

ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

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

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

You are hereby summoned to attend a meeting of the **COMMUNITY ENGAGEMENT Committee** to be held at **UPPER GUILDHALL, HIGH STREET, Andover on THURSDAY 15 FEBRUARY 2018 at 7.00 pm** when it is proposed to transact the following business:-

Tor Warburton – Committee Officer
8 February 2018

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- 1 **APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
 - 2 **DECLARATIONS OF INTEREST**
To receive and note any declarations of interest relevant to the agenda.
 - 3 **MINUTES**
To agree the minutes of the Community Engagement Committee meeting held on 14 December 2017 – attached at **Appendix A.**
 - 4 **PUBLIC PARTICIPATION**
There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer will be given, or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.
 - 5 **WORKING GROUP MEMBERSHIP**
To review and agree the Working Group membership – attached at **Appendix B.**
 - 6 **A-FEST**
To receive an update report and project plan on A-Fest 2018 – to follow.
 - 7 **SHILLING FAIR**
To receive an update report on The Shilling Fair 2018 – attached at **Appendix C.**
 - 8 **NEWSLETTER**
To receive an update report on the newsletter – attached at **Appendix D.**
 - 9 **NEW LANDMARK FOR THE COMMUNITY**
To review the ‘Nominate your village to win the chance of creating a New Landmark for your Community’ and decide if Andover is eligible and approve appropriate action – email attached at **Appendix E.**
 - 10 **REPORTS FROM WORKING GROUPS**
To receive reports from the Working Groups which have met since the previous Community Engagement Committee meeting.
The Working Groups Include:
Grants

Website
WW1 Commemoration
Emergency Plan
Business Plan
A-Fest
Andover Challenges Programme
Media Plan

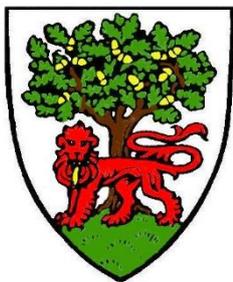
11 **COMMITTEE WORK PROGRAMME**

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

12 **DATE OF NEXT MEETING**

To note the date and time of the next Community Engagement Committee meeting, **Thursday 26 April 2017**
To be held in the **Guildhall**.

The Chairman will close the meeting.



Constantia Basis Virtutum

Minutes of Community Engagement Committee

Time and date

Thursday 14 December 2017 at 7.00pm.

Place

Upper Guildhall, High Street, Andover

Councillors Present:

Revd. Andy Fitchet (Chairman) (P)	Barbara Long (Vice Chairman) (P)		
Katherine Bird (P) arrived 7.05pm	Richard Rowles (A)	Luigi Gregori (P)	Robin Hughes (A)
Geoff McBride (A)	Richard Kidd (P)	Michael Mumford (P)	Paul Crossman (P)
Lynn Bird (P)			

Borough/County Councillors in attendance: 0

Other Town Councillors in attendance: Cllr V Pond

Officers in attendance: Wendy Coulter (Town Clerk)
Tor Warburton (training) (taking the minutes)

Members of the Public 1

CE 038/17 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr G McBride and Cllr R Rowles.

CE 039/17 DECLARATIONS OF INTEREST

There were no declarations of interest.

CE 040/17 MINUTES

The minutes of the Community Engagement Committee meeting held on 2 November 2017 were agreed and signed by the Chairman as a correct record following written amendment.

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

RESOLVED: That the minutes of the Community Engagement Committee meeting held on 2 November 2017 were agreed and signed by the Chairman as a correct record following written amendment.

CE 041/17 PUBLIC PARTICIPATION

Mr Nigel Long asked what the Andover Challenges Programme was. He asked if it was just another way of giving a grant. It was pointed out that it is not a grant but a project sponsored by a Councillor to kick start Community Group projects. It was agreed to get Cllr McBride to email a response to Mr Nigel Long.

CE 042/17 BUDGET

The Budget was reviewed line by line.

Noticeboards, A-Fest and the Shilling Fair were agreed. The committee gave the Shilling Fair organisers a chance to increase the budget but they decided not to.

The Youth Council were considered. The Committee felt that more information needed to be shared with Full Council on the Youth Councils activities and reducing the current budget allowance of £2,000 to £1,000 was discussed.

It was proposed by Cllr B Long and seconded by Cllr L Bird that the Youth Council's budget be reduced to £1,000. A vote was taken:

2 For, 5 Against, 1 Abstention.

Not passed.

RESOLVED: That the Youth Council budget remains at £2,000.

It was agreed that the £4,000 budgeted for the Town Centre Partnership remain.

The Projects budget line was discussed. The Committee were unable to determine what projects the budget line was for.

It was proposed by Cllr L Gregori and seconded by Cllr P Crossman that the budget line for projects be removed. A vote was taken that was unanimous.

RESOLVED: that the budget line for projects be removed.

It was agreed that the Health and Wellbeing budget line be removed as the heading never really materialised.

It was agreed to decrease the Andover Challenges Programme budget from £4,000 to £3,000 as was originally proposed.

It was agreed to leave in the Proms in the Park budget head at £0.

