ALTON
Town Council

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Town Clerk: Leah Coney

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

1st July 2020

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 8th July 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 faithfully

L Coney

Leah Coney
Town Clerk

To: All Town Councillors

Councillor Matthew Bayliss
Councillor Ginny Boxall
Councillor Pam Bradford
Councillor Suzie Burns
Councillor Gideon Cristofoli
Councillor Paul Crossley
Councillor Sharon Cullen
Councillor Amanda Durley
Councillor Graham Hill
Councillor Pam Jones
Councillor Christopher Lawrence
Councillor Richard Platt
Councillor Graham Titterington

ALTON TOWN COUNCIL – WESDNESDAY 8th JULY 2020
TOWN HALL, MARKET SQUARE, ALTON
AGENDA

1 Apologies for absence

2 Town Mayor's announcements

3 Leader's announcements

4 Minutes of the last meeting held on 29th April and 3rd June 2020

5 Declaration of Interest and Requests for Dispensations - 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 when the meeting discusses and votes on the matter

6 Questions to the Council. Members of the public are invited to make representations

7 Covid-19 risk assessment for Town Hall and Council staff.

8 Covid-19 updates for approval

9 Placemaking – summary report from meeting on 29th June 2020 with EHDC.

10 Alton & District Community Resilience Fund Panel Terms of Reference for approval

11 Treloar Heights play area replacement for approval

12 Town Council Calendar of Meetings 2020/21for approval

13 Youth Project - updated report by Lisa Hillan

14 Statement of Accounts to 30th June 2020

15 To receive a report from and ask questions of the County Council and District Council representative

16 To receive the minutes from the following Committees: -

Open Spaces Committee	6th May 2020
Planning & Transport Committee	20th May 2020 & 17th June 2020

ALTON TOWN COUNCIL
MINUTES OF THE EXTRA-ORDINARY FULL COUNCIL MEETING HELD ON WEDNESDAY 3RD JUNE 2020 AT 11.00 a.m.

Present:	**Councillor**	
	Graham Titterington	**Town Mayor**
	Ginny Boxall	
	Suzie Burns	
	Paul Crossley	
	Sharon Cullen	
	Amanda Durley	
	Graham Hill	
	Pam Jones	
	Richard Platt	

In attendance:	**Leah Coney**	**Town Clerk**
	Patricia Harris	**Finance & Admin Manager**
	Wendy Simson	**Finance Officer**
	0 Members of the public or press	

001 **Apologies for Absence**

Apologies received from Councillors Matthew Bayliss, Pam Bradford, Gideon Cristofoli & Christopher Lawrence.

002 **Questions to the Council from Members of the Public**

There were no questions from Members of the Public.

003 **Approval of the Public Gardens Play Area Refurbishment**

Members had received details of the responses to the Invitation to Tender as part of the Agenda papers for the refurbishment of the Public Gardens Play Area.

On the proposal of Councillor Graham Titterington, seconded by Councillor Pam Jones it was

RESOLVED
To award the contract to Company G – Vitaplay for the contract value of £49,948.80

The meeting finished at 11.39 a.m.

ALTON TOWN COUNCIL
MINUTES OF THE FULL COUNCIL MEETING HELD ON
WEDNESDAY 29th APRIL 2020 AT 6.00PM
Due to current government regulations this meeting was held remotely using video conferencing

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Present:	**Councillor**		
		Graham Titterington	**Town Mayor**
		Matthew Bayliss	
		Ginny Boxall	
		Suzie Burns	
		Gideon Cristofoli	
		Paul Crossley	
		Sharon Cullen	
		Amanda Durley	
		Graham Hill	
		Pam Jones	
		Christopher Lawrence	
		Richard Platt	
In attendance:		**Leah Coney**	**Town Clerk**
		Patricia Harris	**Finance & Admin Manager**
		Natalie Beckell	**Community Officer**
		County Councillor Andrew Joy	
		District Councillors Steve Hunt	
		Lisa Hilan – The Kings Arms	
		3 Members of the public	
		1 Member of the Press	

277 **Apologies for Absence**

Apologies were received from Councillor Pam Bradford.

278 **Town Mayor's Announcements**

Prior to the Town Mayor's Announcements, the Mayor reminded councillors that if they wish to speak, they must raise their hand.

