



# ANDOVER TOWN COUNCIL

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*Constantia Basis Virtutum*

## Minutes of Community Engagement Committee

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### Time and date

Thursday 2 June 2016 at 7pm.

### Place

Andover Town Council Offices, High Street, Andover

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#### Councillors Present:

Richard Rowles (Chairman) (P)	Dean Marriner (Vice Chairman) (A)	
Katherine Bird (P) (arrived at 7.05pm)	Andy Fitchet (P) (left at 7.35pm)	Luigi Gregori (P)
Robin Hughes (P) (left at 7.45pm)	Mick James (P)	Barbara Long (A)
Geoff McBride (A)		

#### Borough/County Councillors in attendance:

Cllr Z Brooks

#### Officers in attendance:

Wendy Coulter (**Town Clerk and RFO**) (Taking the Minutes)

#### CE 004/16 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Councillors Barbara Long, Dean Marriner and Geoff McBride.

#### CE 005/16 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### CE 006/16 **MINUTES**

The minutes of the Community Engagement Committee meeting held on 12 May 2016 were proposed by Councillor R Hughes and seconded by Councillor L Gregori and signed as a correct record.

Cllr A Fitchet abstained as he was not present at the meeting.

**RESOLVED: That the minutes of the meeting of 12 May 2016 were agreed and signed as a correct record by the Chairman of the meeting.**

#### CE 007/16 **PUBLIC PARTICIPATION**

There were no members of the public present.

#### CE 008/16 **FRIENDS OF ANDOVER RAILWAY STATION**

Members noted a report on the current project for Friends of Andover Railway Station. They noted that more work needed to be completed on the project to ascertain whether there would be any interest from the people of Andover.

It was further noted that Councillor M James had been asked to take over the management of the project.

Members acknowledged that it was vital to gauge interest. A full Project report could then be submitted to the committee to take the project forward.

It was agreed that Councillor M James would work with the Town Clerk to submit a Press Release asking for people to come forward to express an interest. The Committee would then consider the proposal again.

CE 009/16

### **CORPORATE GIFTS**

Cllr Bird gave a verbal report on a recent request from Andover Town Band who were going out to Italy to perform in a concert and wanted to take a Corporate gift from Andover to give to the organisers and Town they were visiting.

As the Town Council does not currently have 'corporate gifts' a book on Andover was found for the organiser at a cost of £18. 3 Certificates were then made and framed to present to the Town.

The Committee considered a proposal to include a Budget Head in the Year 2017/2018 for Corporate Gifts. Members agreed that the Committee would put the idea forward for the Budget process.

Members agreed that further consideration should be given to the types of gift. It was agreed that it would be a good idea to consult Members of the public on the type of gift that should be presented on behalf of Andover.

All Members agreed that Corporate Gifts were a good idea, however, a set of rules and a process should be formulated to regulate the use of Corporate Gifts for the receiving and distribution.

It was agreed that a report should come back to a future meeting of the Community Engagement Committee.

CE 010/16

### **WEBSITE**

Members were asked to consider the following items on the Town Council Website:

Publication Schedule

Updates from Officers

Allotments System

Updates from the Community Engagement Committee

Members agreed that work need to be done on the Website to bring it in line with current legislation.

It was agreed that a small working group would be formed to work with the Town Clerk to consider the website in more detail.

Consideration needed to be given to the fact that the Website contained a bespoke system for the reporting of Allotment Maintenance.

Small items could be changed but might not be productive if it was considered that the whole website needed fundamentally changing.

It was agreed that the Working Group should meet with the current provider and designer of the website to find out exactly what could be done to improve the current site.

Concern was raised over a Publication Schedule. It was agreed that Cllr Gregori would work with the Town Clerk to draw up a publication schedule for consideration at the next committee meeting.

It was agreed that the Allotments Committee should consider the content of the Allotments Section of the website, Members asked the Town Clerk to include it on the Agenda of the next Allotment Committee meeting.

Members expressed concern over officers' time to deliver the changes needed to the website. It was agreed it was vital to give the officers time to put any changes in place and then to maintain the website.

