

# ANDOVER TOWN COUNCIL



## Minutes of Assets & Communities Committee

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### Time and date

6.00pm on Tuesday, 12 January 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 (P)	Cllr J Coole (P)	Cllr C Ecclestone (P)
Cllr L Gregori (P)	Cllr R Hughes (P)	Cllr B Long (P)	Cllr J Sangster (P)

### Officers Present:

Wendy Coulter (Town Clerk)  
Tor Warburton (Deputy Clerk)  
Tracy Predeth (Locum Clerk)

**Members of the Public:** Number of attendees unknown.

**Members of the Press:** Unknown

**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.**

### A&C 091/19 Apologies for Absence

There were no apologies for absence.

## A&C 092/19 Declarations of Interest

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

## A&C 093/19 Public Participation

There were no comments received from Members of the Public present at the meeting.

## A&C 094/19 Temporary Exclusion of the Press and Public

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that Members of the Press and Public be temporarily excluded from the meeting at Agenda item 5, due to Commercial sensitivity of the items to be discussed.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
L Banville	X		
J Coole	X		
C Ecclestone			X
L Gregori	X		
R Hughes	X		
B Long	X		
J Sangster	X		
<b>TOTAL</b>	<b>8</b>	<b>0</b>	<b>1</b>

**RESOLVED:** That Members of the Press and Public be temporarily excluded from the meeting at Agenda item 5, due to Commercial sensitivity of the items to be discussed.

## A&C 095/19 Project Reports and Recommendations (Commercial in Confidence)

### Markets:

Members noted the Lead Member's report.

### Transfers of Levy and Non-Levy Services:

Members noted the Lead Member's report.

## A&C 096/19 Readmission of the Press and Public

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that Members of the Press and Public be re-admitted to the meeting at Agenda item 7.

A recorded vote was as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
D Coole	<b>X</b>		
R Meyer	<b>X</b>		
L Banville	<b>X</b>		
J Coole	<b>X</b>		
C Ecclestone	<b>X</b>		
L Gregori	<b>X</b>		
B Long	<b>X</b>		
J Sangster	<b>X</b>		
<b>TOTAL</b>	<b>8</b>	<b>0</b>	<b>0</b>

**RESOLVED: That Members of the Press and Public be re-admitted to the meeting at Agenda item 7.**

### **A&C 097/19 Minutes**

It was proposed by Councillor R Meyer and seconded by Councillor J Coole that the Minutes of the Assets & Communities Committee meeting held on Tuesday 8 December 2020, be signed by the Chairman as a correct record.

A recorded vote was as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
D Coole	<b>X</b>		
R Meyer	<b>X</b>		
L Banville	<b>X</b>		
J Coole	<b>X</b>		
C Ecclestone	<b>X</b>		
L Gregori	<b>X</b>		
R Hughes	<b>X</b>		
B Long	<b>X</b>		
J Sangster	<b>X</b>		
<b>TOTAL</b>	<b>9</b>	<b>0</b>	<b>0</b>

**RESOLVED: That the Minutes of the Assets & Communities Committee meeting held on Tuesday 8 December 2020 be signed by the Chairman as a correct record.**

### **A&C 098/19 Actions List**

Members noted the Actions List which contained updates from the last meeting.

Confirmation was requested on whether the payments from the approved grant applications had been made. It was clarified that confirmation would be sought. Members were also advised that the Town Council was still awaiting outstanding information for the Coyote Fitness grant application.

It was noted that Shaw's Walk needed to be added to the Actions List again.

## **A&C 099/19 Member Led Working Groups' Terms of Reference (TORS)**

Members received the Terms of References for the approved Member led Working Groups.

