



ANDOVER TOWN COUNCIL

A

Constantia Basis Virtutum

Minutes of Community Engagement Committee

Time and date

Thursday 15 February 2018 at 7.00pm.

Place

Upper Guildhall, High Street, Andover

Councillors Present:

Revd. Andy Fitchet (Chairman) (P)	Katherine Bird (A)	Richard Rowles (A)
Luigi Gregori (P)	Robin Hughes (P) (7.03pm)	Barbara Long (A)
Geoff McBride (P)	Richard Kidd (P)	Michael Mumford (A)
Paul Crossman (P)	Lynn Bird (A)	

Borough/County Councillors in attendance: Cllr Z Brooks

Officers in attendance: Wendy Coulter- Town Clerk (taking the minutes)

Members of the Public: 1

CE 037/17 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs B Long and M Mumford.

CE 038/17 DECLARATIONS OF INTEREST

There were no declarations of interest.

CE 039/17 MINUTES

It was proposed by Cllr G McBride and seconded by Cllr R Kidd that the minutes of the Community Engagement Committee meeting held on 14 December 2017 be agreed and signed by the Chairman as a correct record.

A vote was taken which was unanimous.

RESOLVED: that the minutes of the Community Engagement Committee meeting held on 14 December 2017 be agreed and signed by the Chairman as a correct record.

CE 040/17 PUBLIC PARTICIPATION

Cllr Z Brooks informed the Committee that there would to be a drop in session regarding CIL monies. Cllr Z Brooks to send information to Town Clerk.

CE 041/17 WORKING GROUP MEMBERSHIP

Andover Challenges – it was agreed that all other Councillors would be asked if they wish to join the Working Group.

It was agreed that the Proms in the Park Working Group be removed.

Members considered the Emergency Plan and it was agreed that it was beyond the Committee's capability but that information on what other Councils are doing should be sought. Officers to bring back to next meeting. If there were areas in Andover that the Andover Town Councillors were aware that would be isolated during an emergency, it would be flagged up to Test Valley Borough Council and Hampshire County Council.

It was agreed by the Committee that each Working Group must have a clear Terms of Reference. Terms of Reference for each Working Group to be brought to next meeting.

It was agreed that General Data Protection Regulation (GDPR) would have an impact on the Working Groups.

Amended Working Group membership attached to record minutes.

CE 042/17 A-FEST

It was discussed that AFEST 2018 was unlikely to have stage & bands. The Working Group was hoping to come together with Inspire to produce a united AFEST 2018. There was a meeting organised between the two organisations shortly after the Committee Meeting. Further update to be brought to next meeting.

CE 043/17 SHILLING FAIR

An update report on the Shilling Fair was received and noted.

CE 044/17 NEWSLETTER

A report was received from Cllr Revd. A Fitchet.

It was discussed that the newsletter would be distributed to Community Centres, Museum, Council Meeting, Website and Social Media. It was agreed that the work was the same whether there was a physical newsletter or not. It was proposed that the newsletter could be the responsibility of the Communities Officer and therefore it could be put on hold until Communities Officer came on board. It was noted that it would be a very difficult thing to do and that it would be a race every month to get it finalised and printed, therefore an online version was supported. It could perhaps start as electronic then move towards copies if needed.

It was also discussed that as there were elections next year, the newsletter should perhaps be written by a more neutral party i.e. an officer.

It was also agreed that the Committee should produce Press Releases, which is currently not done. Even simple press releases would increase the Andover Town Council profile. All articles either for the newsletter or press releases would be sent via the Town Clerk to approve.

It was proposed by Cllr Revd. A Fitchet and seconded by Cllr P Crossman that the newsletter be put on hold until a member of staff is recruited to carry out necessary work for an online newsletter with an occasional printed copy.

A vote was taken which was unanimous.

RESOLVED: that the newsletter be put on hold until a member of staff is recruited to carry out necessary work for an online newsletter with an occasional printed copy.

CE 045/17 NEW LANDMARK FOR THE COMMUNITY

It was agreed that it would be good for Andover to get involved with the initiative but more information was needed. Cllr Revd. A Fitchet agreed to do more research into what was needed and bring the information back to the next meeting.

CE 046/17 REPORTS FROM WORKING GROUPS

Andover Challenges: a written confirmation was needed for announcement at the Annual Electors meeting. There was concern about transparency with the process of the grants.

WW1 Commemorative Working Group: an update was received. Up to 120 soldiers had been taken by various institutions. The event would take place in November 2018.

Business Plan for Town Council – it was noted that a request had been sent to specialists and a report would be submitted to the Policy and Resources Committee.

Media Plan Working Group. This to be removed as there was no Working Group for this.

WORK PLAN

Chairman/Vice Chairman and Town Clerk to put together a Project Plan, Budget and Scheme of Delegation for the new Committee to take forward.

CE 047/17 Noted

Meeting closed at 7.37pm

Chairman

Date