



Time and date

6.30pm on Thursday **1 August 2024**

Place

The Lights, Andover

Councillors Present:		Arrival time noted if after meeting start					
Cllr K Bird (Chairman)	✓		Cllr M Farren (Vice Chairman)	✓		Cllr J Cockaday	✓
Cllr L Gregori	✓		Cllr J Hughes	✓		Cllr R Hughes	✓
Cllr H Neate	✓		Cllr E Reynolds	✓			

Officers Present:	Gail Foster (Town Clerk) Nicola Barber (Admin Assistant)
Members of the Public:	3
County/Borough Councillors:	TVBC Councillor N Gwynne
Members of the Press:	0

ELECTION OF CHAIRMAN

CE 001/08/24 It was proposed by Councillor E Reynolds and seconded by Councillor M Farren and **RESOLVED: FOR – 6, AGAINST – 1, ABSTENTIONS - 1**, that Councillor K Bird be elected as Chairman of the Community and Events Committee.

CE 002/08/24 The website and council structure document would be updated to show the members of the C&E Committee. **Action: Town Clerk.**

ELECTION OF VICE-CHAIRMAN

CE 003/08/24 It was proposed by Councillor M Farren and seconded by Councillor R Hughes that Councillor E Reynolds be elected as Vice-chairman. Councillor Reynolds declined the position.

CE 004/08/24 It was further proposed by Councillor K Bird and seconded by Councillor E Reynolds and **RESOLVED: FOR – 5, AGAINST – 1, ABSTENTIONS - 2**, that Councillor M Farren be elected as Vice-Chairman of the Community and Events Committee.

PUBLIC SESSION

CE 005/08/24 **PUBLIC SESSION** *The discussion below is a short summary and is not recorded word for word.*

A resident spoke to advise they were attending the meeting to answer any questions about the Defibrillator grant request on the agenda at item 9.

The chairman advised that she would vary the order of the items on the agenda to bring the particular item forward.

APOLOGIES

These minutes are published in draft pending approval at the next Committee meeting.

CE 006/08/24 No apologies had been received from Councillors.

INTERESTS

- CE 007/08/24** Non-pecuniary declarations were received from:
1. Councillor E Reynolds, as a member of the Drove Association, and as an allotment plot holder.
 2. Councillor H Neate, as a plot holder at Ox Drove allotment site.

WORKING GROUP NOTES (minutes)

CE 008/08/24 Councillors noted the minute [notes](#) that had been attached to the agenda.

DEFIBRILLATOR

CE 009/08/24 It was proposed by Councillor J Hughes and seconded by Councillor L Gregori and **RESOLVED: Unanimously**, that the applicant would be awarded £500 towards the purchase of a defibrillator. **Action: Town Clerk.**

CE 010/08/24 Councillors confirmed that the council would not contribute towards the ongoing maintenance, or insurance of the device which would be covered by the Shop in Picket Piece.

CE 011/08/24 The Defibrillator policy would be reviewed as had been requested by the Town Clerk. **Action: Cllr Bird and Town Clerk.**

PRIDE 2024

CE 012/08/24 Councillor R Hughes advised that he wasn't aware until the day of the event that T-Shirts had been ordered to be printed and made for sale. He asked if a Councillor had declared an interest in the sale of the T-Shirts. The Town Clerk confirmed that no declaration of interest had been made. Cllr Hughes asked the Town Clerk to explain how she had made the decision to go ahead with selling that type of merchandise.

CE 013/08/24 The Town Clerk explained that a councillor had suggested to her shortly before the actual event, that Pride T-Shirts be made for volunteers to wear, and as an extra type of merchandise for the council to sell. As RFO the Town Clerk explained that the Working Group had no budget left of the £500 authorised for spending on items to sell. She explained that she did have authority to spend up to a certain limit without council approval, but did not feel it was in the council's interests to risk any further public money on items which may or may not sell, and that she was therefore not going to approve any further council spending on merchandise. The Councillor involved offered that a person of his acquaintance might offer to fund the purchase of a number of T-Shirts privately, and take any loss if the T-Shirts did not sell. In the case that a profit was made, he would be prepared to donate the full profit made back to the Town Council for a future event. Given that the deal did not impact or risk any of the town council's funds, the Town Clerk agreed to the suggestion. It was also clarified that VAT was charged on the sales made by the Town Council, and a net of VAT profit had been made of £17.08. There were a number of T-Shirts left for sale for next year.

CE 014/08/24 Councillor R Hughes asked the Town Clerk if she considered that the councillor involved had a pecuniary interest. The Town Clerk replied that she did not believe this was the case as the Councillor was not able to make any profit from the sale of the T-Shirts.

