



ANDOVER TOWN COUNCIL

Events Committee Meeting Agenda
14 July 2020

To the Members of the Events Committee:

Councillors J Coole (Chairman), R Meyer (Vice Chairman), L Banville, D Coole, C Ecclestone, L Gregori, R Hughes and B Long.

You are hereby summoned to attend an Events Committee meeting to be held **Virtually via Zoom on Tuesday 14 July 2020 at 6.00 pm** when it is proposed to transact the following business: -

A handwritten signature in blue ink, appearing to read 'Wendy R Coulter'.

Wendy R Coulter
Town Clerk – 8 July 2020

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS; In line with Andover Town Council's "Recording at Meetings" Policy, Members and the public are requested to note that this meeting will be recorded by the Council, and may also be subject to the recording by members of the public.

If Members of the Public wish to join the meeting, please contact the Deputy Clerk at deputyclerk@andovertc.co.uk, and the sign in details will be forwarded.

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Item 1: Election of Chairman

Following the resignation of Councillor J Coole as Chairman of the Events Committee Members are asked to elect a new Chairman for the Committee for the remainder of the Municipal Year 2020/21.

Item 2: Apologies for Absence

To receive and accept apologies for absence.

Item 3: Declarations of Interest

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

Item 4: Minutes

To receive and agree the Minutes of the Events Committee held on Tuesday 25 February 2020, to be signed by the Chairman as a correct record – Minutes attached at **Appendix A**

Item 5: 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 may be given in the meeting and recorded in the minutes 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.

Item 6: Events Committee – Terms of Reference

At the request of New Members of the Events Committee – to note the Terms of Reference of the Committee – attached at **Appendix B**.

Item 7: Events

7.1 – Christmas Lights

To receive an update report on the Christmas Lights – report attached at **Appendix C**.

7.2 – Current Events

To receive an update on the current events, Andover Town Council involvement and funding.

7.3 – New Events

To consider new events for current and future years, including Andover Town Council involvement and funding.

7.4 – Event Funding Requests

To receive and approve requests for funding for events.

7.5 – Andover Town Council/Public Engagement.

To receive a verbal update on a programme for Andover Town Council pop-up gazebo stalls at Town Centre Events.

Item 8: Grants

To consider Grant Applications – attached at **Appendix D**.

Item 9: Andover Special Expenses Levy Services

To receive a verbal update from the Negotiating Team on the transfer of the Andover Special Expenses Levy Services from Test Valley Borough Council to Andover Town Council: Cemeteries, Grounds Maintenance, Outdoor Sports Facilities, Playgrounds, Public Halls, Urban Parks and Open Spaces.

A written report to be submitted to Full Council.

Item 10: Non-Levy Parish Level Services

To receive a verbal update from the Negotiating Team on the transfer of the non-Levy Parish level services from Test Valley Borough Council to Andover Town Council and to discuss other parish level services.

A written report to be submitted to Full Council.

Item 11: Property Purchase(s)

To receive a verbal update from the Property Purchasing Team.

A written report to be submitted to Full Council.

Item 12: Projects

To consider the current and future projects, including funding requirements.

12.1 – Vigo Park:

To receive a verbal update on Vigo Park improvements.

Item 13: Business Plan

To review the current Andover Town Council Business Plan and discuss the creation of a five to ten year business plan.

Item 14: Budget and Earmarked Reserves

To consider the current and future requirements for Budget and Earmarked Reserves which fall under the delegation of the Events Committee – Current Events Budget attached at **Appendix E**.

Earmarked Reserves attached at **Appendix F**.

Item 15: Website and Social Media

To receive updates on the Andover Town Council website, Facebook Page and other social media platforms.

Item 16: Andover Town Council Offices

To receive an update on the programme of works to improve Andover Town Council Offices.

Item 17: Committee Work Programme

To receive updates and review the Committee Work Programme. To add items as necessary.

Work Programme attached at **Appendix G**.

Item 18: Items for Consideration at the Next Meeting

Members are requested to inform the Town Clerk of any items that they wish to be included on the next agenda by no later than Wednesday 9 September 2020.

Item 19: Date of the Next Meeting

To note the date of the next Events Committee meeting, **Tuesday 22 September 2020, via Zoom starting at 6.00pm.**

The Chairman will close the meeting.

Minutes of Events Committee

Time and date

6.00pm on Tuesday, 25 February 2020

Place

Andover Town Council Office, 68B High Street, Andover

Details of Attendance:

Cllr J Coole (Chairman) (P)

Cllr R Meyer (Vice Chairman) (P)

Cllr D Coole (P)

Cllr L Banville (P) (Arrived at 6.04pm)

Cllr C Ecclestone (P)

Officers Present:

Wendy Coulter (Town Clerk)

Michelle Young (Committee & GDPR Officer) (Taking the Minutes)

Other Councillors:

Cllr R Rowles (Ex officio)

Cllr L Gregori

Cllr R Hughes

Members of the Public: 2

Members of the Press: 1

EC 016/19 Apologies for Absence

There were no apologies received.

EC 017/19 Declarations of Interest

Cllr D Coole and Cllr J Coole declared a Pecuniary Interest on Agenda Item 6, Unity Grant Application.

Cllr R Hughes declared a Pecuniary Interest on Agenda Item 6, King Arthurs Way Community Association Grant Application.

EC 018/19 Public Participation

The notes below are a precis of statements/questions. They are not recorded word for word.

Member of Public 1:

The Gardening Competition which was agreed in principle, was left off the previous Allotment Committee Agenda. The

hall will need to be booked as they get booked up fast and you need to have a Show Judge. I'm always willing to help. Please can you provide an update?

Chairman Response:

We will look into it.

(Cllr L Banville arrived at the meeting at 6.04pm)

Member of Public 2:

Item 6 Grants, are they all being considered under the Grants rules?

Two of the applications are asking for the full amount which is not in the rules.

Chairman Response:

The YMCA application will be considered under Youth Funding and not Grants.

The two asking for the full amount will be discussed during the meeting.

EC 019/19 Working Groups/Panels

Members considered the disbandment of all Working Groups which fall under the delegated responsibility of the Events Committee.

It was established that the majority of the Working Groups had not been active.