The Town Mayor made the following announcements:

1. Welcome everyone to the meeting, including the public. All questions from members of the public will be called under item 7 of the agenda. All members wishing to speak should raise their hands visibly and I will call you one at a time. Please mute your computers when not speaking, using the "Alt A" key
2. Thanks to ATC staff for their extraordinary efforts during the COVID19 crisis. In addition I would like to thank all councillors for the work they are doing to help their communities
3. Thanks to all volunteers in Alton working on COVID19 relief projects, and the people of

Alton for their observance of social distancing restrictions.

4. As members of the council are aware one member of the grounds team was very ill in hospital with Covid 19 but is now back home recovering and we wish him and his family all the very best. As a result of this illness, several other members of staff had to go into isolation but I am happy to report that they are all well and are now back at work.
5. In particular I would like to thank Bushy Leaze and the Kings Arms for their excellent work in difficult circumstances. The proceeds of the Mayor's charity appeal over the last 12 months will be distributed to them at the end of May, irrespective of what we decide at item 8 of this evening's agenda. If I am confirmed as Mayor, I will retain these two charities for my appeal over the coming year.
6. Review - since the last full council meeting we have held the Pancake race, the Civic Service, and the Electors' Meeting (under strict social distancing regulations). All ATC meetings and committee meetings are now proceeding as planned using video conferencing, but please check each meeting notice for the precise starting time.

279 **Leader's Announcements**

The Leader made the following announcements:

1. We are meeting under extremely unusual circumstances tonight and the fact we are able to have this meeting at all is due entirely to the tireless work of our staff. We offer them our heartfelt thanks; their ability to adapt to continually changing government guidelines has been exemplary.

2. Many organisations are feeling the pinch during the lockdown and the Town Council is no exception. While Government have offered extra funding for local authorities this does not include Town and Parish Councils. The Clerk, in her Covid-19 update report, indicates that we are looking at a loss of income of about £41,000. We are fortunate we have reserves but that still means we will have to look carefully at the absolute necessity of incurring any extra costs.

3. As Chair of Open Spaces, I have called an Extraordinary meeting for Wednesday, 6th May at 11.00am, which will be a virtual meeting like tonight. This has been prompted by a variety of concerns raised by members of the public, including the closure of the Public Gardens. As this is not on the agenda tonight, I would respectively request that all discussion is held over until the Open Spaces meeting next week.

4. A concern had been raised about the use of the Community Hospital for Covid-19 patients, I wrote to Nick Broughton, the CEO of Southern Health … his response was included on our week 5 edition of the Weekly Altonian.

5. I must commend all those local people who have responded in a variety of ways to support the staff at the hospital with gifts, ranging from food, and toiletries to home sewn PPE. I personally would also like to thank those organisations who have provided portable defibrillators for local GPs following a call on social media.

280 **Minutes of Last Meetings**

The Minutes of the meeting held on 5th February 2020 were approved and will be signed by the Mayor at a later date due to current restrictions in place.

281 **Declarations of Interest and Requests for Dispensations**

Councillor Gideon Cristofoli declared a personal interest in Agenda item 10 (Grant Application – Alton Mutual Aid but stated he would partake in the discussion and voting before Council as this was not a pecuniary interest.

282 **Changes to Standing Orders**

In recognition of the problem of holding and attending meetings, the Government included s.78 in the Coronavirus Act 2020. This section gave the Secretary of State the power to make Regulations to make provisions for the holding of meetings. As a result, the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") came in to force on 4 April 2020, enabling the Town Council to alter its Standing Orders to set out how these regulations would apply locally. As a result, a new Section 29 has been included in Standing Orders (a full copy is contained in the agenda papers) for Member approval.

On the proposal of Councillor Pam Jones, seconded by Councillor Graham Hill it was

RESOLVED
To approve the amended Standing Orders which will remain in place until May 2021.

The motion was carried unanimously.

283 **Questions to the Council from Members of the Public**

1. Mr. Dodd clarified that the Public Gardens and Kings Pond will be on the Agenda for the Extra-ordinary meeting of the Open Spaces Committee called for Wednesday, 6th May at 11.00 a.m. and whether he would be entitled to speak at that meeting or was he required to put his questions in writing prior to the Town Clerk. It was confirmed that he could do both and the Town Clerk would send him the meeting details in order that he could participate. (Mr Dodd then left the meeting)
2. Penny Hames spoke in support of Agenda Item 10 (Grant Application: Alton Mutual Aid) and responded to a number of questions put forward by councillors.

284 **Postponement of the Annual Meeting of the Council in May**

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") came in to force on 4 April 2020and will remain until 7 May 2021, unless further changes are required.

Town and Parish councils in England are included within the definition of "local authority" in the 2020 Regulations. Importantly, though, the Annual Meeting of the Council is not included within the definition and, as such, there is nothing permitting it to meet remotely. In line with the current Government guidance this therefore means that the Annual Meeting should not take place in person.

