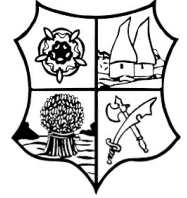


ALTON Town Council



Telephone (01420) 83986
www.alton.gov.uk
info@alton.gov.uk

Town Clerk: Mrs Leah Coney

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

13th July 2022

Dear Councillor

You are hereby summoned to a meeting of the **POLICY AND RESOURCES COMMITTEE** on **Wednesday 20 July 2022 at 7.00pm** when the under mentioned business will be transacted.

Yours sincerely

LConey

Mrs Leah Coney
Town Clerk

To: Members of the Policy and Resources Committee

Councillor Graham Titterington (Chair)
Councillor Lewis Jones (Vice Chair)
Councillor Matthew Bayliss
Councillor Ginny Boxall
Councillor Suzie Burns
Councillor Graham Hill
VACANCY

Copied to: All other Councillors for information

ALTON TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE –20th JULY 2022

AGENDA

- 1 Chairman's announcements
- 2 Apologies for absence – received from Councillor Graham Titterington
- 3 Minutes of the meeting held on the 13th April 2022
- 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 16 Market Square Alton Energy Café - Collaboration project with Energy Alton/ACAN
- 8 Climate Change Sub Committee update from Councillor Hill
- 9 Accounts to 30th June, Internal Audit report and Financial Risk Assessment
- 10 Council Scheme of Delegation (for ratification by Full Council)
- 11 Update Reports
 - a. Town Hall Building repairs.
 - b. High Street Clock.
 - c. Assembly Rooms Feasibility Study
 - d. St John Ambulance Building
 - e. Town Centre Health Check.
- 12 Grant Application – Alton Arts Society & Alton Concert Band
- 13 Pavement Licence – Sugarloaf Coffee Shop
- 14 Energique windows.
- 15 CCLA transfer.
- 16 Assembly Rooms – Wey Valley Radio

CONFIDENTIAL

- 17 Staffing Update – verbal update

**ALTON TOWN COUNCIL
POLICY & RESOURCES COMMITTEE – 20th JULY 2022**

REPORTS BY THE TOWN CLERK

ITEM 7 ALTON ENERGY CAFÉ PROPOSAL

FOR DECISION

Enclosed in Members bundles (to follow) is an outline proposal and indicative costings for a partnership project between Alton Town Council, ACAN and Energy Alton making use of the premises at 16, Market Square, currently home to the Alton Creatives Emporium which will fall vacant on the 1st August.

The project also has scope to welcome EHDC as a partner in order to facilitate their delivery of Climate Change priorities within the town (this is still to be explored further with officers)

The concept was initially tabled at the last Climate Change Sub Committee Meeting in June and we are pleased to welcome both Jenny Griffiths and Phinna Brealey representing ACA and Energy Alton to this Policy and Resources Committee meeting for a brief discussion and to ask any questions.

RECOMMENDATION: Members are requested to consider their approval of the following:

- 1) Use of 16 Market Square for an Energy Café
- 2) Funding to support the project in the short term (up to 3 months, September through November 2022) by provision of the unit rent free and officer support for drop-in sessions up to three times per week. In addition, to fund the launch of the Energy Café by way of a flyer to every household with details of the project and also tips for households to reduce their electricity use in advance of the next price cap rise and signposting to the Energy Alton Clean Heat Project. Total value £6,500 to be taken from the approved climate change budget for 2022/23
- 3) To permit the Clerk to submit a funding bid to the EHDC Climate Liaison Panel (CLP) for support for the project for up to 2 years beyond the initial short-term project.

ITEM 8 CLIMATE CHANGE SUB COMMITTEE

FOR INFORMATION

An update from the Committee will be tabled by Councillor Hill, along with the minutes from the last meeting.

RECOMMENDATION: This item is for noting.

**ITEM 9 ACCOUNTS TO 30TH JUNE, INTERNAL AUDIT
REPORT AND FINANCIAL RISK ASSESSMENT**

FOR DECISION

Balance Sheet as at 30th June 2022

The balance sheet is presented for sign off by the Chairman of the Council and the RFO (Responsible Financial Officer, Mrs Leah Coney – Town Clerk).

Income & Expenditure

Attached is the Income and Expenditure Report for the first quarter of 2022/23 financial year; this illustrates the Operating Income and Expenditure for the council to 30th June 2022 against the budget set by the Council.

Bank Reconciliation Statement as at 30th June 2022

The Bank Reconciliation Statements are as presented with a closing balance of £562,378.68 (Unity), £752,107.01 (CCLA) and £100.96 (Petty cash). This requires signing off on behalf of the council that the figures presented reconcile with the original bank statement which will be given to the Chairman on the

night.

Payments over £500

The attached report includes all payments over £500, issued between 1st April 2022 and 30th June 2022 in respect of invoices and grant cheques.

Financial Risk Assessment

The updated Financial Risk assessment is enclosed in Members Bundles.

Internal Audit Report

The Internal Audit Report to cover the period to the 30th June 2022 is included in Members bundles.

