

ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

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

Cllrs Richard Rowles (Chairman), Dean Marriner (Vice Chairman), Katherine Bird, Andy Fitchet, Luigi Gregori, Robin Hughes, Barbara Long 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 1st SEPTEMBER 2016 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk

26 August 2016

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.

1 **APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence.

Apologies for absence have been received from Councillors

2 **DECLARATIONS OF INTEREST**

To receive and note any declarations of interest relevant to the agenda.

3 **MINUTES**

To agree the minutes of the Policy and Resources Committee meeting held on 2 JUNE 2016 – 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 **CHRISTMAS LIGHTS**

To note the Christmas Lights Project Plan and to approve a Plan for Press Releases for the Christmas Period. Report attached at **Appendix B.**

6 **MEDIA POLICY**

To consider a Press Release and Media Policy for recommendation to full Council. Report attached at **Appendix C.**

7 **WEBSITE**

To consider additions to be made to the Town Council's Website to ensure that the Town Council is compliant with the Transparency Code 2015. Report attached at **Appendix D.**

8 **HERITAGE PLAQUE**

To consider an idea from Cllr B Long to promote the Heritage Plaque by including an item in the Test Valley Guide.

9 **BUSINESS PLAN**

To start the process for consideration of items to be included in the Business Plan for 2017/2018 to feed into the Town Council's Budget process.

To suggest a date for Councillors to begin consideration of the Business Plan.

10 **WORKING GROUPS**

To a recommendation from Policy and Resources and consider the current Working Groups of the Community Engagement Committee and to consider whether any require disbanding.

A report is attached at **Appendix E**.

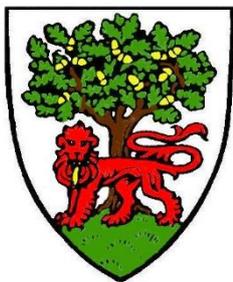
11 **COMMITTEE WORK PROGRAMME**

To consider items to include on the Committee Work Programme, attached at **Appendix F**.

12 **DATE OF NEXT MEETING**

To note the date and time of the next Community Engagement Committee meeting, **Thursday 29 September 2016**.

The Chairman will close the meeting.



Constantia Basis Virtutum

Minutes of Community Engagement Committee

Time and date

Thursday 2 June 2016 at 7pm.

Place

Andover Town Council Offices, High Street, Andover

Councillors Present:

Richard Rowles (Chairman) (P)	Dean Marriner (Vice Chairman) (A)	
Katherine Bird (P) (arrived at 7.05pm)	Andy Fitchet (P) (left at 7.35pm)	Luigi Gregori (P)
Robin Hughes (P) (left at 7.45pm)	Mick James (P)	Barbara Long (A)
Geoff McBride (A)		

Borough/County Councillors in attendance:

Cllr Z Brooks

Officers in attendance:

Wendy Coulter (**Town Clerk and RFO**) (Taking the Minutes)

CE 004/16 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Councillors Barbara Long, Dean Marriner and Geoff McBride.

CE 005/16 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

CE 006/16 **MINUTES**

The minutes of the Community Engagement Committee meeting held on 12 May 2016 were proposed by Councillor R Hughes and seconded by Councillor L Gregori and signed as a correct record.

Cllr A Fitchet abstained as he was not present at the meeting.

RESOLVED: That the minutes of the meeting of 12 May 2016 were agreed and signed as a correct record by the Chairman of the meeting.

CE 007/16 **PUBLIC PARTICIPATION**

There were no members of the public present.

CE 008/16 **FRIENDS OF ANDOVER RAILWAY STATION**

Members noted a report on the current project for Friends of Andover Railway Station. They noted that more work needed to be completed on the project to ascertain whether there would be any interest from the people of Andover.

It was further noted that Councillor M James had been asked to take over the management of the project.

Members acknowledged that it was vital to gauge interest. A full Project report could then be submitted to the committee to take the project forward.

It was agreed that Councillor M James would work with the Town Clerk to submit a Press Release asking for people to come forward to express an interest. The Committee would then consider the proposal again.

CE 009/16

CORPORATE GIFTS

Cllr Bird gave a verbal report on a recent request from Andover Town Band who were going out to Italy to perform in a concert and wanted to take a Corporate gift from Andover to give to the organisers and Town they were visiting.

As the Town Council does not currently have 'corporate gifts' a book on Andover was found for the organiser at a cost of £18. 3 Certificates were then made and framed to present to the Town.

