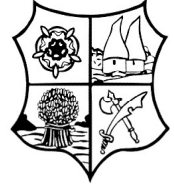


ALTON Town Council



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Town Clerk: Mrs Leah Coney

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

19th January 2023

Dear Councillor

You are hereby summoned to a meeting of the **POLICY AND RESOURCES COMMITTEE** on **Wednesday 25th January 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 –25th JANUARY 2023

AGENDA

- 1 Chairman's announcements
- 2 Apologies for absence
- 3 Minutes of the meeting held on the 19th October 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 Community Grants for approval
- 8 Neighbourhood CIL for approval.
- 9 Appointment of Internal Auditor (to be ratified by Full Council in April)
- 10 Budget and Precept 2023/24
- 11 Transfer to CCLA Property Fund
- 12 Climate Change Sub Committee update from Councillor Hill
- 13 Accounts to 31st December 2022
- 14 Complaints Procedure changes
- 15 Bus Shelter and notice board refurbishments.

CONFIDENTIAL

- 16 Assembly Rooms update
- 17 Alton Rugby Club – Heads of Term.
- 18 Property Matter – The Tannery.

**ALTON TOWN COUNCIL
POLICY & RESOURCES COMMITTEE – 25th JANUARY 2023**

REPORTS BY THE TOWN CLERK

ITEM 7 COMMUNITY GRANT APPLICATIONS

FOR DECISION

For 2023/24 a total of 6 applications have been received (the summary sheet is reproduced in Members bundles). Councillors were invited to review the applications which had been previously circulated by e-mail and ask any questions of clarification.

Councillors are reminded that a draft Community Grants Budget of £30,000 has been set for 2023/24 following the Budget Workshop held on 14th 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 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 8 NEIGHBOURHOOD COMMUNITY INFRASTRUCTURE LEVY

FOR DECISION

The Neighbourhood CIL funding window opened on 1st November and closed on 30th November. This is for local groups and organisations to submit applications for infrastructure related projects which benefit the local community

The Town Council must use CIL money to support the development of the local council’s area, by funding:

- the provision, improvement, replacement, operation or maintenance of infrastructure; or
- anything else that is concerned with addressing the demands that development places on an area.

Typically, there are three broad categories of infrastructure:

- Social infrastructure: e.g. art and culture, sports halls, education, health, social care, emergency services, community centres,
- Physical infrastructure: e.g. pavements, cycleways, flood defences, highways, transport links
- Green infrastructure: e.g. play areas, public open space, woodlands

The available fund currently sits at £57,872 (current balance £391,347 less £163,475 allocated to the CALA community building and less £170,000 allocated to King's Pond.)

6 bids were initially received. After discussion with EHDC officers the application from the Town Council for feasibility on the future of the Assembly Rooms and Community Centre was withdrawn as the regulations are unclear as to whether feasibility studies were strictly in accordance with the prescribed regulations.

The application for Neighbourhood Plan funding, after discussion with EHDC officers is considered an appropriate use of Neighbourhood CIL and evidence has been obtained from other councils who have used Neighbourhood CIL in this way; however it does not strictly fit within the scoring criteria so has been taken forward as an exception project.

The application from Bushy Leaze did not pass the first stage of scoring as staff salaries are not included within the wording of the regulations and project evaluation for such revenue funding would be very difficult.

For the remaining three projects, the details of the scoring sheet has been circulated to Councillors. The benchmark for approval is considered to be 35

Applicant A ACAN	£18,316	Eco-Streets Project	29
Applicant B Alton Community Centre	£3,000	Replacement Boiler	37
Applicant E Alton Town Council	£25,000	Neighbourhood Plan	N/A
Applicant F Dementia Friendly Alton	£10,000	Flourishing Gardens Project.	40
TOTAL	£56,316		

RECOMMENDATION: Members are requested to consider which Neighbourhood CIL applications as presented to approve.

ITEM 9 APPOINTMENT OF INTERNAL AUDITOR

FOR DECISION

Enclosed in Councillors bundles is a summary of the internal auditors approached to provide internal audit services to the Town Council following the retirement of the Council's current provider following the conclusion of the year end audit for 2022/23 which will be conducted in April. Of the auditors approached, two returned quotations and a comparative analysis undertaken which is produced below.

Mulberry Internal Auditors

- Large client base in the Hampshire and across Southwest
- Team of Consultants
- Conducts 180 audits per year
- Offer value added including training and mentoring including Councillor, Chairmanship and Planning training as well as offering bespoke training.
- Hourly rate of £85 per hour
- Four Audits for 5 hours each audit - £1,700
- Travel costs of 45p per mile
- Fixed rate for 3 years
- Scope of Consultants to demonstrate strong financial and Governance capability

April Skies Internal Auditors

- Independent Auditor working in Surrey area
- Works with 50 Town & Parish Councils
- Hourly rate of £60 per hour
- Four Audits per year - £1,400

- Additional visit charged at £250
- Travel costs of £9 from Farnham to Alton
- Also works as a Responsible Financial Officer so has strong financial regulatory understanding.
- Scope of Consultants to demonstrate strong financial capability.