It was proposed by Cllr D Coole and seconded by Cllr C Ecclestone that all Working Groups which fall under the delegated responsibility of the Events Committee be disbanded.

A vote was taken, 4 for, 2 against, 0 abstentions.

RESOLVED: That all Working Groups which fall under the delegated responsibility of the Events Committee be disbanded.

EC 020/19 Grants

Members were reminded that Grant applications could only be validated by the Events Committee and would need to be recommended to full Council for approval.

Members considered the Grant Applications as follows:

King Arthurs Way Community Association

It was noted that the application was requesting Hall Hire fees for a year and the full amount of funding required had been requested, which was not permitted under the Grants Policy.

It was proposed by Cllr D Coole and seconded by Cllr C Ecclestone that the King Arthurs Way Community Association be advised to resubmit an application form minus the Hall Hire fees and the revised funding amount in compliance with the Grants Policy. A vote was taken which was unanimous.

RESOLVED: That the King Arthurs Way Community Association be advised to resubmit an application form minus the Hall Hire fees and revised funding amount in compliance with the Grants Policy.

Vigo Primary School

It was established that there was some confusion as to who was applying for the grant as there were two organisations referred to within the grant application and it was not clear who the beneficiary would be.

It was proposed by Cllr D Coole and seconded by Cllr C Ecclestone that clarification be requested as to which organisation was applying for the grant and who the beneficiary would be.

A vote was taken, 4 for, 0 against, 2 abstentions.

RESOLVED: That clarification be requested as to which organisation was applying for the grant and who the beneficiary would be.

YMCA Andover

Members noted that the application was requesting funding for the full amount of the project which was not permitted under the Grants Policy. It was also noted that there appeared to be no other applications for funding from other sources.

It was proposed by Cllr C Ecclestone and seconded by Cllr D Coole that YMCA Andover be advised to resubmit a revised funding amount and to approach Test Valley Borough Council and Hampshire County Council for funding contribution. A vote was taken which was unanimous.

RESOLVED: That YMCA Andover be advised to resubmit a revised funding amount and to approach Test Valley Borough Council and Hampshire County Council for funding contribution.

Unity

It was suggested that the application appeared to be for 3 separate events with no clear amount required for each one. No breakdown of costings was provided.

It was proposed by Cllr C Ecclestone and seconded by Cllr L Banville that Unity be advised to provide a breakdown of costs and dates for the 3 separate events.

A vote was taken which was unanimous.

(Cllrs D Coole and J Coole abstained from voting)

RESOLVED: That Unity be advised to provide a breakdown of costs and dates for the 3 separate events.

Grants Policy

Members considered the revised Grants Policy.

It was proposed by Cllr D Coole and seconded by Cllr R Meyer that it be recommended to full Council, that the limit of Grant monies to be awarded be 75% of the total amount requested for each project.

A vote was taken which was unanimous.

RESOLVED: That it be recommended to full Council, that the limit of Grant monies to be awarded be 75% of the total amount requested for each project.

It was proposed by Cllr D Coole and seconded by Cllr L Banville that the revised Grants Policy be recommended to full Council for approval.

A vote was taken, 5 for, 1 against, 0 abstentions.

RESOLVED: That the revised Grants Policy be recommended to full Council for approval.

EC 021/19 Andover Special Expenses Levy Services

Members received an update on the progress of the transfer of Andover Special Levy Services by the Negotiating Team, Cllrs D Coole and C Ecclestone.

Priority list of services to be transferred had been submitted to Test Valley Borough Council as follows:

- 1 - Public Halls.
- 2 - Playgrounds.
- 3 - Cemeteries.
- 4 - Urban Parks and Open Spaces.
- 5 - Outdoor Sports Facilities.
- 6 - Grounds Maintenance.

May-Aug 2020 - Public Halls.

Aug-Nov 2020 - Playgrounds.

Nov 2020-Feb 2021 - Cemeteries.
Feb-Aug 2021 - Urban Parks and Open Spaces.
Aug 2021-Feb 2022 - Outdoor Sports Facilities.
Feb-Aug 2022 - Grounds Maintenance.

The Test Valley Borough Council negotiating had confirmed that they were happy to consider the transfer of the services within the Andover Levy.

However, it was noted that Test Valley Borough Council may decide to keep some of the assets and that if they did, that they would be removed from the Andover Levy and transferred to the Borough budget.

It was noted that there were anomalies within the Andover Levy where some of the assets and services may not be available to be transferred. The negotiations would identify the anomalies and negotiate to remove them from the Levy. A question was asked as to whether the Town Council would be providing the grounds maintenance for the parks and open spaces.

It was confirmed that this issue was part of the negotiations as it would have a significant impact on both Test Valley Borough Council and Andover Town Council. Andover Town Council would have to prove that it could deliver the grounds maintenance and if it could not, the service would not be transferred.

A question was asked as to whether the Town Council would be able to provide greater or equal economy and whether the Town Council had to have Operational Reserves in place prior to the transfer of any assets or services. It was confirmed that the terms of any transfers would be submitted to both Test Valley Borough Council and Andover Town Council for approval. If either Council was not happy with the terms and conditions the transfer would not happen.

The negotiations had only started on 1st February and details had not yet been considered including any detailed cost benefits.

It was requested that the Town Clerk provide a written answer with reference to the provision of Operational Reserves and the Town Councils Policy on Reserves.

It was pointed out that the negotiating period was over 2 years between 2020 and 2022. All costs were available on Test Valley Borough Councils website.

It was also noted that it was a normal process for Reserves to also be transferred with transfer of services.

Members asked when a full report would be submitted to full Council to keep the public up to date with progress.

It was confirmed that a report would be submitted to the next Council meeting and a regular report would be submitted to the Events Committee.

EC 022/19 Non-Levy Parish Level Services

Members received an update on the progress of the transfer of non-Levy Parish level services by the Negotiating Team, Cllrs D Coole and C Ecclestone.

It was confirmed that the Test Valley Borough Council negotiating team were happy to consider the transfer of non-levy parish level services.

The following were some of the services that were under consideration:

Markets – It was noted that Romsey Town Council controlled their markets.