Festival of Motoring. The Town Clerk explained that the £400 in the budget is to pay for the public liability for this event that Andover Town Council are no longer able to add on to their current insurance.

215. It was agreed to reduce the 215 budget line from £10,000 to £5,000 as it was discussed that the event should match fund the money given. Cllr K Bird pointed out that this will be an Andover Town Council event run by John Ritchie of the Art Room.

Larger grants: It was agreed to remove the £10,000 budgeted for larger grants but leave the budget head so if monies are spent it will show on the budget line and can be addressed the following year.

Website. It was agreed to leave the budget at £2,000 for the website.

It was proposed by Cllr K Bird and seconded by Cllr B Long that the committee accept the revised budget of £24,150 for recommendation to Policy and Resources Committee.

A vote was taken which was unanimous.

RESOLVED: that the committee accept the revised budget of £24,150 for recommendation to Policy and Resources Committee.

CE 046/17 215

Cllr K Bird explained to the Committee what the 215 project was. Cllr Bird informed the committee that they had been asked, at short notice, to present to the Heads of the Andover schools. It was considered that, in order to get the schools to 'sign up' for the project, a website was required for this to be done. Therefore, the invoice that the committee were asked release funds for was for the creation of a website at short notice and in order to help this project proceed in a timely fashion.

It was proposed by Cllr K Bird and seconded by Cllr L Bird that the committee recommend to Full Council that the sum of £93.45 be released to pay this invoice.

Cllr L Gregori asked where the web company was based as the invoice was in dollars and this could have an impact on GDPR as all data needs to be stored within the European Union. Cllr K Bird confirmed that this will be found out.

A vote was taken.

For 6, Abstentions, 2.

RESOLVED: that the committee recommend to Full Council that the sum of £93.45 be released to pay this invoice.

CE 047/17 CHANGES TO DESIGNATED PUBLIC PLACES ORDERS

It was agreed that the officers find list of the current Designated Public Places to bring back to the next Committee meeting.

CE 048/17 WEBSITE

It was proposed by Cllr B Long and seconded by Cllr K Bird that the monies needed to bring the website in line with modern technology as per the attached quote be released.

A vote was taken which was unanimous.

RESOLVED: that the monies needed to bring the website in line with modern technology as per the attached quote be released.

CE 049/17 A-FEST 2017

The documents were reviewed and noted.

The Town Clerk suggested that a report is brought back to the next committee on A-Fest 2018, this report can then be used as a project list.

CE 050/17 REPORTS FROM WORKING GROUPS

Cllr A Fitchett proposed and Cllr P Crossman seconded that if Working Groups have not produced a written report for two consecutive meetings, unless there are mitigating circumstances, then the Working Group will be disbanded.

A vote was taken.

7 For, 1 Abstention.

RESOLVED: that if Working Groups have not produced a written report for two consecutive meetings, unless there are mitigating circumstances, then the Working Group will be disbanded.

The Town Clerk suggested that the Committee review the membership of it's Working Groups.

Grants Working Group: Noted.

Website Working Group: Noted.

WW1 Commemoration Working Group: Noted.

Emergency Plan Working Group – no update.

Business Plan Working Group – no update.

Media Plan – Added to Work Programme.

Christmas Lights: No update.

CE 051/17

COMMITTEE WORK PROGRAMME

The Committee work programme was discussed and noted.

CE 052/17

DATE OF NEXT MEETING

Members noted the date and time of the next Community Engagement Committee meeting, **Thursday 15 February 2018 in the Guildhall.**

Meeting closed at 8.16pm.

Chairman

Date

ANDOVER TOWN COUNCIL – WORKING GROUPS 2017

COMMUNITY ENGAGEMENT COMMITTEE								
Grants	Website	WW1 Commemoration	Emergency Plan	Christmas Lights (Publicity)	Business Plan	Andover Challenges Programme	Proms in the Park	A-Fest
B Long	B Long	K Bird	J Msonthi	B Long		Geoff McBride	R Rowles	K Bird
A Cotter	R Hughes	B Long	R Rowles	A Cotter			M Mumford	G McBride
R Hughes	K Bird	S Hardstaff	B Long	V Pond			A Cotter	
R Rowles	R Rowles	V Pond	V Pond	K Bird			S Hardstaff	N Violet
	L Gregori	R Rowles	L Gregori	R Rowles				R Belle
ASSETS & AMENITIES COMMITTEE								
	Boundary Review	Cemeteries	Market Management	Defibrillator	Hospitality		Community Right to Bid	Christmas Lights (Purchasing)
	V Pond	S Hardstaff	C Ecclestone	K Bird	K Bird		J Msonthi	B Long
	B Long	L Gregori	B Long	C Ecclestone	C Ecclestone		R Rowles	A Cotter
	C Ecclestone		R Rowles	R Hughes	M Mumford		B Long	V Pond
	K Bird		L Gregori	B Long	R Rowles		L Gregori	K Bird
	R Hughes		K Bird	R Rowles			K Bird	R Rowles
	L Gates							
	C Bartholomew							
	R Rowles							
POLICY & RESOURCES COMMITTEE								
Council Operations	Earmarked Reserves	Office Accommodation	Review of Committees					
J Msonthi	Town Clerk	L Gates	L Gates					
R Rowles	L Gates	V Pond	S Hardstaff					

B Long	L Gregori	K Bird	K Bird					
L Gates	S Hardstaff	C Ecclestone	A Fitchet					
L Gregori		S Hardstaff	P Crossman					
R Hughes								
C Ecclestone								
K Bird								
WORKING GROUPS ON HOLD								
Bus Shelters								
C Ecclestone								
S Hardstaff								
L Gates								
B Carpenter								
R Rowles								

Report re Shilling Fair
Community Engagement Committee
February 15th 2018

The Shilling Fair will take place on Sunday August 12th.

