

# ANDOVER TOWN COUNCIL



## Minutes of Events Committee

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### Time and date

6.00pm on Tuesday, 25 February 2020

### Place

Andover Town Council Office, 68B High Street, Andover

### Details of Attendance:

Cllr J Coole (Chairman) (P)

Cllr R Meyer (Vice Chairman) (P)

Cllr D Coole (P)

Cllr L Banville (P) (Arrived at 6.04pm)

Cllr C Ecclestone (P)

### Officers Present:

Wendy Coulter (Town Clerk)

Michelle Young (Committee & GDPR Officer) (Taking the Minutes)

### Other Councillors:

Cllr R Rowles (Ex officio)

Cllr L Gregori

Cllr R Hughes

**Members of the Public:** 2

**Members of the Press:** 1

## EC 016/19 Apologies for Absence

There were no apologies received.

## EC 017/19 Declarations of Interest

Cllr D Coole and Cllr J Coole declared a Pecuniary Interest on Agenda Item 6, Unity Grant Application.

Cllr R Hughes declared a Pecuniary Interest on Agenda Item 6, King Arthurs Way Community Association Grant Application.

## EC 018/19 Public Participation

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

### **Member of Public 1:**

The Gardening Competition which was agreed in principle, was left off the previous Allotment Committee Agenda. The hall will need to be booked as they get booked up fast and you need to have a Show Judge. I'm always willing to help. Please can you provide an update?

### **Chairman Response:**

We will look into it.

(Cllr L Banville arrived at the meeting at 6.04pm)

### **Member of Public 2:**

Item 6 Grants, are they all being considered under the Grants rules?

Two of the applications are asking for the full amount which is not in the rules.

### **Chairman Response:**

The YMCA application will be considered under Youth Funding and not Grants.

The two asking for the full amount will be discussed during the meeting.

## EC 019/19 Working Groups/Panels

Members considered the disbandment of all Working Groups which fall under the delegated responsibility of the Events Committee.

It was established that the majority of the Working Groups had not been active.

It was proposed by Cllr D Coole and seconded by Cllr C Ecclestone that all Working Groups which fall under the delegated responsibility of the Events Committee be disbanded.

A vote was taken, 4 for, 2 against, 0 abstentions.

**RESOLVED: That all Working Groups which fall under the delegated responsibility of the Events Committee be disbanded.**

## EC 020/19 Grants

Members were reminded that Grant applications could only be validated by the Events Committee and would need to be recommended to full Council for approval.

Members considered the Grant Applications as follows:

### **King Arthurs Way Community Association**

It was noted that the application was requesting Hall Hire fees for a year and the full amount of funding required had been requested, which was not permitted under the Grants Policy.

It was proposed by Cllr D Coole and seconded by Cllr C Ecclestone that the King Arthurs Way Community Association be advised to resubmit an application form minus the Hall Hire fees and the revised funding amount in compliance with the Grants Policy. A vote was taken which was unanimous.

**RESOLVED: That the King Arthurs Way Community Association be advised to resubmit an application form minus the Hall Hire fees and revised funding amount in compliance with the Grants Policy.**

### **Vigo Primary School**

It was established that there was some confusion as to who was applying for the grant as there were two organisations referred to within the grant application and it was not clear who the beneficiary would be.

It was proposed by Cllr D Coole and seconded by Cllr C Ecclestone that clarification be requested as to which organisation was applying for the grant and who the beneficiary would be.

A vote was taken, 4 for, 0 against, 2 abstentions.

**RESOLVED: That clarification be requested as to which organisation was applying for the grant and who the beneficiary would be.**

### **YMCA Andover**

Members noted that the application was requesting funding for the full amount of the project which was not permitted under the Grants Policy. It was also noted that there appeared to be no other applications for funding from other sources.

It was proposed by Cllr C Ecclestone and seconded by Cllr D Coole that YMCA Andover be advised to resubmit a revised funding amount and to approach Test Valley Borough Council and Hampshire County Council for funding contribution.

A vote was taken which was unanimous.

**RESOLVED: That YMCA Andover be advised to resubmit a revised funding amount and to approach Test Valley Borough Council and Hampshire County Council for funding contribution.**

### **Unity**

It was suggested that the application appeared to be for 3 separate events with no clear amount required for each one. No breakdown of costings was provided.

It was proposed by Cllr C Ecclestone and seconded by Cllr L Banville that Unity be advised to provide a breakdown of costs and dates for the 3 separate events.

A vote was taken which was unanimous.