War Memorial – It was being investigated as to who owns War Memorials in the local parishes.

Bus Shelters – Numerous Parish Councils own bus shelter so negotiations to transfer them would be effected.

Footpaths – Numerous Parish Councils are responsible for their public footpaths so negotiations to transfer them would be effected.

Street Lighting – It was noted that all lighting was owned by Hampshire County Council.

Street Furniture (Including bins) – Numerous Parish Councils are responsible for their street furniture so negotiations to transfer them would be effected..

Public Conveniences – It was noted that the toilets in the Chantry Centre are owned by Test Valley Borough Council and would not be transferred.

It was suggested that the Town Council could consider purchasing or leasing land to build new public conveniences.

Entertainment and Arts – These may be considered in the future.

Public Clocks – These may be considered in the future.

Commons and Common Pastures – This may come up during the Urban Parks and Open Spaces Levy Services as we may already have them. If not, these may be considered in the future.

Tourism – Consideration was being given as to how the Town Council could contribute to the provision of tourism in Andover.

Crime Prevention – It was requested for a Councillor to volunteer to talk the local Police to see how the Town Council could contribute. Councillor L Banville volunteered to assist.

General Power of Competence – It was noted that Town Clerk needed time to complete the CILCA.

EC 023/19 Property Purchase(s)

Members noted that negotiations with representatives of the Royal Mail were had regarding the old Post Office building. However, Royal Mail and the Post Office had decided to have discussions about the future of the building and would contact Andover Town Council to update them on any decisions.

No further responses had been received to date.

EC 024/19 Events

Current Events:

Members noted that previous events that were run and organised by the Town Council had involved Officers time and input un-costed and had an impact in staffing.

Therefore, costs for staffing would have to be attributed if the Events Committee required Officer Involvement in future events.

It was noted that the Andover BID ran the Food Fair and Gardening Fair in 2019. However, current discussions were indicating that the BID was unlikely to run them in 2020. It was agreed that until additional staff had been recruited, Andover Town Council could not take on new events.

It was agreed that a Policy for Andover Town Council to host its own events needed to be put in place first.

New Events:

Members discussed ideas for future events, which included a May Fayre and an International Food Festival. It was suggested that the public be consulted about the type of events that they would like the Town Council to provide. It was suggested that a poll could be put onto the website with a specific list of events that the Town Council could provide asking which the public would like to take place.

It was agreed that the Chairman of the Events Committee would email all Councillors to request ideas for events that the Town Council could provide.

Event Funding Requests:

Members considered two funding requests for A-Fest and the Shilling Fair.

A question was asked as to how much funding the Committee could approve with reference to the Town Councils Financial Regulations.

The Town Clerk confirmed that the Committee could approve up to £3,000. Any amount greater would have to be referred to full Council.

A-Fest was considered first. It was noted that all the information requested had been provided and the application had been completed in compliant with the Events Funding Policy.

It was proposed by Councillor C Ecclestone and seconded by Councillor L Banville that the total funding requested of £2,400 for the A-Fest event 2020 be approved. A vote was taken, 5 for, 0 against and 1 abstention.

RESOLVED: That the total funding requested of £2,400 for the A-Fest event 2020 be approved.

The Members discussed in detail the application for the Shilling Fair event funding. There were concerns raised with regard to the lack of information on the budget for the event and details regarding any existing funding.

The organiser of the event was present at the meeting and Standing Orders were suspended to allow Members to ask questions regarding the application.

Standing Orders were reinstated and Members agreed that for audit purposes, clarification was required in relation to how the £3,000 would be spent.

Members raised concerns about whether the applicants were a not-for-profit organisation. The application needed to comply with the Events Funding Policy. It was suggested that evidence be requested that the applicant was a not-for-profit organisation and that it be ensured that all Councillors could inspect the paperwork prior to the meeting. It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that all the paperwork for the Shilling Fair Application be submitted in accordance with the Events Funding Policy and an Extraordinary Events Committee meeting be called once all the documentation had been received and inspected by the Members.

A vote was taken, 5 for, 1 against.

RESOLVED: That all the paperwork for the Shilling Fair Application be submitted in accordance with the Events Funding Policy and an Extraordinary Events Committee meeting be called once all the documentation had been received and inspected by the Members.

It was proposed by Councillor R Meyer and seconded by Councillor D Coole that the meeting be extended beyond the 2 hours maximum.

A vote was taken, 5 for, 1 against.

RESOLVED: That the meeting be extended beyond the 2 hours maximum.

Councillors L Banville and R Rowles left the meeting at 8.00pm.

Christmas Lights Report

Members noted the Christmas Lights update report.

Andover Town Council Public Engagement

Members discussed future events where a Town Council pop-up gazebo stall could be utilised.

It was agreed that the Chairman would email all Councillors to invite them to volunteer to attend events to facilitate the pop-up gazebo.

EC 025/19 Projects

Tree Plaques

Members considered 3 options for tree plaques for the WW1 Commemoration Tree and the Jubilee Tree.

Option 1 - £225.36

Option 2 - £170.70

Option 3 - £80.00

Each option is for 2 plaques, on stakes to be installed by the 2 Memorial Trees. Options 1 & 2 are for the plaques to be mounted on metal stakes, Option 3 is mounted on a wooden stake.

It was proposed by Councillor C Ecclestone and seconded by R Meyer that Option 1 which was for 2 Aluminum engraved plaques, mounted on Light Oak bases fitted to metal ground stakes be approved.

A vote was taken which was unanimous.

RESOLVED: that Option 1 for 2 Aluminum engraved plaques, mounted on Light Oak bases fitted to metal ground stakes be approved.

Defibrillators

Members received an update on the defibrillators purchased by the Town Council and who is responsible for them and noted the Andover Town Council Defibrillator Policy.

Future Projects

It was suggested that Tourist pop-up-shops could be introduced.

It was suggested that volunteers could be recruited to run the pop-up-shops.

Vigo Park

Councillor D Coole asked if he could lead on this project and invited other interested Cllrs to contact him to form a small team to progress this.

Members discussed a number of improvements that they would like to see for Vigo Park.

Improvements suggested were as follows:

Bandstand – research already undertaken, CIL Monies could fund a bandstand.

