



## ANDOVER TOWN COUNCIL

Events Committee Meeting Agenda  
22 September 2020

To the Members of the Events Committee:

Councillors D Coole (Chairman), R Meyer (Vice Chairman), L Banville, J 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 22 September 2020 at 6.00 pm** when it is proposed to transact the following business: -

*T. Warburton*

Tor Warburton

Deputy Town Clerk – 16 September 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](mailto:deputyclerk@andovertc.co.uk), and the sign in details will be forwarded.

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## Item 1: Apologies for Absence

To receive and accept apologies for absence

## Item 2: Declarations of Interest

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

## Item 3: Minutes

To receive and agree the Minutes of the Extraordinary Events Committee held on Tuesday 18 August 2020, to be signed by the Chairman as a correct record – Minutes attached at **Appendix A**

## Item 4: Actions List

To review the items arising from previous meetings:

Action Points	Action
Christmas light projector <ul style="list-style-type: none"><li>• arrange a demonstration and ask about the possibility of a timer on it</li></ul>	Demonstration to be carried out next year. GOBO device has now been rented out, once the GOBO projector is back a demonstration will be organised with a view to potentially incorporating into the Christmas Lighting scheme 2021, assuming all concerns regarding timers and light pollution are met.
Forward details of new lamp posts going into the Town Mills development to Cllr Ecclestone for review	Completed – Email dated 26 August 2020.
Investigate alternative barriers for the Christmas tree and lamp column	Report to be discussed at Item 6 of this Agenda.
Provide more detail on potential shop front motifs and an updated list of shop owners wishing to participate.	Awaiting further information. During a meeting with Steve Godwin, of the BID, it was expressed that the BID is keen to work with ATC on this next year. Time constraints for 2020 do not allow for this to be carried out under this year's scheme. More lead time is required.
Provide clarification on the Christmas Events run by TVBC. Is it possible to extend the proposed Christmas Market from one day to longer? What is the BID contributing towards the funding of these events?	Deputy Clerk has a further meeting with Heather Whittam Venue Director – The Lights, on the 17 <sup>th</sup> September 2020 and will verbally update the Committee.
LGBT Grant	As per the information given at the last Events Committee meeting, this money was agreed but an application was never received and the money has not been awarded.
KAW Community Hall Grant	The KAW Community Hall remains closed. The Website states no bookings are being taken

<ul style="list-style-type: none"> <li>Write to suggest they submit a new application once their reopening date was known</li> </ul>	until January 2021 at the earliest. This will need to be revisited in January 2021.
Councillor Coole to draft 2 letters regarding the Levy and Non-Levy services to the Chief Executive. Town Clerk to send.	Cllr Coole kindly instructed the Town Clerk to write letters as suggested, however, the required content was not clear. Therefore, the Town Clerk has constructed letters and has sent. Awaiting response.

## 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

### 5.1 – Christmas Lights

- To approve a quote for fencing around the Christmas tree and power source – attached at **Appendix B**.

**5.2 – Christmas Events** - to receive a verbal update following a meeting with Heather Whittam – Venue Director, The Lights, on 17 September 2020.

**5.3 – Andover Town Council Events Policy** – to review the proposed Event Policy and recommend to Budget and Staffing for approval at Full Council – attached at **Appendix C**

**5.4 – Andover Town Council/Public Engagement.**

## Item 7: Earmarked Reserves

To discuss the current Earmarked Reserves/funding requirements and give clear direction to the Responsible Financial Officer as to what Earmarked Reserves/funding requirements are required and why. To be recommended for approval at Full Council – attached at **Appendix D**

## Item 8: Projects

The members are asked to consider and recommend, for approval at Full Council, a program of potential projects with proposed funding suggestions. The projects being considered should be considered in line with the Financial Plan. This proposed program of projects will feed into the budget process 2021/2022.

### 8.1 – Street Furniture

To discuss and agree the potential funding of street furniture (bench and bin) in Shaw's Walk (privately owned).

### 8.2 – Vigo Park Improvements

To receive a verbal update.

## **Item 9: 2018/2019 Budget Underspend**

Members are asked to discuss and recommend to the Budget and Staffing Committee, for recommendation for approval by Full Council, the transfer of some or all of the 2019/2020 Event budget underspend to specific budget lines in Events within Earmarked Reserves.

## **Item 10: 2020/2021 Budget and Five-Year Business Plan**

Members are asked to discuss and recommend to the Budget and Staffing Committee, for recommendation for approval by Full Council funding levels for the 2020/2021 budget lines and five-year Business Plan.

## **Item 11: Websites, Traditional Media and Social Media**

To note that Councilor's are meeting with the website designer/provider to discuss refreshing the Andover Town Council website and the Visit Andover website. Members are asked to review the Media and Social Media Policy and propose amendments, if needed, in order that the promotion of the Andover Town Council, via articles in traditional media and social media can be agreed. Media Policy attached at **Appendix E**.

## **Item 12: Work Programme**

To review/update the Committee Work Programme – attached **Appendix F**.

## **Item 13: Items for Consideration at the Next Meeting**

Members are requested to inform the Clerk of the meeting of any items that they wish to be included on the next Events Committee Agenda and to provide the Clerk of the meeting with supporting information at least 10 days prior to the next Events Committee meeting, as per Standing Orders, or the items will not be included.

