



ANDOVER TOWN COUNCIL

A

Constantia Basis Virtutum

Minutes of Community Engagement Committee

Time and date

Thursday 20 July 2017 at 7.04pm.

Place

Upper Guildhall, High Street, Andover

Councillors Present:

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

Borough/County Councillors in attendance: Cllr Z Brooks

Other Town Councillors presence: Cllr V Pond

Officers in attendance:

Tor Warburton (training)

Other officers in attendance:

Wendy Coulter (Town Clerk)

Members of the Public

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Before the meeting started a presentation was given by John Ritchie, The Art Room, as part of the update on the WW1 Commemoration Working Group update. Report attached.

Actions

- CE 016/17 APOLOGIES FOR ABSENCE**
Apologies for absence were received and accepted from Cllrs L Gregori, Cllr M Mumford, Cllr B Long, Cllr R Rowles, Cllr R Hughes and Cllr P Crossman.
- CE 017/17 DECLARATIONS OF INTEREST**
There were no declarations of interest.
- CE 018/17 MINUTES**

The minutes of the Community Engagement Committee meeting held on 1 June 2017 were agreed and signed by the Chairman as a correct record after written amendments were made.

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 1 June 2017 were a correct record, after written amendments, and signed by the Chairman of the meeting.

CE 019/17 PUBLIC PARTICIPATION

Cllr V Pond had a question regarding item 8. Cllr Pond asked if the maximum funding of £2,000 was annually or a one-off payment. Cllr A Fitchett replied that the project would not be ongoing that the money would be split, £1,000 for 2018 and £1,000 for 2019.

CE 020/17 SHILLING FAIR

The Chairman suggested that the Committee review the report and budget and ask any questions that arise. Cllr L Bird commented that the banner that has been put up on the Vigo Road roundabout is pale and washed out. It was noted that the organisers were aware of this and it would be rectified next year.

The report was noted.

Cllr K Bird thanked all involved with the Shilling Fair for providing clear information. Cllr K Bird noted that it was a huge amount of work.

It was proposed by Cllr K Bird and seconded by Cllr G McBride that the mandate for the Shilling Fair 2017 be approved.

A vote was taken which was unanimously passed.

RESOLVED: that the mandate for the Shilling Fair 2017 be approved.

CE 021/17 PROMS IN THE PARK

The Chairman suggested that the Committee review the Outline Budget and budget spreadsheet and ask any questions that arise.

It was noted that any income mentioned has only been verbally secured and that the Town Council have received no funds to date.

It was noted that where the fencing was to go was unclear. Cllr McBride pointed out that there had to be fencing round the bar area to comply with licence requirements. The Committee assumed that the fencing was to go around the whole park to avoid members of the public listening for free.

It was noted that there was a budget figure for minor attractions but no detail as to what they were.

It was noted that the Town Council has never approved that the Town Council is liable for any costs. What was agreed that £1,000 be allocated for the event, that out of that £440 had already been spent on Cancellation Insurance. It was also agreed that the Town Council would provide the Public Liability Insurance and some administrative support.

The mandate, which was approved by Committee, clearly states that a project plan, report and cashflow would be created and presented to Committee. This has never happened.

If the Committee are minded to remove the use of the Public Liability Insurance and administrative support then there would be a cancellation cost of £3338 for the Big TV. This would still have to be paid so the question was asked of where this leaves the Town Council legally. The contract was signed on the understanding that the event would go ahead and be cost neutral as assured by the Working Group. The cancellation insurance would cover the cost in the event that the event was cancelled due to unforeseen circumstances.

Ticket sales have started and 13 have been sold. The Town Council have received £13.92 to date. If tickets are booked on line there is an administrative cost so the full price of £10 will not be received by the Town Council.

It was noted that Cllr Rowles was not present. It was felt that the Committee were being asked to make a decision but no-one was present to make the case for the event.

Cllr K Bird noted that the event had not been agreed at Full Council and the next Full Council meeting is 2 days before the event. Cllr K Bird questioned if it was best practice to put public funds to an event of this type, ie commercial and solely run for charities.