Café Pavilion

Trees, hedges and flower plantings

Outdoor Gym

Splash Playpark

Social Inclusion

Members considered various aspects within the Town to assist with social inclusion. These included the Unity community transport, Town Centre art work, lack of provision of public conveniences, independent access to town centre businesses and the introduction of an Andover Pound, similar to the schemes in Totnes and Bristol.

Test Valley Borough Council Events

It was reported that Test Valley Borough Council had no plans to have any Town Tidy Days in 2020. If one was needed, a request could be put into Test Valley Borough Council.

It was reported that Sparkle Day Events could be held in the Wards, information would be circulated.

The Chairman would email all Councillors to encourage them to liaise with Community Associations to see if they wished to hold a TVBC Sparkle Day Event.

EC 026/19 Business Plan

Members considered the Business Plan. It was agreed that the Chairman would email all Councillors requesting them to review the Business Plan and to ask if they wish to be involved with the process.

EC 027/19 Earmarked Reserves

It proposed by Councillor D Coole and seconded by Councillor R Meyer that it be recommended to full Council that Vigo Park be added to Earmarked Reserves.

A vote was taken which was unanimous.

RESOLVED: That it be recommended to full Council that Vigo Park be added to Earmarked Reserves.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that it be recommended to full Council

that Public Conveniences be added to Earmarked Reserves.

A vote was taken which was unanimous.

RESOLVED: that it be recommended to full Council that Public Conveniences be added to Earmarked Reserves.

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that it be recommended to full Council that a contribution towards tourism be added to Earmarked Reserves.

A vote was taken which was unanimous.

RESOLVED: that it be recommended to full Council that a contribution towards tourism be added to Earmarked Reserves.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that it be recommended to full Council to delete the Community Notice Boards from Earmarked Reserves and to change the New Building Fund to Property Purchases Fund.

A vote was taken which was unanimous.

RESOLVED: that it be recommended to full Council to delete the Community Notice Boards from Earmarked Reserves and to change the New Building Fund to Property Purchases Fund.

EC 028/19 Website and Social Media

Members discussed the Town Council website and agreed it needed a refresh.

The purchasing of an additional domain name was discussed.

Once new staff were in place with Town Council would be promoted on Face Book.

It was suggested that a meeting be set up with the Website Provider to discuss updates.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Town Clerk purchase the domain name VisitAndover.org and VisitAndover.com.

A vote was taken which was unanimous.

RESOLVED: That the Town Clerk purchase the domain name VisitAndover.org and VisitAndover.com.

EC 029/19 Andover Town Council Offices

The Town Clerk updated Members on the progress to have the offices re-decorated. Three quotes had been obtained.

It was noted that the Town Clerk had already been given delegated authority to authorise the work.

It was requested that the Town Clerk purchase plants for the offices within the next three weeks.

It was suggested that Officers approach the Allotment holders for donations of plants.

EC 030/19 Committee Work Programme

It was requested that the following be added to the Committee Work Programme:

Andover BID Review, ask the Manager to present to the Committee on the progress of the Andover BID – June 2020.

It was requested that as the meeting had gone on over two hours, the Committee meet on a more regular basis.

It was agreed that the Chairman and Town Clerk would find additional dates for meetings.

EC 031/19 Items for Consideration at the next meeting

It was requested that Andover Special Expenses Levy Services, Non-levy Parish Level Services and Property Purchase be included on all future agendas.

EC 032/19 Date of Next Meeting

Members noted the date of the next meeting: **Tuesday 2 June 2020 at 6pm, Town Council Offices.**

The Chairman closed the meeting at 8.43pm.

CHAIRMAN

DATE

EVENTS COMMITTEE - 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.

It is expected that Councillors attend appropriate Training.

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 Grant Funding the Council releases each year.
2. To appoint a Working Group to assess applications for funding.
3. To make decisions for awarding 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 – Income from Events

3025/2 – Grants

3025/3 – Sponsorship

3025/4 – Proms in the Park

3025/5 – A-Fest Event

3025/6 – Shilling Fair Event

EXPENDITURE

4700 – Events & Projects

All items included within the 4700 Events & Projects Budget Head.

4190 – Grants

All items included within the 4190 Grants Budget Head.

4000/6 – Website & Community Development

All items included within the 4000/6 Budget Head

4100/1 – *Town Mayor*

All items included within the 4100/1 Budget Head

Assets

4100/6 – Refreshments

4100/7 – Room Hire Fund

4204 – New Building Fund

4205 – Bus Shelters

4210/3 – Rent-Office

4210/4 – Rates-Office

4210/5 – Water Rates-Office

4210/6 – Heating & Lighting-Office

4210/7 – Telephone & Broadband

4210/8 – Photocopying

4210/9 – Stationery

4210/10 – Postage

4210/15 – Office & Equipment Maintenance

4210/16 – New Equipment & Furniture

4210/17 – Waste Removal

Working Groups

The following Working Groups will report to the Events Committee:

Andover Lottery

Grants

Old Office

Tourist Information

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.

Appendix C: Christmas Lights Update Report

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Produced for: Events Committee	Date of Report: Monday 6 July 2020	Author of Report: W Coulter (Town Clerk, DPO, RFO)
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Summary of Key Issues

To update Members on the current progress of the Christmas Lights Installation for November 2020.
To update Members on the Structural Survey of the Lamp Columns.
To update Members on the current situation regarding the Town Mills Development and the effect on the Christmas Lights Installation 2020.

Structural Survey of Lamp Columns

Every 5 years the Town Council must carry out a Structural Survey on the Lamp Columns that it intends to hang Christmas Lights/Decorations from. The Structural Survey ensures that the Lamp Columns are structurally sound to take the weight of the decorations.

The Structural Survey is required to be carried out by SSE who are the Licencing Body for Hampshire County Council. Without the approved Licence from SSE the Town Council would not be able to install the Christmas Lights.

The time period for the Structural Survey has now lapsed. Due to the Coronavirus Lockdown it was not possible to have the survey carried out sooner. The Structural Survey has now been booked with the Company that has carried out the Survey for the past 2 occasions. It should be noted that an additional 15 lamp columns were added to the survey, the cost for the survey has not been increased since it was last carried out 5 years ago.

