



ANDOVER TOWN COUNCIL

Council Minutes

Time and date

6.30pm on Wednesday 21 February 2024

Place

Upper Guildhall, Andover

Cllr R Hughes (Town Mayor) (P)		
Cllr J Sangster (Deputy Town Mayor) (P) (Arrived at 6.37pm)		
Cllr K Bird (P)	Cllr J Cockaday (P)	Cllr M Farren (P)
Cllr L Gregori (P) (Arrived at 7.11pm)	Cllr T Gregory (P)	Cllr S Hardstaff (P)
Cllr J Hughes (P)	Cllr K Hughes (P)	Cllr R Kidd (P)
Cllr M McGarry (P)	Cllr R Meyer (A)	Cllr H Neate (P)
Cllr E Reynolds (P)	Cllr S Waue (A)	

Officers Present:

Gail Foster (Town Clerk)

Members of the Public: 13

County/Borough Councillors: Councillor Z Brooks

Members of the Press: 1

APOLOGIES	
C 206/02/24	Apologies were received from Councillors R Meyer and S Waue.
PUBLIC SESSION <i>The discussion below is a short summary and is not recorded word for word.</i>	
C 207/02/24	Q: What is the future of the Andover Museum? Is this something that the Andover Town Council could consider? A: TVBC and HCC would be contacted to find out what the costs were. Action: Town Clerk.
C 208/02/24	An Andover College student, gave thanks for the opportunity to be involved in filming the mockumentary through work experience learning and thanks to Councillor J Hughes for leading the work experience project.
TOWN MAYOR'S ANNOUNCEMENTS	
C 209/02/24	There were no Town Mayor announcements.

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EXTERNAL REPORTS	
C 210/02/24a	<p>Councillor D Drew</p> <p>Hampshire County Council Champions National Apprenticeship Week 2024. https://www.hants.gov.uk/News/20240131NAW</p> <p>Hampshire County Council sets out £2.6bn spending plans for local services in 2024/2025. https://www.hants.gov.uk/News/30012024Cabinetbudgetproposals</p> <p>Advice for staying safe and well during the cold snap. https://www.hants.gov.uk/News/240115coldweather</p> <p>Household Support Fund Community Grants available for the final time. https://www.hants.gov.uk/News/20240104communitygrants</p> <p>Highways Information – 20mph Policy Introduced by Hampshire County Council. https://democracy.hants.gov.uk/ieListDocuments.aspx?CId=813&MId=10873</p>
INTERESTS	
C 211/02/24	<p>Non-pecuniary declarations were received from:</p> <ol style="list-style-type: none"> 1. Councillor E Reynolds, as a member of the Drove Association, an allotment plot holder and items 11 & 12 on the agenda. 2. Councillor H Neate, as a plot holder at Ox Drove and item 20 of the agenda.
MINUTES	
C 212/02/24	<p>It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird and RESOLVED: FOR – 11, AGAINST – 0, ABSTENTIONS - 1, that the Minutes of the Town Council Meeting held on 24 January 2024, be signed by the Chairman as a correct record, as soon as possible after the meeting had closed.</p> <p>Action: Committee Officer</p>
CONTRACTUAL & DELEGATED PAYMENTS	
C 213/02/24	<p>Members received and noted the contractual and delegated payments that had been made in the period of 16th January 2024 to 13 February 2024, as per report detailed in back up paper 7 on the agenda.</p>
PAYMENTS FOR APPROVAL	
C 214/02/24	<p>Members noted that there were no payments that required approval above the RFO's delegated authority. (Councillor K Hughes left the meeting at 6.36pm) (Councillor K Hughes rejoined the meeting at 6.37pm)</p> <p>It was noted that the budget codes on the report were not accurate, and the report would be corrected. Action: Town Clerk.</p>
FINANCIAL REPORTS	