The Committee considered a proposal to include a Budget Head in the Year 2017/2018 for Corporate Gifts. Members agreed that the Committee would put the idea forward for the Budget process.

Members agreed that further consideration should be given to the types of gift. It was agreed that it would be a good idea to consult Members of the public on the type of gift that should be presented on behalf of Andover.

All Members agreed that Corporate Gifts were a good idea, however, a set of rules and a process should be formulated to regulate the use of Corporate Gifts for the receiving and distribution.

It was agreed that a report should come back to a future meeting of the Community Engagement Committee.

CE 010/16

WEBSITE

Members were asked to consider the following items on the Town Council Website:

Publication Schedule

Updates from Officers

Allotments System

Updates from the Community Engagement Committee

Members agreed that work need to be done on the Website to bring it in line with current legislation.

It was agreed that a small working group would be formed to work with the Town Clerk to consider the website in more detail.

Consideration needed to be given to the fact that the Website contained a bespoke system for the reporting of Allotment Maintenance.

Small items could be changed but might not be productive if it was considered that the whole website needed fundamentally changing.

It was agreed that the Working Group should meet with the current provider and designer of the website to find out exactly what could be done to improve the current site.

Concern was raised over a Publication Schedule. It was agreed that Cllr Gregori would work with the Town Clerk to draw up a publication schedule for consideration at the next committee meeting.

It was agreed that the Allotments Committee should consider the content of the Allotments Section of the website, Members asked the Town Clerk to include it on the Agenda of the next Allotment Committee meeting.

Members expressed concern over officers' time to deliver the changes needed to the website. It was agreed it was vital to give the officers time to put any changes in place and then to maintain the website.

It was also agreed that rules and procedures for the use and application of the website needed to be drawn up. There needed to be clear definition as to who could update the website. For instance there were certain items that only officers could update on the website and this could not be completed by Members.

It was agreed that the following Members would form the Website Working Group, Councillors Richard Rowles, Katherine Bird and Luigi Gregori.

RESOLVED:

That a Working Group consisting of the following Members, Councillors Richard Rowles, Katherine Bird and Luigi Gregori consider any changes to the Website.

To make small changes as necessary.

To meet with the Website Designer and Provider to consider any major changes.

That the Working Group consider the publication schedule to be included on the website.

That the Allotments Committee be asked to consider the Allotments Section of the Website to consider any changed required.

That the Working Group present a report of its findings to the next meeting of the Community Engagement Committee.

CE 011/16

GRANTS

Members were asked to consider a Grant Application from the Hampshire Open Studios. The application was for £140 to assist with publicising the summer event in Andover opening studios in and around the town.

Members noted that due to the timescales of the project a decision on the grant was required at the meeting.

Members agreed that the application met all the criteria required.

It was proposed by Cllr L Gregori and seconded by Cllr A Fitchet that the Hampshire Open Studios be awarded a grant of £140 towards publicity for the summer event 2016.

A vote was taken and unanimously agreed.

RESOLVED: that the Hampshire Open Studios be awarded a grant of £140 towards publicity for the summer event 2016

Members then considered the procedures, public relations and publicity for the grants process as a whole.

It was explained that historically the grants were awarded once a year. The publicity advising that the grants were available would go out in November and January. Grants would be received by the end of February, a decision would be made by the relevant committee and then the grants would be awarded in March at the Annual Electors meeting.

The grants have normally be advertised in the local paper, on the radio and the Town Council's website. This has not provide very successful as very few organisations have applied.

Members considered how often the grants should be offered each year. It was agreed, after much debate that the grants should be publicised and offered 4 times a year.

Cllr A Fitchet left the meeting at 7.35pm.

Members considered whether there should be a cap on the amount of funding offered each time. It was noted that £1000 was provided each year in the budget.

It was agreed that there should be no cap but that if the grant money were used up before the end of the financial year, no further grants would be offered in that year.

It was also agreed that if there were an underspend of grant monies in a year, the remaining money would be rolled over into the next year.

Members then considered the publicity for the Grants. It was suggested that Test Valley Voluntary Services be approached to ask if they would publicise the grants. It was agreed that the adverts should be included in the local press and radio.

A vote was taken on the proposals 4 in favour 1 against.

RESOLVED:

That the Grant Budget remain at £1000.

That the Grants be publicised 4 times per year, dependant on funds remaining in the year.

That any Grant Monies remaining at the end of the year be rolled over to the following year.

That Test Valley Voluntary Services be approached to ask if they would publicised the grants.