The cost of the Survey was reported to and approved by Full Council at its meeting held on 30 June 2020.

The Structural Survey will be carried out with the aim of being as 'Future Proof' as possible. This means that Officers have included as many Lamp Columns in the Town as possible and have requested that the Survey provide information on the maximum weight that the Lamp Columns can carry so that any changes to the type and design of the lights can be accommodated without the cost of having to have a new Survey carried out before the next 5 year time slot.

Town Mill Development - Effect on Christmas Lights Display 2020

The Christmas Lights Switch-On is usually held on the 3rd Friday of November. This would be 20th November 2020.

The Town Council Officers ensure that the Christmas Lights are installed well ahead of the Switch-On date to enable sufficient testing and time to sort out any last minute problems that may arise.

The lights are usually installed during the 1st week of November.

Andover Town Council Officers have been liaising with Test Valley Borough Council Officers with regard to the Town Mills development and the availability of the Lamp Columns leading down to the Town Mills Public House.

Due to the Coronavirus Lockdown, the Development progress has been delayed and the new Lamp Columns will not be in place along Town Mills in time for the Town Council to install the Christmas Lights for the Switch-On.

At the time of writing the report, it was not known when the new Lamp Columns would be installed. Therefore there may not be any Christmas Lights on Lamp Columns along Town Mills.

The new lamp columns will be unable to support the usual Christmas Lights Motifs, therefore Officers have been investigating alternatives, including wraparound lights.

As an alternative, the Town Council Officers have been in contact with the Owners of the Wilco Building to investigate whether any lights could be installed on their wall along the Town Mills.

An update will be provided in a later report on this.

Christmas Lights Installation 2020

As mentioned in the report above, the Town Council Officers are planning to install the Christmas Lights during the 1st week of November 2020.

Once the Structural Survey has been carried out the Officers will apply to Hampshire County Council for a Licence to erect the Christmas Lights over the Highway. Once this has been received an application for a Licence will be submitted to SSE for a Licence to use the Lamp Columns and an agreement entered to draw power from the Lamp Columns.

Due to the time restrictions caused by the delay in the Structural Survey the lights will be the same as they were last year in 2019.

Members will be presented with a further report in September 2020 to consider any changes they would wish to make to the Lights for 2021.

Legal and Policy Implications

Andover Town Council must comply with the following legislation for Christmas Lights;

- Highways Act 1980 Section 178 (with specific attention to subsection (1))
- BS EN 40-3-1:2013 Lighting Columns. Design and verification. Specification for characteristic loads.
- BS EN 40-3-2:2013 Lighting Columns. Design and verification. Verification by testing.
- BS EN 40-3-3:2013 Lighting Columns. Design and verification. Verification by calculation.
- PD 6547:2004+A1: 2009. Guidance on the use of BS EN 40-3-1 and BS EN 40-3-3.
- TR22 Managing a vital asset: Lighting Supports. ILP
- GP03: Code of Practice for Electrical Safety in Highway Electrical Operations. ILP
- BS7671: Requirements for Electrical Installations.
- Traffic Management Act 2004.
- The Construction (Design and Management) Act 2007
- Health and Safety and Work etc Act 1974

Recommendations

To note the update report on the Christmas Lights, installation, structural testing and implications of the Town Mills Development.

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

Tel: 01264 335592

Email: townclerk@andovertc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

ANDOVER TOWN COUNCIL GRANT FUNDING APPLICATION FORM

Part 1 – Organisation Details

Name of applicant Organisation:	King Arthurs Way Community Association
Project Name:	King's Kids Youth Group
Project Location:	King Arthur's Hall, King Arthur's Way, Andover, SP10 4BS
Project Start Date:	20 th April 2020
Project Completion Date:	5 th April 2021
Total Cost of Project:	£816.75
Funding Requested:	£544.50

Contact Name:

Registered Charity Yes No | Registration No?

If No, state type of organisation:

Organisation Address:

Email Address:

Telephone Number:

Organisation's bank account address:

If your application is successful, to whom would you like the cheque payable?

Please provide the following information:

Please tick

- A location plan or site plan, if applicable
- Copy of organisation's latest certified accounts
- Copy of constitution or set of rules
- Evidence of any permissions or consents

PART 2 – BUDGET DETAILS

Costs

Please provide a breakdown of the costs of the project (please continue on a separate sheet if necessary)

Item	Cost £	VAT £	TOTAL £
Purchase of new equipment: board games, crafts, makers, crayons, paper, etc.	500		500
Food craft once a month for 12 months	120		120
One Outing To Finkley Down Farm Minibus Hire from Unity £50 Entrance 12 kids & 3 adults £116.75 Small packed lunch for each child £30	196.75		196.75
TOTAL PROJECT COSTS	£816.75	£	£816.75

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)?
Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Hampshire County Council	None	
Test Valley Borough Council	None	
Town or Parish Council	None	
(Please state which Town or Parish Council)		
National Lottery	None	
(Please state which fund)		
Other (please provide details)	None	

PART 3 – GRANT PROPOSAL

Description of Activity – Please provide a brief description of the activities to be funded by the proposed grant.

We run an after-school youth group every Monday from 4pm – 5.30pm for 5-12 year olds. The grant would provide us with enough money to help towards a food craft once a month, one outing & most importantly, purchasing new equipment for the club. Currently the children are playing board games with missing pieces, half dried up paint, using markers and crayons which are about 10 years old (and barely work) & have minimal toys and crafts to play with. Our supplies are ancient & it would be nice to provide the children with newer & better quality games & crafts. We would like to be able to buy new colouring markers, crayons, pencils, colouring paper, colouring books, board games, crafts, paint, paint brushes, a few toys, seasonal crafts for them to be able to give as presents to their families (for Christmas, Mother's Day, Father's Day etc.), possibly a small, safe foosball table, some hula-hoops/exercise type toys & some dolls.

We would also like to take the children on one field trip in the summer to Finkley Down Farm. These kids never get to go anywhere over the summer because their parents can't afford it. Unity have said we can hire their minibus for £50. We would need some help covering the cost of entry for the children & a small, simple packed lunch for them. We would then be able to offer this outing at a much lower cost to them.