## **Item 14: Date of the Next Meeting**

To note the date of the next Events Committee meeting, **Tuesday 8 December 2020, via Zoom starting at 6.00pm.**

The Chairman will close the meeting.

## Minutes of Extraordinary Events Committee

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### Time and date

6.00pm on Tuesday, 18 August 2020

### Place

Virtual On-Line Meeting via Zoom

### Details of Attendance:

Cllr D Coole (Chairman) (P) Cllr R Meyer (Vice Chairman) (A) Cllr J Coole (P) Cllr L Banville (A)  
Cllr C Ecclestone (P) Cllr L Gregori (P) Cllr R Hughes (P) (Arrived at 6.03pm) Cllr B Long (A)

### Officers Present:

Tor Warburton (Deputy Town Clerk)

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

### Other Borough/County Councillors:

Cllr I Anderson

Cllr Z Brooks

Cllr D Drew

Cllr K Hamilton

Cllr T Tasker

**Members of the Public:** 0

**Members of the Press:** 0

**Due to the Covid-19 Pandemic and Government legislation regarding Social Distancing, it was not possible to hold this meeting at a normal public venue. Therefore, the Town Council made arrangements under the Coronavirus Act 2020 and subsequent Regulations permitting remote meetings, to hold the meetings virtually. A voting procedure was actioned via role call method with each Member's name and response recorded in the Minutes.**

### EC 052/19 Apologies for Absence

Apologies were received and accepted from Councillors L Banville, B Long and R Meyer.

### EC 053/19 Declarations of Interest

There were no Declarations of Interest in relation to any item on the agenda.

### EC 054/19 Minutes

It was proposed by Councillor L Gregori and seconded by Councillor C Ecclestone that the Minutes of the Events Committee meeting held on Tuesday 14 July 2020, be signed by the Chairman as a correct record.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone and L Gregori.

Unanimous.

**RESOLVED: That the Minutes of the Events Committee meeting held on Tuesday 14 July 2020 be signed by the Chairman as a correct record.**

Councillor L Gregori requested an amendment to the Events Minutes of 14 July 2020, Minute No. EC 040/19 Grants.

The following paragraph was to be added as follows:

“The Deputy Clerk undertook to review the grants and how the money was spent and the acknowledgement of the fact that Andover Town Council provided the money.”

It was proposed by Councillor C Ecclestone and seconded by Councillor J Coole that the amended Minutes of the Events Committee meeting held on Tuesday 14 July 2020, be signed by the Chairman as a correct record.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone and L Gregori.

Unanimous.

**RESOLVED: That the amended Minutes of the Events Committee meeting held on Tuesday 14 July 2020, be signed by the Chairman as a correct record.**

(Councillor R Hughes joined the meeting at 6.03pm)

## **EC 055/19 Public Participation**

There were no Members of the Public present at the meeting.

## **EC 056/19 Events**

### **Christmas Lights:**

Members noted the update report on Christmas Lights, Structural Survey of the lamp columns, implications of the Town Mills Development, Additional Motifs, Christmas Lights Installation 2020 and Christmas Tree – attached to record Minutes. It was noted that the structural survey of the lamp columns had been carried out and Officers had received the survey report, which was satisfactory.

It was noted that due to the Town Mills Development, the lamp columns on the road leading to the Town Mills, will not be able to be used this year. Members discussed the idea of using a projector with timers, onto the side of the Methodist Church and were subsequently shown a short video of an example of Christmas lights projected onto a side of a building. Officers to contact the Vicar to discuss permissions and look into a demonstration for the Members. The issue of how long the projector would be switched on for was raised. Officers suggested the possibility of a timer to be added to the projector plug to limit the times and reduce potential light pollution, however, this would have to be investigated.

Members debated the additional motifs with regards to the number of shop owners, who wished to participate and have the motifs displayed on their shop walls and the costs involved. It was commented that shop owners may wish to have the responsibility of putting their own motifs up. Officers had begun discussions with the suppliers to off-set costings against the motifs and equipment that would not be in use for Christmas 2020, due to the Coronavirus situation. It was also suggested that the option of shop owners participating would be a better possibility for Christmas 2021.

It was noted that the Christmas Tree for Christmas 2020 had been ordered. The possibility of extending the existing barriers to include the power supply was discussed. It was noted that it was not possible to obtain any additional barriers that are currently being used, however, Officers would investigate alternative options.

It was proposed by Councillor D Coole and seconded by Councillor J Coole that:

- Officers be instructed to source an alternative supplier for the barriers and report back to the next meeting.
- Officers to arrange a demonstration of a Christmas Light projector onto a building.
- Officers to provide further details on shop motifs.

A recorded vote was taken as follows:

For: Councillor D Coole, J Coole, C Ecclestone, L Gregori and R Hughes.

Unanimous.

**RESOLVED: That:**

- **Officers be instructed to source an alternative supplier for the barriers and report back to the next meeting.**
- **Officers to arrange a demonstration of a Christmas Light projector onto a building.**
- **Officers to provide further details on shop motifs.**

### **Christmas Events:**

Members noted the report on the suggested Christmas Events to be run by Test Valley Borough Council (TVBC) in lieu of a Christmas Light Switch On 2020.