Regulation 4 – Provides that where an appointment would otherwise be made or is required to be made at an annual meeting of a local authority, the appointment continues until the next annual meeting of the authority or until such time as that authority may determine (Regulation 4 (2). This would apply to the election of the chairman, the first business at the annual council meeting.

On that basis the Mayor and Deputy Mayor confirmed that they were both content to remain in their respective posts as Chairman and Vice Chairman of the Council until the annual meeting is held in 2021. In addition it is proposed that the composition and membership of committees also remain as is currently in place, for the next 12 months until May 2021.

On the proposal of Councillor Pam Jones, seconded by Councillor Graham Hill it was

RESOLVED
To approve the deferment of the May 2020 Annual Meeting of the Council for 12 months, with the Mayor, Deputy Mayor and all other postholders and committee membership structure to continue unchanged until the Annual Meeting in 2021.

The motion was carried unanimously.

285 **Covid 19 update including Budget adjustments 2020/21**

The Town Clerk tabled a detailed Covid 19 update report to the Council for their information and confirmed that there is currently no cash flow issue, nor do we foresee one and the council remains solvent and fully operational. In response to a councillor requesting full details of the savings made due to cancelling events the Town Clerk prepared a response which would be circulated to councillors after the meeting and would be included in any further report figures submitted to the Council.

NOTED

286 **Grant Application – Alton Mutual Aid**

The grant application submitted by Alton Mutual Aid for £750 was debated at length with a resultant amended motion to approve a grant of up to £750 payable in 2 tranches being tabled. On the proposal of Councillor Graham Titterington, seconded by Councillor Pam Jones it was

RESOLVED
To approve a grant up to £750 to Alton Mutual Aid payable in 2 tranches upon production of mileage receipts and expenses paid to volunteers for mileage.

The motion was carried 9:3 (in favour Councillors Titterington, Boxall, Burns, Crossley, Cullen, Durley, Jones, Lawrence & Platt: against Councillors Bayliss, Cristofoli and Hill).

Therefore, on the proposal of Councillor Graham Titterington, seconded by Councillor Pam Jones the amended resolution was placed before Members. It was

RESOLVED
To approve a grant up to £750 to Alton Mutual Aid payable in 2 tranches upon production of mileage receipts and expenses paid to volunteers for mileage.

287 **Youth Project – Update Report by Lisa Hilan**

A comprehensive report accompanied the Agenda papers for Full Council and Councillors thanked Lisa Hilan for an informative and uplifting report on the activities of the Kings Arms.

NOTED

288 **Internal Auditors Report for Financial Year End and Review of Effectiveness of Internal Audit**

Councillors thanked the Town Clerk for the comprehensive reports contained within the Agenda Supplementary Papers.

1) The final 2019/20 report from the Internal Auditor covering the period to the 31st March 2020 is enclosed within Members bundles. Members are requested to receive the report and approve its content.
2) The review of effectiveness of internal audit is enclosed in Councillor bundles.

On the proposal of Councillor Sharon Cullen, seconded by Councillor Ginny Boxall it was

RESOLVED
To approve:
1. **the content of the Internal Auditor's report.**
2. **review of effectiveness of internal audit**

289 **Statement of Governance 2019/20**

Members were required to read the statement of governance and satisfy themselves that there is a sound system of internal control including the preparation of the accounting statements.

On the proposal of Councillor Graham Titterington, seconded by Councillor Pam Jones it was

RESOLVED
That Councillors confirmed their positive agreement to the completion of boxes 1 – 9 on the Annual Governance Statement (Section 1) with the "Yes" box being ticked to each of the nine questions before them.

290 **Statement of Accounts to Financial Year end 31st March 2020**

Balance Sheet as at 31st March 2020

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

Income & Expenditure

The Income and Expenditure Report for the Year Ended 31st March 2020 was presented for approval; this illustrates the Operating Income and Expenditure for the council's financial year ending 31st March 2020 against the 2019 figures for the same period.

Bank Reconciliation Statement as at 31st March 2020

The Bank Reconciliation Statements were presented with a closing balance of £63,249.03 (Unity), £444,605.04 (CCLA) and £157.07 (Petty cash) which 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

A report for all payments over £500, issued between 1st January 2020 and 31st March 2020 in respect of invoices and grant cheques was tabled.

Asset Register

The Asset Register was tabled for approval

Accountability and Governance Annual Return (AGAR) Section 2

The completed section 2 of the AGAR was presented for approval.

