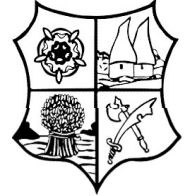


ALTON Town Council



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Town Hall
Market Square
Alton
Hampshire
GU34 1HD

Town Clerk: Mrs Leah Coney

13th January 2021

Dear Councillor

You are hereby summoned to a meeting of the **POLICY AND RESOURCES COMMITTEE** on **Wednesday 20th January at 7.00pm** when the under mentioned business will be transacted.

Due to current government regulations this meeting will be held remotely using video conferencing. For meeting security, the meeting code and password to log in will be sent to Members separately and any member of the public wishing to attend is asked to e-mail townclerk@alton.gov.uk and log in details will be sent.

Yours sincerely

LConey

Mrs Leah Coney
Town Clerk

To: Members of the Policy and Resources Committee

Councillor Pam Jones (Chair)
Councillor Suzie Burns (Vice Chair)
Councillor Matthew Bayliss
Councillor Pam Bradford
Councillor Graham Titterington
Councillor Gideon Cristofoli
Councillor Graham Hill

Copied to: All other Councillors for information

ALTON TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE – 20th JANUARY 2021

AGENDA

- 1 Chairman's announcements
- 2 Apologies for absence
- 3 Minutes of the meeting held on the 14th October 2020
- 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 2020/21 update
- 8 Community Grants 2021/22 for decision
- 9 2021/22 Budget and Precept for decision.
- 10 Community Building, Brewery Site - Update.
- 11 Financial Accounts to 31st December 2020
- 12 CCLA Property Fund.
- 13 Communications and Social Media Policy

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- 14 Property leases update
- 15 Staffing Update.

ALTON TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 20th JANUARY 2021

REPORTS BY THE TOWN CLERK

ITEM 7 COMMUNITY GRANTS 2020/21 UPDATE

FOR INFORMATION

Following the last meeting, ACAN and Alton Community Association both confirmed that due to the pandemic they would like the remainder of their grant monies held over to be released after 1st April. ACAN have delayed the start of the “hub” for which funding was awarded with £2,084 held over and ACA have confirmed that “due to ongoing furlough of staff and Government grants for Covid 19 we are able to agree to defer the second part of our grant from ATC this year.” (£4,000). The other organisations who were due 2nd tranche payments in October last year have confirmed the requirement for the monies in year and these have now been paid.

RECOMMENDATION: This report is for information only.

ITEM 8 COMMUNITY GRANTS 2021/22

FOR DECISION

For 2021/22 a total of 6 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 £25,000 has been set for 2021/22 following the Budget Workshop held on 12th January, 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 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) 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 9 DRAFT BUDGET AND PRECEPT

FOR DECISION

Members have already received a paper copy of the draft budget and precept request for 2021/22 sent in advance of the budget workshop last week and this remains unchanged. Also included within the spreadsheet was the mid-year revised budget for 2020/21 and an indicative budget for 2022/23 and 2023/24 along with an

explanations sheet and a copy of the current balance sheet. (if any members of the public would like a copy it can be requested and sent electronically)

Following the Budget Workshop on the 12th January a single option which amounts to a 3.5% increase in precept is being presented for approval.

RECOMMENDATION: Members are requested to:

- (i) Approve the budget and precept request for 2021/22. This decision will be ratified by Full Council.
- (ii) Approve the revised budget for 2020/21 to enable the appropriate virements to be actioned.

ITEM 10 COMMUNITY BUILDING, BREWERY SITE – UPDATE FOR INFORMATION

A verbal update will be given at the meeting by the Chair in respect of the specification of the building, timings for delivery of the building, details of the options for transfer of the building and how the Council will seek to identify users going forward.

RECOMMENDATION: This report is for information.

ITEM 11 FINANCIAL ACCOUNTS TO 31st DECEMBER 2020 FOR DECISION

Members are requested to scrutinise the accounts and accompanying documents and reports prior to the meeting and if there are any questions arising please submit these to the Clerk or the Finance and Administration Manager in advance of the meeting to ensure answers are available on the night.

Balance Sheet as at 31st December 2020

The balance sheet is presented for sign off by the Chairman of the Council

Income & Expenditure

Attached is the Income and Expenditure Report for the third quarter of 2020/21 financial year; this illustrates the Operating Income and Expenditure for the council to 31st December against the budget set by the Council. A full revised budget for 2020/21 will be prepared for members in advance of the budget workshop meeting in December to account for the unforeseen financial impact of covid this year.

Bank Reconciliation Statement as at 31st December 2020

The Bank Reconciliation Statements are as presented with a closing balance of £392,973.53 (Unity), £400,999.43 (CCLA) and £120.68 (Petty cash). This requires signing off on behalf of the council that the figures presented reconcile with the original bank statement.

Payments over £500

The attached report includes all payments over £500, issued between 1st October 2020 and 31st December 2020 in respect of invoices and grant cheques.

RECOMMENDATION: Members are requested to approve:

- 1) The Income and Expenditure account to 31st December 2020
- 2) The balance sheet dated 31st December 2020
- 3) The bank reconciliations for the Unity Account and the CCLA Deposit Account
- 4) The Payments over £500 covering 1st October to 31st December 2020

ITEM 12 CCLA PROPERTY FUND**FOR DECISION**

Members are asked to approve the investment of £79,354 to the CCLA Property Fund. This represents the latest annual rent payment made by Alton Football Club (£22,116) in December 2020 which is earmarked for the replacement surface on the 3G pitch, together with the interest accrued in 2019/2020 of £8,183 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 to invest £30,299 in the CCLA Property Fund.

ITEM 13 COMMUNICATIONS AND SOCIAL MEDIA POLICY**FOR DECISION**

Enclosed in supplementary papers is a copy of the approved communication and social media policy originally adopted in May 2016 with a small number of amendments to bring the document up to date. Members are requested to review the document.

RECOMMENDATION: Members are requested to approve the revised Communications and Social Media Policy.