Consideration was given to the Andover Town Council contributing funding to support TVBC in providing these events for the Community. It was agreed that a clearer idea of what the Town Council would be supporting was required and that Officers would investigate this.

### **Andover Town Council/Public Engagement:**

Members received a verbal update on the possibility of running a pop-up gazebo stall at Town Centre events and be used to promote the Andover Design Statement as part of the consultation phase. The Chairman confirmed that four Councillors have said they would be interested and prepared to volunteer to man the stall. Officers would investigate booking of the Time Ring and use of the market and report back to the next meeting.

## **EC 057/19 Grants**

Members noted the report on all Grants given by Andover Town Council since 2012 and whether grant monies awarded had been spent and acknowledgement given to Andover Town Council – attached to record Minutes. A Member referred to a previous grant application for LBGT that was submitted and asked whether the monies had been spent as no report had been provided. Officers confirmed that the grant application had been agreed, however, the monies had never been applied for.

### **Abel Foundation Grant**

It was proposed by Councillor D Coole and seconded by Councillor J Coole that Standing Orders be suspended to allow a representative from the Abel Foundation to answer questions raised by a Member of the Committee.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori and R Hughes.

Unanimous.

**RESOLVED: That Standing Orders be suspended to allow a representative from Abel Foundation to answer questions raised by a Member of the Committee.**

It was established that no application for funding was made to TVBC, due to a conflict of interest. Funding of £2,000 was received from Hampshire County Council. A total of 140 families would be supported by the Abel Foundation. It was also noted that the Abel Foundation had recently lost a fundraising opportunity which would have equated to £20,000.

It was proposed by Councillor L Gregori and seconded by Councillor C Ecclestone that the Standing Orders be unsuspended.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori and R Hughes.

Unanimous.

**RESOLVED: That the Standing Orders be unsuspending.**

It was proposed by Councillor L Gregori and seconded by Councillor C Ecclestone that the Events Committee agree to support the Abel Foundation Grant application.

A recorded vote was taken as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori and R Hughes.

Unanimous.

**RESOLVED: That the Events Committee agree to support the Abel Foundation Grant application.**

The representative from Abel Foundation expressed thanks to Members of the Events Committee and confirmed it would be added to their website.

### **King Arthurs Way Community Association Grant**

Councillor R Hughes declared an Interest in this item and would not be taking part in the voting procedure.

Members noted that no further information had been received since the previous Committee meeting and that the Community Hall had been closed due to the Coronavirus situation.

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that a request be made to the King Arthurs Way Community Association to submit a new grant application, once the reopening date was known.

A recorded vote was as follows:

For Councillors D Coole, J Coole, C Ecclestone and L Gregori.

Unanimous.

**RESOLVED: That a request be made to the King Arthurs Way Community Association to submit a new application, once the reopening date was known.**

## **EC 058/19 Projects**

### **Vigo park:**

Members received a verbal update regarding Improvements to Vigo Park. Some Members of the Events Committee had attended a meeting with the Head of Community and Leisure at TVBC and felt it was a useful discussion with comparisons being made to Romsey Park. It was confirmed that the Masterplan did not include Vigo Park, beyond the possible removal of the Vigo Park Roundabout. It was noted that further updates would be brought to the next Committee meeting.

## **EC 059/19 Date of Next Meeting**

Members noted the date of the next meeting: **Tuesday 22 September 2020 via Zoom starting at 6.00pm.**

## **EC 060/19 Exclusion of the Press and Public**

It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that the Press and Public be excluded from the meeting at Item 10, due to consideration of the Andover Levy, Non-Parish Level Services and Markets, which contain sensitive commercial information.

A recorded vote was as follows:

For: Councillors: D Coole, J Coole, C Ecclestone, L Gregori and R Hughes.

Unanimous.

**RESOLVED: That the Press and Public be excluded from the meeting at Item 10, due to consideration of the Andover Levy, Non-Parish Level Services and Markets, which contain sensitive commercial information.**

**The Chairman closed the meeting at 8.53pm.**

CHAIRMAN .....

DATE .....

## Appendix B: Christmas Tree and Power Source Fencing

# B

### Security fencing for the Christmas Tree and Power Supply

**Produced for:**

Events Committee Meeting

**Date of Report:**

16 September 2020

**Summary of Key Issues**

To review and approve a quote to supply fencing to go around the Christmas Tree and power supply.

**Current Situation**

Currently Andover Town Council uses heavy security barriers to protect the Christmas tree every year.

As per legislation a working power supply has been added at ground level to give electricity to the Christmas Tree lights. This power supply will also need a protective barrier to comply with Health and Safety. There are not enough of the current barriers to do this.

Members requested that Officers source more appropriate festive fencing that will provide the security required. Members suggested a 'picket fence' should be sourced. The fencing will be hired for the duration of the Christmas Lights installation for 2020.

The lead time had not been sufficient to provide three quotes in time for the Committee to consider. Therefore 2 quotes have been provided.

**Purpose of Report**

The purpose of this report is:

1. To note that the current fencing will not provide the amount of protection needed and that there are no more of these panels available to use.
2. To review and approve a quote to supply the protective fencing for the Christmas Tree and power supply for the Christmas Lights Install 2020.