On the proposal of Councillor Graham Titterington, seconded by Councillor Ginny Boxall it was

RESOLVED to approve
1) The balance sheet dated 31st March 2020
2) The Income and Expenditure account to 31st March 2020
3) The bank reconciliations for the Unity Account and the CCLA Deposit Account
4) The Payments over £500 covering 1st January to the 31st March 2020
5) The updated Asset Register for 31st March 2020
6) The Accountability &Governance Annual Return Section 2

291 **Appointment of the Internal Auditor for 2020/21**

Town Clerk recommended continuing with the current internal audit regime; however, given that the LightaTouch have been appointed to undertake audit services for the Town Council for the last six years, an independent third party will be asked to attend and scrutinise the year end audit visit to ensure the processes undertaken by the internal auditors remains effective. (This was due to be undertaken as part of the audit process for year end 2019/20 but due to current restrictions was not possible)

On the proposal of Councillor Graham Titterington, seconded by Councillor Paul Crossley it was

RESOLVED
To approve the re-appointment of LightaTouch at a cost of £1,725 for the forthcoming financial year.

292 **To receive a report from and ask questions of the District and County Council Representatives**

County Council Report:

Councillor Andrew Joy presented the following report:

Preparation of this report to Alton TC's Meeting on 29 April 2020 has continued to be affected by rapidly evolving Govt guidance and policy. As such it represents a snapshot in a moving picture. This report therefore focuses primarily on those headline aspects of significance to the County as a whole. Specific local matters can be addressed through questions either as part of the meeting or in subsequent written responses.

Pandemic Working Arrangements
Furlough arrangements do not apply to Local Govt. The vast majority of HCC Staff are working remotely from home but remaining in video conference and/or phone contact with Depts. Some staff have been redeployed to priority tasks. The Corporate and Departmental Management Teams continue to function with sharp and agile focus on Covid19 related demands.
HCC is a first response part of Hampshire's Local Resilience Forum (LRF) alongside Fire & Rescue, the Police,
The Council's Emergency Planning Dept has had a constantly evolving programme of contingency plan development and testing. This included a pandemic, resulting in well-understood and robust changes of focus and organisation.
HCC's Cabinet has continued to be briefed and meets regularly in video conference.
Formal and Public Meetings such as Cabinet and Full Council continue to be planned under video broadcast arrangements approved by Govt.

Funding
The second £1.6Bn tranche of additional Covid-19 Local Govt Funding has resulted in a changed distribution to the first, HCC receiving £24.3m compared with £29.6m. The additional costs of Social Care, support for Community Transport, loss of Business Income etc will still result in a substantial shortfall. HCC remains committed to previously agreed transformational change programmes.
Members' Devolved Community Support Budgets have been maintained at £8k per Cllr, supplemented by a further £2k from other funding streams in recognition of increased local pressures.

Social Care
The Govt's 'lockdown' continues. The consequent social pressures of isolation and social distancing continue to create substantial demands for Community Support. HCC operates a highly efficient HantsHelp4Vulnerable helpline and is working closely with communities through District/Borough 'Hubs' to ensure that all vulnerable or 'isolated' residents are

supported with access to food, medical and welfare needs. These hubs interact with local charities and volunteer organisations and groups which are proving remarkably effective in providing community cohesion.
The Council's Care homes are understandably under significant pressure with reduced staffing working in demanding conditions requiring PPE. Supplies of appropriate PPE have been maintained.

Highways
During a period of materials supply shortages and with a quieter road network, Hants Highways has undertaken a substantial programme of attending to emergency repairs using specialist machinery with redeployed crews. Now that material supplies are improving the Dept is beginning to resume construction and infrastructure schemes. The opportunity has been taken to line paint appreciation and warning messages on roads adjacent to NHS and Care facilities.

Household Waste & Recycling Centres (HWRCs)
Household waste and recyclables weekly collections have largely continued under arrangements contracted by Districts and Boroughs. Hampshire's HWRCs currently remain closed to conform with formal Govt policy and guidance. HCC and contractors, Veolia, have developed contingency plans to allow for reopening selected HWRCs on a controlled socially distanced basis once Govt legislation allows. It is understood that this legal change may soon be made but is anticipated to take up to 14 days to implement. Any reopening is expected to allow for only a limited range of materials, a single visit per day and no staff assistance. Vehicles will still need to be registered for Hampshire HWRC access.

District Council Report:

District Councillor Steve Hunt presented the following report stating that a number of items had already been covered by County Councillor Andrew Joy and he would, therefore, not repeat them.

