

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 20 JULY 2017 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk

14 July 2017

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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 1 June 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 **SHILLING FAIR**
To receive an update on the Shilling Fair and to approve the mandate – attached at **Appendix B.**
 - 6 **PROMS IN PARK**
To receive an update on progress on Proms in the Park Event 2017 – **Appendix C.**
 - 7 **ANDOVER VISION**
Andover Vision has requested a formal offer of support from local communities and businesses in Andover. To confirm in principle support on behalf of the Town Council and recommend to Full Council that formal support be given.
 - 8 **ANDOVER LGBT SUPPORT GROUP**
To review the attached report – **Appendix D.**
To approve recommending to Full Council that Andover Town Council match fund a Breakout Youth project in Andover, to the maximum funding of £2000.
 - 9 **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.

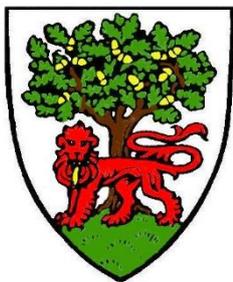
10 **COMMITTEE WORK PROGRAMME**

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

11 **DATE OF NEXT MEETING**

To note the date and time of the next Community Engagement Committee meeting, **Thursday 2 November 2017** at The **Guildhall**.

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Constantia Basis Virtutum

Minutes of Community Engagement Committee

Time and date

Thursday 1 June 2017 at 7pm.

Place

Andover Town Council Offices, High Street, Andover

Councillors Present:

Revd. Andy Fitchet (Chairman) (P)	Katherine Bird (A)	Richard Rowles (A)
Luigi Gregori (A)	Robin Hughes (P)	Barbara Long (P) arrived 7.13pm
Geoff McBride (P) left 7.14pm	Richard Kidd (P)	Michael Mumford (P)
Paul Crossman (P)	Lynn Bird (P)	

Borough/County Councillors in attendance: Cllr M Boiles.

Officers in attendance:

Tor Warburton (training)

Members of the Public

1 (arrived 7.15pm)

Actions

CE 004/17 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs L Gregori and Cllr K Bird.

CE 005/17 DECLARATIONS OF INTEREST

There were no declarations of interest.

CE 006/17 MINUTES

The minutes of the Community Engagement Committee meeting held on 13 April 2017 were agreed and signed by the Chairman as a correct record. This was proposed by Cllr G McBride and seconded by Cllr R Kidd. A vote was taken. Unanimous. Passed.

RESOLVED: That the minutes of the Community Engagement Committee meeting held on 13 April 2017 were a correct record and signed by the Chairman of the meeting.

The minutes of the Community Engagement Committee meeting held on 11 May 2017 were agreed and signed by the Chairman as a correct record following written amendments

This was proposed by Cllr G McBride and seconded by Cllr R Kidd. A vote was taken. Unanimous. Passed.

RESOLVED: That the minutes of the Community Engagement Committee meeting held on 11 May 2017 were a correct record and signed by the Chairman of the meeting following written amendments.

CE 007/17 PUBLIC PARTICIPATION

No members of the public were present.

CE 008/17 A-FEST 2018

At the agreement of the Chairman, item 12 on the agenda was moved forward to accommodate Cllr McBride's schedule. Cllr McBride made comment on the draft Lessons Learnt document which is in production and pointed out that A-Fest 2017 was looking to bank some monies for A-Fest 2018. Cllr A Fitchet read comments on A-Fest 2017 from Cllr Bird, who had sent her apologies for absence. Cllr R Hughes questioned why the date of 29 April 2018 was being proposed for A-Fest 2018, Cllr Fitchet explained that it was to fit in with Andover College's curriculum.

It was proposed by Cllr G McBride and seconded by Cllr P Crossman that 29 April 2018 be approved for A-Fest 2018.

A vote was taken which was unanimously passed.

RESOLVED: that 29 April 2018 be approved for A-Fest 2018.

CE 009/17 ANDOVER EVENT

Cllr Long gave a precis of the event, noting that the intention was for the event to grow year on year. A working group was approved of Cllr B Long, Jenny Atherton (Fuse), Heather Whittam (Test Valley Borough Council), Gemma Marshall (Town Centre Partnership), Test Valley Arts Foundation. Cllr Long would produce the mandate for the Working Group to the next meeting for Committee approval. Cllr Mumford proposed and Cllr Long seconded the proposal that the committee approve the set-up of a small Working Group to organise the event and the spend of the allocated £1000 budget.

Cllr Hughes moved to amend the original proposal to not approve the spend of £1000 because no figures had been produced. Cllr Mumford as the proposer of the motion stated he rejected the amendment. This amendment was deemed to negate the proposal and was therefore rejected, rejected by the Chairman of the Committee.