**Financial Implications:**

Two quotes were obtained that include delivery, collection and VAT, they are:

Quote 1: £806.40



Quote 2: £1,466.40



### 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 approve a quote, as set out above, for fencing to protect the Christmas tree and power source.**

**To instruct Officers to notify successful company and book the fencing.**

Note: The person to contact about this report is Tor Warburton (Deputy Town Clerk), Andover Town Council, 66B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: [deputytownclerk@andoverc.co.uk](mailto:deputytownclerk@andoverc.co.uk)

Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors

## **ATC EVENT POLICY**

The level of detail in planning should be proportionate to the scale of the event and the degree of risk.

### **Health and safety management arrangements**

Whatever the scale of the event, make sure there is a clear understanding within the organising team of who will be responsible for safety matters.

### **Safety plan**

As an event organiser, identify the:

- scale, type and scope of the event
- type and size of audience
- location
- duration of the event
- time of day and year the event will be held

These factors will help you to determine what resources and facilities will be required.

Translate this information into an appropriate **safety plan**.

The key tool for creating a safety plan is the process of risk assessment

For information to help with your event risk assessment, see also <https://www.hse.gov.uk/event-safety/health-safety-topics.htm>

### **Worker involvement**

The best way to protect your employees and visitors from harm and illness is to involve your workers during the planning phase.

Liaise with the venue owner / management, emergency services and, where appropriate, local authority Safety Advisory Group for advice and information relevant to your planning. Discuss with them how you can control risks. For further information please see <https://www.hse.gov.uk/event-safety/safety-advisory-groups.htm>

### **Selecting contractors**

When you select and appoint contractors, consider their suitability and competence for providing a safe and reliable service.

Ask contractors to:

- demonstrate knowledge and understanding of their work and the health and safety hazards involved
- provide evidence of a trained workforce and the competence of key staff for the project
- confirm that they have sufficient resource levels to do the work
- provide evidence of previous successful work that shows they can adopt and develop safe systems of working

In the absence of experience of previous work, ask them to demonstrate an appropriate level of technical ability (e.g. being a member of an accreditation scheme, professional organisation or trade association may help with this.

**For Further information:**

- <https://www.hse.gov.uk/pubns/indg368.htm>
- <https://www.hse.gov.uk/pubns/books/hsg159.htm>

**Providing workplace facilities**

If you employ anyone, you must so far as is reasonably practicable, provide adequate and appropriate welfare facilities for them while they are at work.

**What you need to do**

You have to provide adequate welfare facilities for your employees.

‘Welfare facilities’ are those that are necessary for the well-being of your staff, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks.

For further information please see <https://www.hse.gov.uk/pubns/indg293.htm>

**Emergency planning**

You must have plans in place to respond effectively to health and safety incidents and other emergencies that might occur at an event.

This emergency plan should to be in proportion to the level of risk presented by event activities and the potential extent and severity of the incident.

**Consider the key risks**

Using the resources available to you onsite, develop emergency procedures to be followed by staff and volunteers in a significant incident/emergency, eg sudden bad weather, a fire or structural failure.

Include contingencies to deal with incidents and situations as varied as an entertainment act cancelling at short notice, severe weather, or the unavailability of key staff in your team.

You will also need to consider your response to more serious emergencies, including major incidents that will require help from the emergency services and implementation of their regional emergency plans (which may not be specific to the event).

**Counter-terrorism**

The National Counter-terrorism Security Office have produced specific advice to help mitigate the threat of a [terrorist attack in crowded places](#).

The key message for the public is ‘Run, Hide, Tell’:

- **Run** - to a place of safety. This is a far better option than to surrender or negotiate. If there’s nowhere to go, then...
- **Hide** - it’s better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally, and only when it is safe to do so ...
- **Tell** - the police by calling 999

## **Sharing your plans**

For all but the smallest events with low risks (or those in fixed venues with established procedures), draw up and discuss your plans with:

- the police
- fire and rescue service
- ambulance service
- emergency planning
- for fixed premises like stadiums and arenas, the venue management

The detail and complexity of any discussions should be proportionate to the risks involved. You, as the organiser, and emergency services should be clear about who will do what if there is an emergency or major incident.

## **Develop an emergency plan**

Most event emergency plans should address the same basic requirements, to:

- get people away from immediate danger
- summon and assist emergency services
- handle casualties
- deal with those who have been displaced but not injured (eg at a festival with camping)
- liaise with the emergency services and other authorities and, where the situation is serious, hand over responsibility for the incident/emergency
- protect property

## **Emergency procedures**

Procedures for staff and volunteers to follow in an emergency should include:

- raising the alarm and informing the public
- onsite emergency response, ie use of fire extinguishers
- summoning the emergency services and continuing to liaise with them
- crowd management, including evacuation where necessary
- evacuation of people with disabilities
- traffic management, including emergency vehicles
- incident control
- providing first aid and medical assistance

## **First aid, medical assistance and ambulances**

As well as workers, HSE strongly recommends that you include the visiting public in your first-aid, medical and ambulance needs assessment. Make sure you will have enough medical assistance and ambulances onsite and liaise with your local NHS and ambulance service so they can balance your needs against their local capacity.

