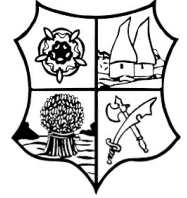


ALTON Town Council



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Town Clerk: Mrs Leah Coney

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

11th October 2022

Dear Councillor

You are hereby summoned to a meeting of the **POLICY AND RESOURCES COMMITTEE** on **Wednesday 19th October 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 –19th OCTOBER

AGENDA

- 1 Chairman's announcements
- 2 Apologies for absence
- 3 Minutes of the meeting held on the 20th July 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 Alton Energy Advice Café
- 8 Climate Change Sub Committee update from Councillor Hill
- 9 Accounts to 30th September and Conclusion of External Audit
- 10 Appointment of External Auditor for the period 2022/23 – 2027/28
- 11 Assembly Rooms Contract 2023/24
- 12 Open Spaces Catering Contract 2022/23
- 13 Sports Pitch and Changing Room Hiring Fees 1st April 2023
- 14 Update Reports for information
 - a. St John Ambulance Building
 - b. Town Centre Health Check.

CONFIDENTIAL

- 15 Developer Land Transfer – dedicated public open space.
- 16 Staffing Update – verbal update

**ALTON TOWN COUNCIL
POLICY & RESOURCES COMMITTEE – 19th OCTOBER 2022**

REPORTS BY THE TOWN CLERK

ITEM 7 ALTON ENERGY ADVICE CAFÉ

FOR DECISION

Further to the last Policy and Resources Meeting (Minute 47 refers) Members agreed to the use of 16 Market Square for an Energy Advice Café, providing funding to support the project in the short term through to the end of November 2022 by provision of the unit rent free and officer support for drop-in sessions up to three times per week, with the funding for this taken from the approved climate change budget for 2022/23. The café opened on the 14th September with a formal launch on the 28th September. The motion also requested 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. Unfortunately, due to changes at EHDC the CLP has not met for the last few months and the climate change officer left the Council, so a bid was unable to be submitted. A new officer has now been appointed and a meeting has been arranged for ACAN to meet with her at the end of this month; however, it is unlikely that a protocol or policy for applying to the CLP will be in place in the short term.

In respect of officer provision, the project has been utilising one member of Town Hall staff for three sessions a week (2 hours per session); the Clerk has confirmed that officer support can continue for one session per week for a further four months, with ACAN agreeing that volunteers can cover those other two sessions.

On that basis the Committee is asked to extend its support to the Alton Energy Advice Café for a further 4 months until the end of the financial year, again using monies from the Climate Change budget to fund the rent, rates and utilities on the unit, whilst the CLP and other funding options are explored.

RECOMMENDATION: Members are requested to approve extending their financial support to the Alton Energy Advice Café through funding of rent (£4,166), rates (£2,066) and utilities (£1000) to a value of £7,232 to cover to the end of the current financial year.

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 (to follow).

Members attention is drawn to the matter regarding Town Council support for ACAN in the next financial year. Phinna Brealey raised with the Sub Committee that revenue funding for administrative support is needed to help ease the workload of the core volunteers. The sub-committee discussed whether ATC could provide funding through the Climate Change budget to potentially provide a grant or indeed an officer, to cover this. Phinna has been asked to provide costings which will be submitted as part of the budget workshop process ready for Members to consider in December.

RECOMMENDATION: This item is for noting.

**ITEM 9 ACCOUNTS TO 30TH SEPTEMBER AND CONCLUSION
OF EXTERNAL AUDIT 2021/22**

FOR DECISION

Balance Sheet as at 30th September 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 second quarter of 2022/23 financial year; this illustrates the Operating Income and Expenditure for the council to 30th September 2022 against the budget set by the Council.

Bank Reconciliation Statement as at 30th September 2022

The Bank Reconciliation Statements are as presented with a closing balance of £494,691.29 (Unity), £954,741.81 (CCLA) and £21.00 (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 July 2022 and 30th September 2022 in respect of invoices and grant cheques.

External Audit Report

The Conclusion of External Audit for year end 2021/2022 is included in Members bundles.