It was commented that the Terms of References did not state any specific method of reporting and how it would take place. It was further commented that the Terms of References should also state a start and finish date with a timetable, which showed when reports would be brought back to the Committee. The start and finish dates would also ensure that any particular task would be completed and not be deleted due to no output.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Terms of References for the following Member led Working Groups be approved:

- Independent Access to Street-Level Shops Working Group
- Public Toilets Working Group
- Andover Cenotaph Working Group
- Christmas Lights Working Group
- Community Transport Working Group

A recorded vote was as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
D Coole	<b>X</b>		
R Meyer	<b>X</b>		
L Banville		<b>X</b>	
J Coole	<b>X</b>		
C Ecclestone	<b>X</b>		
L Gregori			<b>X</b>
R Hughes			<b>X</b>
B Long	<b>X</b>		
J Sangster	<b>X</b>		
<b>TOTAL</b>	<b>6</b>	<b>1</b>	<b>2</b>

**RESOLVED:** That the Terms of References for the following Member led Working Groups be approved:

- **Independent Access to Street-Level Shops Working Group**
- **Public Toilets Working Group**
- **Andover Cenotaph Working Group**
- **Christmas Lights Working Group**
- **Community Transport Working Group**

## **A&C 100/19 New Working Groups**

Members considered the new Member led Working Groups.

The chairman was asked to clarify the purpose of a Town Twinning Working Group due to the Town Twinning Association already in statute. The Chairman stated he had previously attended a meeting of the Town Twinning Association and felt that the Town Council could contribute to their existing twinnings or the set-up of new ones.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the following Member led Working Groups be approved:

Youth Support Working Group

Tourism Working Group

Library Support Working Group

Blue Skies Working Group

Town Twinning Working Group

A recorded vote was as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
D Coole	<b>X</b>		
R Meyer	<b>X</b>		
L Banville			<b>X</b>
J Coole	<b>X</b>		
C Ecclestone	<b>X</b>		
L Gregori			<b>X</b>
R Hughes			<b>X</b>
B Long			<b>X</b>
J Sangster	<b>X</b>		
<b>TOTAL</b>	<b>5</b>	<b>0</b>	<b>4</b>

**RESOLVED: That the following Member led Working Groups be approved:**

**Youth Support Working Group**

**Tourism Working Group**

**Library Support Working Group**

**Blue Skies Working Group**

**Town Twinning Working Group**

It was noted that the Members would write and bring back the Terms of References for the Working Groups to the next Assets and Communities Committee meeting for approval.

The Chairman advised that to date, ten members of the Public had come forward and asked to join specific Working Groups. Officers would be delegated to contact them with the details and ensure that a GDPR form would be completed prior to joining the Working Groups.

## **A&C 101/19 Project Reports and Recommendations**

Members received reports prior to the meeting, from the Lead Members of the Visit Andover Website Working Group, Council Website Refresh Working Group and Community Transport Working Group, which detailed the relevant recommendations.

**Visit Andover Website Working Group:**

It was felt that there was more work to be done by the Visit Andover Website Working Group in order to get the website to a “go live” stage, which involved costs and proposals for the implementation, operation and ongoing maintenance. It was noted that this information would be presented to the Committee by the Working Group, in due course.

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that the recommendations of the Visit Andover Website Working Group be approved.

A recorded vote was as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
D Coole	<b>X</b>		
R Meyer	<b>X</b>		
L Banville	<b>X</b>		
J Coole	<b>X</b>		
C Ecclestone	<b>X</b>		
L Gregori	<b>X</b>		
R Hughes	<b>X</b>		
B Long	<b>X</b>		
J Sangster	<b>X</b>		
<b>TOTAL</b>	<b>9</b>	<b>0</b>	<b>0</b>

**RESOLVED: That the recommendations of the Visit Andover Website Working Group be approved.**

**Council Website Refresh Working Group:**

Members noted the Council Website Refresh Report.