Except for small, low-risk events where ambulances may not be required, and at events where they are not onsite, plans should be drawn up in conjunction with the local NHS ambulance service to clarify how patients will be taken to hospital.

## **Have clear emergency roles and responsibilities**

You should appoint people to implement your procedures if there is an incident or emergency. Make sure that all relevant staff members, whatever their normal role, understand what they should do in an emergency, for example:

- the location of exits

- how to use emergency equipment
- how to raise the alarm
- who they should receive instructions from?

### **Evacuation**

Emergencies can develop very rapidly. Make sure you are equipped to move the audience to a total or relative place of safety without delay. The following actions will help.

### **Escape routes and exits**

- Plan escape routes and make sure they remain available and unobstructed
- Make sure all doors and gates leading to final exits, as well as site exits themselves, are available for immediate use at all times. Check they:
  - are unlocked - if security is an issue, they should be staffed not locked
  - are free from obstructions
  - open outwards in the direction of escape

### **Signs and lighting to help evacuations**

- Consider signs for people unfamiliar with escape routes
- Light all escape routes sufficiently for people to use them safely in an emergency
- Emergency lighting should comply with the requirements of British Standard [BS 5266-1](#). Use an independent power source, e.g. a generator, in case the mains electricity supply fails
- If using floodlighting, lighting towers etc. as temporary lighting make sure it does not shine in people's faces along the escape route, making it more difficult for them. As an alternative, 'festoon lighting' along an escape route prevents glare

### **Places of safety**

- Plan how you will evacuate people to a place of relative safety from where they can make their way to a place of total safety

### **Vulnerable people**

- Plan to provide additional assistance to people with a disability, people with learning difficulties, those with limited mobility and children
- Where children are separated from their parents, in play areas etc., make arrangements for their safe evacuation clear so parents don't try to reach them against the normal direction of escape

### **Communicating with the public**

- Plan for how you will communicate official event messages to the public in conjunction with the emergency services, e.g. via social media

For further guidance on escape routes and strategies see the Guide to safety at sports grounds and Fire safety risk assessment guides.

### **Show stop**

Effective response to an emergency can sometimes mean a rapid and controlled halt to a performance to prevent further risk to the audience or to initiate an evacuation.

This sort of 'show stop' involves:

- identifying the key people involved, particularly those who can:
  - initiate a show-stop procedure

- communicate with the performer or participants
- communicate with the audience
- deciding how these key people will initiate a show-stop procedure
- having pre-agreed wording for public announcements (consider your lines of communication, e.g. radios, PA systems)
- briefing the management of performers or participants in advance about the show-stop procedure

### **After the incident**

Once the risk has been reduced to a tolerable level, you can consider restarting the performance/event.

Only restart the performance after consultation with other key agencies on site, eg emergency services. Make sure staff are back in position and services are ready.

### **Transfer of authority for an emergency/major incident**

If the emergency services declare an emergency/major incident onsite, all the event personnel and resources will work under the command of the police. However, the police may declare one part of the event as under their authority to respond to the emergency/major incident, but leave other parts of the event under your control as the event organiser.

### **Testing and validation**

In many cases, validation of your emergency plan may take the form of a table-top exercise, where you and others work through a range of scenarios and establish the effectiveness of your responses.

Test the communication systems, e.g. radios and public announcement equipment, before the event.

### **Checklist - Planning for an event**

#### **Ask yourself:**

- Have you decided who will help you with your duties?
- Is there a clear understanding within the organising team of who will be responsible for safety matters?
- Have you risk assessed your event and prepared a safety plan?
- Did you involve your workers during the planning of your event?
- Did you liaise with other agencies?
- Have you gathered and assessed relevant information to help you determine whether you have selected suitable and competent contractors?
- Have you provided the right workplace facilities?
- Have you planned for incidents and emergencies?

### **Your duties as an event organiser**

You are responsible for ensuring that overall safety at the event is maintained so that as far as reasonably practicable, people setting up, breaking down and attending the event are not exposed to risks to their health and safety.

#### **These duties will include:**

- having health and safety arrangements in place to control risks
- ensuring co-operation and proper co-ordination of work activities
- providing your employees and others with relevant information on any risks to their health and safety
- ensuring the competence of staff to undertake their role safely

- monitoring health and safety compliance
- reviewing your health and safety arrangements

## **What you need to do**

Once physical activity starts at the event site, attention should move away from planning and paperwork to the effective management and monitoring of site operations, as follows:

### **Management**

Have appropriate management systems in place for each phase of the event to make sure health and safety risks are controlled. While the numbers onsite during the public period will be significantly greater, the need for safety management during build up, load-in, breakdown and load-out is just as important. There may be fewer people, but this is likely to be when the highest-risk work activities are carried out.

### **Co-ordination**

Ensure co-operation and proper co-ordination of all work activities on the site. This does not mean you become responsible for all the individual technical work carried out by third parties. Rather you should make sure you develop a safe overall phased programme of work by taking into account contractor risk assessments and communicating this to all relevant parties.