Details of Activity – Please provide additional details in support of your application, including why the grant is needed.

King Arthur's Way is one of the most impoverished areas in Andover. We only charge £1 entrance per child and provide a drink and fresh fruit as a snack. Once a month we do a food craft and for some of these children, it's the most they will eat for the rest of the day. The families of the children who attend don't have much and providing a fun and safe environment for the kids once a week means the parents can actually send them to an after-school activity. Being able to buy new supplies for the kids will make a huge difference and it would be so nice for them to be able to have one safe and fun outing in the summer which they would otherwise not be able to afford or ever go on. We are hoping that more children will want to attend the group if they see and hear that we have up to date games and crafts for them to enjoy!

Please provide a general description of the people in Andover who will benefit: All the local residents in King Arthur's Way – in particular children aged between 5 – 12 years old and their parents. Children who attend Knights Enham Infant and Junior school will also benefit.

Approximately how many local residents will benefit?

50 +

Your financial Situation

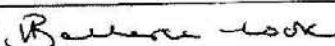

All application must be accompanied by the following financial information. If you do not supply this information your application will not be considered.

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position
- Photocopy of bank statements covering the last year
- A statement of your capital assets if any.

DECLARATION

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed: 	Date: 10.03.2020
Position in organisation: Community Centre Manager	
Signed: 	Date: 11/03/2020
Position in organisation: Treasurer	

Please return the form to:
Committee Officer
Andover Town Council, First Floor Offices, 68B, High Street, Andover, Hampshire SP10 1NG
Telephone No: 01264 335592

OR

Electronic copies to: info@andovertc.co.uk

Please refer to the Grants Guidelines when completing this application.

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

ANDOVER TOWN COUNCIL

GRANT FUNDING APPLICATION FORM

Part 1 – Organisation Details

Name of applicant Organisation:	<input type="text" value="Unity"/>
Project Name:	<input type="text" value="Cabaret Club"/>
Project Location:	<input type="text" value="Wolversdene Club, Andover"/>
Project Start Date:	<input type="text" value="June /July 2020"/>
Project Completion Date:	<input type="text" value="This is a one off event on one day"/>
Total Cost of Project:	<input type="text" value="£822.00"/>
Funding Requested:	<input type="text" value="£466.50"/>

Contact Name:

Registered Charity Yes No | Registration No?

If No, state type of organisation:

Organisation Address:

Email Address:

Telephone Number:

Organisation's bank account address:

If your application is successful, to whom would you like the cheque payable?

Please provide the following information:

- | | Please tick |
|---|-------------------------------------|
| • A location plan or site plan, if applicable (to be provided nearer the date for the Sustainability Event) | <input type="checkbox"/> |
| • Copy of organisation's latest certified accounts | <input checked="" type="checkbox"/> |
| • Copy of constitution or set of rules | <input checked="" type="checkbox"/> |
| • Evidence of any permissions or consents | <input type="checkbox"/> |

PART 2 – BUDGET DETAILS

Costs – Please see attached

Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
TOTAL PROJECT COSTS	£	£	£

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)?
Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
	None	
Town or Parish Council		
(Please state which Town or Parish Council)		
National Lottery		
(Please state which fund)		
Other (please provide details)		

PART 3 – GRANT PROPOSAL

Description of Activity – Please provide a brief description of the activities to be funded by the proposed grant.

Unity would like to run a pilot event in the late Spring/early Summer in partnership to help improve isolation and loneliness, promote local activities and raise awareness of issues for older people.

Details of Activity – Please provide additional details in support of your application, including why the grant is needed.

In partnership with ‘Our Andover’ and other local organisations with an interest in older people, Unity will run a ‘Cabaret Club’ pilot reaching the most isolated in the community to help them meet new friends, improve social networks and have a more fulfilled life. This event is designed to act as a pilot and if successful, funding would be sought to make this a regular activity. The Cabaret Club project is likely to take place in the Wolversdene Club and individuals will be able to come along, have refreshments and watch performers for an afternoon. Transport could also be provided by Unity Transport if required.

Please provide a general description of the people in Andover who will benefit:

- Vulnerable older people who may be lonely and isolated who might participate in the Cabaret Club.

- Individuals who may be isolated or lack confidence, or who may wish to enhance their social networks, or who may just wish to give something back to their communities through volunteering and community engagement..
- Individuals with protected characteristics such as mental health issues

Approximately **how many** local residents will benefit?

50+

Your financial Situation

All application must be accompanied by the following financial information. **If you do not supply this information your application will not be considered.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position
- Photocopy of bank statements covering the last year
- A statement of your capital assets if any.

DECLARATION

This grant aid application should be signed by **two** members of your Organisation’s Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed:	Date: 26 th February 2020
Position in organisation: Chairman	
Signed:	Date: 26 th February 2020
Position in organisation: Chief Executive/Authorised Signatory	

Please return the form to:
 Committee Officer
 Andover Town Council, First Floor Offices, 68B, High Street, Andover, Hampshire SP10 1NG
 Telephone No: 01264 335592

OR

Electronic copies to: **info@andovertc.co.uk**

Please refer to the Grants Guidelines when completing this application.

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

ANDOVER TOWN COUNCIL

GRANT FUNDING APPLICATION FORM

Part 1 – Organisation Details

Name of applicant Organisation:	<input type="text" value="Unity"/>
Project Name:	<input type="text" value="Multi Cultural/Diversity Event"/>
Project Location:	<input type="text" value="Andover Town Centre"/>
Project Start Date:	<input type="text" value="July 2020"/>
Project Completion Date:	<input type="text" value="July 2020"/>
Total Cost of Project:	<input type="text" value="£952.00"/>
Funding Requested:	<input type="text" value="£631.50"/>

Contact Name:

Registered Charity Yes No | Registration No?

If No, state type of organisation:

Organisation Address:

Email Address:

Telephone Number:

Organisation's bank account address:

If your application is successful, to whom would you like the cheque payable?

