



ANDOVER TOWN COUNCIL

A

Constantia Basis Virtutum

Minutes of Community Engagement Committee

Time and date

Thursday 1 June 2017 at 7pm.

Place

Andover Town Council Offices, High Street, Andover

Councillors Present:

Revd. Andy Fitchet (Chairman) (P)	Katherine Bird (A)	Richard Rowles (A)
Luigi Gregori (A)	Robin Hughes (P)	Barbara Long (P) arrived 7.13pm
Geoff McBride (P) left 7.14pm	Richard Kidd (P)	Michael Mumford (P)
Paul Crossman (P)	Lynn Bird (P)	

Borough/County Councillors in attendance: Cllr M Boiles.

Officers in attendance:

Tor Warburton (training)

Members of the Public

1 (arrived 7.15pm)

Actions

CE 004/17 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs L Gregori and Cllr K Bird.

CE 005/17 DECLARATIONS OF INTEREST

There were no declarations of interest.

CE 006/17 MINUTES

The minutes of the Community Engagement Committee meeting held on 13 April 2017 were agreed and signed by the Chairman as a correct record. This was proposed by Cllr G McBride and seconded by Cllr R Kidd. A vote was taken. Unanimous. Passed.

RESOLVED: That the minutes of the Community Engagement Committee meeting held on 13 April 2017 were a correct record and signed by the Chairman of the meeting.

The minutes of the Community Engagement Committee meeting held on 11 May 2017 were agreed and signed by the Chairman as a correct record following written amendments

This was proposed by Cllr G McBride and seconded by Cllr R Kidd. A vote was taken. Unanimous. Passed.

RESOLVED: That the minutes of the Community Engagement Committee meeting held on 11 May 2017 were a correct record and signed by the Chairman of the meeting following written amendments.

CE 007/17 PUBLIC PARTICIPATION

No members of the public were present.

CE 008/17 A-FEST 2018

At the agreement of the Chairman, item 12 on the agenda was moved forward to accommodate Cllr McBride's schedule. Cllr McBride made comment on the draft Lessons Learnt document which is in production and pointed out that A-Fest 2017 was looking to bank some monies for A-Fest 2018. Cllr A Fitchet read comments on A-Fest 2017 from Cllr Bird, who had sent her apologies for absence. Cllr R Hughes questioned why the date of 29 April 2018 was being proposed for A-Fest 2018, Cllr Fitchet explained that it was to fit in with Andover College's curriculum.

It was proposed by Cllr G McBride and seconded by Cllr P Crossman that 29 April 2018 be approved for A-Fest 2018.

A vote was taken which was unanimously passed.

RESOLVED: that 29 April 2018 be approved for A-Fest 2018.

CE 009/17 ANDOVER EVENT

Cllr Long gave a precis of the event, noting that the intention was for the event to grow year on year. A working group was approved of Cllr B Long, Jenny Atherton (Fuse), Heather Whittam (Test Valley Borough Council), Gemma Marshall (Town Centre Partnership), Test Valley Arts Foundation. Cllr Long would produce the mandate for the Working Group to the next meeting for Committee approval. Cllr Mumford proposed and Cllr Long seconded the proposal that the committee approve the set-up of a small Working Group to organise the event and the spend of the allocated £1000 budget.

Cllr Hughes moved to amend the original proposal to not approve the spend of £1000 because no figures had been produced. Cllr Mumford as the proposer of the motion stated he rejected the amendment. This amendment was deemed to negate the proposal and was therefore rejected, rejected by the Chairman of the Committee.

Cllr Hughes objected to the procedure, Cllr A Fitchet offered to look up the procedure but Cllr Hughes refused the offer.

A vote was taken on the original proposal:

5 For – 2 against. The proposal was approved.

RESOLVED: that the committee approve the set-up of a small Working Group to organise the event and the spend of the allocated £1000 be released from the budget.

CE 010/17 MEDIA PLAN

The proposed new media plan was presented with the suggestion that all press releases are sent through the office.

It was agreed that, if accepted, the new media plan should be sent to all media sources so that the approach to media releases is consistent.

It was proposed by Cllr Crossman and seconded by Cllr Long that the new media plan be adopted.

A vote was taken which was unanimous.

RESOLVED: that the new media policy be adopted and circulated to all media.

CE 011/17 WEBSITE

It was suggested that the daily running of the website be outsourced at an estimated cost of £70 per month.

Cllr R Hughes asked how much was being spent on the website annually at the moment, to which Cllr A Fitchet replied around £1300 with the £70 per month increase. Cllr R Hughes also asked what the minimum contract term would be if the website upkeep was outsourced to the current supplier. Cllr R Hughes suggested that the committee consider what else is available for that cost.

It was proposed by Cllr Hughes and seconded by Cllr Kidd that the Website Working Group be tasked with finding out how much it would cost to outsource the running of the website and bring back a report with costings to the next Committee meeting on 20 July 2017.

A vote was taken which was unanimously passed.

RESOLVED: that the Website Working Group be tasked with finding out how much it would cost to outsource the running of the website and bring back a report with costings to the next Committee meeting on 20 July 2017.

CE 012/17 NEWSLETTER

The proposed newsletter was presented to the committee.

It was proposed by Cllr Mumford and seconded by Cllr Long that the budget of £500 for the production of a newsletter be released, to be produced in September, December and May of each year.

A vote was taken which was passed unanimously.

RESOLVED: that the budget of £500 for the production of a newsletter be released, to be produced in September, December and May of each year.

CE 013/17 SOCIAL MEDIA

It was noted that no change can be made to the Code of Conduct but this agenda item was to bring the committees attention to the Code of Conduct if commenting on public forums. It was noted that a councillor cannot state that they are a councillor then proceed to insult or upset someone. It was noted that councillors should make sure that their privacy settings on their personal accounts are set appropriately.

CE 014/17 GRANT APPLICATIONS

The report was received and noted, specifically that the Town Clerk is not responsible for vetting the paperwork received. The responsibility of the Town Clerk is to receive the grant application paperwork and the responsibility of the working group is to vet the application.

It was proposed by Cllr Long and seconded by Cllr Mumford that the Process Improvements in the report be accepted including Grant applications be received twice a year on dates to be determined by the Town Clerk and that the Rules and Regulations be amended that Grant applications must be submitted 8 weeks prior to funding being required.

A vote was taken which was passed unanimously.

RESOLVED: that the Process Improvements in the report be accepted including Grant applications be received twice a year on dates to be determined by the

Town Clerk and that the Rules and Regulations be amended that Grant applications must be submitted 8 weeks prior to funding being required.

CE 015/17 REPORTS FROM WORKING GROUPS

Grants Working Group: no update.

Website Working Group: updated received above.

WW1 Benches Working Group: update received on commemoration event. Cllr L Bird expressed interest in joining the working group.

Emergency Plan Working Group – no update.

Business Plan Working Group – no update.

Media Plan – already considered above.

DATE OF NEXT MEETING

Members noted the date and time of the next Community Engagement Committee meeting, **Thursday 20 July 2017 in the Guildhall.**

Meeting closed at 8.04pm.

Chairman

Date