

ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

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

Cllrs Richard Rowles (Chairman), Barbara Long (Vice Chairman), Katherine Bird, Revd. Andy Fitchet, Luigi Gregori, 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 Town Council Offices, 66c, High Street, Andover on THURSDAY 13 APRIL 2017 at 7.00 pm when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk

7 April 2017

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

Terry Bishop from Test Valley Community Services will make a presentation on Test Valley Community Services work and projects prior to the meeting

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 16 February 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 **A-FEST**

To note the progression of the A-Fest event and to note that a letter was sent out to local businesses, after approval of Chairman, regarding sponsorship for A-Fest – **attached at Appendix B.**

6 **PROMS IN PARK**

To receive an update on progress on Proms in the Park Event 2017.

7 **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; Proms in the Park; A-Fest; Andover Challenges Programme; Media Plan.

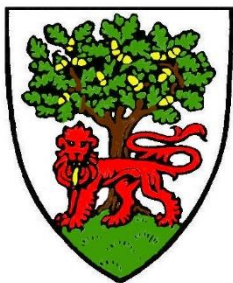
8 **COMMITTEE WORK PROGRAMME**

To consider the Committee Work Programme and include additional items as necessary – **Appendix C**

9 **DATE OF NEXT MEETING**

To note the date and time of the next Community Engagement Committee meeting, **Thursday 25 May 2017.**

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Constantia Basis Virtutum

Minutes of Community Engagement Committee

Time and date

Thursday 16 February 2017 at 7pm.

Place

Andover Town Council Offices, High Street, Andover

PRESENT:

	In Attendance	Apologies	Absent
Cllr Rowles (Chairman)	✓		
Cllr Bird		✓	
Cllr Fitchett		✓	
Cllr Gregori	✓		
Cllr R Hughes		✓	
Cllr Kidd	✓		
Cllr Long		✓	
Cllr McBride	✓		
Cllr Munford	✓		

Borough/County Councillors in attendance: Cllr I Anderson and Cllr Len Gates.

Members of the Public: Nigel Long

Officers in attendance:

Karen Ross (**Locum Town Clerk**) (Taking the minutes), Tor Warburton (training)

Actions

CE 070/16 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr B Long, Cllr A Fitchett and Cllr C Bird.

CE 071/16 DECLARATIONS OF INTEREST

There were no declarations of interest.

CE 072/16 MINUTES

The minutes of the Community Engagement Committee meeting held on 5 January 2017 were approved as a true record of the meeting.

CE 073/16 PUBLIC PARTICIPATION

Nigel Long – Andover Resident

There were 3 members of the public in attendance

Issues raised:

- The agenda and other meeting documentation are not sited in a prominent place on the website and that the agenda is in the Archive folder prior to the meeting.
A written response confirming the action to be taken to rectify this issue has been requested by Mr Long
- The website is out of date.
- A- FEST working group clarification was requested: who was invited and why they were invited and why were other representatives were not invited.
- A-FEST notes should be available.
- A request on the financial aspects of 'Proms in the Park' and A-FEST was requested
- There was a concern that no budget for A–Fest agreed.

CE 074/16 WORKING GROUPS

The A-FEST Working Group Mandate and Andover Challenges Working Group Mandate allowing them to report findings and budget requirements to the Committee were formally ratified with amendment that Cllr Gregori be removed from the Andover Challenges Working Group, and can be found as Appendix A

Proposed by Cllr McBride and seconded by Cllr Kidd. This was ratified on a vote of 4 for with 1 Abstention (Cllr Gregori).

CE 075/16 PROMS IN THE PARK

A verbal update from the Working Group on the progress of the event was received.

It was

RESOLVED

To co-opt Sarah Redhead, Trust Director for the Brecknock Hospice, into the Working Group.

Proposed by Cllr Gregori and seconded by Cllr Kidd. All members voted unanimously to accept this resolution.

CE 076/16 FACEBOOK

It was

RESOLVED

That a Facebook page would be created for the publication of meeting times and dates only.

Proposed by Cllr Munford and seconded by Cllr McBride. This was ratified on a vote of 4 for with 1 Abstention (Cllr Gregori).

CE 077/16 MEDIA PLAN

It was

RESOLVED

That a working party to develop a Media Plan would be created and all Councillors would be invited to participate.

Proposed by Cllr Kidd and seconded by Cllr Rowles. All members voted unanimously to accept this resolution.

CE 078/16 WEBSITE

An update on the progression of the website was received. It was confirmed that good progress had been made but there was still additional work required.

CE 079/16 GRANTS PROCESS

A verbal update on the grants process review was received.

CE 080/16 REPORTS FROM WORKING GROUPS

Reports from the Working Groups which have met since the previous Community Engagement Committee meeting were **RECEIVED** and **NOTED** these being

- Grants;
- Website;
- Christmas Lights (Publicity);
- Proms in the Park;
- A-Fest;
- Andover Challenges Programme.

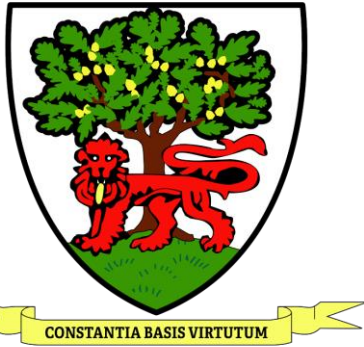
CE 081/16 COMMITTEE WORK PROGRAMME

It was confirmed that the Committee Work Programme review had not been reviewed

CE 082/16 DATE OF NEXT MEETING

The date and time of the next Community Engagement Committee meeting was confirmed as Thursday 13 April 2017.