That the grants be publicised in the local press and on the radio.

Cllr R Hughes left the meeting at 7.45pm

CE 012/16

PRESS RELEASES PROCEDURE

Members were asked to consider the following:

Distribution List

Schedules

Meeting with the Press

Press Release process and procedure

It was noted that the Town Clerk, as the Council's Proper Officer had to send out the Press Releases on behalf of the Council.

Members were able to assist the Town Clerk to write the Press Releases.

Members considered the distribution list for the Press Releases and agreed the following: Andover and Villages, Andover Gazette, The Breeze, Andover Town, Advertiser, Andover Radio, Mums in the Know

Members agreed that a standard operating procedure needed to be agreed so that Members and Officers were clear on how Press Releases would be distributed. It was agreed that further work needed to be done on this and that a Draft procedure should be brought back to the next meeting of the Community Engagement Committee.

Members also considered that a procedure should be agreed for Councillors taking to the Press. It was agreed that this would be included in the Press/Media Operating Procedure.

RESOLVED:

That Press Releases be distributed to the following: Andover and Villages, Andover Gazette, The Breeze, Andover Town, Advertiser, Andover Radio, Mums in the Know

That a draft Press Release/Media Operating Policy be brought to the next committee meeting for consideration.

CE 013/16

EVENTS

Members considered possible events for 2017 including:

Annual Electors Meeting (March)

Annual Council Meeting (Chairman Making)

A-Fest 2017 -

New Event

Christmas Lights

Members agreed that Press Releases were required for the Annual Electors Meetings, the Annual Council meeting and the Christmas Lights.

The A-Fest and a possible new event would need to be considered in the Budget for 2017/2018.

It was agreed that the events would need to be included in the Committee's work schedule to ensure that Press Releases and necessary planning were considered in good time.

A Project Plan and timeline would be needed for each event as well as estimated expenditure.

It was agreed that once the Project Plan for each event had been drawn up, any monies that were required to be included in the Budget Plan could be presented to the Policy and Resources Committee.

It was agreed that a report on the Christmas Lights would be included on the next agenda of the Committee as publicity would need to be considered in good time as well as a list of actions that needed to be taken.

Members considered a new event in September 2017 and it was agreed that the Town Clerk would contact Test Valley Borough Council to provisionally book the High Street for the second Saturday in September 2017.

RESOLVED:

That Events for 2016 and 2017 be included on the Committees Work Programme

That a Project Plan be drawn up for each event with costings

Any costs which required consideration in the Budget Process to be presented to the Policy and Resources Committee.

That the Town Clerk contact Test Valley Borough Council to book the High Street for the second Saturday in September 2017.

CE 014/16

OTHER PUBLICITY

Members were asked to consider how the Committee could assist with publicity for other projects, for example, the Neighbourhood Plan.

Members considered other projects that the Town Council was involved with such as the Neighbourhood Plan and the Youth Council.

It was noted that the Youth Council would be covered in another item on the agenda.

It was agreed that the Chairman would write to the Neighbourhood Plan group to ask them what assistance, if any, would be helpful from the Town Council with regard to publicity.

CE 015/16

BUSINESS PLAN

Members were asked to consider how the Council could communicate and interact with the public, regarding the Town Council's Business Plan and whether consultations should be carried out throughout the year.

Members discussed the timings of the consultations and agreed that they had to fit in with the Council's Budget Process. Members agreed that the best months to consult in would be March and September. The March consultation could be included in the Annual Electors meeting and the one in September would help feed into the Budget process.

Members agreed that it would be important to manage the public's expectations and it would need to be made clear what the Council could and could not do. It was suggested that the Council have a list of sources of other revenue streams in case the project suggested could not be delivered by the Council.

Members were reminded that the Budget process required new projects to be clearly costed.

Members considered the restrictions of the Council's Financial Regulations with regard to timing for the Budget Process and planning to be considered well in advance.

Members noted that the Financial Regulations were being considered which might go some way to easing the restrictions on timings.

It was agreed that this would need to be considered at a future meeting after the Financial Regulations had been reviewed.

CE 016/16

YOUTH COUNCIL

Members considered how the Committee could assist the Youth Council with Communications and Project Planning.

The Chairman explained that there were a series of things that the Youth Councillors could not do as they did not have the skills to do them.

The Youth Council was currently attempting to recruit more Youth Councillors.

Members noted that it would be helpful if the Committee could draw up a Skills Development Programme for the Youth Councillors to enable them to do the work themselves.