It was also agreed that rules and procedures for the use and application of the website needed to be drawn up. There needed to be clear definition as to who could update the website. For instance there were certain items that only officers could update on the website and this could not be completed by Members.

It was agreed that the following Members would form the Website Working Group, Councillors Richard Rowles, Katherine Bird and Luigi Gregori.

**RESOLVED:**

**That a Working Group consisting of the following Members, Councillors Richard Rowles, Katherine Bird and Luigi Gregori consider any changes to the Website.**

**To make small changes as necessary.**

**To meet with the Website Designer and Provider to consider any major changes.**

**That the Working Group consider the publication schedule to be included on the website.**

**That the Allotments Committee be asked to consider the Allotments Section of the Website to consider any changed required.**

**That the Working Group present a report of its findings to the next meeting of the Community Engagement Committee.**

CE 011/16

**GRANTS**

Members were asked to consider a Grant Application from the Hampshire Open Studios. The application was for £140 to assist with publicising the summer event in Andover opening studios in and around the town.

Members noted that due to the timescales of the project a decision on the grant was required at the meeting.

Members agreed that the application met all the criteria required.

It was proposed by Cllr L Gregori and seconded by Cllr A Fitchet that the Hampshire Open Studios be awarded a grant of £140 towards publicity for the summer event 2016.

A vote was taken and unanimously agreed.

**RESOLVED: that the Hampshire Open Studios be awarded a grant of £140 towards publicity for the summer event 2016**

Members then considered the procedures, public relations and publicity for the grants process as a whole.

It was explained that historically the grants were awarded once a year. The publicity advising that the grants were available would go out in November and January. Grants would be received by the end of February, a decision would be made by the relevant committee and then the grants would be awarded in March at the Annual Electors meeting.

The grants have normally be advertised in the local paper, on the radio and the Town Council's website. This has not provide very successful as very few organisations have applied.

Members considered how often the grants should be offered each year. It was agreed, after much debate that the grants should be publicised and offered 4 times a year.

Cllr A Fitchet left the meeting at 7.35pm.

Members considered whether there should be a cap on the amount of funding offered each time. It was noted that £1000 was provided each year in the budget.

It was agreed that there should be no cap but that if the grant money were used up before the end of the financial year, no further grants would be offered in that year.

It was also agreed that if there were an underspend of grant monies in a year, the remaining money would be rolled over into the next year.

Members then considered the publicity for the Grants. It was suggested that Test Valley Voluntary Services be approached to ask if they would publicise the grants. It was agreed that the adverts should be included in the local press and radio.

A vote was taken on the proposals 4 in favour 1 against.

**RESOLVED:**

**That the Grant Budget remain at £1000.**

**That the Grants be publicised 4 times per year, dependant on funds remaining in the year.**

**That any Grant Monies remaining at the end of the year be rolled over to the following year.**

**That Test Valley Voluntary Services be approached to ask if they would publicised the grants.**

**That the grants be publicised in the local press and on the radio.**

Cllr R Hughes left the meeting at 7.45pm

CE 012/16

**PRESS RELEASES PROCEDURE**

Members were asked to consider the following:

Distribution List

Schedules

Meeting with the Press

Press Release process and procedure

It was noted that the Town Clerk, as the Council's Proper Officer had to send out the Press Releases on behalf of the Council.

Members were able to assist the Town Clerk to write the Press Releases.

Members considered the distribution list for the Press Releases and agreed the following: Andover and Villages, Andover Gazette, The Breeze, Andover Town, Advertiser, Andover Radio, Mums in the Know

Members agreed that a standard operating procedure needed to be agreed so that Members and Officers were clear on how Press Releases would be distributed. It was agreed that further work needed to be done on this and that a Draft procedure should be brought back to the next meeting of the Community Engagement Committee.

Members also considered that a procedure should be agreed for Councillors taking to the Press. It was agreed that this would be included in the Press/Media Operating Procedure.