Meeting closed at 8.12pm.



APPENDIX A

ANDOVER TOWN COUNCIL

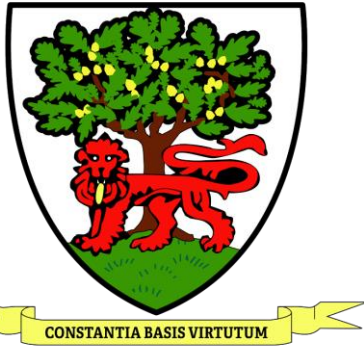
WORKING GROUP

MANDATE

VERSION 1.1

06/02/2017

Name	A-Fest 17
Reasonable Authority	Community Engagement Committee
Background	A-Fest 2017 is a music festival for the young people in Andover
Composition	A events team, a festival, participants, other stakeholders Cllr. Geoff McBride, Cllr. Katherine Bird, Nick Violet, David Harber, Richard Belle, Tor Warburton
Aim	To provide a young person inspired annual event. Something where young people and families can come together in a safe environment and enjoy local music by local bands, get to meet organisations who offer services to young people in their area, these will include drugs and alcohol awareness , mental health and sexual health from organisations. The festival will be open to all in Andover and surrounding villages.
Structure	Team A-Fest manages and runs event. Team membership consists of ATC Cllrs/Staff, Andover College, and Andover Radio
Deliverables	A festival in the town
Constraints	Stay within budget, stakeholders are from the Andover institutions and communities
Confidentiality	As appropriate in line with ATC policy



APPENDIX A

ANDOVER TOWN COUNCIL

WORKING GROUP

MANDATE

VERSION 1.1

6/02/2017

Name	Andover Challenges Programme (ACP)
Reasonable Authority	Community Engagement Committee
Background	The Andover Town Council (ATC) runs an Andover Challenges Programme (ACP) to support the addressing and impacting by local community groups in Andover in the key Andover Challenge areas identified by the ACP Panel. These areas are to be identified and defined by the ACP Panel.
Composition	ACP Panel, Challenge Leads, ATC Grants Panel, £3K funding Cllr. Geoff McBride, Cllr. Andy Fitchett, Cllr. Luigi Gregori, Cllr. Mick Munford, Cllr. Barbara Carpenter
Aim	Addressing Challenges in Andover and providing Kickstarter grants to local communities to address them
Structure	<p>The panel will meet to Identify and define key challenge areas in Andover Recommend and prioritise key challenge areas for the ACP call schemes.</p> <p>The Andover Challenges Grant Scheme will be announced via the media.</p> <p>The panel will initially meet to review and shortlist expression of interest submissions, each of a maximum of two pages, this meeting will be held over one day.</p> <p>Proposals that pass to the second stage will be assigned at least one mentor from the panel, they will be expected to contact the applicants and provide guidance on the development of a full proposal. The panel will be notified when these are submitted.</p> <p>Finally the applicants will present their proposals directly to the ATC Grants Committee who will choose one winner from the applicants.</p> <p>The winner receives 2/3rd of the grant and initiates the project</p> <p>On completion presents a case study to the ACP Panel</p>

	The final 1/3rd of the grant is issued on acceptance of the case study
Deliverables	Recommendations for challenge areas, mentoring to applicants, grant funding, and Case Study
Constraints	£3K
Confidentiality	As appropriate in line with ATC policy

ANDOVER TOWN COUNCIL

First Floor Offices, 66C High Street, Andover. Hampshire
SP10 1NG

Tel No: 01264 335592

Email: townclerk@andover-tc.gov.uk



Re: A-Fest 2017

Once again, we are proud to announce that A-Fest is coming back to Andover – and we'd love your business to get involved.

A-Fest, launched by Andover Town Centre Partnership and Andover Youth Council in 2015, is a music festival aimed at families in Andover will once again be in the High Street and is run in conjunction with Andover College and Andover Town Council while supporting two local charities, Andover and District MenCap and the Abel Foundation.

The event is on St George's Day, Sunday 23rd April 2017 from 2.00pm to 6.00pm and will showcase a wide range of our incredible local musical talent.

We are seeking a limited number of local businesses to support the event in the form of a £100 donation. In return, you will receive inclusion in our publicity (press releases, logos and credits on social media etc) as well as guaranteed publicity on the stage during the event.

With stands, stalls and activities for younger children, we are looking forward to a well-attended, fun event for all involved.

For more information, please do take a moment to look at the growing following on our Facebook page (www.facebook.com/afestandover) and you will see our marketing starting this week in local press.

Places are limited.... So, if you are interested in making this small donation to ensure the success of this great event, please contact:

Tor Warburton

Andover Town Council

Telephone: 01264 335592

Email: committeeofficer@andover-tc.gov.uk

Best regards

Wendy Coulter

Chief Executive, Andover Town Council

COMMUNITY ENGAGEMENT WORK PROGRAMME: 13 April 2017

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
16 February 2017				
16 February 2017				
13 April 2017				
13 April 2017				
13 April 2017				
13 April 2017				
25 May 2017	Facebook page			
25 May 2017	Update on Events for 2017			
25 May 2017	Media Plan to review and ratify mandate			
25 May 2017	Reports from Working Groups			
25 May 2017	To review website			
25 May 2017	Queen's Sapphire Jubilee celebrations			
20 July 2017	Reports from Working Groups			
2 November 2017	Budget recommendations to submit to Policy and Resources Committee	STAT	To consider Budgets for 2018/2019 to recommend to P&R Committee	
2 November 2017				