Cllr Hughes objected to the procedure, Cllr A Fitchet offered to look up the procedure but Cllr Hughes refused the offer.

A vote was taken on the original proposal:

5 For – 2 against. The proposal was approved.

RESOLVED: that the committee approve the set-up of a small Working Group to organise the event and the spend of the allocated £1000 be released from the budget.

CE 010/17 MEDIA PLAN

The proposed new media plan was presented with the suggestion that all press releases are sent through the office.

It was agreed that, if accepted, the new media plan should be sent to all media sources so that the approach to media releases is consistent.

It was proposed by Cllr Crossman and seconded by Cllr Long that the new media plan be adopted.

A vote was taken which was unanimous.

RESOLVED: that the new media policy be adopted and circulated to all media.

CE 011/17 WEBSITE

It was suggested that the daily running of the website be outsourced at an estimated cost of £70 per month.

Cllr R Hughes asked how much was being spent on the website annually at the moment, to which Cllr A Fitchet replied around £1300 with the £70 per month increase. Cllr R Hughes also asked what the minimum contract term would be if the website upkeep was outsourced to the current supplier. Cllr R Hughes suggested that the committee consider what else is available for that cost.

It was proposed by Cllr Hughes and seconded by Cllr Kidd that the Website Working Group be tasked with finding out how much it would cost to outsource the running of the website and bring back a report with costings to the next Committee meeting on 20 July 2017.

A vote was taken which was unanimously passed.

RESOLVED: that the Website Working Group be tasked with finding out how much it would cost to outsource the running of the website and bring back a report with costings to the next Committee meeting on 20 July 2017.

CE 012/17 NEWSLETTER

The proposed newsletter was presented to the committee.

It was proposed by Cllr Mumford and seconded by Cllr Long that the budget of £500 for the production of a newsletter be released, to be produced in September, December and May of each year.

A vote was taken which was passed unanimously.

RESOLVED: that the budget of £500 for the production of a newsletter be released, to be produced in September, December and May of each year.

CE 013/17 SOCIAL MEDIA

It was noted that no change can be made to the Code of Conduct but this agenda item was to bring the committees attention to the Code of Conduct if commenting on public forums. It was noted that a councillor cannot state that they are a councillor then proceed to insult or upset someone. It was noted that councillors should make sure that their privacy settings on their personal accounts are set appropriately.

CE 014/17 GRANT APPLICATIONS

The report was received and noted, specifically that the Town Clerk is not responsible for vetting the paperwork received. The responsibility of the Town Clerk is to receive the grant application paperwork and the responsibility of the working group is to vet the application.

It was proposed by Cllr Long and seconded by Cllr Mumford that the Process Improvements in the report be accepted including Grant applications be received twice a year on dates to be determined by the Town Clerk and that the Rules and Regulations be amended that Grant applications must be submitted 8 weeks prior to funding being required.

A vote was taken which was passed unanimously.

RESOLVED: that the Process Improvements in the report be accepted including Grant applications be received twice a year on dates to be determined by the

Town Clerk and that the Rules and Regulations be amended that Grant applications must be submitted 8 weeks prior to funding being required.

CE 015/17

REPORTS FROM WORKING GROUPS

Grants Working Group: no update.

Website Working Group: updated received above.

WW1 Benches Working Group: update received on commemoration event. Cllr L Bird expressed interest in joining the working group.

Emergency Plan Working Group – no update.

Business Plan Working Group – no update.

Media Plan – already considered above.

DATE OF NEXT MEETING

Members noted the date and time of the next Community Engagement Committee meeting, **Thursday 20 July 2017 in the Guildhall.**

Meeting closed at 8.04pm.

Chairman

Date

ANDOVER SHILLING FAIR 2017

EVENT OUTLINE – ONGOING DRAFT

EVENT OVERVIEW

The Andover Shilling Fair is a new event that will celebrate the town's Heritage. To differentiate this event to others around the area, the suggested USP is to focus on the Georgian (1740-1830) and Regency (1811-1820) periods. This also ties in with Hampshire-wide Jane Austen celebrations throughout 2017.

The main aims of this event are to boost footfall to the Town Centre, encourage neighbourhood cohesion and enhance community spirit by providing a number of fun heritage based activities for all ages to take part in and enjoy together.

We hope that local businesses get involved and they will be encouraged through the Town Centre Partnership to take part.

EVENT AIMS

- ✦ Driving higher footfall into Andover town centre, increasing trade for town centre businesses
- ✦ Dispersing event activities across multiple town centre areas
- ✦ Providing a free town centre event for the local community whilst also attracting those from further afield
- ✦ Developing an annual event which becomes increasingly popular and diverse year on year
- ✦ Encouraging businesses and the local community to participate in the event

EVENT MANAGEMENT

The event will be managed by a new Shilling Fair Committee made up of Cllr Barbara Long and Jenny Atherton from FUSE Projects, with artistic and creative support from Heather Whittam at The Lights. The committee would welcome additional members with relevant practical skills.

