

ANDOVER TOWN COUNCIL

Events Committee

Wednesday 4 December 2019



To the Members of the Events Committee:

Councillors L Bavage, D Coole, J Coole, C Ecclestone and R Meyer.

You are hereby summoned to attend a meeting of the **Events Committee** to be held in the Town Council Offices, 68B High Street, Andover on Wednesday 4 December 2019 at 5.30pm when it is proposed to transact the following business: -

A handwritten signature in blue ink, appearing to read 'Wendy R Coulter', is written in a cursive style.

Wendy R Coulter

28 November 2019

ANDOVER TOWN COUNCIL

Events Committee

Wednesday 4 December 2019



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.

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Item 1: Election of Chairman

To Elect a Chairman of the Committee for the remainder of the Municipal Year 2019/2020.

Item 2: Election of Vice Chairman

To Elect a Vice Chairman of the Committee for the remainder of the Municipal Year 2019/2020.

Item 3: Apologies for Absence

To receive and accept apologies for absence.

Item 4: Declarations of Interest

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

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 Policy

To consider a Policy for the Town Council to assist with funding events for the Town which are not organised by the Town Council – report attached at **Appendix A**.

Item 7: Events for 2020

To consider Events for 2020 and Town Council resources to deliver the events – list of possible events attached at **Appendix B**.

Item 8: Draft Budget for Events Committee

To consider a Draft Budget for the Events Committee to be included in the Town Council Budget for 2020/2021 – Draft Budget attached at **Appendix C**.

Item 9: Committee Work Programme

To consider a Work Programme for the Committee – attached at **Appendix D**.

Item 10: Date of The Next Meeting

To note the date of the next Events Committee meeting, **Tuesday 25 February 2020**, in The Town Council Offices, 68B High Street, Andover, **starting at 5.30pm**.

Appendix A: Events Policy Report + Events Policy

Produced for: Events Committee	Date of Report: Wednesday 27 November 2019	Author: W. Coulter (Town Clerk, DPO, RFO)
Key Issues To consider a Policy for the Town Council to assist with funding events for the Town which are not organised by the Town Council.		
Background Historically the Town Council has organised, funded and put on events in the Town. Specifically A-Fest and the Shilling Fair. However, these events were latterly mainly organised by Councillors with support from the Deputy Town Clerk. The Councillors who organised the events are no longer Members of the Town Council and currently the Deputy Town Clerk is on long term sick leave. The Town Council is in the process of considering its Budgets and funding for the A-Fest and Shilling Fair are being discussed and included in the Budget for 2020/2021.		
Current Situation The Town Council is currently very short of resources. Although additional resources are being discussed within the Budget, they will not come into effect until April 2020. The Committee will be discussing the provision of additional future events, some of which will be organised by the Town Council but others, like the A-Fest and Shilling Fair will be organised by outside bodies. If the Town Council does not directly organise the event, the event cannot be covered under the Town Council's Public Liability Insurance.		
Proposal To enable the Town Council to comply with Audit Regulations it is suggested that a Policy be introduced and the organisers of events will be required to complete a funding form, outlining the costs of the event, what the event is for, who it will benefit, if any monies are to be given to charity and time scales. Once completed, if the event has been included within the Town Council's Budget, monies will be given to the event organisers. The Organisers will be required, after the event to provide the Town Council with a follow up report, including a final expenditure budget and return any unspent monies. If applications are received for events which are outside the Town Council's Budget, the application will be considered by the Events Committee and if applicable will be recommended to full Council for additional funding.		
Events Policy Attached at Annex 1 is a proposed Events Policy which covers the purpose of the Policy and how the funding will be managed and released.		

Financial Implications

There are no financial implications with regard to the implementation of an Events Policy.

Legal and Policy Implications

The Town Council is required to comply with Audit Regulations and procedures and to adhere to its own Financial Regulations.

Recommendations

To recommend to full Council the adoption of an Events Policy

27 November 2019

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

Distribution: To all Councillors

Annex 1: Events Policy

ANDOVER TOWN COUNCIL

EVENTS POLICY – 2019

The Town Council's policy for Events

Reference: Maidstone Borough Council, Canterbury City Council, Barnard Castle Town Council

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The General Data Protection Regulation (GDPR) standardizes data protection law across all 28 EU countries and imposes strict new rules on controlling and processing personally identifiable information (PII). It also extends the protection of personal data and data protection rights by giving control back to EU residents. GDPR replaces the 1995 EU Data Protection Directive and goes into force on May 25, 2018. It also supersedes the 1998 UK Data Protection Act.

GDPR PRIVACY STATEMENT

(General Data Protection Regulations)

This is a privacy statement of Andover Town Council. Our registered office address is 68b High Street, Andover, Hampshire, SP10 1NG.