Please provide the following information:

- | | Please tick |
|---|-------------------------------------|
| • A location plan or site plan, if applicable (to be provided nearer the date for the Sustainability Event) | <input type="checkbox"/> |
| • Copy of organisation's latest certified accounts | <input checked="" type="checkbox"/> |
| • Copy of constitution or set of rules | <input checked="" type="checkbox"/> |
| • Evidence of any permissions or consents | <input type="checkbox"/> |

PART 2 – BUDGET DETAILS

Costs – Please see attached

Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
TOTAL PROJECT COSTS	£	£	£

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)?
Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Test Valley Borough Council	£1,000 (Cultural Event)	June 2020
Town or Parish Council		
(Please state which Town or Parish Council)		
National Lottery		
(Please state which fund)		
Other (please provide details)		

PART 3 – GRANT PROPOSAL

Description of Activity – Please provide a brief description of the activities to be funded by the proposed grant.

Unity would like to run a multi cultural event to raise awareness and help integrate the growing number of diverse groups across the town, increasing understanding of the services they provide and engaging the wider community in the issues facing multi cultural groups and those with protected characteristics.

Details of Activity – Please provide additional details in support of your application, including why the grant is needed.

The development of a multi-cultural/diversity showcase event in the town centre comprising a diverse range of organisations who will be offered the opportunity to promote their food, traditions, activities and services. This would take place in the summer and would raise awareness of these diverse groups helping to integrate them into the wider community, break down barriers and offer new opportunities for local people to understand other services available in their community.

It is hoped that this event will take place in early summer and will link to Volunteer’s Week to increase awareness of opportunities within these group.

Please provide a general description of the people in Andover who will benefit:

- Individuals who may wish to enhance their social networks, or who may just wish to give something back to their communities through volunteering and community engagement.
- Individuals will gain a better understanding of the cultural diversity in their communities which could have a positive impact in understanding differences and bringing people together.
- Individuals with protected characteristics

Approximately **how many** local residents will benefit?

100+

Your financial Situation

All application must be accompanied by the following financial information. **If you do not supply this information your application will not be considered.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position
- Photocopy of bank statements covering the last year
- A statement of your capital assets if any.

DECLARATION

This grant aid application should be signed by **two** members of your Organisation’s Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed:	Date: 26 th February 2020
Position in organisation: Chairman	

Signed:	Date: 26 th February 2020
Position in organisation: Chief Executive/Authorised Signatory	

Please return the form to:
 Committee Officer
 Andover Town Council, First Floor Offices, 68B, High Street, Andover, Hampshire SP10 1NG
 Telephone No: 01264 335592

OR

Electronic copies to: **info@andovertc.co.uk**

Please refer to the Grants Guidelines when completing this application.

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

<p>FOR OFFICE USE ONLY Date received..... Grant awarded..... Amount.....</p>

ANDOVER TOWN COUNCIL

GRANT FUNDING APPLICATION FORM

Part 1 – Organisation Details

Name of applicant Organisation:	<input type="text" value="Unity"/>
Project Name:	<input type="text" value="Sustainability Fun Day"/>
Project Location:	<input type="text" value="Vigo Park, Andover"/>
Project Start Date:	<input type="text" value="19<sup>th</sup> September 2020"/>
Project Completion Date:	<input type="text" value="19<sup>th</sup> September 2020"/>
Total Cost of Project:	<input type="text" value="£3,172.00"/>
Funding Requested:	<input type="text" value="£1,430.25"/>

Contact Name:

Registered Charity Yes No | Registration No?

If No, state type of organisation:

Organisation Address:

Email Address:

Telephone Number:

Organisation's bank account address:

If your application is successful, to whom would you like the cheque payable?

Please provide the following information:

- | | Please tick |
|---|-------------------------------------|
| • A location plan or site plan, if applicable (to be provided nearer the date for the Sustainability Event) | <input type="checkbox"/> |
| • Copy of organisation's latest certified accounts | <input checked="" type="checkbox"/> |
| • Copy of constitution or set of rules | <input checked="" type="checkbox"/> |
| • Evidence of any permissions or consents | <input type="checkbox"/> |

PART 2 – BUDGET DETAILS

Costs – Please see attached

Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
TOTAL PROJECT COSTS	£	£	£

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)?
Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Hampshire County Council	£1,000 (Sustainability Event)	June/July 2020 (if budget is available)
Town or Parish Council		
(Please state which Town or Parish Council)		
National Lottery		
(Please state which fund)		
Other (please provide details)		

PART 3 – GRANT PROPOSAL

Description of Activity – Please provide a brief description of the activities to be funded by the proposed grant.

Unity would like to run an event in Andover to promote a Sustainable lifestyle and to improve the planet with climate change initiatives and activities. This event will take place in September and will engage families across the area and help them to become more environmentally friendly.

Details of Activity – Please provide additional details in support of your application, including why the grant is needed.

In partnership with members of UK Men’s Sheds and a range of other organisations, Unity are planning a Family Fun Day sustainability event to promote a more sustainable style of living in the future. This day promises to promote more environmentally friendly ways to enhance our local environment, save the earth and improve everyday lives with activities, information and ideas, the sale of recycled items, giveaways and organisations promoting volunteering and related services.

--

Please provide a general description of the people in Andover who will benefit:

- Individuals and families across Andover who may have an interest in preserving the environment and can learn about the many and varied ways that this may be achieved as well as finding out about volunteering opportunities that directly relate
- Individuals who may be interested in becoming a volunteer or trustees within related organisations
- Individuals who may wish to develop their own practical services to become more environmentally friends

Approximately **how many** local residents will benefit?

500 +

Your financial Situation
All application must be accompanied by the following financial information. **If you do not supply this information your application will not be considered.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position
- Photocopy of bank statements covering the last year
- A statement of your capital assets if any.

