



# Andover Town Council

Item No.

**14**

- To decide if the conditions set at Full Council
- (C 223/02/24a-e) have been met.
- To agree next steps.

To: C&E Committee

By: Acting Town Clerk

Date of Report: 14/2/2005

## Background:

In 2023/2024 Council considered the making of a 'mockumentary' style program to highlight the charities and help that are available to residents in Andover.

In 2024 Council agreed that Andover College be involved in the making of these programs as a form or work experience for the students.

## Event - timeline

### MOCKUMENTARY PLANS

#### Full Council 20 Sept 2023

**C 110/09/23**

(Councillor L Gregori arrived at 7.41pm)

Members considered a report by Councillor J Hughes, with a proposal to increase Andover Town Council's [media presence](#). The purpose of which would be to give a different view on Andover, its organisations and charities, that would appeal to a wider and younger audience, whilst also raising the Town Council's profile.

The Town Mayor read out a letter of support for Councillor J Hughes, from Mr Peter Hearn, a Media Lecturer at the Andover College.

Members debated the potential investment of professional audio equipment. It was suggested that only the purchase of a wireless microphone would be required, which would work with a modern mobile phone.

(Councillor R Meyer left the room at 7.45pm)

It was proposed by Councillor J Hughes and seconded by Councillor S Waue and

**RESOLVED: FOR - 12, AGAINST - 1, ABSTENTIONS - 1**, that Andover Town Council develop a series of mockumentaries, in collaboration with various organisations within Andover, which can be uploaded to various media platforms.

**Action: Town Clerk and Councillor J Hughes**

It was proposed by Councillor E Reynolds and seconded by Councillor M McGarry that the purchase of two microphones be approved.

A recorded vote was taken:

FOR	AGAINST	ABSTENTIONS
S Hardstaff	S Waue	L Gregori
E Reynolds	M Farren	
M McGarry		
J Hughes		
R Hughes		
K Hughes		
R Kidd		
T Gregory		
K Bird		
J Cockaday		
<b>10</b>	<b>2</b>	<b>1</b>

**Action: Town Clerk**

**Email from 30 January 2024**

**From:** Town Clerk  
**Sent:** 30 January 2024 11:56 AM  
**To:** Cllr Joseph Hughes; Cllr Heather Neate; Cllr Katherine Bird; Stu Waue; Cllr Edward Reynolds  
**Cc:** Town Clerk  
**Subject:** Working Group for Script Approval of Mockumentaries

All,

Joe and I have agreed that the scripts will be reviewed by a working group PRIOR to filming starting on the mockumentaries.

Joe is comfortable that you are all involved in the WG, but would prefer to keep it small.

To be clear, the intention is not to re-write any of the scripts, more to go through them and just point out if something is a bit close to the mark, or might need a word or two tweaking....

Or perhaps if the order of questions might be funnier in a different order.

Obviously, the main driver is to avoid any issues that might lead to public negativity, but not to stifle any of the students' creativity.

We need to hold the WG meeting before Monday 19<sup>th</sup> Feb, so that filming can start first thing on the Monday morning. Can you all please confirm if you are able to make an evening in Incuhive - Tuesday 13<sup>th</sup> February at 6.30?

Best regards,

**Town Clerk and Responsible Financial Officer**

01264 335592

**Full Council Feb 2024**

**C 223/02/24a**

Members considered the terms on which the [mockumentary project](#) should proceed.

Councillor J Hughes reported that the students started on Monday 19 February and would be working for two weeks on the project. Four charities have signed up to have mockumentaries made about them. So far these are Unity, Yellow Brick Road, Sport in Mind and Walk and Talk for Mental Health. The students have shown a lot of creativity so far.

Councillor H Neate reported on the short script review that took place the night before the Council meeting and stated that as far as she had seen, there had been some learning from the Christmas episode.

The scripts would be reviewed by the four charities involved, as well as Andover College, which would give the Town Council some assurance around oversight. Scrutiny and process had been put in place, although at this stage, it was not possible to finally decide if the result would be published by the Town Council.

The project was however, providing valuable work experience for the students in a different type of work environment and it was wonderful for the Town Council to be working with the college to support students in this way.

A discussion took place in relation to Intellectual Property Rights (IPR). Concerns were raised about returning the IPR back to the students, if the Council ultimately decide not to publish the project.

