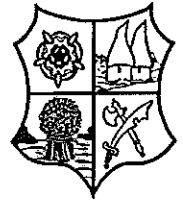


# ALTON Town Council



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Town Clerk: Mrs Leah Coney

Town Hall  
Market Square  
Alton  
Hampshire  
GU34 1HD

23<sup>rd</sup> January 2019

Dear Councillor

You are hereby summoned to a meeting of the **POLICY AND RESOURCES COMMITTEE** in the Town Hall, Market Square, Alton on **Wednesday 30<sup>th</sup> January 2019 at 7.00pm** when the under mentioned business will be transacted.

*There will be a networking café at 6:30pm open to the public where Councillors will be available to chat with residents over items of interest.*

Yours sincerely

Mrs Leah Coney  
Town Clerk

To: Members of the Policy and Resources Committee

<b>Councillor</b>	<b>Matthew Bayliss</b>	-	<b>Chairman</b>
	<b>Peter Hicks</b>		
	<b>Graham Hill</b>		
	<b>Allan Chick</b>		
	<b>Alex Hunt</b>		
	<b>Pam Jones</b>		
	<b>Dean Phillips</b>		

Copied to: All other Councillors for information

**ALTON TOWN COUNCIL**

**POLICY AND RESOURCES COMMITTEE – 30<sup>th</sup> JANUARY 2019**

**AGENDA**

- 1 Chairman's announcements
- 2 Apologies for absence
- 3 Minutes of the Extraordinary Meeting held on 3<sup>rd</sup> October 2018
- 4 Declarations of Interests - Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on any matter in which you have a pecuniary interest. You must withdraw from the room when the meeting discusses and votes on the matter.
- 5 To consider any requests for Dispensations to allow Councillors with pecuniary interests to speak and vote
- 6 Questions to the Committee (including those received in writing)
- 7 Community Grants 2019/20 (for decision)
- 8 Draft Budget and Precept 2019/20 (for decision)
- 9 Internal Auditor Report Q2 and Q3
- 10 Transfer to CCLA Property Fund
- 11 Non-Financial Risk Assessments for review and approval
- 12 Updates i) Town Wide Wi-Fi project  
ii) Community Facility Update. (Brewery Site)
- 13 Assembly Rooms Report
- 14 Business Continuity Plan

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The Town Clerk re-issued her report together with the responses received to the further questions posed by councillors with Members being requested to approve their preferred supplier for the Town wide Wi-Fi contract.

*The capital expenditure for the infrastructure and three years running costs are as follows:*

		<i>Capex</i>	<i>3 year maintenance cost</i>	<i>Total</i>
<i>Company</i>	<i>A</i>	<i>£21,000</i>	<i>£17,280</i>	<i>£38,280</i>
<i>Company</i>	<i>B</i>	<i>£18,965</i>	<i>£21,030</i>	<i>£39,995</i>
<i>Company</i>	<i>C</i>	<i>£31,207</i>	<i>£13,098</i>	<i>£44,305</i>

Councillor Hicks took the opportunity to express his gratitude that a deferment had been given allowing councillors additional time to seek clarification and ask further questions. Councillor Hill added that he hoped that an “outcome” would be possible this evening.

In asking Councillors to indicate their preference Councillor Hicks stated that a peer to peer solution rather than a mesh solution would be preferable; on that basis he would support a proposal for Company B. By show of hands Councillors indicated that the resolution would be worded to request that Company B be proposed for approval.

On the proposal of Councillor Dean Phillips, seconded by Councillor Pam Jones it was

**RESOLVED**

**To appoint Company B as the approved supplier for the supply of a Town Wide Wi-Fi solution with a Capex expenditure of £18,976 and a 3 year maintenance cost of £21,030 making a total contract value of £39,995.**

The meeting finished at 6.06 p.m

## ALTON TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 30<sup>th</sup> JANUARY 2019

#### REPORTS BY THE TOWN CLERK

##### ITEM 7 GRANT APPLICATIONS 2019/20

**FOR DECISION**

For 2019/20 a total of 10 applications have been received. Applicants have been invited to attend a briefing session in advance of this meeting in order to present to councillors in support of their application for 5 minutes, followed by a 5 minute Q & A session to allow councillors to seek clarification from the applicant. Copies of each application is included with this report.

Councillors are reminded that a draft Community Grants Budget of £35,000 has been set for 2019/20 following the Budget Workshop held on 12<sup>th</sup> December, which although has yet to be confirmed, gives an indication of the funds available to support the applications. With the total value of the applications received far exceeding the budget which has been provisionally set and in seeking to determine the outcome of each application councillors may wish to bear in mind the following factors in determining whether to approve a grant request and the amount of grant to be awarded to ensure a fair and equitable outcome.

- 1) Does the work carried out by the group or organisation demonstrably and directly impact the people of Alton wholly or just in part?
- 2) Do any applications duplicate work is already being funded by the Town Council?
- 3) Do any applications which “pre-discriminate” certain members of the community?
- 4) Do any applications only benefit individuals?
- 5) The Town Council also cannot fund activities that it considers to be the responsibility of a Statutory Authority.

Members are reminded that the Council is not currently constrained by the S137 grant rules as the Council adopted the General Power of Competence in 2017. However, the ethos that the amount given should be commensurate to the number of people in the locality who are to benefit should still be of consideration to Members.

**RECOMMENDATION:** The Committee is invited to:

- (i) Determine which applicants are to be awarded a grant
- (ii) Determine the amount each successful applicant is to be awarded

##### ITEM 8 DRAFT BUDGET AND PRECEPT 2019/20

**FOR DECISION**

Enclosed with Members bundles is a copy of the options for the proposed budget and precept request for 2019/20. Also included within the spreadsheet is the mid-year revised budget for 2018/19. Also included are a supplementary explanations sheet and a copy of the current balance sheet.