It was agreed that the Chairman, on behalf of the Committee should write to the Youth Council to ask the Youth Councillors how the Committee could help.

CE 017/16

COMMITTEE WORK PROGRAMME

Members considered a Work Programme for the Committee and it was agreed that the following items would be added:

Website Working Group – Feedback and recommendations

Publications Schedule – LG

Events for the next 18 months

Budget process

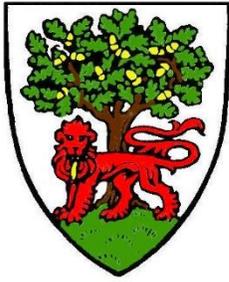
It was agreed that at the next meeting more detail would be added to the Work Programme to enable Project Planning.

CE 018/16

DATE OF NEXT MEETING

Members noted the date and time of the next Community Engagement Committee meeting, **Thursday 18th August 2016.**

The Chairman will close the meeting. Meeting ends at 8.20pm.



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ANDOVER TOWN COUNCIL

C

Report

CHRISTMAS LIGHTS 2016 – Repairs / Replacement

Purpose of Report

To consider improvements to the Christmas Lights for 2016, including additional lighting and consideration of digital timers.

Current Situation

In 2015 the Town Council has the opportunity to increase the number of lighting displays included within the agreed contract with Blachere Illuminations. This enabled the Council for the first time to include lights on Columns along the upper end of Bridge Street. It was agreed at the previous meeting that the working group would consider this.

Although the Lamp Columns had connections for the lights, they did not have timers installed so had to be left on 24/7. Members will also be aware that there have been significant problems over the years with Lighting Columns not working correctly and the Christmas Lights not turning on and or off at the correct time. This is due to the timers installed in the lamp columns. They are old analogue timers and are not reliable.

Following the previous Committee meeting, Andover Town Clerk has liaised with Blachere to reveal further that 3 bulbs / sockets are damaged, on the festoons.

Consideration of Repair / Replacement of the Christmas Lights Scheme

Members are asked to consider Firstly whether to repair the 3 bulbs and sockets or replace the whole festoon. Secondly to decide whether the timers should be left as they are or to install digital timer.

Timers in Columns

The Lamp Columns in Andover are owned by Hampshire County Council and maintained by Southern and Scottish Electric. As such, if Members were minded to consider replacement of timers, Officers would need to contact SSE now to obtain quotes for the timers and installation.

Members are asked to consider whether to instruct Officers to contact SSE for quotes.

Financial Implications:

A quote has been sourced for the cost of replacing the festoon and is £409 excl Vat. The cost to repair the sockets comes to £71 excl VAT.

The following sums are based on the average price for electricity, .5p per 100 watts per hour. Blachere estimate that the Christmas lights will use 2960 watts per hour.

The cost of running the Christmas lights over 51 days at 24 hours is approx. £181.15

A quote hasn't been obtained from SSE, however using the average cost of a digital timer, the amount we would need and the labour, the cost of installing digital timers is approx. £1600

Legal and Policy Implications

The Town Council must obtain the correct written consents from Hampshire County Council for the installation of the Christmas Lights and any additional schemes.

The Town Council must obtain the correct consents from SSE for any additional work on the Lamp Columns.

Actions

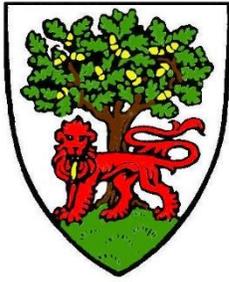
Members to instruct officers as to facilitate the action of repairing or replacing the festoon, to install digital timers or leave them as they are and to report to the next meeting of the Assets and Amenities Committee on 22nd September 2016.

1 July 2016

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 Members of the Assets and Amenities Committee