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- CE 015/08/24** Councillor R Hughes, asked if this had been checked with the monitoring officer, and the Town Clerk confirmed she had not. Councillor R Hughes asked that this be done. The meeting did not vote on whether this should be carried out, but the Town Clerk agree to do so. **Action: Town Clerk.**
- CE 016/08/24** A short report showing the costs of the Pride Event was circulated. The report showed receipts of £1,873.74 being £1,500 received as a contribution from Andover Mind, and £373.74 as takings from sales of merchandise. The costs that had been incurred totalled £6,695.00. This gave an overall cost to running the event as £4,821.26.
- CE 017/08/24** The Budget line 4700/24 shows the £5,000 the Council had set aside for the event plus an extra £500 that had been resolved to be spent on merchandise. The total event had come in £678.74 under budget.
- CE 018/08/24** Councillors R Hughes and L Gregori felt that the report did not have enough detail and that full transparency of all costs was required. Councillor K Bird noted that all costs are available in the payments schedules for council approval, but agreed that a full report could be made available if necessary. A breakdown of costs would be circulated. **Action: Town Clerk.**

TERMS OF REFERENCE

- CE 019/08/24** It was proposed by Councillor Neate and seconded by Councillor Farren that the Terms of Reference be disregarded and a new draft be made, splitting the responsibilities of Community and Events into different sections.
- CE 020/08/24** Councillors went into debate and an amendment to the motion was proposed by Councillor Bird and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, to amend the proposal to carry across the current Terms of Reference for the working group until the next meeting.
- CE 021/08/24** The substantive motion was debated, and it was proposed by Councillor Neate and seconded by Councillor Farren and **RESOLVED: Unanimously**, that the working group terms of reference be carried over as valid for this meeting. A new draft for Councillor review would be brought to the next committee meeting for review. **Action: Town Clerk.**

WWII 80 YEARS EVENT

- CE 022/08/24** Councillors discussed how a previous event had be very successful but that a repeat would not be as impactful. It was noted that there are two dates that can be celebrated, VE Day in May, and World War II day on 2nd September. It was noted that it would be difficult for school engagement if the September date was picked.
- CE 023/08/24** It was proposed by Councillor R Hughes and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that a working group be set up with Terms of Reference, and start and finish dates to provide an outline for the event including a budget. **Action: Councillors Bird and Farren and Town Clerk.**
- CE 024/08/24** Other Councillors would be invited to join the Working Group and those with a military background would be asked to advise. **Action: Councillor Bird.**
- CE 025/08/24** Councillors at the meeting that volunteered to join the Working Group were Councillors Bird, Cockaday, Farren, L Gregori, J Hughes and Reynolds.
- CE 026/08/24** The TVBC officer in charge of the Andover Events Calendar for the year would be contacted. **Action: Councillor Bird.**
- CE 027/08/24** The budget report was reviewed, and it was noted that approx. £1,800 remained for spending against Miscellaneous Events. Budget lines showing zero would be queried with the software provider. **Action: Town Clerk.**

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PRIDE 2025

- CE 028/08/24** It was proposed by Councillor R Hughes and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that a working group be formed, and terms of reference and start and finish dates and budget be drafted for recommendation to full Council. **Action: Cllr M Farren and Cllr J Hughes.**
- CE 029/08/24** Other Councillors would be invited to join the Working Group by email. **Action: Councillor Farren.**
- CE 030/08/24** Councillors at the meeting that volunteered to join the Working Group were Councillors Bird, Cockaday, Farren, Hughes and Reynolds.

FUTURE ITEMS

- CE 031/08/24** Councillor Bird asked if a Village fete type event might be considered. It was noted that the Allotments committee are currently organising a "Best Harvest" event for September. Other councillors would be advised of the arrangements. **Action: Admin Assistant.**
- CE 032/08/24** Councillor Farren asked to review the cost breakdown of the Christmas Festival. Costs would be requested from TVBC. **Action: Town Clerk.**
- CE 033/08/24** Councillor Gregori suggested that the Grants strategy, and policy be added to the next Committee agenda, but it was further suggested that Full Council should decide which committees the strategy and the policy fall under. **Action: Town Clerk.**
- CE 034/08/24** Councillor Neate asked if reports could be drafted for the Christmas Lights provision and Christmas Carols in the High Street organisation. **Action: Town Clerk.**
- CE 035/08/24** Councillor Neate also asked for an item to consider Poppies on lampposts for November. **Action: Town Clerk.**

NEXT MEETING

- CE 036/08/24** Members noted that the date of the next meeting would be **Thursday 5TH September 2024 at The Lights at 6.30pm.**

MEETING CLOSURE

- CE 037/08/24** The Chairman closed the meeting at 7.30 pm.

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