

ANDOVER TOWN COUNCIL



Minutes of Assets & Communities Committee

Time and date

6.00pm on Tuesday, 13 April 2021

Place

Virtual On-Line Meeting via Zoom

Details of Attendance:

Cllr D Coole (Chairman) (P)	Cllr R Meyer (Vice Chairman) (P)		
Cllr N Asamoah (A)	Cllr L Banville (A)	Cllr J Coole (P)	Cllr C Ecclestone (P)
Cllr L Gregori (P)	Cllr R Hughes (A)	Cllr B Long (P)	Cllr J Sangster (P)

Officers Present:

Wendy Coulter (Town Clerk)
Tor Warburton (Deputy Clerk)
Tracy Predeth (Locum Clerk)
Michelle Young (Committee Officer)

Other Councillors:

Cllr I Anderson
Cllr Z Brooks
Cllr D Drew
Cllr N Matthews

Members of the Public: 6

Members of the Press: 1

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.

Prior to the commencement of the meeting, the Chairman, Councillor D Coole stated that Item 15 on the agenda, would be moved to the end of the meeting.

A&C 105/19 Apologies for Absence

Apologies for absence were received and accepted from Councillor N Asamoah.

A&C 106/19 Declarations of Interest

Councillors D Coole and L Gregori declared an interest in Item 15.

A&C 107/19 Public Participation

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

Member of Public 1:

A quick update from the Able Foundation which received a Grant award last year from Andover Town Council. Progress has been slow due to the Covid pandemic; however, the Community Support and Meeting Room is coming together. Launch date and invites will be issued soon.

A&C 111/19 Minutes

It was proposed by Councillor C Ecclestone and seconded by Councillor B Long that the Minutes of the Assets & Communities Committee meeting held on Tuesday 12 January 2021, be signed by the Chairman as a correct record.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
J Coole	X		
C Ecclestone	X		
L Gregori	X		
B Long	X		
J Sangster	X		
TOTAL	7	0	0

RESOLVED: That the Minutes of the Assets & Communities Committee meeting held on Tuesday

12 January 2021 be signed by the Chairman as a correct record.

A&C 112/19 Visit Andover Website

Members considered the proposal for a Visit Andover Website and expressed thanks to Councillor J Sangster for the hard work achieved to date.

Councillor J Sangster also gave thanks to the Members of the Visit Andover Website working group, Deputy Town Clerk and Committee Officer for their support with the project.

It was proposed by Councillor D Coole and seconded by Councillor J Sangster that the first recommendation be amended to read "I recommend that the committee confirms and authorises the draft site and proposed costs of £16.00 per month, to be put to full Council so that the site can go live."

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
J Coole	X		
C Ecclestone	X		
L Gregori	X		
B Long	X		
J Sangster	X		
TOTAL	7	0	0

RESOLVED: That the first recommendation be amended to read "I recommend that the committee confirms and authorises the draft site and proposed costs of £16.00 per month, to be put to full Council so that the site can go live."

It was proposed by Councillor J Sangster and seconded by Councillor B Long that:

- The Committee confirms and authorises the draft site and proposed costs of £16.00 per month to be put to full Council so that the site can go live.
- We link the already purchased domain name and implement it into the cloud platform and new site.
- The management and maintenance roles be clearly defined for both Councillors and Officers, so that everyone involved in the running and maintenance of the site are clear on their roles from the get-go.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
J Coole	X		
C Ecclestone	X		
L Gregori	X		
B Long	X		
J Sangster	X		
TOTAL	7	0	0

RESOLVED: That:

- **The Committee confirms and authorises the draft site and proposed costs of £16.00 per month to be put to full Council so that the site can go live.**
- **We link the already purchased domain name and implement it into the cloud platform and new site.**
- **The management and maintenance roles be clearly defined for both Councillors and Officers, so that everyone involved in the running and maintenance of the site are clear on their roles from the get-go.**

A&C 113/19 Future Provision of IT

Members noted that Officers were investigating options for future IT provision for the Town Council. The Locum Clerk clarified that Office 365 could be purchased under delegated authority as it was an operational need. The Chairman requested a report with all the modules to be produced for the next Assets and Communities meeting.

A&C 114/19 Christmas Lights 2021

Members received the update report regarding the provision of Christmas Lights for 2021. The Deputy Clerk confirmed that the commando sockets would be put in the Pocket Park area which meant Christmas Lights could be added. The Committee was asked to decide whether it wanted warm white lights or bright white lights, which would match the lights in the High Street. Members were also asked to reconsider the white fencing around the Christmas Tree, due to the several call outs over Christmas of 2020 to pick the fencing back up after being blown over. It was mentioned that there was extensive damage to the Guildhall from use of eyebolts over the years and to be mindful that alternative options may need to be considered. It was proposed by Councillor B Long and seconded by Councillor C Ecclestone that bright white lights be used for the Pocket Park area to match the High Street lights.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole			X
R Meyer	X		
J Coole		X	
C Ecclestone	X		
L Gregori	X		
B Long	X		
J Sangster	X		
TOTAL	5	1	1

RESOLVED: That bright white lights be used for the Pocket Park area to match the High Street lights.