	<p>It was agreed that if this occurred, the parts of the scripts/videos that the Town Council was comfortable with, would have their IPR returned to the students. Any small sections of the scripts/videos that the Town Council was concerned about, would remain the IP of the Town Council.</p> <p>All Councillors were supportive of the idea that regardless of the outcome of the publication decision, that the students' work experience would be signed off by the Town Clerk.</p> <p>A question was raised in relation to which council resources were being used on the project. The Town Clerk confirmed that the only resource that had been used so far was the office meeting room. (Councillor L Gregori arrived at 7.11pm)</p> <p>The Councillors considered the draft conditions that Councillor J Hughes and the students would need to abide by.</p> <ul style="list-style-type: none"> <li>A. That the Scripts are approved by Full Council.</li> <li>B. That the final versions of the videos are approved by Full Council before any footage or media is published in the Council's name.</li> <li>C. That all students sign over Intellectual Property Rights to the Council.</li> <li>D. That Councillor J Hughes signs over all Intellectual Property rights to the Council for future mockumentaries without charge.</li> <li>E. That the Scripts are approved by the organisations involved and key stakeholders before publication.</li> <li>F. Any request by the Council to amend or alter scripts or footage must be complied with or the work experience will not be approved, and the Council will not approve the final pieces for publication.</li> <li>G. Scripts and footage are supported by legal review, completed risk assessment and equality impact assessment and press lines.</li> </ul> <p>An amendment was proposed by Councillor K Bird and seconded by Councillor S Hardstaff and <b>RESOLVED: FOR – 11, AGAINST – 0, ABSTENTIONS – 3</b>, that all sections A to G be approved with the addition of section H, which was to read "if council chooses not to proceed with final videos the Town Clerk will discuss with students which sections should be removed, in order to allow the students to publish independently."</p> <p>It was proposed by Councillor K Bird and seconded by Councillor S Hardstaff and <b>RESOLVED: FOR – 11, AGAINST – 0, ABSTENTIONS – 3</b>, that the draft conditions, with the addition of section H, be approved.</p>
<b>C 223/02/24b</b>	<p>It was proposed by Councillor K Bird and seconded by Councillor S Hardstaff and <b>RESOLVED: FOR – 11, AGAINST – 0, ABSTENTIONS – 3</b>, that the UK GDPR <a href="#">consent form</a> which had been reviewed by council's legal advisors, be agreed and approved.</p>
<b>C 223/02/24c</b>	<p>Councillors gave consideration to the membership of the <a href="#">Script Review Group</a>. It was proposed by Councillor E Reynolds and seconded by Councillor S Hardstaff and <b>RESOLVED: FOR – 12, AGAINST – 0, ABSTENTIONS – 2</b>, that the following Councillors be approved as Members of the Script Review Working Group: H Neate, E Reynolds, S Waue and R Hughes.</p>
<b>C 223/02/24d</b>	<p>Members reviewed the <a href="#">Terms of Reference</a> for the Script Review WG.</p>

	It was proposed by Councillor E Reynolds and seconded by S Hardstaff and <b>RESOLVED: FOR – 12, AGAINST – 0. ABSTENTIONS – 2</b> , that the Terms of Reference for the Script Review WG, be approved.
<b>C 223/02/24e</b>	Members considered any other actions to be taken by the Officers. It was noted that two students were under the age of 18 years. Therefore, their parents/carers would be asked to sign the consent forms instead. <b>Action: Town Clerk.</b>

**Notes from Script WG meeting – 20 February 2024**

**From:** Cllr Heather Neate  
**Sent:** 21 February 2024 11:39  
**To:** Town Clerk  
**Subject:** Script discussion

Hi there, as promised:

The second mockumentary features the work of Andover Charities.

The group can give provisional approval to the draft scripts. The scripts will be reviewed by the 4 charities who are involved, as well as Andover College, which gives the Council some assurance around oversight.

The scripts are quite funny, but we have asked Cllr J Hughes to look again at some specific comments on Andover Town.

Cllr J Hughes will also look into the qualification the students are working towards, and the conditions for passing.

Full Council will have final say on Council's use, if any, of the final product.

We should be clear on the Council's support given and use of assets too, I think.

Hope this helps.

**Kind regards**

**Timeline Summary**

Date	Minute number	Action
20 September 2023	C 110/09/23	Agreed that Andover Town Council develop a series of Mockumentaries.
19 Feb 2024	n/a	Work Experience started.
20 Feb 2024 – evening	WG met	Gave reviewed draft scripts. 4 Charities to review scripts. FC to have final say on if they are used.
21 Feb 2024 – 6:30pm	C 223/02/24a	Cllrs agreed that the work experience take place with Town Clerks sign off. Draft Conditions were approved
	C 223/02/24b	Consent form approved
	C 223/02/24c	Script review group approved
	C 223/02/24d	Terms of Reference of WG approved.
	C 223/02/24e	Parent/carers to sign consent forms of students under 18.
26 September		Screening was provisionally booked for mockumentary review – this was subsequently <b>CANCELLED</b> .

**Actions:**

	Agreed Draft Conditions ( <b>C 223/02/24a</b> )	Completed
1.	That the Scripts are approved by Full Council (as per delegated authority to WG).	
2.	That the final versions of the videos are approved by Full Council before any footage or media is published in the Council's name.	
3.	That all students sign over Intellectual Property Rights to the Council.	
4.	That Councillor J Hughes signs over all Intellectual Property rights to the Council for future mockumentaries without charge.	
5.	That the Scripts are approved by the organisations involved and key stakeholders before publication.	
6.	Any request by the Council to amend or alter scripts or footage must be complied with or the work experience will not be approved, and the Council will not approve the final pieces for publication.	
7.	Scripts and footage are supported by legal review, completed risk assessment and equality impact assessment and press lines.	
8.	If council chooses not to proceed with final videos the Town Clerk will discuss with students which sections should be removed, in order to allow the students to publish independently.	

### Conclusion

- To decide if the conditions set at Full Council (**C 223/02/24a-e**) have been met.
- To agree next steps.