Constantia Basis Virtutum

ANDOVER TOWN COUNCIL

C

Report

MEDIA OPERATIONAL POLICY
<p>Purpose of Report To consider an Operational Policy for the Town Council’s Media and Press Release distribution.</p>
<p>Current Situation Currently the Town Council operates an ad-hoc system for distributing Press Releases and liaising with the Media. At the previous Community Engagement Committee a distribution list for Press Releases was agreed and was applied with immediate effect. It was also agreed that an Operational Media Policy needed to be considered.</p>
<p>Current Process There is no process in place for Press Releases following a meeting of any Committee or Council. If it suggested that a Press Release is issued one or two Members will write the Press Release, circulate it to the other Members of the Committee, make amendments and then send it to the Town Clerk for final approval. The Town Clerk then sends out the Press Release to the distribution list. There is no process or policy in place for the Town Council to liaise with the Press and Media, for instance, there is no process for when the Press telephone the office asking for quotes or to speak to a representative.</p>
<p>Suggested Process/Policy for Press Releases The following is a suggested Process/Policy for Press release distribution:</p> <ul style="list-style-type: none"> • Agenda Item added to every Committee and Council Agenda to approve a Press Release from the meeting • 2 nominated Councillors to draft the Press Release • Press Release to be sent to Cllr D Marriner/Cllr R Rowles for first edit • Press Release to be circulated to all Members of the Committee/Council for comment and amendment • Once agreed, Press Release sent to Town Clerk for final approval (to ensure legality) • Town Clerk to distribute to Media Distribution List • Officers to publish Press Release on Town Council Website
<p>Suggested Process/Policy for Liaising with the Media The following is a suggested Process/Policy for Liaising with the Media:</p>

- Staff receive a telephone call from the Press asking for a quote or to speak to someone about a topic
- Town Clerk to assess which Committee would be responsible for the topic
- Town Clerk/Staff to liaise with relevant Chairman (of Committee or Council) to agree a statement
- Chairman of relevant Committee or Council to speak to the Press issuing agreed statement
- Any items which fall outside normal Committee/Council operations to be considered by Town Clerk and Chairman of the Council.
- The Chairman of the Council to make a statement on behalf of Council (agreed with Town Clerk) and reported to all Members of the Town Council as soon as practicable.

Emergency Plan

Members are asked to consider a process for managing Press Releases and Media Coverage if a subject comes up that needs an immediate response with no time for the approval process.

Financial Implications:

There are no financial implications related to this report.

Legal and Policy Implications

Any publicity expressly or impliedly authorised by any statutory provision (e.g. ss. 111, 142 and s. 145 (1) (a) LGA 1972, and Part 11 LGA 1986, noting repeal by s. 122 LGA 2003) must have regard to the prohibitions contained in Part 3 of Communications Act 2003 against political publicity and the requirements of any code of recommended practice issued by the Secretary of State.

Actions

To approve the suggested Processes/Policies for Press Releases and liaising with the Media.

24 August 2016

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 Members of the Assets and Amenities Committee



ANDOVER TOWN COUNCIL

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Report

Website
<p>Purpose of Report</p> <p>Members were asked to consider the following items on the Town Council Website:</p> <ul style="list-style-type: none"> Publication Schedule Updates from Officers Allotments System Updates from the Community Engagement Committee
<p>Current Situation</p> <p>Members agreed that work need to be done on the Website to bring it in line with current legislation. It was agreed that a small working group would be formed to work with the Town Clerk to consider the website in more detail. Consideration needed to be given to the fact that the Website contained a bespoke system for the reporting of Allotment Maintenance. Small items could be changed but might not be productive if it was considered that the whole website needed fundamentally changing.</p> <p>It was agreed that the Working Group should meet with the current provider and designer of the website to find out exactly what could be done to improve the current site.</p> <p>Concern was raised over a Publication Schedule. It was agreed that Cllr Gregori would work with the Town Clerk to draw up a publication schedule for consideration at the next committee meeting.</p> <p>The website is not responsive (doesn't adjust to mobile resolutions) this will in turn make the Town Council's website less user friendly. It was reported in 2015 that over half of google searches are now made on smartphones.</p>
<p>Compulsory to have on the website.</p> <p>Information which must be published quarterly:</p> <ul style="list-style-type: none"> Expenditure exceeding £500 Government Procurement card transactions

Procurement information

Organisation Chart

Senior salaries

Constitution

Pay multiple

Fraud

Waste Contracts

Method of Publication

Expenditure Data

Grants too voluntary, community and social enterprise organisations

Financial Implications:

To increase committee officer's hours and or employ a temp staff member to update the website.

Paying a website consultant and or company to make the website responsive.

Legal and Policy Implications

It is compulsory for the Town Council to abide by the Local Government Transparency Code 2015 that is issued by the Secretary of State for Communities and Local Government in exercise of his powers under section 2 of the Local Government, Planning and Land Act 1980 ("the Act") to issue a code of Recommended Practice (the Code) as to the publication of information by local authorities about the discharge of their functions and other matters which he considered to be related. It is issued following consultation in accordance with section 3 (11) of the Act.