It was proposed by Councillor L Gregori and seconded by Councillor C Ecclestone that Officers/Working Group be instructed to source an alternative appropriate safety fencing for around the Christmas Tree. That the colour lighting for the new columns to the front and back of the Town Mills of bright white be approved.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
J Coole	X		
C Ecclestone	X		
L Gregori	X		
B Long	X		
J Sangster	X		
TOTAL	5	0	0

RESOLVED: That Officers/Working Group be instructed to source an alternative appropriate safety fencing for around the Christmas Tree. That the colour lighting for the new columns to the front and back of the Town Mills of bright white be approved.

A&C 115/19 Council Office Provision

Members noted the Council Office Provision report.

The Committee was reminded that the current lease for 66C High Street would expire in March 2022 and consideration needed to be given regarding the future use or alternative options.

It was commented that the current offices were unsuitable and there were concerns of outstanding repair work that had not been completed. A suggestion of having a serviced office was made, which would allow for flexible and remote working, whilst maintaining a presence in the High Street. The option of renting office space from Test Valley Borough Council owned properties was mentioned as a temporary option.

It was felt that more information on costings was required and a report to be bought to a future meeting for recommendations to be made, for approval by Council.

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that Officers be instructed to provide a minimum of 3 costings for service and non-service office space and a report to be presented to the Assets and Communities Committee meeting by June 2021.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
J Coole	X		
C Ecclestone	X		
L Gregori	X		
B Long	X		
J Sangster	X		

TOTAL	5	0	0
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RESOLVED: That Officers be instructed to provide a minimum of 3 costings for service and non-service office space and a report to be presented to the Assets and Communities Committee meeting by June 2021.

Members were asked to note that the timescale required to produce this report could be approximately 2 months.

A&C 116/19 Actions List

Members noted the Actions List.

A request was made to add the pop-up gazebo back onto the list.

It was commented that the Committee dates needed to be listed as a time indicator of when a specific action was made.

A&C 117/19 Promotion of Town Council Business Update

Members noted that Officers were compiling a report outlining the potential for the promotion of Town Council business via social media and website, for Members to review.

A&C 118/19 Public Engagement

Members considered the promotion of the Town Council via a pop-up gazebo once a month on the markets. It was suggested as an opportunity for Members of the Public to be able to engage with the Councillors. Members would decide if they wished to participate. The Deputy Clerk clarified that the Town Council's Public Liability Insurance would cover this activity as an event.

A&C 119/19 Access to Virtual Meetings

Members noted that only one request had been made for audio access to Virtual Meetings. It was also noted that Legislation governing the ability to hold Virtual Meetings ends on 7 May 2021. Covid safe face to face Committee and Council meetings would then be required.

A&C 120/19 Town Council Website Refresh

Members noted the following statement from the Website Refresh Working Group:

“The Website Refresh Working Group Members, having produced a proposed website sitemap, decided to put the website refresh work on hold, so they could concentrate their efforts on the Visit Andover website.

Recently, Council approved funding to update the existing website so that it complied with transparency regulations requirements. If Council continues in this vein, it will undermine the role and

purpose of the Website Refresh Working Group, as well as consuming the available funding for the refreshed website.”

Members were reminded that the recently approved work completed on the current website was a requirement by the Internal Auditor, which had to be done to ensure continued transparency, accessibility and that the Town Council was compliant with regulations. It was agreed that the current website was functional and working and the website refresh could be reviewed at a later date. Therefore, focus would be placed on getting the Visit Andover Website up and running.

A&C 121/19 Shaw’s Walk Street Furniture

Members noted that attempts by Officers were still ongoing to contact the owner of the land that Shaw’s Walk stands on. The Deputy Clerk expressed her thanks to Test Valley Borough Council, whom have been very helpful and supplied the land registry documents. Members were welcomed to assist the Deputy Clerk’s efforts to contact the registered owner. Councillors C Ecclestone and B Long volunteered to help.

A&C 122/19 Event Funding

Members noted the A-Fest report. In view of the pandemic, it was clarified that the A-Fest event would again be held online on 27 May 2021. It was proposed by Councillor R Meyer and seconded by Councillor C Ecclestone that the approved funds for A-Fest 2021 be released.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
J Coole	X		
C Ecclestone	X		
L Gregori	X		
B Long	X		
J Sangster	X		
TOTAL	5	0	0

RESOLVED: That the approved funds for A-Fest 2021 be released.

A&C 123/19 Work Programme

Members reviewed that Work Programme. No further items were added.

A&C 124/19 Items for Consideration at the Next Meeting

There were no items requested to be considered at the next meeting.

A&C 125/19 Date of the Next Meeting

Members noted that the date of the next Assets & Communities Committee meeting would be confirmed at the Annual Council Meeting to be held in May 2021.

A&C 126/19 Grant Awards

(Councillor D Coole left the meeting at 7.28pm)

Members noted that Chilbolton Pre-School grant awarded on 2020, had been returned to the Town Council due to the pending closure of the school at the end of 2021.

It was also noted that Officers were still waiting for Mencap to provide an update on the grant awarded for Makaton provision in Andover in November 2019.

Members noted that a grant application had been received from Andover Trees United.

It was proposed by Councillor B Long and seconded by Councillor R Meyer that consideration of the Andover Trees United Grant application, be deferred to after the Elections in May 2021.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
R Meyer	X		
J Coole	X		
C Ecclestone	X		
L Gregori	X		
B Long	X		
J Sangster	X		
TOTAL	6	0	0

RESOLVED: That consideration of the Andover Trees United Grant application, be deferred to after the Elections in May 2021.

The Chairman closed the meeting at **7.30pm**.

CHAIRMAN

DATE