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C 215/02/24	<p>It was proposed by Councillor S Hardstaff and seconded by Councillor E Reynolds and RESOLVED: FOR - 12, AGAINST - 0, ABSTENTIONS - 1, that items A to D as follows, be approved:</p> <ul style="list-style-type: none"> a. Bank Statements and Bank Reconciliation showing balances: <ul style="list-style-type: none"> i. UTB 1 = £469,106.68 ii. UTB 2 = £87,834.70 iii. Redwood Bank = £86,985.84 iv. Total = £643,927.22 <p>(Councillor J Sangster arrived at 6.37pm)</p> <ul style="list-style-type: none"> b. Cashbook <ul style="list-style-type: none"> i. Gross receipts to date = £411,338.67 ii. Gross payments to date = £326,470.24 c. Budget <ul style="list-style-type: none"> i. Net Budget remaining = £74,741.21 d. Earmarked Reserves <ul style="list-style-type: none"> i. Elections = £79,036.28 ii. Allotments = £ 86,662.26 iii. Christmas Lights = £ 12,591.74 iv. Property Purchase = 102,000.00 v. CIL Funds = £ 99,099.83 <p>The dates on the Budget report would be corrected. Action: Town Clerk.</p>
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TRAINING

C 216/02/24	<p>Members noted an update on Councillors Training. The Town Clerk had arranged two training sessions. The first on 16 March 2024 with the Council's Internal Auditor, which would be a basic introduction for Councillors. This would also be a useful recap for everyone. Councillors who had not yet responded were asked to advise if they could attend. Action: Councillors J Cockaday, L Gregori, K Hughes, R Kidd and J Sangster.</p> <p>The second training session which had been organised for 8 April 2024 and given by a HALC trainer, would be more in depth and look at specific issues relating to the Town Council. Councillors who had not yet responded, were asked by the Town Mayor to advise if they would be attending. Action: Councillors J Cockaday, L Gregori, T Gregory, K Hughes, R Hughes, R Kidd, M McGarry, J Sangster and S Waue.</p>
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THE DROVE WATER WORKS

C 217/02/24	<p>Members noted that the water supply works at The Drove Allotment site had been completed. A verbal update was given regarding the track repairs.</p> <p>Councillor E Reynolds reported that central track had become a sea of mud, following the water main installation, despite all the attempts of the contractors to prevent this happening. The Drove Allotment Association had already had some extra surfacing delivered. The ground had been levelled and compacted. This action was hoped to prevent</p>
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	further damage to the track during the wet weather. It should also eliminate the slips/trips risk, that had been created by the slippery and uneven surface.
SOUTHERN WATER TANKERS	
C 218/02/24	Members noted a report on Southern Water tankers in Andover. Consideration was given as to what action the Andover Town Council could take. Cllr E Reynolds explained that the annual problem was caused by rain and inadequate infra-structure. Colleagues in south of the borough were considering solutions. Southern Water Tankers to be added to the next Full Council agenda to discuss actions to take. Action: Town Clerk
SEATING LAYOUT	
C 219/02/24	Members considered a change in the seating layout for councillors during Full Council meetings. It was proposed by Councillor K Bird and seconded by Councillor S Hardstaff and RESOLVED: FOR – 10, AGAINST – 1, ABSTENTIONS – 2 , that the seating layout remain unchanged.
CHRISTMAS LIGHTS	
C 220/02/24	Members considered a report regarding Christmas Lights design for 2024 – 2028. It was proposed by Councillor K Bird and seconded by Councillor M Farren and RESOLVED: Unanimously , that Option C, at the cost of £32,896.95 per annum, be approved. The chosen Christmas Lights design would be communicated back to the supplier and all arrangements would be made for installation this year. Action: Deputy Town Clerk
POLICIES	
C 221/02/24a	Members considered a clarifying clause for the Media Policy. It was proposed by Councillor K Bird and seconded by Councillor S Hardstaff and RESOLVED: FOR – 11, AGAINST – 1, ABSTENTIONS – 1 , that the clarifying clause be approved as follows: "When speaking or providing written material to the Press and Media, Members should make clear the capacity, in which they are providing the information. For example: - <i>Using the prefix Councillor when writing to the press as an individual. This implies you are stating Council policy, make sure you include a statement that you are making a statement as an individual and NOT on behalf of the Town Council itself.</i> " The Clerk had provided evidence of best practice supporting the proposed clause from the Society of Local Council Clerks (SLCC), National Association of Local Councils (NALC) and Central Government. The Town Mayor made a statement that he was happy to accept the clause, as the backup paper stated that the proposal was best practice, however, not compulsory and that if he did not want to, he need not comply.
C 221/02/24b	Full Media policy