RECOMMENDATION: Members are requested to confirm their approval of:

- 1) The balance sheet dated 30th June 2022
- 2) The Income and Expenditure account to 30th June 2022
- 3) The bank reconciliations for the Unity Account and the CCLA Deposit Account
- 4) The Payments over £500 covering 1st April 2022 to 30th June 2022
- 5) The Financial Risk Assessment 2022/23
- 6) The Internal Audit Report to 30th June 2022

ITEM 10 COUNCIL SCHEME OF DELEGATION

FOR DECISION

Enclosed in Members bundles is the scheme of delegation for the Town Clerk. This document reduces to writing in a single document, the processes and authority in place in order to enable the Clerk to carry out the operational day to day business of the Council. This document will sit alongside the existing Committee Terms of Reference which set out the remit and delegated authority of each of the committees and Financial Regulations which sets out the spending limits of officers and committees and what is required to be referred to Full Council for approval.

With the Local Elections less than a year away this scheme of delegation has been prepared to provide clarity and help new councillors next year, by setting out clearly, in a single document what powers and duties are delegated to the Town Clerk as the Proper Officer. If it not included within the scheme of delegation then the matter must go to the relevant committee or Full Council as appropriate to obtain specific approval by Members for officers to subsequently enact.

It should be made clear that this document reduces to writing the processes either already in place or inferred through custom and practice and is not seeking to extend the remit of the Proper Officer.

RECOMMENDATION: Members are requested to approve the document as presented.

ITEM 11 UPDATE REPORTS

a. Town Hall Building repairs.

Enclosed in Members bundles is the copy of a building survey commissioned by the Clerk on the Town Hall. The last survey was undertaken in 2014. Members will note that a full external and internal redecoration is recommended along with improvements to the guttering, paving slabs and window frames. Members are requested to note the survey and authorise a tender to be produced for the works, to be carried out Spring/Summer next year subject to budget approval for 2023/24. The tender will be issued in February 2023

RECOMMENDATION: Members are requested to note the content of the survey and approve the production of a tender in February 2023 to be put to Full Council for consideration, subject to budget funding, in April 2023.

b. High Street Clock.

At Full Council on 27th April, local resident, Mr. Paul Turner, raised the matter of the non-working Queens Golden Jubilee Clock in the High Street (which hangs above the Nail Bar in the High Street).

This clock was presented to the town by the Rotary Club of Alton in 2003 and the question poised was “Can Alton Town Council arrange for the clock to be removed and relocated for the benefit of the townsfolk”.

The then Mayor, Councillor Pam Jones, requested that officers investigated the matter further, initially establishing the ownership of the clock in the first instance and looking further into its removal and relocation should this be appropriate.

Investigations so far have confirmed that the clock is not connected to the building and that it has an independent electrical supply, however the proprietor of The Alton Clock Shop needs to ascertain whether the feed to the clock is still live. SSE Contracting attended site and confirmed that they did not install the clock originally and that it is not fed from the adjacent lamp post. An independent electrician cannot confirm its supply or whether it is indeed live. Officers are currently co-ordinating between the independent electrician and the proprietor of the Alton Clock Shop; firstly, for the question of establishing whether it is “live” and then secondly arranging for the safe removal of the clock and the erection of a mobile scaffolding tower.

Officers have yet to receive written confirmation from the proprietor of the Alton Clock Shop that he would be willing to instal the clock outside of his premises in Lenten Street.

RECOMMENDATION: This report is for noting.

c. Assembly Rooms Feasibility Study

Further to the last meeting, the Town Clerk has made enquiries with both a community-based community buildings charity and the architectural firm recommended by Petersfield Town Council.

Action Hampshire were unable to help: *“We have drawn a blank, I’m sorry to say – we’ve tried a few people and organisations we know but none of them are in a position to take this work on. You could ask any local such professionals you have contact with.*

The Clerk had a meeting with Foster Wilson Size and as a result they have produced a quotation which is included in Members bundles and is well in excess of the funding allocated at the last meeting (£3,000)

Members are asked to consider therefore whether to refer the feasibility study quotation to Full Council for consideration or whether to set aside the study until such time as funding can be secured either through Council funds or CIL.

In the meantime, the local Network Manager for the A31 Primary Care Network has been in contact to re-start discussions on a space for a Wellbeing Hub and hotdesking space, which was offered last year by the Town Council at the Assembly Rooms. An update on this will be provided once a meeting has been held.

RECOMMENDATION: Members are requested to approve the setting aside of a feasibility study for the Assembly Rooms at the present time due to funding constraints.

d. St John Ambulance Building

The Town Clerk is pleased to report that following the internal report to Councillors on the 19th May and the building survey at the St John Ambulance Building, St John Ambulance have now completed their due diligence in accordance with the legislation set down by the Charity Commission.

As stated in the email of the 19th May a quote will need to be obtained for addressing the damp in the men's toilet as well as for external redecoration which will be highlighted in the expression of interest form to ascertain whether we undertake this pre letting or whether any prospective tenant wishes to undertake the work themselves (as was done with the Tannery)

Once the lease surrender document has been finalised (the draft is due to be received this week) and an expected completion date obtained the expression of interest form for potential tenants will be published and advertised.