Invoice processing will be supplied by Andover Town Council, who will also add their event to their current Public Liability Insurance (at a small additional cost, to be charged to the event committee).

The financial stakeholders will be Andover Town Council, Test Valley Borough Council, Andover Town Centre Partnership (TBC), FUSE Projects (in kind) and any commercial sponsors.

EVENT DATE

Sunday 13th August

EVENT TIME

Event open to the public between 10am – 4.30pm, with set-up from 8am . The times of the event coincide with retailer opening hours (to avoid vehicles on High Street).

EVENT LOCATION

The event will take place along the pedestrianised area of the town centre, from the parking bays to the loop around the Guildhall.

STAKEHOLDERS

The following organisations are involved in and are supporting this event.



: Support TBC



Management - Cllr Long
Grant finance
Admin support
PLI



Grant finance
Creative programming
Publicity



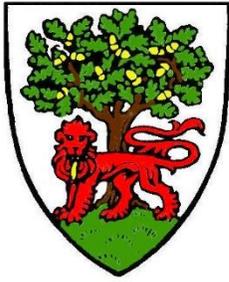
Management
Sponsorship in kind



ANDOVER TOWN COUNCIL
WORKING GROUP MANDATE

VERSION 1.1
9/5/2017

Name	Andover Shilling Fair
Reasonable Authority	Community Engagement Committee
Background	Andover Shilling Fair is an event to promote Andover Heritage and to become a USP event for the town of Andover
Composition	An events team, country market stalls, heritage trail walks, street theatre, fun fair rides, street musicians, children’s activities, costumed volunteers, other stakeholders. Event to reflect the Regency/ Georgian period as Andover is a Georgian town
Aim	To provide an annual event which will install a pride in Andover. Something which the people of every age in Andover can come together in a safe environment and enjoy a number of activities. The fair will be open to all in Andover and surrounding villages and will hope to draw people from further afield into the fair in future years.
Structure	A team for the Andover Shilling Fair will manage and run the event. The team consists of Cllr Barbara Long (ATC), Jenny Atherton (Project manager) Andover Town Centre Manager (ATCP), Heather Whittam(TVBC), TVAF
Deliverables	A ‘fair’ in the town centre.
Constraints	Stay within budget. Stakeholders are from Andover institutions and communities.
Confidentiality	As appropriate in line with ATC policy



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ANDOVER TOWN COUNCIL

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Report

PROMS IN THE PARK - ANDOVER
Committee: Community Engagement Committee
Date: 14 JULY 2017
Purpose of Report: To update the committee on the progress of the Proms in the Park Event 2017.
Update: <ul style="list-style-type: none">- Tickets on sale.- Website live.- Tickets printed and distributed to wholesalers.- Mobility ticket on sale at TVBC.- Posters under discussion (can only go up 7 days before the event)- Flyers at the printers.- Design for posters and flyers done.- All requirements booked. (Payment after the event)- Letter to residents done and ready to go out in August.- Advertising sales in progress £1500 for far of a total of £4000- All licencing and park issues agreed with TVBC.
Recommendations: To note the report.
Report by Cllr R Rowles.

14 July 2017

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Distribution: To all Members of the Town Council

Report from: Cllr Andy Fitchet

Report To: Community Engagement Committee – 20th July 2017

RE: Andover LGBT Support Group

Support for Andover's young people has become steadily worse over the last 7 years with the squeeze on Hampshire County's budget. Youth Services as was no longer exists. Support for young LGBT people in Andover is non-existent.

For some time the closest support has been in Basingstoke. This is a real shame for the young people in Andover and could potentially mean that some do not get the support that they need.

Test Valley Community Team have recently spoke to Michael Salmon from Breakout Youth to see if we can bring their service to Andover, and after a brief chat it looks like there is a possibility.

Breakout Youth is a a charity in its own right in May 2012. Breakout youth currently offers group-based support to LGBTQ young people in Southampton, Eastleigh, Basingstoke and on The Isle of Wight

It has been agreed that Breakout can apply for a TVBC multi ward bid for up to £2,000 to get this project started. This funding needs to be match funded.

Recommendation: To recommend to Full Council that ATC match fund a Breakout Youth project in Andover, to the maximum funding of £2000.

COMMUNITY ENGAGEMENT WORK PROGRAMME: 20 July 2017

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
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	Media Plan to review and ratify mandate			
2 November 2017	Facebook page			
2 November 2017	To review website information from Working Group			
2 November 2017	To review A-Fest 2017 Accounts and Lessons Learnt document.			
2 November 2017	Feedback from Shilling Fair Event			
2 November 2017	Feedback from Proms in the Park Event			