(Cllrs D Coole and J Coole abstained from voting)

**RESOLVED: That Unity be advised to provide a breakdown of costs and dates for the 3 separate events.**

### **Grants Policy**

Members considered the revised Grants Policy.

It was proposed by Cllr D Coole and seconded by Cllr R Meyer that it be recommended to full Council, that the limit of Grant monies to be awarded be 75% of the total amount requested for each project.

A vote was taken which was unanimous.

**RESOLVED: That it be recommended to full Council, that the limit of Grant monies to be awarded be 75% of the total amount requested for each project.**

It was proposed by Cllr D Coole and seconded by Cllr L Banville that the revised Grants Policy be recommended to full Council for approval.

A vote was taken, 5 for, 1 against, 0 abstentions.

**RESOLVED: That the revised Grants Policy be recommended to full Council for approval.**

## **EC 021/19 Andover Special Expenses Levy Services**

Members received an update on the progress of the transfer of Andover Special Levy Services by the Negotiating Team, Cllrs D Coole and C Ecclestone.

Priority list of services to be transferred had been submitted to Test Valley Borough Council as follows:

- 1 - Public Halls.
- 2 - Playgrounds.
- 3 - Cemeteries.
- 4 - Urban Parks and Open Spaces.
- 5 - Outdoor Sports Facilities.
- 6 - Grounds Maintenance.

May-Aug 2020 - Public Halls.

Aug-Nov 2020 - Playgrounds.

Nov 2020-Feb 2021 - Cemeteries.

Feb-Aug 2021 - Urban Parks and Open Spaces.

Aug 2021-Feb 2022 - Outdoor Sports Facilities.

Feb-Aug 2022 - Grounds Maintenance.

The Test Valley Borough Council negotiating had confirmed that they were happy to consider the transfer of the services within the Andover Levy.

However, it was noted that Test Valley Borough Council may decide to keep some of the assets and that if they did, that they would be removed from the Andover Levy and transferred to the Borough budget.

It was noted that there were anomalies within the Andover Levy where some of the assets and services may not be available to be transferred. The negotiations would identify the anomalies and negotiate to remove them from the Levy. A question was asked as to whether the Town Council would be providing the grounds maintenance for the parks and open spaces.

It was confirmed that this issue was part of the negotiations as it would have a significant impact on both Test Valley Borough Council and Andover Town Council. Andover Town Council would have to prove that it could deliver the grounds maintenance and if it could not, the service would not be transferred.

A question was asked as to whether the Town Council would be able to provide greater or equal economy and whether the Town Council had to have Operational Reserves in place prior to the transfer of any assets or services. It was confirmed that the terms of any transfers would be submitted to both Test Valley Borough Council and Andover Town Council for approval. If either Council was not happy with the terms and conditions the transfer would not happen.

The negotiations had only started on 1<sup>st</sup> February and details had not yet been considered including any detailed cost benefits.

It was requested that the Town Clerk provide a written answer with reference to the provision of Operational Reserves and the Town Councils Policy on Reserves.

It was pointed out that the negotiating period was over 2 years between 2020 and 2022. All costs were available on Test Valley Borough Councils website.

It was also noted that it was a normal process for Reserves to also be transferred with transfer of services.

Members asked when a full report would be submitted to full Council to keep the public up to date with progress.

It was confirmed that a report would be submitted to the next Council meeting and a regular report would be submitted to the Events Committee.

## **EC 022/19 Non-Levy Parish Level Services**

Members received an update on the progress of the transfer of non-Levy Parish level services by the Negotiating Team, Cllrs D Coole and C Ecclestone.

It was confirmed that the Test Valley Borough Council negotiating team were happy to consider the transfer of non-levy parish level services.

The following were some of the services that were under consideration:

Markets – It was noted that Romsey Town Council controlled their markets.

War Memorial – It was being investigated as to who owns War Memorials in the local parishes.

Bus Shelters – Numerous Parish Councils own bus shelter so negotiations to transfer them would be effected.

Footpaths – Numerous Parish Councils are responsible for their public footpaths so negotiations to transfer them would be effected.

Street Lighting – It was noted that all lighting was owned by Hampshire County Council.

Street Furniture (Including bins) – Numerous Parish Councils are responsible for their street furniture so negotiations to transfer them would be effected..

Public Conveniences – It was noted that the toilets in the Chantry Centre are owned by Test Valley Borough Council and would not be transferred.

It was suggested that the Town Council could consider purchasing or leasing land to build new public conveniences.

Entertainment and Arts – These may be considered in the future.

Public Clocks – These may be considered in the future.

Commons and Common Pastures – This may come up during the Urban Parks and Open Spaces Levy Services as we may already have them. If not, these may be considered in the future.