INTRODUCTION

- This is a statement to inform you of our policy about all the information we record about you. It sets out the conditions under which we may process any information that we collect from you or that you provide to us. Any information that identifies you (“Personal Information”) is used to provide you with the services you require.
- We regret that if there are one or more points below that you are not happy with us holding, we have to hold this under General Data Protection Regulations (GDPR) law.
- We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our websites, customers and clients are entitled to know that their personal data will not be used for any purpose other than the lawful basis upon which it was provided for.
- We undertake to preserve the confidentiality of all information that you provide to Andover Town Council.
- Our policy complies with UK law accordingly implemented including that required by the GDPR.
- The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. We do this now by requesting that you read the information provided at www.knowyourprivacyrights.org.
- Except as set out in our GDPR policies (which can be found at www.andover-tc.gov.uk) we do not share, sell or disclose any personal data to any other organisation or third party.

THE BASIS ON WHICH WE PROCESS INFORMATION ABOUT YOU

The law requires us to determine under which of the six defined bases, we process different categories of your personal information. If a basis on which we process your personal information is no longer relevant, your personal information will be destroyed.

If the basis changes then as required by law, we will notify you of the change and of any new basis under which your personal data is being held.

ALLOTMENTS

Data is held on an internal Town Council database/software system and is used to send you Newsletters, Yearly Invoices, Receipts, Follow-Up letters and Terminations if necessary.

Tenancy Agreements are held for 1 year after the expiry of the agreement under the GDPR guidelines (subject to change).

EMAILS & WEBSITES

If you contact the Town Council via email or our website, your personal data i.e. email address, will be kept for the time it takes to answer your enquiry, unless another lawful reason becomes apparent, which we will notify you of, after which time it will be destroyed.

For details of our full Privacy Policy, please refer to www.andover-tc.gov.uk. Alternatively, you may write to us at Andover Town Council, 68b High Street, Andover, Hampshire, SP10 1NG and we will send you a hard copy.

1. Policy Statement

Well organised events are recognised for their ability to provide benefits for the local economy, bring life to the Town and create an interest in the Town promoting it as a lively and vibrant place to live.

2. Purpose

The Town Council allocates funds each year for a regular and wide-ranging programme of events to encourage residents and visitors into the Town and thus support the local economy.

3. Policy Objectives

The Town Council will evaluate the merits of existing and new events against the following objectives to inform its spending priorities.

The Town Council will promote and support community events in Andover which:

- a. Maintain and enhance some traditional town-focused events
- b. Indirectly support local charities by supporting charitable events
- c. Create a sense of community, bringing Andover's residents together
- d. Enhance Andover as an attractive visitor destination
- e. Bring more people into Andover and indirectly support our local businesses and retailers

4. Finance available

The Town Council includes within its Budget each Year, monies for specific events. The events provide activities which benefit some or all of the people of Andover. The financial sums are limited by the agreed Budgets which are set for the relevant financial year by the Town Council.

The funds are only made available to organisations which can demonstrate a need for assistance.

5. Criteria

- Retrospective applications will not be considered
- Applications from national or regional organisations will be considered provided that the events takes place in Andover and is of direct benefit to all or some of its inhabitants.

- Applications for recurring events will be considered as well as unique one off events

6. Process of Approval

Applications will be considered and approved by the Events Committee.

Applications must be submitted at least one month prior to the event taking place.

The monies awarded will be within the amounts set in the Town Council's Budget unless there are exceptional circumstances. These will be referred to full Council for approval as they are outside the remit of the Events Committee.

Organisers are restricted to one application in any one financial year.

Any positive decision to support an event does not set a precedent for the future.

If organisers disband or a particular event does not go ahead, any monies awarded will be returned to the Town Council.

Organisers must supply a report on how the funding was used, its final costings and outcomes.

7. Health and Safety at Events

Event organisers are responsible for and have a legal duty to ensure the health and safety and welfare of the people attending their events, as well as that of employees, contractors and sub-contractors working at the event (Health and Safety at Work Act 1974).

Event organisers are advised that they should comply with the following:

- The Events Safety Guide, A Guide to Health, Safety and Welfare at music and similar events HSG 1995
- RIDDOR 995
- Fire Precautions Act 1975
- The Children's Act 1989
- Health and Safety at Work Act 1975
- Wildlife and Countryside Act 1981
- Any specific conditions laid out, local bylaws or instructions from Test Valley Borough Council or Hampshire County Council
- All relevant legislation relating to public liability

8. Audit and Review

This policy will be reviewed on an annual basis and be updated as necessary.

9. Document Information

Title:	Events Policy
Status:	1 st Draft
Version:	27 November 2019
Consultation:	Events Committee
Approved by:	Council
Approval Date: 2019
Review Frequency:	Every year or if change occurs
Next Review:	November 2020

10. Document Control

Date	Version	Description	Sections Affected	Approved by
Nov 2019	1	1 st Draft	All	Events Committee
Dec 2019	2	2 nd Draft	All	Council

Disclaimer:

A printed version may not be the current version.

A current version may be obtained in the required format from the Town Clerk's Office at Andover Town Council.