### Further information

- <https://www.hse.gov.uk/entertainment/cdm-2015/index.htm>
- <https://www.hse.gov.uk/pubns/indg368.htm>
- <https://www.hse.gov.uk/pubns/books/hsg159.htm>

### **Information**

Provide your employees and others, including contractors, with relevant information on any risks to their health and safety identified by your risk assessment/s. Your contractors will need to do the same for their employees.

Do this as part of a general site induction and briefings about individual work activities or tasks. For example, you may need to tell people coming onto site about:

- site hazards and control measures
- buried services such as electric cables
- safe speed limits
- where they can safely park
- first aid, toilets and wash facilities
- emergency arrangements
- weather forecast news
- procedures for using / booking plant

You may also want to provide relevant health and safety information to the public, e.g. in the form of signage.

### **Competence**

Staff should be competent to undertake their role safely. There should also be an appropriate level of competent supervision, proportionate to the risk, nature of the work and the personnel involved.

## **Monitoring and review**

Periodically, you should check your agreed methods for controlling risks and test them to make sure they are working and being followed. Your risk assessment should set out the frequency of checks, who is responsible for them, and the methods they use.

For small-scale events, a simple checklist is probably enough.

For larger events, such as a festival, a number of people may share the monitoring role. Whoever has the role should be familiar with the risk assessment findings and control measures, and be able to identify new hazards and assess risks as they arise.

Others with managerial responsibilities can also assist in this monitoring role while undertaking their other duties.

You must have plans in place to respond effectively to health and safety incidents and other emergencies that might occur at an event.

This emergency plan should be in proportion to the level of risk presented by event activities and the potential extent and severity of the incident.

## **Planning for incidents and emergencies**

Consider the key risks ([see above](#))

### **Large-scale outdoor events**

Large-scale outdoor events such as festivals, sporting events and concerts are increasingly popular, regularly attracting large crowds of people. Most of these events pass off without incident, due to good planning and organisation by the organisers. This guidance provides some useful additional advice for organisers to help them run such events safely.

Information for organisers of large scale temporary outdoor events which take place under permitted development rights (so do not require a planning application) and which are near to areas which contain a major accident hazard. This guidance does not apply to all outdoor events. It is aimed at those that are likely to attract large numbers of people, for example a large crowd of spectators in front of a big stage or screen, or large numbers of people camping close together at a music festival or jamboree. It does not apply to events that require a planning application.

### **What is a major accident hazard?**

A major accident hazard is a potential source of danger which, in the event of an incident could cause severe harm to a large number of people, for example, a release of flammable or toxic substances from a large industrial site, an explosion at a licensed explosive site or the failure of a high-pressure pipeline resulting in the release of a flammable substance. HSE sets areas known as 'consultation zones' and 'safeguarding zones' around certain major hazard sites and pipelines and licensed explosives sites (these are known as "safety hazard areas" in permitted development legislation) . These zones are used for land use planning purposes. They are designed to keep development away from major hazards wherever possible, and to limit the risk to public safety in the event of a major accident.

Planning authorities must consult HSE over certain developments within these zones which are likely to lead to an increased population around the major hazard. Even when a planning application is not required, as can be the case for temporary outdoor events, organisers need to check for major accident hazards when they choose the location and assess the suitability of a site.

### **Your duties as an event organiser**

As an event organiser, you have a duty to [plan](#), [manage](#) and monitor your event to make sure that workers and the visiting public are not exposed to health and safety risks. You need to take account of any existing major accident hazards when choosing the location for an event, assess the [suitability of the site](#), and [plan for major incidents](#).

Although not required to consult with HSE, organisers of outdoor events taking place under permitted development must still comply with their statutory duty in respect of [risk management](#) and health and safety. Where a site is within the consultation zone of a major accident hazard or explosives safeguarding zone, you need to consider and assess potential risks from the major accident hazard to those attending the event should an incident occur and put appropriate measures in place to mitigate those risks.

Whilst licensees of explosives sites and operators of major hazard sites and pipelines must take all measures necessary to prevent and limit the consequences of a major accident, organisers should also ensure that their event activity in no way increases the material risk of an incident at the major hazard site, pipeline or explosives site, or adversely impacts on the ability of the emergency services to attend in the event of an incident, for example by blocking roads with traffic or allowing parking near key junctions.

### **Is my event site within an HSE consultation zone or explosives safeguarding zone? (referred to as a “safety hazard area” in permitted development legislation)**

It will not always be obvious that a site is within an HSE consultation zone. These can extend for large distances from the major hazard site, and in the case of major accident hazard pipelines, there are unlikely to be any surface structures to indicate their presence.

Although designed primarily for land developers, event organisers can use [HSE's Planning Advice Web App](#) to check whether a site is within an HSE consultation zone or explosives safeguarding zone. You will need to [contact HSE](#) to gain access to the Web App and will receive an email containing details enabling you to log in. Once logged in, organisers can ‘create an enquiry’ (see paragraph 2.8 and section 3 of the [user guide](#) (PDF)- Portable Document Format for instructions) to check the proximity of the site to any major accident hazards. The Web App will say whether the site lies within the consultation distance of a hazardous installation or pipeline, or an explosive safeguarding zone and provides organisers with an option to download a report. This is a free service.

Alternatively, event organisers can ask HSE to check the details for them, however there may be a fee for this service.