RECOMMENDATION: Members are requested to note the update.

e. Town Centre Health Check

Further to the last meeting where the committee approved £3,000 towards updating the Litchfields report carried out in 2018, the Town Clerk has secured matched funding from EHDC. The following updates have therefore been commissioned as follows;

1. national trends section (£100);
2. town centre health check for Alton, based on the latest Goad data and Lichfields' site visit (£2,200 including Goad data and travel costs);
3. retail capacity assessment (£1,800 incl. Experian data costs);
4. food/beverage capacity assessment (£900);
5. leisure needs assessment (£1,000);

This work should be completed within the next two months and a copy of the report will be circulated to Members once received to be considered by the Placemaking Strategy Group as well as being passed to EHDC as part of the documentation for the emerging Local Plan.

RECOMEMNDATION: This report is for information only.

ITEM 12 GRANT APPLICATIONS

FOR DECISION

Enclosed in Members bundles are two grant applications for Alton Arts Society (£250) and Alton Concert Band. (£300)

RECOMMENDATION: Members are requested to consider their approval of the grant applications as presented.

ITEM 13 PAVEMENT LICENCE – SUGARLOAF COFFEE SHOP

FOR DECISION

A request has been received by Sugarloaf Coffee Shop, who are based at Energique, who would like to put 2x tables both with 4 chairs each on the grassed area opposite Energique, next to the disabled parking bay, primarily for serving their disabled customers, although the seating could be used by any customers. Please see enclosed map for location. They have confirmed that insurance and a risk assessment will be provided, chairs and tables removed outside of business hours and a barrier placed alongside the area so that users are protected in the event of any issue with a passing vehicle. Any litter generated would be removed. In the longer term they would like to deploy permanent benches/seating in this location but it would first need to be established that this does not have any adverse impact of other park users, or increase antisocial

behaviour or littering. It is therefore recommended that a temporary licence be granted until the end of the summer as a trial.

RECOMMENDATION: Members are requested to consider approval of a temporary pavement licence at a cost of £25 per week.

**ITEM 14 ENERGIQUE REPLACEMENT WINDOWS
REPORT BY THE ADMIN/COUNCILLOR SUPPORT OFFICER**

FOR DECISION

As part of the lease between the Town Council and Energique the Town Council is responsible for the replacement of the remaining wooden framed windows on the ground floor at the premises. The Club Manager has requested that all the windows in the pool area and remaining wooden windows are now replaced as they are end of life. The pool windows have started to fail, also, due to Covid, there has been a requirement to increase ventilation in the building and the remaining single opening windows also are failing. Some of these windows are having to be nailed shut.

Below are photos of the windows in the pool area and some of the remaining single opening windows that need replacing in the building.

(Pool Area)



(An example of the remaining windows that need replacing)



I have met with three suppliers and installers of replacement windows. They have all quoted to replace the existing single opening windows with double glazed upvc replacement (like for like aesthetically) , with a single opening mechanism to match previously replaced windows. As per the photo. The windows for the pool are also safety glass due to the use of the area. This work will improve the energy efficiency rating of the building.

(Example of replacement window)



At the time of distributing the agenda only two quotes out of the three had been received; they are: -

Company A £6,493.65 and Company B £8,597.97

Members may wish to consider a 5% to 10% contingency as I have been advised there may be an increase in the prices quoted due to manufacture and supply of the windows. The cost of this will be met from Capital Reserves.

RECOMMENDATION: Members are requested to approve and appoint a contractor to undertake the replacement of the windows at Energique.

ITEM 15 MOVEMENT OF FUNDS FROM CURRENT ACCOUNT.

FOR DECISION

As detailed in Item 9 above, the Council is holding £562,378.68 in the current account with Neighbourhood CIL receipts and the first tranche of precept. The Internal auditor has requested this figure be lowered. The Clerk would therefore recommend that £200,000 of this be transferred to the CCLA Deposit Account.

RECOMMENDATION: Members are requested to approve the transfer of £200,000 from the Unity Bank Account to the CCLA Deposit Account

ITEM 16 ASSEMBLY ROOMS – WEY VALLEY RADIO

FOR DECISION

The Town Clerk has been approached by Wey Valley Radio in respect of an air conditioning unit for their room at the Assembly Rooms. Their server recently “cooked” in the hot weather and they wish to prevent this happening again. They do not wish to use a portable device as this would increase the electricity usage of the building and would be too noisy for a studio setting. This would therefore be a permanent fixture to provide cool air in the summer and warm air in the winter and would attach to the exterior wall both internally and externally and be silent as so to not impact surrounding residents. This would be subject to landlord consent and listed building consent with all costs being met by Wey Valley Radio.

RECOMMENDATION: Members are requested to consider giving landlord consent to this project to enable Wey Valley Radio to proceed to Listed Building Consent on the basis that there is no cost to the Council.