Appendix B: List of Proposed Events

MONTH	DATE	EVENT	ORGANISER	Funded by
January				
February	25	Pancake Day	?	ATC
March				
April				
May	3	A-Fest	3 rd Party	ATC
June		Andover Gardening Fair	?	?
		Armed Forces Day	3 rd Party	ATC
July		Andover Cycling Festival	3 rd Party	ATC
	19	Andover Carnival	3 rd Party	ATC
		Andover Gardening Competition	3 rd Party	ATC
August	9 or 16	Shilling Fair	3 rd Party	ATC
		Four fun Fridays	?	?
	31	Festival of Motoring	3 rd Party	ATC
September		Proms in the Park/High Street	3 rd Party	ATC
October		Octofest Music Festival	?	?
November		Christmas Lights Event	TVBC (switch-on)	TVBC
December				
Every 3 rd Sunday		Artisan Market		

Appendix C: Draft Events Committee Budget 2020/2021

DRAFT FINANCIAL BUDGET 2020/2021

INCOME

		2018/2019 Net	Budget 2019/2020	Actual Net @ 01.11.2019	Balance 2019/2020	PROPOSED BUDGET 2020/2021
Events & Projects						
3025	Town Development					
3025/1	Income from Events	£20.00	£0.00	£0.00	£0.00	£0.00
3025/2	Grants	£3,500.00	£0.00	£0.00	£0.00	£0.00
3025/3	Sponsorship	£0.00	£0.00	£0.00	£0.00	£0.00
3025/4	Proms in the park	£0.00	£0.00	£0.00	£0.00	£0.00
3025/5	A-Fest	£170.00	£0.00	£30.00	£30.00	£0.00
3025/6	Shilling Fair	£745.00	£0.00	£2,000.00	£2,000.00	£0.00
3025	TOTAL	£4,435.00	£0.00	£2,030.00	£2,030.00	£0.00
TOTAL EVENTS & PROJECTS		£4,435.00	£0.00	£2,030.00	£2,030.00	£0.00

EXPENDITURE

		2018/2019 Net	Budget 2019/2020	Actual Net @ 01.11.2019	Balance 2019/2020	PROPOSED BUDGET 2020/2021
Events & Projects						
4700	Events & Projects					
4700/1	Notice Boards	£0.00	£0.00	£0.00	£0.00	£0.00
4700/2	Christmas Lights	£19,580.60	£20,000.00	£11,598.20	£8,401.80	£20,000.00
4700/3	A-Fest	£994.95	£2,500.00	£1,167.26	£1,332.74	£2,500.00
4700/4	Shilling Fair	£3,656.58	£3,000.00	£5,404.96	-£2,404.96	£3,000.00
4700/5	Youth Clubs	£122.28	£0.00	£0.00	£0.00	£12,000.00
4700/6	Town Centre Manager	£6,500.00	£0.00	£0.00	£0.00	£30,000.00
4700/7	Miscellaneous Events	£160.00	£5,000.00	£1,243.95	£3,756.05	£5,000.00
4700/8	Armed Forces Day	£0.00	£0.00	£0.00	£0.00	£1,000.00
4700/9	Andover Challenges	£3,000.00	£0.00	£0.00	£0.00	£0.00
4700/10	WW1 Event (215)	£8,568.60	£0.00	£0.00	£0.00	£0.00
4700/11	Festival of Motoring	£313.60	£400.00	£0.00	£400.00	£2,000.00
4700/12	Defibrillator Provision	£0.00	£0.00	£3,927.99	-£3,927.99	£4,000.00
4700/13	Community Engagement	£0.00	£802.00	£802.00	£0.00	£500.00
4700/14	Andover Cycling Festival	N/A	N/A	N/A	N/A	£500.00
4700/15	Andover Carnival	N/A	N/A	N/A	N/A	£1,000.00
4700/16	Community Officer	N/A	N/A	N/A	N/A	£25,000.00
4700/17	Easter Passion Day	N/A	N/A	N/A	N/A	£500.00

4700/18	Andover Gardening Comp	N/A	N/A	N/A	N/A	£500.00
4700/19	Pancake Day	N/A	N/A	N/A	N/A	£500.00
4700/20	Tourism	N/A	N/A	N/A	N/A	£5,000.00
4700/21	Water Butt Scheme	N/A	N/A	N/A	N/A	£500.00
4700	TOTAL	£42,896.61	£31,702.00	£24,144.36	£7,557.64	£113,500.00

Appendix D: Committee Work Programme

Date of Meeting	ITEM	Requested by	Purpose of Item
25 February 2020	To receive a report on A-Fest		
	Agree funding to be released for events in 2020		
2 June 2020	To receive a final report on A-Fest		
July 2020	To receive an update report on the Shilling Fair		
September 2020	Draft Budget for 2021/2022	Stat	To consider a draft budget for 2021/2022 to recommend to the Budgets & Staffing Committee
December 2020	To receive an update report on the Christmas Lights		
December 2020	To make final adjustments to Budget if necessary		
March 2021	To receive a final report on Christmas Lights		
April 2021	To receive a report on A-Fest		