil North (£850) Cllr David Drew (£500) Cllr Chris Donnelly (£500)	Awaiting Outcome
Test Valley Borough Council	£1000	Cllr Rebecca Meyer & Cllr Richard Rowles	Awaiting Outcome

N.B: The total cost of this project is £13,950; Andover Town Band intend to use a mixture of Grant Funding Monies (if awarded) and reserve funds in their bank account. The purpose of the Funding is to 'top up' their instrument budget and allow them to take the bands successes to the next level.

BUDGET DETAILS

Item	Cost £
Vibraphone (refurbished)	Approx £1,700
Marimba	Approx £8000
Tam Tam (on stand)	£1,500
Tubular Bells (refurbished)	Approx £1,800
Concert Bass Drum (on stand) (refurbished)	£950
Total Project Cost	£13,950

Recommendations:

- **The Community Officer has reviewed this Application thoroughly and can see the Application does align with the Grants Policy and has provided all of the relevant documentation which is requested. The Community Officer requests the members review the Application based on the above.**

Note: The person to contact about this report is Nikki Barber (Community Officer) Office 108, Incuhive, Floor 4, Chantry House, Chantry Way, 36 Chantry Street, Andover, Hampshire SP10 1LS
Tel: 01264 335592
Email: communityofficer@andovertc.co.uk
Website: www.andover-tc.gov.uk

Appendix F: Andover Trees United Grant Application

F

ANDOVER TREES UNITED – LEARNING CENTRE INTERNAL WORKS Endorsing Councillor – Councillor David Coole

Application overview

Criteria	Yes	No
1. Does the purpose align with the Grants Policy?	✓	
2. Has the Applicant agreed to General Conditions?	✓	
3. The Applicant Organisation is entitled to funding as outlined in Clause 4?	✓	
4. The money will be used for its intended purposes and not for those outlined in Clause 7:	✓	
5. The paperwork required to consider Grant Funding Applications has been seen and falls within our Grant Policy guidelines	✓	
6. The Representative has been invited to attend the Committee hearing their application?	✓	
7. Is the requested £1000 or 75% of the total cost of the project/activity as per clause 6 in the Grants Policy?	✓	
8. 8. Date of the project/activity – Ongoing		
a. Invitation sent to a*****r@andovertrees.org.uk on 28/2/2023 @ 10.36am		

A Representative of Andover Trees United has applied to Andover Town Council for a Grant Funding sum of **£1000**, this amount will go towards the completion of the Field Learning Centre which has been built within Harmony Woods. The money will go towards the materials and costs involved with making this building a fully functioning field study Centre.

Approximate number of people who will benefit in Andover: 1,000

How will this scheme benefit people in Andover: This will benefit the local community vastly by providing a base whereby people can learn, volunteer and feel valued as part of a community. The Cabin will allow Andover Trees United to develop traditional outdoor courses, child focussed activities and Community led projects. The Cabin will allow Andover Trees United to work more closely with local schools by providing a connection to outdoor learning.

OTHER FUNDING APPLIED FOR:

Funding Source	Amount Applied for	Endorsees/Notes	Outcome
Hampshire County Council	£1,000	Councillor Tracey Tasker	TBC
Test Valley Borough Council	£1,000	Councillor Phil North	TBC
National Lottery	£10,000		Known in May 2023
Fundraising	£4,000	Target to raise is £2,000	ongoing

N.B: Andover Trees have earmarked their reserves in their bank account to pay for their two Nature & Community Officers. The final payment for phase 2 of the cabin is also due therefore, the 'reserves' within their account are not available for this particular project/phase of the Cabin.

BUDGET DETAILS

Item	Cost £
Materials	£9,000
Labour	£6,000
Total Project Cost	£15,000

Recommendation

- **The Community Officer has reviewed this Application thoroughly and can see the Application does hugely benefit the Community, of all ages. The work put into this project so far by the Community & Andover Trees United should be recognised for its merits and the application has been taken to The Committee for this reason.**

Note: The person to contact about this report is Nikki Barber (Community Officer) Office 108, Incuhive, Floor 4, Chantry House, Chantry Way, 36 Chantry Street, Andover, Hampshire SP10 1LS
Tel: 01264 335592
Email: communityofficer@andovertc.co.uk
Website: www.andover-tc.gov.uk