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	<p>It was proposed by Councillor K Bird and seconded by Councillor S Hardstaff and RESOLVED: Unanimously, that the Full Media Policy be approved.</p> <p>The draft would be updated with the Council's Minutes number and posted on the website. Action: Deputy Town Clerk</p>
ASB WG UPDATE	
C 222/02/24a	<p>Members received and noted the notes from the previous Community and Events Working Group meetings of 15 November 2023 and 17 January 2024.</p>
C 222/02/24b	<p>It was proposed by Councillor M Farren and seconded by Councillor E Reynolds and RESOLVED: Unanimously, that the working group name change to Youth Engagement Working Group, be approved.</p> <p>Councillor E Reynolds commented that the Anti-Social Behaviour WG had achieved its aim of bringing issues to the attention of the Police. It was time to move onto more positive actions and therefore a change of name to the Youth Engagement WG was felt to be appropriate.</p> <p>Action: Town Clerk</p>
C 222/02/24c	<p>It was proposed by Councillor J Hughes and seconded by Councillor J Sangster and RESOLVED: Unanimously, that the Youth Engagement Working Group Terms of Reference, be accepted and approved.</p> <p>The Council's Minute number would be added to the Terms of Reference.</p> <p>Action: Town Clerk</p>
C 222/02/24d	<p>The Youth Engagement Working Group Terms of Reference would be published on the website.</p> <p>Action: Deputy Town Clerk</p>
MOCKUMENTARY PLANS	
C 223/02/24a	<p>Members considered the terms on which the mockumentary project should proceed.</p> <p>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.</p> <p>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.</p> <p>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.</p>

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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.

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.

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.

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)

The Councillors considered the draft conditions that Councillor J Hughes and the students would need to abide by.

- A. That the Scripts are approved by Full Council.
- 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.
- C. That all students sign over Intellectual Property Rights to the Council.
- D. That Councillor J Hughes signs over all Intellectual Property rights to the Council for future mockumentaries without charge.
- E. That the Scripts are approved by the organisations involved and key stakeholders before publication.
- 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.
- G. Scripts and footage are supported by legal review, completed risk assessment and equality impact assessment and press lines.

An amendment was proposed by Councillor K Bird and seconded by Councillor S Hardstaff and **RESOLVED: FOR – 11, AGAINST – 0, ABSTENTIONS – 3**, 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."

It was proposed by Councillor K Bird and seconded by Councillor S Hardstaff and **RESOLVED: FOR – 11, AGAINST – 0, ABSTENTIONS – 3**, that the draft conditions, with the addition of section H, be approved.

