



ANDOVER TOWN COUNCIL

A

Constantia Basis Virtutum

Minutes of Community Engagement Committee

Time and date

Thursday 1st September 2016 at 7pm.

Place

Andover Town Council Offices, High Street, Andover

Councillors Present:

Richard Rowles (Chairman) (P)	Dean Marriner (Vice Chairman) (P)		
Katherine Bird (A)	Andy Fitchet (A)	Luigi Gregori (P)	Robin Hughes (P)
Barbara Long (P)	Geoff McBride (P)		

Other Town Councillors in attendance: Cllr V Pond

Borough/County Councillors in attendance: None

Members of the Public: 2

Officers in attendance:

Wendy Coulter (**Town Clerk and RFO**)

Simon Priestley-Cooper (**Committee Officer**) (Taking the Minutes)

CE 019/16 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Councillors Katherine Bird

CE 020/16 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

CE 021/16 **MINUTES**

The minutes of the Community Engagement Committee meeting held on 2 June 2016 were agreed and signed by the Chairman as a correct record.

RESOLVED: That the minutes of the meeting of 2 June 2016 were agreed and signed as a correct record by the Chairman of the meeting.

CE 022/16 **PUBLIC PARTICIPATION**

There were no members of the public present who wished to make a statement or ask a question.

CE 023/16 **CHRISTMAS LIGHTS**

Members were asked to note a report on the current project for the Christmas lights and to

approve a plan for a press release.

After much deliberation, it was proposed by Cllr B Long to have a press release at the start of October, another at the beginning of November just before the switch on and another in January to report on the success. Seconded by the Chair – Cllr R Rowels.

RESOLVED: To have 3 press releases. One at the start of October, another at the beginning of November just before the switch on and another in January to report on the success of the lights.

CE 024/16

MEDIA POLICY

Members were asked to consider to consider a Press Release and Media Policy for recommendation to full Council.

Members agreed that a media policy was essential to provide structure and guidelines. It was also agreed that an adjustment was needed on bullet point 4 and change it to – Press release to be circulated to all members of the committee for comment and amendment. It was also agreed to change bullet point 6 to - Town Clerk distributes to Council and Media Distribution lists.

Cllr D Marriner questions the emergency communications plan. After some deliberation it was proposed by Cllr G McBride that the modification to the emergency plan is that 2 relevant councillors and town clerk are to formulate a statement to the press. Calling a Vote to adopting this to full council. Seconded by Cllr L Gregori. A vote was called, All in Favour.

RESOLVED: To amend bullet point 4 and remove send to councillors and add it to bullet point 6 of the media policy. A modification to the emergency plan is that 2 relevant councillors and town clerk are to formulate a statement to the press. Calling a Vote to adopting this to full council.

CE 025/16

WEBSITE

To consider additions to be made to the Town Council's Website to ensure that the Town Council is compliant with the Transparency Code 2015.

Members agreed that the report was not sufficient as Andover Town Council haven't decided what the websites purpose is. After some discussion of what Cllrs would like it was agreed that the website working group shall meet before the next meeting to discuss a short term fixes and a medium plan.

Cllr R Rowels proposed that the working group need to come up with short term fixes and a medium plan to bring to the next meeting. Seconded by Cllr D Marriner.

All in Favour.

The working group membership was also discussed. Cllr D Marriner joins the working group.

RESOLVED: The website working group will bring a list of short term fixes and a medium plan for the website to the next meeting.

CE 026/16

HERITAGE PLAQUE

Members were asked to consider an idea from Cllr B Long to promote the Heritage Plaque by including an item in the Test Valley Tourist Guide.

Cllr B Long gave a verbal report on the Heritage Plaque. Chair Cllr R Rowels proposes that Cllr B Long can provide information on the heritage plaque for the Test Valley Tourist Guide. Cllr B Long agrees if she has help. Cllr D Marriner volunteers.

All in favour.

RESOLVED: Cllr B Long and Cllr D Marriner will provide information on the heritage plaque for the Test Valley Tourist Guide.

CE 027/16

BUSINESS PLAN

Members considered the process for the Business Plan for 2017/2018 to feed into the Budget Process.

It was agreed that all Town Council members would meet to consider items to be included.

A report on the Business Plan would be brought to the next meeting of the Community Engagement Committee for consideration.

CE 028/16

WORKING GROUPS

Members were asked to consider the current Working Groups of the Community Engagement Committee and to consider whether any require disbanding.

Members discussed working groups and their activity. After a long discussion it was agreed that the following working groups would be disbanded:

Tourism

Arts & Leisure

Business Development

EIIR Plaque

Floral Clock

Heritage Railway

It was also agreed that each of the remaining working groups would report to the next meeting.

Proposed by Chair Cllr R Rowles, seconded by Cllr D Marriner. All in Favour.

RESOLVED: That the following working groups will be disbanded:

Tourism

Arts & Leisure

Business Development

EIIR Plaque

Floral Clock

Heritage Railway

CE 029/16

COMMITTEE WORK PROGRAMME

Members were asked to consider items to include on the Committee Work Programme.

Members considered all the changes from this meeting and it was decided that for the next agenda the following items will be added:

Events 2017

Website

Reports from 5 working Groups

Christmas Lights

Cllr G McBride wants the report from A fest to be added on the Agenda and the Andover challenges programme.

CE 030/16

DATE OF NEXT MEETING

Members noted the date and time of the next Community Engagement Committee meeting, **Thursday 29th September 2016.**

The Chairman will close the meeting. Meeting ends at 8.26pm.