Appendix G: Andover Community Engage Grant Application

G

ANDOVER COMMUNITY ENGAGE - 'DRESS TO IMPRESS' Endorsing Councillor: Councillor Luigi Gregori

Application Overview

Criteria	Yes	No
14. Does the purpose align with the Grants Policy?	✓	
15. Has the Applicant agreed to General Conditions?	✓	
16. The Applicant Organisation is entitled to funding as outlined in Clause 4?	✓	
17. The money will be used for its intended purposes and not for those outlined in Clause 7:	✓	
18. The paperwork required to consider Grant Funding Applications has been seen and falls within our Grant Policy guidelines	✓	
19. The Representative has been invited to attend the Committee hearing their application?	✓	
20. Is the requested £1000 or 75% of the total cost of the project/activity as per clause 6 in the Grants Policy?		✓
8. Date of the project/activity - Ongoing		
o Invitation sent to A*****e@outlook.com on 1 st March 2023 at 10:14am		

The Application exceeds the maximum amount Andover Town Council will usually award as per Clause 6 of the Grants Policy. The Applicant has explained this is because they would like a multi ward grant to be awarded. The Community Officer has explained this is not how we award money in usual circumstances, however with the authorization of the Town Clerk & Deputy Clerk we are presenting this application to the members of The Committee for their discussion and consideration.

Approximate Number of people who will benefit in Andover:

Based on three large secondary schools and approximately 1/3 of each year group meeting the support criteria; a minimum of 198 young people alone will be supported by the Prom facility per year. Andover Community Engage have advised they are unsure of figures for the 'Back to work' bundles.

How will this scheme benefit people in Andover:

By opening up the opportunity for people to have access to smart, clean clothes appropriate for events such as interviews & special occasions which they'd otherwise not have access too. This will help boost confidence in the individuals who will benefit from this scheme and encourage them to attend events or interviews which they otherwise may have shied away from due to not feeling good enough/not confident in the clothes they have access too without the help of Andover Community Engage.

OTHER FUNDING APPLIED FOR - A grant has been applied for to Wilkinson Helping Hands, however the amount is unknown.

BUDGET DETAILS

Item	Cost £	VAT	Total £
Starting Stock, suits/accessories & shoes	£600	Inclusive	£600

70 x dry cleaning	£1,400	Inclusive	£1,400
Mannequins, hanging rails, garment bags & mirrors	£350	Inclusive	£350
Total cost			£2,350

N.B: As you will see from the bank statements provided by the Applicant, the funds available to them are minimal. Therefore, supporting the need to apply for grant funding in order to get this scheme in motion

Recommendations:

- **The Community Officer has reviewed this Application before putting it forward to the members of this Committee. Whilst aware it does not comply fully with the Grants Policy; we feel it should be discussed by decision makers as a request for a multi ward grant has been made. The scheme will be beneficial to people within Andover however, the members should discuss the sum of money being requested and how best to proceed with this application.**

Community & Events Committee Grant Funding Feedback

The Community and Events Committee awarded Spotlight UK & Yellow Brick Road Projects Grant Funding at the previous Committee meeting in 2022. Feedback from both events were requested and we have received feedback from both Organisations.

These events were made possible by the Funding given by Andover Town Council.

SPOTLIGHT UK

"The Inflatable fun day was a great success and a brilliant day. We had 428 children through the door and it was great to see all of the smiles on the children's faces. It was really good to be able to build a connection with the local children and their families.

We would not have been able to pull this off if it wasn't for yourselves so thank you so much for your support."

Pictures were provided, however due to them showing young families, we have not included them in this public report.

If the Committee wish to see the pictures from the Inflatable Fun Day, please contact the Community Officer who can forward them onto the members.

Note: The person to contact about this report is Nikki Barber (Community Officer) Office 108, Incuhive, Floor 4, Chantry House, Chantry Way, 36 Chantry Street, Andover, Hampshire SP10 1LS
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Report to Andover Town Council
7th February 2023

Dear members

We are grateful for the grant of £500 that was given to us to support the costs of running our Detached Youth Sessions in Andover. Each night costs £125 to run – the grant from ATC helped us to keep the service running over the winter months.

The funding paid for two youth workers to be out in the town centre, Anton Trading Estate, King George Road, Roman and King Arthurs Way.

The youth workers wore the familiar purple uniform and have made some great relationships with young people out at night.



Tuesday nights were detached night and it was often a rainy soaked night, but this did not deter young people being out and sheltering in and around town.