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C 223/02/24b	It was proposed by Councillor K Bird and seconded by Councillor S Hardstaff and RESOLVED: FOR – 11, AGAINST – 0, ABSTENTIONS – 3 , that the UK GDPR consent form which had been reviewed by council’s legal advisors, be agreed and approved.
C 223/02/24c	Councillors gave consideration to the membership of the Script Review Group . It was proposed by Councillor E Reynolds and seconded by Councillor S Hardstaff and RESOLVED: FOR – 12, AGAINST – 0, ABSTENTIONS – 2 , that the following Councillors be approved as Members of the Script Review Working Group: H Neate, E Reynolds, S Waue and R Hughes.
C 223/02/24d	Members reviewed the Terms of Reference for the Script Review WG. It was proposed by Councillor E Reynolds and seconded by S Hardstaff and RESOLVED: FOR – 12, AGAINST – 0. ABSTENTIONS – 2 , that the Terms of Reference for the Script Review WG, be approved.
C 223/02/24e	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. Action: Town Clerk.
WEBSITE SUPPLIER	
C 224/02/24a	Members considered suppliers for a new website. It was felt that some more detail was needed in order to make a decision. A number of Councillors would be required, to carry out further investigation into the suppliers and make a decision on behalf of the Town Council. It was proposed by Councillor J Sangster and seconded by Councillor E Reynolds and RESOLVED: Unanimously , that Councillors J Sangster, K Bird, E Reynolds, J Hughes, M Farren and S Hardstaff be selected and delegated to carry out the investigation into the final choice of a website supplier. Action: Town Clerk
C 224/02/24b	It was proposed by Councillor J Sangster and seconded by Councillor E Reynolds and RESOLVED: Unanimously , that Terms of Reference to host a website would be required. Action: Town Clerk
WEBSITE DESIGN	
C 225/02/24	Members considered delegation arrangements for making amendments to the basic design and for delivery. It was proposed by Councillor K Bird and seconded by Councillor E Reynolds and RESOLVED: Unanimously , that Councillors J Sangster and M Farren, with the Town Clerk be delegated to agree the website sitemap amendments and to work with the website supplier, to ensure the website is delivered timely. It was also agreed unanimously, that a Member of the Public be allowed to assist. The BID Manager confirmed that she would be happy to help. Action: Town Clerk
PICKET PIECE	

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C 226/02/24	Members received a report on the Land Purchase Project.
TREE WORKS	
C 227/02/24	Members received an update on Tree Works at the allotments and noted that the works had been completed on Barlow's Lane, Admirals Way, and Churchill Way allotment sites. Tree works on Vigo Road, Mylan Road, Old Winton Road and The Drove should be completed by the end of the month.
ANDOVER PRIDE	
C 228/02/24a	Members noted the key partners and stakeholders that would be involved in the Andover Pride event.
C 228/02/24b	Members noted the agenda and meeting notes from the Stakeholders meeting on 16 February 2024.
C 228/02/24c	It was proposed by Councillor L Gregori and seconded by Councillor K Bird and RESOLVED: FOR - 13, AGAINST - 0, ABSTENTIONS - 1 , that the date, time, location and costs already identified, be approved. Councillor Gregori thanked the Members, The BID Manager and Officers for the thorough preparations they were undertaking.
C 228/02/24d	It was agreed that the stakeholder meetings would continue as part of the Community and Events WG.
ALLOTMENT FENCING	
C 229/02/24	It was noted that this item would be deferred to the next Full Council meeting, due to more information being required.
COUNCILLOR REPORTS	
C 230/02/24	Councillor L Gregori TVBC have been looking at the ICB Hospital Consultation. The Planning Committee will formulate and submit a response. If the Members have any comments, please forward them to the Planning Committee. There are three options; to keep the hospitals as they are, to build a new hospital where the Basingstoke and North Hampshire Hospital is now, or to build an acute emergency hospital in Dummer at Junction 7 of the M3 Motorway. We are interested in any comments on how it impacts residents in the town. The Borough's Local plan is out for consultation and the Town council need to reply in early April. A meeting has been scheduled with Graham Smith on 4 th March so that councillors can be briefed.
FUTURE ITEMS	
C 231/02/24a	Councillor J Hughes asked if charities could apply for grants for projects that they had already started. The Town Clerk replied that it would depend on how far along the project had progressed and potentially whether the grant was for a part of a project that had yet to be started. The best way forward would be for the organisation to contact Officers who would help to interpret the idea for the application against the grant policy.

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C 231/02/24b	Councillor L Gregori asked if the Staffing structure on the website could be updated. The Town Clerk advised that the Staffing structure would be updated when the restructuring had been finalised. A consultation process with Officers was currently underway and until that had been completed, the structure could not be officially changed.
DATE OF NEXT MEETING	
C 232/02/24	Members noted that the date of the next meeting would be Wednesday 20 March 2024 , to be held in the Upper Guildhall, Andover, at 6.30pm.

The Town Mayor closed the meeting at **8.00pm.**

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