

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 26 APRIL 2018 at 7.00 pm** when it is proposed to transact the following business:-

Tor Warburton – Committee Officer
19 April 2018

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 15 February 2018 – 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 amended Working Group membership – attached at **Appendix B.**

To review and agree the Terms of Reference for the agreed Working Groups – attached at **Appendix C.**

6 **A-FEST**

To receive an update report on A-Fest 2018 – attached at **Appendix D.**

7 **TERMS OF REFERENCE**

To confirm new Terms of Reference – **attached at Appendix E.**

8 **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

Business Plan

A-Fest

Andover Challenges Programme

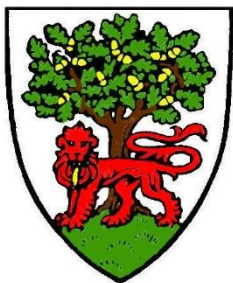
9 **COMMITTEE WORK PROGRAMME**

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

10 **DATE OF NEXT MEETING**

To note the date and time of the next Committee meeting, **Thursday 7 June 2018**, to be held in the Andover Town Council Offices, 68B High Street, Andover.

The Chairman will close the meeting.



Constantia Basis Virtutum

Minutes of Community Engagement Committee

Time and date

Thursday 15 February 2018 at 7.00pm.

Place

Upper Guildhall, High Street, Andover

Councillors Present:

Rev. Andy Fitchet (Chairman) (P)	Katherine Bird (A)	Richard Rowles (A)
Luigi Gregori (P)	Robin Hughes (P) (7.03pm)	Barbara Long (A)
Geoff McBride (P)	Richard Kidd (P)	Michael Mumford (A)
Paul Crossman (P)	Lynn Bird (A)	

Borough/County Councillors in attendance: Cllr Z Brooks

Officers in attendance: Wendy Coulter- Town Clerk (taking the minutes)

Members of the Public: 1

CE 037/17 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs B Long and M Mumford.

CE 038/17 DECLARATIONS OF INTEREST

There were no declarations of interest.

CE 039/17 MINUTES

It was proposed by Cllr G McBride and seconded by Cllr R Kidd that the minutes of the Community Engagement Committee meeting held on 14 December 2017 be agreed and signed by the Chairman as a correct record.

A vote was taken which was unanimous.

RESOLVED: that the minutes of the Community Engagement Committee meeting held on 14 December 2017 be agreed and signed by the Chairman as a correct record.

CE 040/17 PUBLIC PARTICIPATION

Cllr Z Brooks informed the Committee that there would to be a drop in session regarding CIL monies. Cllr Z Brooks to send information to Town Clerk.

CE 041/17 WORKING GROUP MEMBERSHIP

Andover Challenges – it was agreed that all other Councillors would be asked if they wish to join the Working Group.

It was agreed that the Proms in the Park Working Group be removed.

Members considered the Emergency Plan and it was agreed that it was beyond the Committee's capability but that information on what other Councils are doing should be sought. Officers to bring back to next meeting. If there were areas in Andover that the Andover Town Councillors were aware that would be isolated during an emergency, it would be flagged up to Test Valley Borough Council and Hampshire County Council.

It was agreed by the Committee that each Working Group must have a clear Terms of Reference. Terms of Reference for each Working Group to be brought to next meeting.

It was agreed that General Data Protection Regulation (GDPR) would have an impact on the Working Groups.

Amended Working Group membership attached to record minutes.

CE 042/17 A-FEST

It was discussed that AFEST 2018 was unlikely to have stage & bands. The Working Group was hoping to come together with Inspire to produce a united AFEST 2018. There was a meeting organised between the two organisations shortly after the Committee Meeting. Further update to be brought to next meeting.

CE 043/17 SHILLING FAIR

An update report on the Shilling Fair was received and noted.

CE 044/17 NEWSLETTER

A report was received from Cllr Revd. A Fitchet.