The team worked with the neighbourhood policing team with the ASB (Antisocial Behaviour) Operation Solar where they talked with young people who were displaying risky and anti-social behaviours including climbing on roofs and consuming alcohol. On more than one occasion the youth workers accompanied young people safely home as they (yp) were intoxicated and at risk.

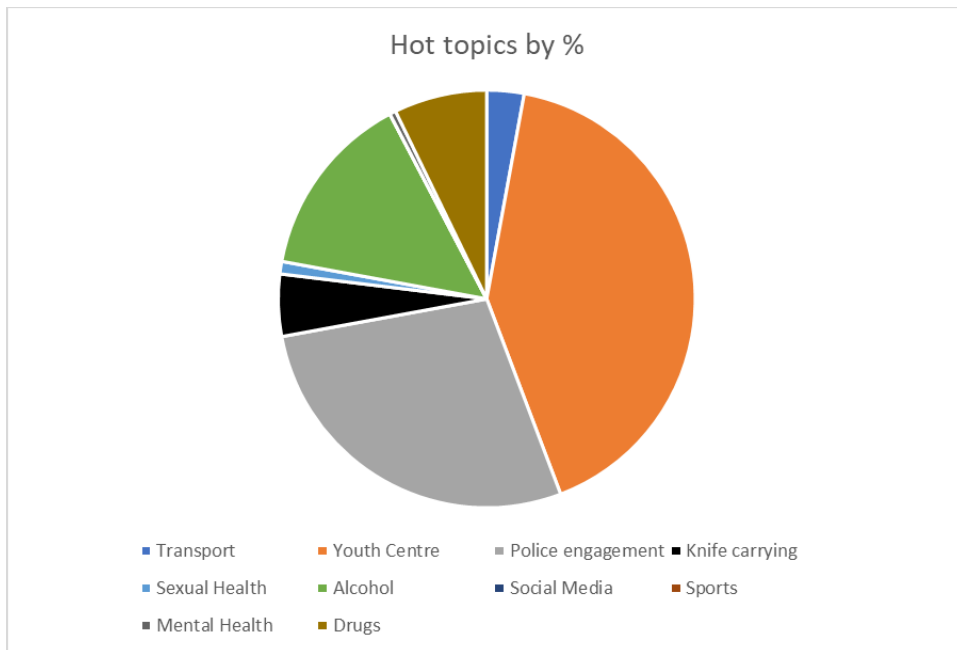
We kept a record of the numbers of young people, the total is 643 – of which there were regulars and some who were new to the service, surprisingly a few who had come over from Ludgershall to spend time in Andover.

As it was the winter, we purchased flasks and hot chocolate so that we could offer a warm drink as way to create a relationship. This was a massive success and one-story sticks in our minds.

It was a freezing cold and wet evening the youth workers spotted a group of bedraggled young people who looked miserable and cold. Once the young people got sight of them knowing they had hot

chocolate they came running over and the mood changed, this hot chocolate brought them a sense of being cared for brightened a chilly night up for both them and the workers.

Over the past 6 months the team gathered data about the topics that young people spoke with them about.



The outcomes for this service have been that we have been able to engage with young people where they are.

We have provided outreach healthy relationships information – this is limited in schools and many of the young people we came across had questions that they had no-one else to ask.

Young people have got to know who YBRP (Yellow Brick Road Projects) is and the other services we offer – this includes The Legacy Project a programme of mentoring support for young people at risk of exploitation.

We have cemented good relationships with PCSOs and TVBC (Test Valley Borough Council) Community Engagement team which has created stronger community cohesion.

We have referred young people to other services in the area including Koala, Catch 22, MIND and Breakout Youth.

Thank you once again for supporting the work we do with young people in the town, we would be interested in applying to the Andover Town Council in the next round of funding if this is appropriate.

Siobhan Down, CEO

Appendix I: Committee Work Programme

I

COMMUNITY and EVENTS WORK PROGRAMME: March 2023

Date of Meeting	ITEM	Requested by	Purpose of Item
1 March	To review proposed celebrations for Kings Coronation		
Differed until infrastructure in place	To review and approve tender document for Christmas Lights 2023-2027		
1 March	To receive and approve grant applications for: <ul style="list-style-type: none">• Youth Options• Andover Town Band• Andover Trees United• Andover Community Engage		