25 August 2016

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 Members of the Policy and Resources Committee

Estimate

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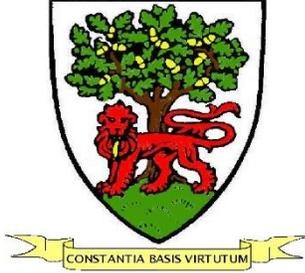
Estimate Number: Q1738
Date: 26 August 2016
Valid To: 23 September 2016

Responsive Website Conversion

<i>Tasks</i>	<i>Amount</i>
<i>Website Construction - Initial Setup</i>	225.00
<i>Website Construction - Implementation</i>	675.00
<i>Website Construction - Deployment</i>	75.00
Total	975.00

We trust that the above meets with your approval and look forward to your positive response. If any details require amendment, please don't hesitate to get in touch.

Small Print: A 50% deposit is required to get the project underway. Any external costs such as printing or photography are required to be paid in full before any items are ordered. The balance of any design costs will be due on completion, before the item(s) are delivered or the site is made live. All hosting charges are due upfront unless otherwise specified. The above quote includes a 10% discount for allowing a Custom Studio design credit to be featured. Any amendments made by the client after project sign-off will be chargeable against that project. Unless otherwise stated, the above costs exclude any allowance for photography or illustration. Print quotes are valid for 30 days, after which they'll need to be re-quoted. Custom Studio operates a transparent pricing policy, informing clients of any additional costs that may be incurred at each stage of a project. Subject to VAT if applicable.



Working Group Review	
Produced for: Community Engagement Committee	Date of Report: Friday 25 August 2016
Summary of Key Issues To consider the recommendation of the Policy and Resources Committee to review the Working Groups of the Community Engagement Committee and to consider whether any Working Groups should be disbanded.	
Current Situation In 2015 a number of Working Groups were set up to action and investigate various projects and events. The Working Groups have since been assigned to various Committees with one remaining reporting directly to full Council. It has been noticed by Members that some working groups are not meeting regularly or have not met at all.	
Working Groups – reporting to the Community Engagement Committee <i>COMMUNITY ENGAGEMENT COMMITTEE</i> Tourism Arts & Leisure Business Development Grants Website EIRR Plaque WW1 Events Floral Clock Emergency Plan Heritage Railway TOTAL: 10 Working Groups	
Frequency of Meeting The EIRR Plaque Working Group has now completed its assigned task.	

The following Working Groups are required to meet on a regular basis and are not task/time limited due to the nature of the Project that they cover:
Christmas Lights and Grants

The following Working Groups have never met:
Tourism, Arts & Leisure, Floral Clock, Emergency Plan.

Resources

As mentioned in an earlier report on this agenda, the Town Council is very limited with regard to its staffing resources. Members are asked to consider this when reviewing the Working Groups and whether Working Groups should be disbanded that have not met until the Council has the resources to take on the projects.
If the Working Groups were disbanded this would assist with streamlining and concentrating the Councils resources.

Financial Implications

There are no financial implications associated with this review report.

Legal and Policy Implications

Each Committee should consider its own review of its Working Groups, as set out in Standing Orders.

Recommendations

**That the Working Groups of the Community Engagement Committee that have completed their project or not met, or do not have the resources to complete the project in this Municipal Year should be disbanded.
The Committee should note that Working Groups can be reinstated if the need arises.**

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 Email: townclerk@andover-tc.gov.uk Website: www.andover-tc.gov.uk

Distribution: To all Councillors

COMMUNITY ENGAGEMENT WORK PROGRAMME: 2 JUNE 2016

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
2 June 2016	Website	RR	To consider content of Website	Project Plan for improvement of Website
2 June 2016	Events	RR	To consider events for 2017	Project Plan for Events in 2017
2 June 2016	Grants		To consider Rules and Regs for Grants To consider a Grant Application	To make amendments to Grants R&R if needed To approve a Grant Application
2 June 2016	Press Releases	RR	To consider the process for Press Releases	To draw up a process for Press Releases
18 August 2016				
18 August 2016				
18 August 2016	Reports of Working Groups		To receive reports from CE Working Groups	
29 September 2016				
29 September 2016	Budgets for 2017/2018	STAT	To consider Budgets for 2017/2018 to recommend to P&R Committee	
29 September 2016	Reports of Working Groups			
10 November 2016				

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
10 November 2016				
10 November 2016	Revision of Budget 2017/2018 if required			
10 November 2016	Reports of Working Groups			
8 December 2016	Reports of Working Groups			