It was discussed that the newsletter would be distributed to Community Centres, Museum, Council Meeting, Website and Social Media. It was agreed that the work was the same whether there was a physical newsletter or not. It was proposed that the newsletter could be the responsibility of the Communities Officer and therefore it could be put on hold until Communities Officer came on board. It was noted that it would be a very difficult thing to do and that it would be a race every month to get it finalised and printed, therefore an online version was supported. It could perhaps start as electronic then move towards copies if needed.

It was also discussed that as there were elections next year, the newsletter should perhaps be written by a more neutral party i.e. an officer.

It was also agreed that the Committee should produce Press Releases, which is currently not done. Even simple press releases would increase the Andover Town Council profile. All articles either for the newsletter or press releases would be sent via the Town Clerk to approve.

It was proposed by Cllr Revd. A Fitchet and seconded by Cllr P Crossman that the newsletter be put on hold until a member of staff is recruited to carry out necessary work for an online newsletter with an occasional printed copy.

A vote was taken which was unanimous.

RESOLVED: that the newsletter be put on hold until a member of staff is recruited to carry out necessary work for an online newsletter with an occasional printed copy.

CE 045/17 NEW LANDMARK FOR THE COMMUNITY

It was agreed that it would be good for Andover to get involved with the initiative but more information was needed. Cllr Revd. A Fitchet agreed to do more research into what was needed and bring the information back to the next meeting.

CE 046/17 REPORTS FROM WORKING GROUPS

Andover Challenges: a written confirmation was needed for announcement at the Annual Electors meeting. There was concern about transparency with the process of the grants.

WW1 Commemorative Working Group: an update was received. Up to 120 soldiers had been taken by various institutions. The event would take place in November 2018.

Business Plan for Town Council – it was noted that a request had been sent to specialists and a report would be submitted to the Policy and Resources Committee.

Media Plan Working Group. This to be removed as there was no Working Group for this.

WORK PLAN

Chairman/Vice Chairman and Town Clerk to put together a Project Plan, Budget and Scheme of Delegation for the new Committee to take forward.

CE 047/17 Noted

Meeting closed at 7.37pm

Chairman

Date

ANDOVER TOWN COUNCIL – WORKING GROUPS 2017

COMMUNITY ENGAGEMENT COMMITTEE								
Grants	Website	WW1 Commemoration		Christmas Lights (Publicity)	Business Plan	Andover Challenges Programme		A-Fest
B Long	B Long	K Bird		B Long	G McBride	Geoff McBride		K Bird
A Cotter	R Hughes	B Long		A Cotter	K Bird			G McBride
	L Gregori	S Hardstaff		V Pond	P Crossman			
		V Pond		K Bird				
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							



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



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

GRANTS WORKING GROUP – TERMS OF REFERENCE

(POLICY AND RESOURCES 24 FEBRUARY 2011)

Grants Working Group – Terms of Reference

The Group will comprise a minimum of 6 members.

The quorum for the Group shall be 3 members.

The Group shall nominate an Elected Member as Lead Member.

Purpose:

To monitor, formulate and provide guidance to the Town Clerk in the provision of a Grants Policy and the administration of a Grant Application Form.

Key Tasks:

To work with the Town Clerk to:

- a. Formulate a Grant Making Policy
- b. Formulate a Grant Application Form
- c. To recommend a Grant Making Policy to Policy and Resources Committee for ratification to Full Council.
- d. To monitor the provision of grants as and when required by Full Council

It should be noted that the Grants Working Group will not make any decisions with regard to the awarding of any Grants. The recommendation of Grant Awards will be decided by the Policy and Resources Committee for ratification by Full Council.

The Grants Working Group may only express the approved views and observations of the Grants Working Group or Council.

Website Working Group Mandate

Name of working group: Website Working Group

Responsible authority: Community Engagement Committee

Background.