It was agreed to defer the rest of the discussion until a member of the Working Group was able to attend the meeting.

CE 022/17 ANDOVER VISION

It was noted that the Town Council were very appreciative that Test Valley Borough Council were running this initiative.

Cllr K Bird noted that Andover Vision is running 5 Ambitions and Cllr K Bird would like to propose an amendment to the proposal and Cllr Richard Kidd seconded, that the Town Council offer formal support of Andover Vision and to offer to become custodian of the 'A thriving town centre' ambition.

A vote was taken which was unanimous.

RESOLVED: that the Town Council offer formal support of Andover Vision and to offer to become custodian of the 'A thriving town centre' ambition.

CE 023/17 ANDOVER LGBT SUPPORT GROUP

The report was viewed and noted.

Cllr A Fitchet pointed out that this year the match funding money would need to come out of reserves. Cllr A Fitchet assured that there would be no financial implication for the Town Council.

It was proposed by Cllr A Fitchet and seconded by Cllr K Bird that the Committee approve recommending to Full Council that Andover Town Council match fund a Breakout Youth project in Andover, to the maximum of £2,000.

A vote was taken and 3 voted for, 1 against and 1 abstention.

RESOLVED: that the Committee approve recommending to Full Council that Andover Town Council match fund a Breakout Youth project in Andover, to the maximum of £2,000.

Cllr S Hardstaff arrived

CE 021/17

PROMS IN THE PARK

Cllr S Hardstaff joined the meeting and agreed to take questions on THE PROMS IN THE PARK.

It was asked that if the event was cancelled who pays the £3338 cancellation fee for the Big TV. If Town Council is to pay who agreed it.

Cllr S Hardstaff was not sure who approved it and would have to come back to the committee.

It was asked why the contract was signed. The Working Group was advised that there would be no cancellation fee.

It was noted that the remit had always been that the event would be cost neutral.

It was noted that the only money received to the end of June 2017 is £13.92.

It was asked if the sponsors were secured or guessed at or wanted?

The Officers wanted it to be known that if the Working Group could convince the Committee that funds were in place to cover the event that the officers would willingly give up their planned holidays to make the event work.

Cllr Hardstaff confirmed that 4 sponsors have verbally confirmed but was unable to give any further information.

It was noted that if any of the donations were considered 'political' then they could only be accepted on the understanding that they were entirely anonymous.

It was noted that the licence forms were in hand, Cllr R Rowles is in receipt of the TENS licence and will complete it. Cllr R Rowles will apply for TV licence which will be paid out of the £1,000 set aside for the event.

The options available to the Town Council were then discussed.

It was asked if the Town Council could take money out of reserves to fund and event where raffle tickets were sold to raise money for charity.

The Town Clerk responded that legally it was likely that it could be done, however in this instant the sums involved are too large to take this type of risk.

It was noted that the Committee were grateful that Cllr S Hardstaff had come to answer questions on behalf of the Working Group, however, Cllr S Hardstaff is not seen as personally responsible for his answers.

It was noted that the Working Group needs to be asked to present any other things that have been committed to and who has signed the paperwork.

It was proposed by Cllr A Fitchet and seconded by Cllr G McBride that the Committee withdraws the Public Liability Insurance and any administrative support for this event.

A vote was taken which was unanimous.

RESOLVED: that the Committee withdraws the Public Liability Insurance and any administrative support for this event.

It was proposed by Cllr K Bird and seconded by Cllr L Bird that a press release is written to outline why this Committee is withdrawing its support with a deadline of lunchtime 29 July for a joint press release otherwise a press release will be sent by Andover Town Council.

A vote was taken which was unanimous.

RESOLVED: that a press release is written to outline why this Committee is withdrawing its support with a deadline of lunchtime 29 July for a joint press release otherwise a press release will be sent by Andover Town Council.

CE 024/17

REPORTS FROM WORKING GROUPS

Grants Working Group: no update.

Website Working Group: updated received above.

WW1 Commemoration 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 8.55pm.

Chairman

Date