RECOMMENDATION: Members are requested to confirm their approval of:

- 1) The balance sheet dated 30th September 2022
- 2) The Income and Expenditure account to 30th September 2022
- 3) The bank reconciliations for the Unity Account and the CCLA Deposit Account
- 4) The Payments over £500 covering 1st July 2022 to 30th September 2022
- 5) The Conclusion of External Audit Report 2021/22

ITEM 10 APPOINTMENT OF EXTERNAL AUDITOR PERIOD 2022/23 -2027/28

FOR DECISION

Enclosed in Members bundles is a letter to the SAAA. Our internal Auditor has recommended that:

- that you should inform your Council of this notification.
- The decision should be recorded in the Minutes of the Council.

On the basis of the information contained within the correspondence and the various complex procedures required under statute if the Town Council wished to appoint their own external auditor, that the Council remains opted in for the next appointment period, for which the SAAA has undergone a procurement process.

RECOMMENDATION: Members are requested to confirm that they do not wish to opt-out of the current External Audit regime and wish the SAAA to appoint an external auditor for the period 2022/23 – 2027/28

ITEM 11 ASSEMBLY ROOMS CONTRACT 2023/24

FOR DECISION

Further to the April Policy Meeting when Members agreed to extend the current collaboration agreement with the Community Centre for the Assembly Rooms until the end of the current financial year, the Town Council has been approached about extending this for a further 12 months to March 2024. It is proposed that no changes be made to the current agreement save an increase in the monthly management fee which is currently still being charged at 50% of pre-covid rate (pre-covid rate was £1,050 per month, current rate £525 per month) to assist in the recovery of the building and it is requested that this be increased for the period 1st April 2023 – 31st March 2024 to around 75% - 80% of the pre-covid rate, to be agreed with officers (c£800 per month) A confidential draft of the proposed extension agreement is contained within Members bundles.

Additionally, as Members may recall from the July meeting, whilst there is an ambition over the next 12 months to commission a feasibility study on the longer-term future of the Assembly Rooms to ascertain the viability for the Community Centre in proceeding to a longer-term contract, the cost of this was in excess of

the current budget for 2022/23. As a result, ACA and officers of ATC will look to submit a joint application to bid for Neighbourhood CIL to fund a feasibility study on both buildings. With their recent inclusion in the EHDC Community Facilities Study, which contains a recommendation for a working party to be formed next year to help work through the outcomes of feasibility, any resulting projects to upgrade either or both buildings would be eligible to apply for District CIL in the subsequent round of funding.

RECOMMENDATION: Members are requested to approve the extension of the current agreement for a further 12 months to 31st March 2024.

ITEM 12 OPEN SPACES CATERING CONTRACT

FOR DECISION

An invitation to tender was published during September inviting applications for the open spaces catering contract for the Public Gardens, Anstey Park and Jubilee Fields for 1 year from 1st November 2022. One submission was received and included in Members bundles for review. The submission is a bid of £7,200 for the contract to include all three sites.

RECOMMENDATION: Members are requested to consider approval of the tender for the catering contract for the Town Council's open spaces as detailed above.

ITEM 13 SPORTS PITCHES AND CHANGING ROOMS HIRING FEES FROM 1ST APRIL 2023

FOR DECISION

Enclosed in Members bundles are the proposed increases in sports pitches (5%) and changing room hiring fees (7%) from 1st April 2023, reflecting the increased cost of pitch preparation and of increasing electricity and water rates for the changing rooms; the Council's current fixed rate electricity contract expires in February 2024 and whilst rates will increase more than 7% the facilities still have to be affordable for hirers, so the figure has been reached by officers to offset the increases to a degree.

RECOMMENDATION: Members are requested to approve the proposed increases from 1st April 2023 as tabled.

ITEM 14 UPDATE REPORTS

FOR INFORMATION

a. St John Ambulance Building

The Town Clerk is pleased to report that the transfer of the building to ATC has now been completed and the expression of interest form published. Submissions close towards the end of this month and Full Council will be asked to approve the future use of the building once bids have been evaluated.

b. Town Centre Health Check

Further to the last meeting the updated Litchfield's report has been circulated to Members 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.

RECOMMENDATION: These reports are for information only.