### **What else can ATC do?**

Ideally, organisers of events likely to attract large numbers of people should try to site them outside of HSE consultation zones or explosives safeguarding zones. However, if this is not possible, the following suggestions might help to reduce potential risks.

- Consider locating those areas of the site where large numbers of people will congregate, such as in front of a stage or screen, as far away from the hazard as possible.
- Areas where there will be a minimal presence of people, such as storage or service areas could be located closer to the hazard.
- Is there a local authority [Safety Advisory Group](#) in the area? If so, you can contact them to discuss your event and seek advice. They may also be able to provide information about major hazards sites in the area.
- Talk to the operators of the major hazard site or pipeline to gain an understanding of potential risks, and consider how, should an incident occur, this might affect those people attending the event. You can search online for [public information about establishments in your area](#) that are covered by the Control of Major Accident Hazards (COMAH) Regulations 2015.
- Discuss risk reduction options, for example for the duration of the event
  - Can a pipeline be isolated, or the operating pressure reduced?
  - Can the pipeline operator provide increased protection in the form of marking of the pipeline route and safety patrols by operational staff?
  - Can any movements of dangerous substances to and from the site (e.g. by tankers) be rescheduled or suspended?
  - Can major hazards operations, such as tank filling, be restricted?
  - Can the inventory in gasholders be reduced?

- Establish a communication link with the site or pipeline operators to allow for rapid exchange of information (such as exchanging the event control/duty manager phone numbers)
- If the site of a proposed event is within an explosive safeguarding zone, organisers should contact the licensee as soon as possible to determine whether additional safety arrangements should be put in place for the duration of the event

# Appendix D: Earmarked Reserves

# D

Minute No	Title of Earmarked Reserve	Purpose	Management & Control					Supplier	Balance
			Amount set aside (£)	Date set aside	Date of expenditure	Amount			
AC 088/1	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	Test Valley Bord	£982.00
	Christmas Lights - power columns for extension to lighting scheme	One of cost to purchase and install power columns to enable lighting trees in the Town for Chrtsisms	£7,000.00	31.03.2019					£7,000.00
AC 022/1	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 socks 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	£152,000.00	31.03.2019					£157,998.00
	Grants Project	One-off Grants Project for Andover Community	£10,000.00	31.03.2019					£16,250.00
	Events	Events EMR Set aside	£2,000.00	31.03.2019					£3,000.00
	Youth Projects	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

## ANDOVER TOWN COUNCIL

### Media Policy

19th July 2019



#### **Introduction**

The purpose of this policy is to guide both Councillors and Officers of the Council in their relations with the Press and Media, in such a way as to ensure the smooth running of the Council.

This policy does not seek to be either prescriptive or comprehensive but sets out to provide guidance on how to deal with some of the practical issues that may arise when dealing with the Press and Media.

Above everything else, a Councillor must observe Andover Town Council's Code of Conduct whenever he/she conducts the business of the authority, conducts the business of the office to which he/she has been elected/appointed or acts as a representative of the authority.

#### **Town Clerk and Officers of the Council**

The Town Clerk as the Proper Officer of the Council is authorised to receive all communications from the Press and Media and to issue Press Statements on behalf of the Council. In the absence of the Town Clerk, media communications will be handled by the Community Officer. In the absence of both of these officers, enquirers will be referred to the Town Mayor who will act as the spokesperson for the purposes of this element of the policy. All communications made by the Town Clerk will relate to the stated business and day to day management of the activities or adopted policy of the Council. He/She is not expected or authorised to speculate on matters that have not been considered by the Council. Where such questions are put to the Town Clerk, she should refer the enquirer to the Mayor or a Committee Chairman as considered appropriate.

No other officer of the Council, unless authorised by the Town Clerk, is permitted to speak or communicate with the Press and Media on any matter affecting the Council or its business.

#### **Members of the Council**

A Councillor must not disclose information that is of a confidential nature. This includes any discussion with the press on any matter which has been discussed under confidential items on Council or Committee agendas or at any other private briefing.

A Councillor should not raise matters relating to the conduct or capability of an Officer at meetings held in public or before the press.

## **Dealing with the Press**

When dealing with the Press verbally, members and officers should be aware of the following:

A Councillor should act with integrity at all times when representing or acting on behalf of Andover Town Council. When speaking or providing written material to the Press and Media, Members should make clear the capacity, in which they are providing the information. For example: -

Using the prefix "Councillor" when writing to the press as an individual. This implies you are stating Council policy, make sure you include a statement that you are making a statement as an individual and NOT on behalf of the Town Council itself.

A copy of any written material sent to the Press and Media by a Member, as representing the Council, must be forwarded to the Town Clerk.

Take particular care if the press or media approach you for comment on a controversial subject, and do not be led into stating something you did not really mean to say. If unsure about any particular policy, simply state "no comment" and ask the press to contact the Council Offices.

Councillors should be aware that case law states that the role of Councillor overrides the rights to act as an individual. This means that Councillors should be careful about expressing individual views to the press or media, whether or not they relate to matters of Council business. Councillors also have an obligation to respect Council policy once made and whilst it may be legitimate for a Councillor to make clear that he or she disagreed with policy and voted against it (if this took place in an open session), they should not seek to undermine a decision through the press.

