



# ANDOVER TOWN COUNCIL

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*Constantia Basis Virtutum*

## Minutes of Assets and Amenities Committee

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### Time and date

7.00pm on Thursday 12 April 2018

### Place

Upper Guildhall, High Street, Andover

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Details of Attendance:

#### Town Councillors

Cllr V Pond (A) – Chairman		
Cllr R Kidd (P) – Vice Chairman		
Cllr A Cotter (P)	Cllr L Gregori (P)	Cllr B Long (P)
Cllr G McBride (P)	Cllr K Bird (A)	Cllr C Ecclestone (P)
Cllr M Mumford (P)	Cllr S Hardstaff (P)	Cllr R Hughes (P)

Officer: Tor Warburton (Committee Officer – Taking the minutes (Training))

Other Cllrs present: Cllr J Lovall

Members of the Public: 2

The Chairperson started the meeting at 7.00pm.

#### AA 053/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs V Pond and K Bird.

#### AA054/17 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### AA055/17 MINUTES

It was proposed by Cllr G McBride and seconded by Cllr C Ecclestone that the minutes of the Assets and Amenities Committee meeting held on the 1 February 2018 with agreed amendments be received and signed by the Chairman as a correct record.

A vote was taken 8 For and 1 abstention.

**RESOLVED:** that the minutes of the Assets and Amenities Committee meeting held on the 1 February 2018 with agreed amendments be received and signed by the Chairman as a correct record.

**AA056/17 PUBLIC PARTICIPATION**

A member of the public asked why the sound system was not being used and also wanted to know where the information was that was requested regarding the money spent on hiring the Guildhall for the Town Council meetings. It was also asked why the meeting was not held in the new Andover Town Council Offices. Apologies were given for not using the sound system and it was rectified immediately. The Committee Officer assured the member of the public that the answers to the other questions would be sent in writing within 10 working days.

**AA057/17 WORKING GROUPS**

The Committee reviewed the list of Working Groups for the Assets and Amenities Committee. It was proposed by Cllr K Bird and seconded by Cllr C Ecclestone that the committee is satisfied with the Freedom of Information Code of Conduct as it stood and therefore no formal response was required to the consultation.

The following was suggested:

Boundary Review – remain active for now  
Cemeteries – disband  
Market Management – active (ToR to be reviewed at next meeting)  
Defibrillators – active  
Hospitality – disband  
Community Right to Bid – active  
Tourist Board – active  
Christmas lights (purchasing) – active

It was reiterated that at a previous meeting it had been voted on and passed that if any Working Group fails to submit a report for two consecutive meetings then that Working Group would be considered not active and disbanded.

The Committee Officer was asked to put together a list of the active Working Groups with their Terms of Reference for review at the next meeting.

Cllr M Mumford left the room 7.20pm

Cllr L Gregori proposed and Cllr C Ecclestone seconded that the Committee accept the amended Working Group list.

A vote was taken which was unanimous.

**RESOLVED: that the Committee accept the amended Working Group list.**

**AA058/17 COMMUNITY RIGHT TO BID**

Cllr M Mumford returned 7.21pm

The list of bids was received and it was noted that The Guildhall was not listed.

It was agreed that an updated list be brought to the next meeting amended to include an 'as at' date.

**AA059/17 DEFIBRILATORS**

Responsibility for insuring the defibrillators within Andover were discussed.

Cllr McBride left at 7.25pm.

Cllr S Hardstaff confirmed that the two defibrillators that Andover Town Council have already paid and installed are covered by the Andover Town Council insurance, however, a Defibrillator Policy has been agreed which stipulates that the applicants for future defibrillators, will insure the defibrillators themselves.

**AA060/17 TERMS OF REFERENCE**

The proposed Terms of Reference for the agreed combined Asset and Amenities and Community Engagement Committee were reviewed and the following proposals were made:

It was proposed by Cllr L Gregori and seconded by Cllr C Ecclestone that point 4705 in the Finance section be removed and added to the Policy and Resources Committee budget head.

A vote was taken, which was unanimous.

**RESOLVED: that point 4705 in the Finance section be removed and added to the Policy and Resources Committee budget head.**

It was proposed by Cllr L Gregori and seconded by Cllr C Ecclestone that whole section entitled Offices be removed and added to the Policy and Resources Terms of Reference.

A vote was taken, which was unanimous

**RESOLVED: that whole section entitled Offices be removed and added to the Policy and Resources Terms of Reference.**

It was proposed by Cllr B Long and seconded by Cllr S Hardstaff that point 4 of the Grants section be replaced with '4. To make decisions for awarding both Smaller Grants, Community Grants and Andover Challenges Programme on behalf of the Council, within the Grant budget.'

A vote was taken, which was unanimous.

**RESOLVED: that point 4 of the Grants section be replaced with '4. To make decisions for awarding both Smaller Grants, Community Grants and Andover Challenges Programme on behalf of the Council, within the Grant budget.'**

It was proposed by Cllr B Long and seconded by Cllr M Mumford that the proposed Terms of Reference for the combined Assets and Amenities and Community Engagement Committee be accepted with the agreed amendments.

A vote was taken, which was unanimous.

**RESOLVED: that the proposed Terms of Reference for the combined Assets and Amenities and Community Engagement Committee be accepted with the agreed amendments.**

**AA061/17**

**REPORTS FROM WORKING GROUP**

**The following reports were received and noted:**

Railways – report was received and noted. Analysis report had been commissioned by SWLEP. Attached at Appendix A.

**AA062/17**

**COMMITTEE WORK PROGRAMME**

The Shilling Fair and AFest were added to the Work Programme for the meeting

**AA062/17**

**DATE OF NEXT MEETING**

Noted.

The Chairman closed the meeting at 8.07pm

*Signed by Chairman*

*7 June 2018*