**Community Transport Working Group:**

Members raised concerns about the recommendation “C” of setting up an income and expenditure budget line for Community Transport. It was felt that there was no indication of costs involved or where the monies would be coming from and whether there was a demand for the service. It was also commented that the proposed bus routes only seemed to run around the Parish of Andover to the surrounding villages and not inside the Parish of Andover. A suggestion was made that more work was required which involved liaising with other Parish Councils, to ascertain whether they would be prepared to contribute to the Community scheme which covers their areas.

It was proposed by Councillor R Hughes and seconded by Councillor B Long that the recommendation to agree on an income and expenditure budget line for next year’s budget be removed from the Community Transport Working Group recommendations.

A recorded vote was as follows:

<b>COUNCILLOR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
D Coole	<b>X</b>		
R Meyer	<b>X</b>		
C Ecclestone		<b>X</b>	
L Gregori	<b>X</b>		
R Hughes	<b>X</b>		

B Long	X		
J Sangster			X
<b>TOTAL</b>	<b>5</b>	<b>1</b>	<b>1</b>

(Councillors L Banville and J Coole had left the meeting)

**RESOLVED: That the recommendation to agree on an income and expenditure budget line for next year's budget be removed from the Community Transport Working Group recommendations.**

It was proposed by Councillor R Meyer and seconded by Councillor D Coole that the Visit Andover Website Working Group and Council Website Refresh Working Group recommendations be approved. A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
C Ecclestone		X	
L Gregori		X	
R Hughes	X		
B Long	X		
J Sangster			X
<b>TOTAL</b>	<b>4</b>	<b>2</b>	<b>1</b>

**RESOLVED: That the Visit Andover Website Working Group and Council Website Refresh Working Group recommendations be approved.**

## A&C 102/19 Budget 2021/2022

Members noted the Draft Budget and report.

A suggestion was made to terminate the lease on the Andover Town Council offices. The offices have not been used since March 2020, due to the Coronavirus. It was thought to be unlikely that Officers would be returning to the building in the near future. The value to the taxpayer paying for an empty building, needed to be questioned. There would potentially be an annual saving of £41,000, which could reduce the precept or be used for other community benefits. A Member requested that a report be produced, on the implications of ending the lease, what the liabilities were and the significance on how Members would work with the Officers.

The Chairman advised he would submit an email that was based on the discussion and produce a report on the implications on ending the lease.

It was proposed and seconded that the Draft Budget for the Assets and Communities Committee 2021/2022 be approved. That the Draft Budget be recommended to the Policy and Resources Committee for inclusion in the Town Council's Budget for 2021/2022.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		

C Ecclestone	X		
L Gregori			X
R Hughes			X
B Long			X
J Sangster	X		
<b>TOTAL</b>	<b>4</b>	<b>0</b>	<b>3</b>

**RESOLVED: That the Draft Budget for the Assets and Communities Committee 2021/2022 be approved. That the Draft Budget be recommended to the Policy and Resources Committee for inclusion in the Town Council’s Budget for 2021/2022.**

It was proposed by Councillor R Meyer and seconded by Councillor C Ecclestone that the meeting be extended beyond the 2-hour time limit by thirty minutes.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
C Ecclestone	X		
L Gregori		X	
R Hughes		X	
B Long		X	
J Sangster		X	
<b>TOTAL</b>	<b>3</b>	<b>4</b>	<b>0</b>

**Motion not carried.**

### **A&C 103/19 Members Zoom Facilities**

It was proposed by Councillor C Ecclestone and seconded by Councillor R Meyer that the purchase of a Members’ Zoom facility/contract be approved.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
C Ecclestone	X		
L Gregori		X	
R Hughes		X	
B Long		X	
J Sangster		X	
<b>TOTAL</b>	<b>3</b>	<b>4</b>	<b>0</b>

**Motion not carried.**



## **A&C 104/19 Date of the Next Meeting**

Members noted the date of the Extraordinary Assets and Communities Meeting on: **Tuesday 9 March 2021, via Zoom starting at 6.00pm.**

**The Chairman closed the meeting at 7.59pm.**

CHAIRMAN .....

DATE .....