The High Street is booked and street closure applied for.
Heritage Trails and Street Theatre is confirmed.

We have also booked first aid cover with Corsair.

Three Children's/family activities are booked.

We are about to contact Fairground rides, Birds of prey.

A number of entertainers have approached us. Booking for traders if now open.

Jenny is about to set the website up again and posts have been put out through facebook to save the date for the Fair.

Waiting to hear back from TVBC re approval of a grant.

Andover Town Council



ANDOVER TOWN COUNCIL

Report

Report to
Community Engagement Committee

Title
Newsletters

Newsletter of Andover Town Council	
Author: Cllr A Fitchet	Presented by: Cllr A Fitchet
Produced for: Community Engagement	Date of Report: 8 th February 2018
Summary of Key Issues <ul style="list-style-type: none">- Money put aside for an Andover Town Council Newsletter in Budget of 15/16- Agreed for money to be released to produce Newsletter in June 2017- Agree with Town Clerk, Committee Officer and Chair of CEC that a Newsletter would be produced 3 times a year (May – after Mayor-Making, September – after Summer events and Dec – after Christmas Lights)- Due to unexpected personal issues Cllr Fitchet, who has volunteered to produce the newsletter, was unable to meet the deadline set for the December newsletter.	
Financial Implications: No new budgetary requirements.	
Recommendations: <ul style="list-style-type: none">• A Town Councillor volunteers to put together the newsletter, with oversight of the	

Town Clerk OR

- **A working group of formed to produce the Newsletter OR**
- **A physical newsletter is not produced but an online one OR**
- **The newsletter is scrapped and funds allocated for other use to communicate the work of the Town Council to the town e.g updating the website.**

8 February 2018

Note: The person to contact about this report is Andy Fitchett Andover Town Council, 66c High St, Andover, SP10 1NG. Tel: 01264 335592

Big Things – Arts Lovers We Need You!

Hi there,

I am developing an exciting, new programme for a major UK Broadcaster and we need the help of art clubs, centres and enthusiasts to get the word out.

The idea behind the show is that we will be funding numerous public art projects around the country and we want the public to nominate their own village to win the chance of creating a new landmark for their community

The unique process will see established artists working with the local people to create large pieces of public art that have specific meaning to their community. We want them to use public art as a way of creating a discussion about their own shared collective identity

We would like residents of small towns and villages to get in touch and tell us what makes their hometown so special. Does it have a rich history? Is something or someone famous associated with it? Do they have interesting traditions? Has the community fallen on hard times and is in need of reminding people about how special it really is? What is their unique story?

The most important thing is that the town has a strong sense of community and a commitment to the project, as this is a journey they will all go on together with the goal to create a legacy piece of public art that generations will be proud of

We're hoping that art lovers will be able to spread the word by forwarding the email on to the right people and displaying the flyer (attached to this email) where it can be easily seen.

A member of our team will be in touch to any applicants we wish to progress further.

Thank you in advance

Team Big Things



MAD MONK / BANIJAY are developing a unique television series for a major British TV broadcaster

We want to see how public art can bring a small community together to collectively decide upon their identity and how they would like others to see them

We're looking for small villages, with fantastic stories and even more amazing people, that would like to win over our experts and claim an unbelievable prize... a privately funded piece of public art that will celebrate the local people and the heritage of their community, that will become a new local landmark and cultural beacon



Please email us:
bigthings@banijayuk.com

All applicants must be over 18 and live in the UK or ROI.



Grants Working Group Report February 2018

The Grants Working Group met on 1st February 2018 to consider the Andover Challenges Programme and responses received to questions put to grant bid.

The working Group agreed that the project fulfilled the Sustainable Development Goals and was within the Town Boundary. It also met the Challenge panel member's terms of reference.

The working group were given no terms and conditions for the challenge and looked to the small grants scheme conditions. Under the small grants scheme on going costs and wages would not be covered under terms of the grant and the working group felt this should apply to major grants as well.

They agreed the support for the Andover Challenges to kickstart the project if the ongoing costs could be funded elsewhere.

Post meeting the project sponsor confirmed that the ongoing costs should be paid from a separate fund and a new budget would be put forward for the Andover Challenges grant.

On the receipt of the new budget costs the working groups recommend the project for the Andover Challenges Programme.

COMMUNITY ENGAGEMENT WORK PROGRAMME: 15 February 2018

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