Composition of working group: Barbara Long, Katherine Bird, Richard Rowles, Robin Hughes, Luigi Gregori, Dean Marriner

Aim. To review, update and make recommendations for the improvement of the website

Deliverables. The output of the working group is generally a report or set of reports with recommendations that can be voted on by council or committee with implementation by officers. A work plan should be constructed at the first meeting allocating tasks, setting deadlines, and setting dates for delivery of reports. The work plan will be modified over time but will form a key element of interim reporting back to Council or Community Engagement Committee. The report (which may amount to a business case) is to contain:

- a. Clear set of recommendations covering any proposed action;
- b. A summary of the working group activities that led to the recommendations;
- c. Costs;
- d. Benefits;
- e. Identified risks; and
- f. Stakeholder considerations (including communications plan if required).

Constraints. Members should be mindful that they have no executive power. Members cannot enter into any relationship which could be regarded as contractual or involves negotiations.

Confidentiality. Working groups should be aware of sensitivities over sensitive material whether personal or commercial, and should adopt best practice.

Ver 0.1 dated 24 Jul 16.

WW1 Working Group Mandate

Name of working group: WW1 Working Group

Responsible authority: Full council through Community Engagement committee

Background.

2014 – 2018 commemorates the Centenary of WW1. This is nationally being commemorated.

In 2014 a service was organised by Andover Town Council, which read the role of honour, a beacon lit and 'lights out' at the cenotaph

A library window has been compiled in 2014, 2015 and 2016 by Cllr Long depicting how WW1 affected Andover, roll of honour for each year and highlighting events in the area.

Andover Town Council hold £200 from Cllr Jan Lovell's mayor fund to install a Christmas Tree to commemorate the football match between German and British Troops in the trenches.

A football match was organised by Andover Town Council on Boxing Day 2014

Composition of working group: Barbara Long, Katherine Bird, Richard Rowles, Veronika Pond, Steven Hardstaff

Aim: To investigate ways to commemorate WW1 during the 100 Year Centenary.

Deliverables: The output of the working group is generally a report or set of reports with recommendations that can be voted on by council or committee with implementation by officers. A work plan should be constructed at the first meeting allocating tasks, setting deadlines, and setting dates for delivery of reports. The work plan will be modified over time but will form a key element of interim reporting back to Council or Community Engagement

Committee: The report (which may amount to a business case) is to contain:

- a. Clear set of recommendations covering any proposed action;
- b. A summary of the working group activities that led to the recommendations;
- c. Costs;
- d. Benefits;
- e. Identified risks; and
- f. Stakeholder considerations (including communications plan if required).

Constraints: Members should be mindful that they have no executive power. Members cannot enter into any relationship which could be regarded as contractual or involves negotiations.

Confidentiality: Working groups should be aware of sensitivities over sensitive material whether personal or commercial, and should adopt best practice.

Andover Town Council



ANDOVER TOWN COUNCIL

Report

Report to Community Engagement Committee

Report of AFEST 2018

Title Update

Author: Cllr K Bird	Presented by: Cllr K Bird
Produced for: Community Engagement Committee	Date of Report: 19 April 2018
Update: A-Fest Update. Due to a bereavement there will be no large stage this year, and so working with Andover Youth Council, A-Fest 2018 is focusing on highlighting the range of youth provision in Andover and will showcase the activities and opportunities for young people between 5 and 18. ATC is working with the team behind Inspire as the goals of promoting youth provision are very closely aligned. So far over 75 local organisations have been contacted, and 31 have confirmed attendance. There will be a fairground, bouncy castle, arts and crafts, a petting zoo, children's entertainer, children's theatre group, martial arts demonstrations, and we are waiting on confirmation on	

the attendance of a fire engine, ambulance, and police vehicle. There will be a small stage on site this year, which will be used for much of the entertainment, along with an open mike opportunity.

Without the large stage and associated electronics and set up A-Fest 2018 is set to cost significantly less than in previous years.