Current Internal Auditor

- Current rate of £1,795 per year for two mid-term visits plus end of year

Both auditors offered comparable pricing and references and demonstrated suitable experience to carry out the work in supplying a sample of their reports. In reviewing both submissions, officers felt that the added value provided by Mulberry in respect of governance as well as the ability to provide support in the delivery of new councillor training for all aspects of council business resulted in them scoring higher overall.

RECOMMENDATION: Councillors are requested to approve the appointment of the new Internal Auditor following the conclusion of the 2022/23 financial year. The approval will need to be ratified by Full Council at the first meeting of the new financial year in April.

ITEM 10 BUDGET AND PRECEPT 2023/24

FOR DECISION

Enclosed in Members bundles is the draft budget and precept request for 2023/24 updated following both the budget workshop on the 14th December Full Council on the 18th January when Members approved the allocation of funds for feasibility and project management fees for King's Pond. These have been added into the 2023/24 operating budget, along with an additional £10,000 into the Open Spaces reserve to enable the full £250,000 EMR reserve to be created for FY 2023/24 for King's Pond.

The spreadsheet is also updated to reflect the proposed increase in Community Grant funding for 2023/24 from £25,000 to £30,000 and the closing balance figure updated to account for adjustments in the last month.

There is no change to the single budget option put forward from Budget Workshop which amounts to a 2.5% increase in precept which is being presented for approval.

RECOMMENDATION: Members are requested to:

- Approve the budget and precept request for 2023/24. Decision to be ratified by Full Council.
- Approve the revised budget for 2022/23 to enable the appropriate virements to be actioned.

ITEM 11 CCLA PROPERTY FUND

FOR DECISION

Members are asked to approve the investment of £33,318 to the CCLA Property Fund. This represents the latest annual rent payment made by Alton Football Club (£22,116) in December 2022 which is earmarked for the replacement surface on the 3G pitch, together with the interest accrued in 2021/2022 of £11,202 which is currently sitting as an earmarked reserve. The minimum investment to the fund is £25,000.

As a reminder the current investment made by ATC into this fund currently is £342,668, consisting of £187,543 for the 3G replacement pitch, £50,000 from the Crownby Estate and £105,125 from the Barley Fields Commuted Sum. The most recent bid value (30th September 2022), included in Members bundles was £368,179.30.

RECOMMENDATION: Members are requested to consider approval of the request to invest £33,318 in the CCLA Property Fund

ITEM 12 CLIMATE CHANGE SUB COMMITTEE UPDATE

FOR INFORMATION

Councillor Graham Hill will provide a verbal update on the most recent meeting, held on the 18th January 2023 for information. The minutes of the meeting have also been included in councillor bundles.

ITEM 13 ACCOUNTS TO 31ST DECEMBER 2022

FOR DECISION

Balance Sheet as at 31st December 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 third quarter of 2022/23 financial year; this illustrates the Operating Income and Expenditure for the council to 31st December 2022 against the budget set by the Council.

Bank Reconciliation Statement as at 31st December 2022

The Bank Reconciliation Statements are as presented with a closing balance of £410,066.92 (Unity), £959,873.60 (CCLA) and £113.92 (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 October 2022 and 31st December 2022 in respect of invoices and grant cheques.

RECOMMENDATION: Members are requested to confirm their approval of:

- 1) The balance sheet dated 31st December 2022
- 2) The Income and Expenditure account to 31st December 2022
- 3) The bank reconciliations for the Unity Account and the CCLA Deposit Account
- 4) The Payments over £500 covering 1st October 2022 to 31st December 2022

ITEM 14 CHANGES TO THE COMPLAINTS PROCEDURE

FOR DECISION

Enclosed in Members bundles is a draft complaints procedure, revised to include Freedom of Information Act Internal Review requests.

RECOMMENDATION: Members are requested to consider approval of the Complaints Procedure.

ITEM 15 BUS SHELTER AND NOTICE BOARD REFURBISHMENTS

FOR DECISION

Scheduled to be undertaken in April/May 2023, officers have been in discussion with the Council's bus shelters maintenance contractors in respect of refurbishing, including painting, of 17 of the shelters and notice boards as part of a rolling maintenance programme. A number of these bus shelters are also used to generate revenue for the Council through advertising and need to be well presented. All furniture will be painted in the existing blue colour palate.

The company (Hallmark Engineering) have confirmed that current lead times mean that works for this coming spring are required to be booked in January so Members are requested to approve the purchase order for £9,750 in order to confirm the price and date for the works to be undertaken this spring.

Bus Shelter included are located in Butts Road, Draymans Way, High Street, Normandy Street and Chawton Park Road

RECOMMENDATION: Members are requested to approve the appointment of the Council's existing street furniture contractor to undertake the refurbishment works of the Council's bus shelters and notice boards. Works to be carried out Spring 2023.