The mid-year budget contains no overall change in the income versus expenditure but reflects a number of adjustments between cost codes within the approved budget which are required to

accurately reflect the likely actuals for each cost code for the remainder of the year and to assist with for future budgeting. (in accordance with Financial Regulation 4.2)

Following the Budget Workshop on the 12<sup>th</sup> December a single option is being presented for approval.

**RECOMMENDATION:** Members are requested to:

- (i) Approve the budget and precept request for 2019/20. This decision will be ratified by Full Council.
- (ii) Approve the revised budget for 2018/19 to enable the appropriate virements to be actioned.

**ITEM 9 INTERNAL AUDITORS REPORT Q2 and Q3**

**FOR DECISION**

Enclosed in Members bundles is the Internal Auditors Report for review and approval.

**RECOMMENDATION:** Members are requested to consider the Internal Auditors Report.

**ITEM 10 FUNDS TO CCLA PROPERTY FUND**

**FOR DECISION**

Members are asked to approve the investment of £26,099 to the CCLA Property Fund. This represents the last annual rent payment made Alton Football Club which is earmarked for the replacement surface on the 3G pitch, together with the interest accrued in 2017/2018 of £3,983 which is currently sitting as an earmarked reserve. The minimum investment to the fund is £25,000.

**RECOMMENDATION:** Members are requested to consider approval of the request.

**ITEM 11 NON-FINANCIAL RISK ASSESSMENTS**

**FOR DECISION**

Members are requested to review the current non-financial risk assessment included within their bundles. This is a summary document sourced from a number of files which will be available for viewing at the meeting and contain full details relating to the following items:

- Health & Safety Policy and Procedures
- Health and Safety Logs
- Individual Risk Assessments – General and Events
- Asbestos Surveys
- Electrical Systems Log Book
- COSHH data Sheets
- Fire Risk Assessments.
- Legionella Risk Assessment.

The scoring system for risk is calculated as the risk score multiplied by the impact score. All items in green have already been completed.

**RECOMMENDATION:** Members are requested to review the documentation and approve the non-financial risk assessment for ratification by Full Council.

## ITEM 12 UPDATES

### (i) Town Wide Wi-Fi project

**FOR DECISION**

Members are advised that following the last meeting, Company B, InTechnology, was appointed to install the free to access public Wi-Fi for the Town Centre at a cost of £39,995 (including three years maintenance, analytics and line rental.)

The Wi-Fi is now live! A press release has been prepared and will be submitted to local media outlets later this week. For more information on the free Wi-Fi and a map showing the coverage of the signal, please go to [www.altonfreewifi.com](http://www.altonfreewifi.com)

As Members may recall from the report to the last Policy & Resources Meeting the Clerk indicated

*“There is currently £19,331 in the Economic Development reserve derived from an underspend for the ring fenced project in 2016/17 & 17/18 which should only be spent on schemes which are in line with the tenets of the Economic Development Project . EHDC have indicated that they have a further £15,000 ring-fenced for the Economic Development Programme which can be transferred to ATC for this project.”*

*Any remaining monies required could be drawn down from the Town Council’s S106 Environmental Improvement Fund for High Street Improvements currently held by EHDC.*

Now that the work has been completed the Clerk is pleased to note that in agreeing the cost share allocation with EHDC as part of the Economic Development Project, no application for S106 drawdown was required. The Clerk therefore requests that Members approve the drawdown of **£14,152** of the £19,331 ring fenced underspend currently held in the Economic Development Reserve which was agreed to be used to part fund the cost of this project with the remaining monies coming from the 2018/19 budgeted Economic Development Project pot.

**RECOMMENDATION:** Members are requested to approve the drawdown of **£14,152** from the Economic Development Reserve for the Town Wide Wi-Fi project.

### (ii) Community Facility Update (Brewery Site)

**FOR INFORMATION**

The second round public consultation was due to be sent out to residents during January 2019 following the additional workshop session held with key stakeholders and CALA Homes at the Assembly Rooms in November.

However, since that time the dates have been released for the Local Plan public consultation which would have overlapped with the timeframe mapped for the community facility second round survey. It has therefore been decided to run this consultation after the Local Plan consultation has closed to avoid any confusion.

## ITEM 13 ASSEMBLY ROOMS REPORT

**FOR INFORMATION**

Monitoring meetings continue on a quarterly basis in line with the Collaboration Agreement with Alton Community Association (Schedule 10) together with monthly reporting. The latest monitoring meeting was held on the 5<sup>th</sup> November 2018.

The monitoring report form is included within Members bundles (Supplementary Papers) which details the bookings and service provision up to the end of December 2018.

Members will be pleased to know that a new long term hirer has been secured for the Upper Room on a Licence to Occupy and this agreement commenced at the beginning of January. The Upper Room was redecorated before Christmas ready for the new hirer.

Feedback from Yuletide was very pleasing and the venue was as popular as ever for attendees. CCTV has been installed outside of the building. This was primarily to give additional security for the "Santa Hat" but will be retained year round and appropriate signage is in place to advise of this.

### **ITEM 13 BUSINESS CONTINUITY PLAN**

**FOR DECISION**

Enclosed in Members bundles is a draft Business Continuity Plan for the Council to consider. As detailed in the document this is not a statutory requirement for local councils but demonstrates good practice in ensuring that the Council has contingencies in place in the case of disruption and can mitigate any risks arising as a result.

**RECOMMENDATION:** Members are requested to consider their approval of the Business Continuity Plan