19 April 2018

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 68B High Street, Andover, SP10 1NG. Tel: 01264 335592

ANDOVER TOWN COUNCIL
ASSETS & COMMUNITIES COMMITTEE
DRAFT TERMS OF REFERENCE

This committee will comprise of up to 10 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 Assets provided by the Council and develop schemes and projects for Town Development. To address and where appropriate, formulate policy regarding 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:

Assets & Amenities

1. To investigate the possible management/ownership of assets in Andover
2. To investigate and exercise the Town Council's Community Right to Bid
3. To support Andover and promote local facilities, including conferences and local shopping
4. To ensure the proper management of the property and amenities owned, controlled or provided by the Town Council
5. To maintain an overview of the Council's assets and potential assets (including services) and report to Council on their impact and effectiveness
6. To negotiate the transfer or management of assets to Andover Town Council from Principal Authorities and other local councils under the guidance of the Responsible Officer.
7. To develop and manage the Christmas Lights

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 oversee the maintenance and development of the Council's Website
4. To monitor the Resilience Plan for Andover (managed by other authorities) and ensure Andover Town Council is kept up to date with any actions required.

Business Plan

1. To organise and oversee the Business Plan process throughout the year.
2. To encourage the citizens of Andover to play a major role in shaping the future Business Plan
3. To review progress of current elements of the Business Plan and suggest modifications to Full Council

Events

1. To Co-ordinate and monitor any events the Council conducts or takes part in and to ensure that such activity is publicised

2. To ensure the Working Group, organising the event, provides regular update reports and project plan to ensure funding is correctly spent.

Grants

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

Office

1. To monitor management of the Town Council Offices
2. To ensure that the Offices are kept in a manner to provide a community assets to Andover
3. To monitor expenditure for the running of the Town Council Offices.

Finance

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

INCOME

- 3025/1 – Mayors Charities
- 3025/2 – Grants – A-Fest
- 3025/3 – Grants – Shilling Fair
- 3025/4 – Sponsorship
- 3025/5 – A-Fest Event
- 3025/6 – Shilling Fair Event
- 3025/7 – Mayors Events
- 3025/8 – Youth Council
- 3025/9 – Defibrillator

EXPENDITURE

- 4700 – Town Centre Development*
 - 4700/1 – Notice Boards
 - 4700/2 – Christmas Lights
 - 4700/3 – A-Fest
 - 4700/4 – Shilling Fair
 - 4700/5 – Youth Council
 - 4700/6 – Town Centre Management
 - 4700/7 – Projects
- 4701 – Website*
 - 4701/1 – Website Hosting
 - 4701/2 – Email Provision
 - 4701/3 – Newsletter
- 4702 – Town Mayor*
 - 4702/1 – Town Mayor Badge & Regalia
 - 4702/2 – Town Mayors Allowance
- 4703 – Grants*
 - 4703/1 – Small Grants

- 4703/2 – Community/Larger Grants
- 4703/3 – Grants Section 137
- 4704 – Assets
- 4704/1 – New Building Fund
- 4704/2 – Bus Shelters
- 4705 – Offices
- 4705/1 – Office Sundries
- 4705/2 – Rent-Office
- 4705/3 – Rates-Office
- 4705/4 – Water Rates-Office
- 4705/5 – Gas & Electricity-Office
- 4705/6 – Telephone & Broadband
- 4705/7 – Photocopying
- 4705/8 – Stationery
- 4705/9 – Postage
- 4705/10 – Office & Equipment Maintenance
- 4705/11 – New Equipment & Furniture
- 4705/12 – Waste Removal

Urgent Matters

To provide any two elected members, normally the Chairman and the Vice Chairman of the Assets & Communities Committee to be consulted by the Town Clerk to deal with urgent matters in relation to the Terms of Reference of the Assets & Communities 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.

COMMUNITY ENGAGEMENT WORK PROGRAMME: 26 April 2018

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
7 June 2018	Media Plan to review and ratify mandate			
7 June 2018	Facebook page			
7 June 2018	NEW LANDMARK FOR THE COMMUNITY - To review information gathered on the initiative and agree the next step			