Tourism – Consideration was being given as to how the Town Council could contribute to the provision of tourism in Andover.

Crime Prevention – It was requested for a Councillor to volunteer to talk the local Police to see how the Town Council could contribute. Councillor L Banville volunteered to assist.

General Power of Competence – It was noted that Town Clerk needed time to complete the CILCA.

## **EC 023/19 Property Purchase(s)**

Members noted that negotiations with representatives of the Royal Mail were had regarding the old Post Office building. However, Royal Mail and the Post Office had decided to have discussions about the future of the building and would contact Andover Town Council to update them on any decisions.

No further responses had been received to date.

## **EC 024/19 Events**

### **Current Events:**

Members noted that previous events that were run and organised by the Town Council had involved Officers time and input un-costed and had an impact in staffing.

Therefore, costs for staffing would have to be attributed if the Events Committee required Officer Involvement in future events.

It was noted that the Andover BID ran the Food Fair and Gardening Fair in 2019. However, current discussions were indicating that the BID was unlikely to run them in 2020. It was agreed that until additional staff had been recruited, Andover Town Council could not take on new events.

It was agreed that a Policy for Andover Town Council to host its own events needed to be put in place first.

### **New Events:**

Members discussed ideas for future events, which included a May Fayre and an International Food Festival. It was suggested that the public be consulted about the type of events that they would like the Town Council to provide. It was suggested that a poll could be put onto the website with a specific list of events that the Town Council could provide asking which the public would like to take place.

It was agreed that the Chairman of the Events Committee would email all Councillors to request ideas for events that the Town Council could provide.

#### **Event Funding Requests:**

Members considered two funding requests for A-Fest and the Shilling Fair.

A question was asked as to how much funding the Committee could approve with reference to the Town Councils Financial Regulations.

The Town Clerk confirmed that the Committee could approve up to £3,000. Any amount greater would have to be referred to full Council.

A-Fest was considered first. It was noted that all the information requested had been provided and the application had been completed in compliant with the Events Funding Policy.

It was proposed by Councillor C Ecclestone and seconded by Councillor L Banville that the total funding requested of £2,400 for the A-Fest event 2020 be approved. A vote was taken, 5 for, 0 against and 1 abstention.

**RESOLVED: That the total funding requested of £2,400 for the A-Fest event 2020 be approved.**

The Members discussed in detail the application for the Shilling Fair event funding. There were concerns raised with regard to the lack of information on the budget for the event and details regarding any existing funding.

The organiser of the event was present at the meeting and Standing Orders were suspended to allow Members to ask questions regarding the application.

Standing Orders were reinstated and Members agreed that for audit purposes, clarification was required in relation to how the £3,000 would be spent.

Members raised concerns about whether the applicants were a not-for-profit organisation. The application needed to comply with the Events Funding Policy. It was suggested that evidence be requested that the applicant was a not-for-profit organisation and that it be ensured that all Councillors could inspect the paperwork prior to the meeting. It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that all the paperwork for the Shilling Fair Application be submitted in accordance with the Events Funding Policy and an Extraordinary Events Committee meeting be called once all the documentation had been received and inspected by the Members.

A vote was taken, 5 for, 1 against.

**RESOLVED: That all the paperwork for the Shilling Fair Application be submitted in accordance with the Events Funding Policy and an Extraordinary Events Committee meeting be called once all the documentation had been received and inspected by the Members.**

It was proposed by Councillor R Meyer and seconded by Councillor D Coole that the meeting be extended beyond the 2 hours maximum.

A vote was taken, 5 for, 1 against.

**RESOLVED: That the meeting be extended beyond the 2 hours maximum.**

Councillors L Banville and R Rowles left the meeting at 8.00pm.

#### **Christmas Lights Report**

Members noted the Christmas Lights update report.

#### **Andover Town Council Public Engagement**

Members discussed future events where a Town Council pop-up gazebo stall could be utilised.

It was agreed that the Chairman would email all Councillors to invite them to volunteer to attend events to facilitate the pop-up gazebo.

## **EC 025/19 Projects**

### **Tree Plaques**

Members considered 3 options for tree plaques for the WW1 Commemoration Tree and the Jubilee Tree.

Option 1 - £225.36

Option 2 - £170.70

Option 3 - £80.00

Each option is for 2 plaques, on stakes to be installed by the 2 Memorial Trees. Options 1 & 2 are for the plaques to be mounted on metal stakes, Option 3 is mounted on a wooden stake.

It was proposed by Councillor C Ecclestone and seconded by R Meyer that Option 1 which was for 2 Aluminum engraved plaques, mounted on Light Oak bases fitted to metal ground stakes be approved.