DECLARATION

This grant aid application should be signed by **two** members of your Organisation’s Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed:	Date: 26th February 2020
Position in organisation: Chairman	
Signed:	Date: 26th February 2020
Position in organisation: Chief Executive/Authorised Signatory	

Please return the form to:
Committee Officer
Andover Town Council, First Floor Offices, 68B, High Street, Andover, Hampshire SP10 1NG

Appendix E: Events Budget



FINANCIAL BUDGET EVENTS 2020/2021

INCOME

	2018/2019 Net	Budget 2019/2020	Actual Net @ 31.12.2019	Balance 2019/2020	PROPOSED BUDGET 2020/2021
Events & Projects					
3025 Town Development					
3025/1	£20.00	£0.00	£322.00	£322.00	£0.00
3025/2	£3,500.00	£0.00	£0.00	£0.00	£0.00
3025/3	£0.00	£0.00	£0.00	£0.00	£0.00
3025/4	£0.00	£0.00	£0.00	£0.00	£0.00
3025/5	£170.00	£0.00	£30.00	£30.00	£0.00
3025/6	£745.00	£0.00	£3,450.00	£3,450.00	£0.00
3025 TOTAL	£4,435.00	£0.00	£3,802.00	£3,802.00	£0.00
TOTAL EVENTS & PROJECTS	£4,435.00	£0.00	£3,802.00	£3,802.00	£0.00

	2018/2019 Net	Budget 2019/2020	Actual Net @ 01.11.2019	Balance 2019/2020	PROPOSED BUDGET 2020/2021
EXPENDITURE					
Events & Projects					
4700 Events & Projects					
4700/2	£19,580.60	£20,000.00	£20,143.40	£-143.40	£20,000.00
4700/3	£994.95	£2,500.00	£1,167.26	£1,332.74	£500.00
4700/4	£3,656.58	£3,000.00	£5,404.96	£-2,404.96	£3,000.00
4700/5	£122.28	£0.00	£0.00	£0.00	£12,000.00
4700/6	£0.00	£0.00	£0.00	£0.00	£1,000.00
4700/7	N/A	N/A	N/A	N/A	£1,000.00
4700/-	£3,000.00	£5,000.00	£1,243.95	£3,756.05	£0.00
4700/8	£3,000.00	£0.00	£0.00	£0.00	£0.00
4700/9	£8,568.60	£0.00	£0.00	£0.00	£0.00
4700/10	£313.60	£400.00	£0.00	£400.00	£2,000.00
4700/11	£0.00	£0.00	£3,927.99	£-3,927.99	£4,000.00
4700/12	£0.00	£802.00	£802.00	£0.00	£500.00
4700/13	N/A	N/A	N/A	N/A	£500.00
4700/14	N/A	N/A	N/A	N/A	£500.00
4700/15	N/A	N/A	N/A	N/A	£500.00
4700/14	N/A	N/A	N/A	N/A	£1,000.00
4700/15	N/A	N/A	N/A	N/A	£500.00
4700/16	N/A	N/A	N/A	N/A	£500.00
4700/17	N/A	N/A	N/A	N/A	£5,000.00
4700/18	N/A	N/A	N/A	N/A	£500.00
4700 TOTAL	£39,236.61	£31,702.00	£32,689.56	£-987.56	£53,000.00
4190 Grants					
4190/1	£300.00	£12,000.00	£1,000.00	£11,000.00	£5,000.00
4190/1/1	£0.00	£1,000.00	£0.00	£1,000.00	£0.00
4190/3	£0.00	£0.00	£0.00	£0.00	£0.00
4190 TOTAL	£300.00	£13,000.00	£1,000.00	£12,000.00	£5,000.00

TOTAL Events & Projects

£43,196.61 £44,702.00 £33,689.56 £11,012.44 £58,000.00

Appendix F: Events Earmarked Reserves

F

Minute No	Title of Earmarked Reserve	Purpose	Management & Control					Balance (£)
			Amount set aside (£)	Date set aside	Date of expenditure	Amount	Supplier	
AC 088/18	Christmas Lights power column for Christmas Tree	One off cost for a power column purchase and installation following change in legislation (HCC)	£5,000.00	25.01.2018	23.08.2019	£5,982.00	TVBC	£982.00
	Christmas Lights power columns for extension to lighting scheme	One off cost to purchase and install power columns to enable lighting trees in the Town for Christmas	£7,000.00	31.03.2019				£7,000.00
AC 022/18	Christmas Lights Structural survey	To carry out a structural survey (legislation)	£2,500.00	25.01.2018	Aug 18	£1,260.00		£1,240.00
	Christmas Lights Replacement/upgrade of eye-bolts	To provide replacement/upgrade of eye-bolts (legislation)	£5,000.00	25.01.2018				£5,000.00
	Christmas Lights Installation of additional commando sockets on additional columns	To install additional commando sockets on new columns to extend the scheme	£3,500.00	25.01.2018				£3,500.00
	Property Purchase Fund	Funds set aside for a new building purchase/build	£157,998.00	31.03.2020				£157,998.00
	Grants Project	One-off Grants Project for Andover Community	£10,000.00	25.01.2018				£10,000.00
	Events - A-Fest	Monies set aside to Fund A-Fest in 2020	£2,000.00	31.03.2019				£2,000.00
	Youth Council	Future Youth Events	£1,800.00	31.03.2019				£1,800.00
	Defibrillator	For future provision of Defibrillators	£5,000.00	31.03.2019	30.04.2019	£3,927.99	AEDdonate	£1,072.01
	Bus Shelters	Running costs for Bus Shelters if transferred to the Town Council	£10,000.00	25.01.2018				£10,000.00
C211/19	Vigo Park	Provision of facilities in Vigo Park						
C211/19	Public Conveniences	Provision of PC's in the Town Centre						
C211/19	Contribution to Tourism	To assist with the provision of Tourism in Andover						

EVENTS COMMITTEE WORK PROGRAMME: 14 JULY 2020

Date of Meeting	ITEM	Requested by	Purpose of Item
14 July 2020	To receive an update report on the Shilling Fair	Cttee	
14 July 2020	To receive an application form for funding from Proms in the Park/High Street	Cttee	
14 July 2020	To receive an update on the Christmas Lights for 2020	Cttee	
22 Sept 2020	Draft Budget for 2021/2022	Stat	To consider a draft budget for 2021/2022 to recommend to the Budgets & Staffing Committee
22 Sept 2020	To receive an update on Octofest Music Festival	Cttee	
December 2020	To receive an update report on the Christmas Lights	Cttee	
December 2020	To make final adjustments to Budget if necessary	Stat	
March 2021	To receive a final report on Christmas Lights	Cttee	
April 2021	To receive a report on A-Fest	Cttee	