Be informed and certain of all your facts;

Ensure that when making comments on behalf of the Town Council that you are aware what Council Policy is and that your comments reflect that policy.

Be calm;

Ensure that your comments and views will not bring the Council, its Councillors or its staff into disrepute and ensure that comments are neither libelous nor slanderous.

- as Mayor
- as Chairman of a Committee
- as an individual (i.e. letter to press for publication)

Issues to be Aware of;

Councillors and officers not used to dealing with the press may be surprised when they see that statements made in all innocence look very different in print than they did when they were spoken. It is advantageous to write out a statement or position beforehand.

## **Meetings of Council and Committees**

Copies of Agendas, Minutes and Reports sent to Members for meetings of the Council or its Committees will be e-mailed to the Press and Media.

Facilities will be provided at meetings for the Press to take notes of the proceedings.

As provided in the Council's Standing Orders both the Press and Public may be excluded from a meeting whilst certain confidential matters (as provided for in the relevant legislation) are under discussion.

[Note: The Town Council as a Parish Council is governed by the Public Bodies (Admission to Meetings) Act, 1960.]

## **Press Releases**

The Town Clerk, in consultation with the Town Mayor, is also authorised to publish press releases on any urgent matters where there is insufficient time for a council meeting.

This document has been prepared as a guidance note for officers and elected members. It represents the policy of the Council in respect of its relationships with the Press and Media. The policy has been prepared to ensure

consistency in the Council's dealing with the Press and Media and details who is authorised to speak on behalf of the Council. It has been drafted to ensure that the views and policy of the Council are presented accurately. In providing information to the Press and Media, Members and Officers representing the Council will abide by the "Code of Recommended Practice on Local Authority Publicity" published by the Department for Communities & Local Government.

<http://www.communities.gov.uk/documents/localgovernment/pdf/1878324.pdf>

The overriding principle of this policy is that all elements of the Press and Media will be treated equally.

## **Social Media**

### Introduction

1. This section relates to the creation and management of Facebook and Twitter accounts by the Andover Town Council.
2. The aim of this policy is to set down rules and regulations to ensure the proper use of such accounts.
3. The aim of the work effort here is to use the Facebook and Twitter accounts to interact in a stronger way with the residents and to use it to advertise events and other projects of the Town Council/community.

### Management

1. Town Council social media will be created and managed solely by the Town Council Office. A Facebook page and Twitter account will be created for the Town Council. No council member will have access to the administration of social media accounts.
2. The accounts will be set up using the [info@andovertc.co.uk](mailto:info@andovertc.co.uk) or other office email address as necessary.
3. Only information regarding the Town Council will be entered. Other events taking place in the town may be promoted.
4. The accounts will only link to pages of a local government organisation or organisations/causes relating to the town.
5. No religious or political views will be expressed.
6. "Friends" will not be allowed to post new topics to the Facebook "wall". However, friends will be able to comment on topics created by the Town Council.
7. Posts on the Facebook page will be available for all users of Facebook to see.
8. The Town Council's logo will be the profile picture for everyone to see.
9. Photo Albums will be open for everyone to view.
10. Photographs uploaded will not have a direct view of any child's face without the prior consent of their guardian.
11. The accounts will be maintained by the office staff who will remove messages which include:
  - a. Abusive language content.
  - b. Which may cause offence to a specific group of people e.g. comments on a person's sexuality, sexist comments, racial comments etc.
  - c. Which contain potential libelous comments.
  - d. Any other comment which may cause offence in any way.
12. If any matters raised are relevant and need to be discussed by the Town Council then further information will be sought and brought to the relevant council meeting/committee.
13. Event dates will be created for any Town Council event taking place.
14. Other events taking place in the town may be promoted.
15. People will be encouraged to be "friends" of and "follow" the Town Council.
16. If "friends" or "followers" are repeatedly abusing the Town Council's accounts then they will be removed from the friends/followers list and unable to post to the accounts. Instances which would involve removal include repeated:

- a. Posting with abusive language content.
  - b. Posting comments which may cause offence to a specific group of people e.g. comments of a person's sexuality, sexist comments, racial comments etc.
  - c. Posting potential libelous comments.
  - d. Any other comment which may cause offence in any way.
17. The account will not be used for playing games, adding applications, or anything of a personal nature. Contravention of this rule could result in disciplinary procedures.
18. Private messages will be sent in response to anyone sending an initial private message to the Town Council accounts. If a "simple" response does not satisfy the enquiry then the person will be asked to email the Council with the request for comment and the office email will be provided. Any posts by "friends"/"followers" raising issues/questions/comments that cannot be answered "simply" will be dealt with separately via email. The Town Council email address will be provided.

### Changes

1. This policy will be a living document and can be altered by the Town Council Office Staff, if necessary, to allow immediate action should the unexpected arise. This will be key to overcome teething problems that have not already been identified. Changes to the policy will be highlighted at the next Town Council meeting to keep members abreast of the changes for their approval. This policy will be kept under review by the Town Council.

## EVENTS COMMITTEE WORK PROGRAMME

Date of Meeting	ITEM	Requested by	Purpose of Item
22 September 2020			
8 December 2020			
9 March 2021			
7 April 2021			