**RESOLVED:**

**That Press Releases be distributed to the following: Andover and Villages, Andover Gazette, The Breeze, Andover Town, Advertiser, Andover Radio, Mums in the Know**

**That a draft Press Release/Media Operating Policy be brought to the next committee meeting for consideration.**

CE 013/16

**EVENTS**

Members considered possible events for 2017 including:

Annual Electors Meeting (March)

Annual Council Meeting (Chairman Making)

A-Fest 2017 -

New Event

Christmas Lights

Members agreed that Press Releases were required for the Annual Electors Meetings, the Annual Council meeting and the Christmas Lights.

The A-Fest and a possible new event would need to be considered in the Budget for 2017/2018.

It was agreed that the events would need to be included in the Committee's work schedule to ensure that Press Releases and necessary planning were considered in good time.

A Project Plan and timeline would be needed for each event as well as estimated expenditure.

It was agreed that once the Project Plan for each event had been drawn up, any monies that were required to be included in the Budget Plan could be presented to the Policy and Resources Committee.

It was agreed that a report on the Christmas Lights would be included on the next agenda of the Committee as publicity would need to be considered in good time as well as a list of actions that needed to be taken.

Members considered a new event in September 2017 and it was agreed that the Town Clerk would contact Test Valley Borough Council to provisionally book the High Street for the second Saturday in September 2017.

**RESOLVED:**

**That Events for 2016 and 2017 be included on the Committees Work Programme**

**That a Project Plan be drawn up for each event with costings**

**Any costs which required consideration in the Budget Process to be presented to the Policy and Resources Committee.**

**That the Town Clerk contact Test Valley Borough Council to book the High Street for the second Saturday in September 2017.**

CE 014/16

**OTHER PUBLICITY**

Members were asked to consider how the Committee could assist with publicity for other projects, for example, the Neighbourhood Plan.

Members considered other projects that the Town Council was involved with such as the Neighbourhood Plan and the Youth Council.

It was noted that the Youth Council would be covered in another item on the agenda.

It was agreed that the Chairman would write to the Neighbourhood Plan group to ask them what assistance, if any, would be helpful from the Town Council with regard to publicity.

CE 015/16

**BUSINESS PLAN**

Members were asked to consider how the Council could communicate and interact with the public, regarding the Town Council's Business Plan and whether consultations should be carried out throughout the year.

Members discussed the timings of the consultations and agreed that they had to fit in with the Council's Budget Process. Members agreed that the best months to consult in would be March and September. The March consultation could be included in the Annual Electors meeting and the one in September would help feed into the Budget process.

Members agreed that it would be important to manage the public's expectations and it would need to be made clear what the Council could and could not do. It was suggested that the Council have a list of sources of other revenue streams in case the project suggested could not be delivered by the Council.

Members were reminded that the Budget process required new projects to be clearly costed.

Members considered the restrictions of the Council's Financial Regulations with regard to timing for the Budget Process and planning to be considered well in advance.

Members noted that the Financial Regulations were being considered which might go some way to easing the restrictions on timings.

It was agreed that this would need to be considered at a future meeting after the Financial Regulations had been reviewed.

CE 016/16

#### **YOUTH COUNCIL**

Members considered how the Committee could assist the Youth Council with Communications and Project Planning.

The Chairman explained that there were a series of things that the Youth Councillors could not do as they did not have the skills to do them.

The Youth Council was currently attempting to recruit more Youth Councillors.

Members noted that it would be helpful if the Committee could draw up a Skills Development Programme for the Youth Councillors to enable them to do the work themselves.

It was agreed that the Chairman, on behalf of the Committee should write to the Youth Council to ask the Youth Councillors how the Committee could help.

CE 017/16

#### **COMMITTEE WORK PROGRAMME**

Members considered a Work Programme for the Committee and it was agreed that the following items would be added:

Website Working Group – Feedback and recommendations

Publications Schedule – LG

Events for the next 18 months

Budget process

It was agreed that at the next meeting more detail would be added to the Work Programme to enable Project Planning.

CE 018/16

#### **DATE OF NEXT MEETING**

Members noted the date and time of the next Community Engagement Committee meeting, **Thursday 18<sup>th</sup> August 2016.**

The Chairman will close the meeting. Meeting ends at 8.20pm.