A vote was taken which was unanimous.

**RESOLVED: that Option 1 for 2 Aluminum engraved plaques, mounted on Light Oak bases fitted to metal ground stakes be approved.**

### **Defibrillators**

Members received an update on the defibrillators purchased by the Town Council and who is responsible for them and noted the Andover Town Council Defibrillator Policy.

### **Future Projects**

It was suggested that Tourist pop-up-shops could be introduced.

It was suggested that volunteers could be recruited to run the pop-up-shops.

### **Vigo Park**

Councillor D Coole asked if he could lead on this project and invited other interested Cllrs to contact him to form a small team to progress this.

Members discussed a number of improvements that they would like to see for Vigo Park.

Improvements suggested were as follows:

Bandstand – research already undertaken, CIL Monies could fund a bandstand.

Café Pavilion

Trees, hedges and flower plantings

Outdoor Gym

Splash Playpark

### **Social Inclusion**

Members considered various aspects within the Town to assist with social inclusion. These included the Unity community transport, Town Centre art work, lack of provision of public conveniences, independent access to town centre businesses and the introduction of an Andover Pound, similar to the schemes in Totnes and Bristol.

### **Test Valley Borough Council Events**

It was reported that Test Valley Borough Council had no plans to have any Town Tidy Days in 2020. If one was needed, a request could be put into Test Valley Borough Council.

It was reported that Sparkle Day Events could be held in the Wards, information would be circulated.

The Chairman would email all Councilors to encourage them to liaise with Community Associations to see if they wished to hold a TVBC Sparkle Day Event.

## **EC 026/19 Business Plan**

Members considered the Business Plan. It was agreed that the Chairman would email all Councillors requesting them to review the Business Plan and to ask if they wish to be involved with the process.

## **EC 027/19 Earmarked Reserves**

It proposed by Councillor D Coole and seconded by Councillor R Meyer that it be recommended to full Council that Vigo Park be added to Earmarked Reserves.

A vote was taken which was unanimous.

**RESOLVED: That it be recommended to full Council that Vigo Park be added to Earmarked Reserves.**

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that it be recommended to full Council that Public Conveniences be added to Earmarked Reserves.

A vote was taken which was unanimous.

**RESOLVED: that it be recommended to full Council that Public Conveniences be added to Earmarked Reserves.**

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that it be recommended to full Council that a contribution towards tourism be added to Earmarked Reserves.

A vote was taken which was unanimous.

**RESOLVED: that it be recommended to full Council that a contribution towards tourism be added to Earmarked Reserves.**

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that it be recommended to full Council to delete the Community Notice Boards from Earmarked Reserves and to change the New Building Fund to Property Purchases Fund.

A vote was taken which was unanimous.

**RESOLVED: that it be recommended to full Council to delete the Community Notice Boards from Earmarked Reserves and to change the New Building Fund to Property Purchases Fund.**

## **EC 028/19 Website and Social Media**

Members discussed the Town Council website and agreed it needed a refresh.

The purchasing of an additional domain name was discussed.

Once new staff were in place with Town Council would be promoted on Face Book.

It was suggested that a meeting be set up with the Website Provider to discuss updates.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Town Clerk purchase the domain name VisitAndover.org and VisitAndover.com.

A vote was taken which was unanimous.

**RESOLVED: That the Town Clerk purchase the domain name VisitAndover.org and VisitAndover.com.**

## **EC 029/19 Andover Town Council Offices**

The Town Clerk updated Members on the progress to have the offices re-decorated. Three quotes had been obtained.

It was noted that the Town Clerk had already been given delegated authority to authorise the work.  
It was requested that the Town Clerk purchase plants for the offices within the next three weeks.  
It was suggested that Officers approach the Allotment holders for donations of plants.

### **EC 030/19 Committee Work Programme**

It was requested that the following be added to the Committee Work Programme:  
Andover BID Review, ask the Manager to present to the Committee on the progress of the Andover BID – June 2020.  
It was requested that as the meeting had gone on over two hours, the Committee meet on a more regular basis.  
It was agreed that the Chairman and Town Clerk would find additional dates for meetings.

### **EC 031/19 Items for Consideration at the next meeting**

It was requested that Andover Special Expenses Levy Services, Non-levy Parish Level Services and Property Purchase be included on all future agendas.

### **EC 032/19 Date of Next Meeting**

Members noted the date of the next meeting: **Tuesday 2 June 2020 at 6pm, Town Council Offices.**

**The Chairman closed the meeting at 8.43pm.**

CHAIRMAN .....

DATE .....