County & District Cabinet Meetings
The two councils are operating differently. Hampshire County Council are still holding their Cabinet Meetings virtually whereas EHDC are not. He has put in writing his concerns as to why District are not holding their Cabinet meetings virtually and a response is awaited.

Government Grants
EHDC are to be commended on their prompt payment of Government grants to all eligible businesses and charitable organisations.

Environmental Health
With no visits being undertaken due to current restrictions, it is difficult to provide advice to residents who are acting against guidelines and lighting bonfires. Whilst a slight increase of 4 has been recorded in incidents of reported fly tipping in the district it may well be that due to social distancing and lock-down, other incidents may not, as yet, been reported.

District Finances
In raising questions with the Leader of the District Council as well as the Financial Officer he had been informed that he must wait until Cabinet meet at the end of May.

The Chairman thanked both County Councillor Andrew Joy and District Councillor Steve Hunt for their attendance.

Councillor Joy added that VE Day next week cannot be celebrated in the way that it was envisaged, however, County are showing a commemorative film which will be broadcast on line. He will ensure that details are provided to the Town Clerk for circulation.

NOTED

293 **To receive the Minutes from the following Committees**

The Minutes of the following committees were received and noted without comment:

Open Spaces Committee – 12th February 2020
Community Committee – 19th February 2020
Planning & Transport – 26th February, 25th March and 22nd April 2020

Councillor Graham Hill sought confirmation from the Chair of Planning & Transport that when two major planning applications come to the Council, namely the Veolia Processing Plant at Froyle and Molson Coors that these are considered by Full Council and not the Planning & Transport Committee. Councillor Graham Titterington confirmed that the Veolia application will be considered by Full Council, but that the Molson Coors was still "*under consideration*" and councillors would be advised in due course.

NOTED

The meeting finished at 7.52 p.m.

ALTON TOWN COUNCIL
FULL COUNCIL – 8th JULY 2020

REPORTS BY THE TOWN CLERK

ITEM 7 COVID-19 RISK ASSESSMENT FOR TOWN HALL FOR DECISION

Enclosed in Members bundles is the Covid-19 Risk Assessment for the Town Council to enable the Town Hall to reopen for staff and to advice a wider audience on the measures taken to safeguard staff and contractors across our sites. Following the government announcement of further easing of lockdown restrictions from 4 July, both NALC and the Society of Local Council Clerks are strongly advising local councils to continue to meet remotely, without the need for face-to-face contact. With the message to continue to work from home where possible but balancing the business needs of the organisation and the health and wellbeing of our staff, officers are advocating a continuation of home working for part of the week with office work on a rotational basis to limit numbers but to ensure the smooth running of the council as we move forward. This document will be reviewed on an on-going basis as government advice changes but a full review will take place at the end of August.

RECOMMENDATION: Members are requested to approve the draft risk assessment as presented.

ITEM 8 COVID-19 UPDATES FOR DECISION

Play Areas – Play areas will re-open on Monday 6th July subject to independent play area inspections being carried out, a full Covid-19 risk assessment for each site being completed and signage and cleaning regime put in place. The Town Council will not be following the suggested government advice to put a booking system in for each site to allow people to book a "play time" in advance as this is not practicable but regular antibacterial cleaning will take place on a daily basis with restrictions on numbers using the site an any one time, time limits on usage and limiting to one adult per child. There will also, subject to the outcome of the risk assessments, be some pieces of equipment which will remain closed due to inability to comply with social distancing.

Public Toilets – The toilets at Anstey Park have now re-opened, again with suitable warning signage and following a risk assessment. This includes a daily cleaning regime. It is clear that whilst many people are avoiding use of public facilities, with very limited alternatives, the availability of public toilets are critical to enabling some people to confidently leave home. EHDC have also reopened the toilets in the town centre.

Rentals – Members may recall than an early delegated decision was taken at the beginning of lockdown to give all commercial tenants who requested, a three-month waiving of their premises rental from 1st April to the 30th June if they were directly affected by the lockdown. Rentals are now due for the next quarter and Members are requested to consider the following proposal:

1) All tenants will be sent their regular demand for rent.
2) Tenants who are have returned to their premises and are legally permitted to trade, and

those who were not affected directly by the lockdown will be expected to pay their rent with the usual payment terms.
3) Tenants who have yet to return to their premises and are therefore unable to meet the full rent payment will be offered the ability to defer payment of their rent so long as it is paid in full by the end of the current financial year.

Instead of point 3) Members may wish to offer those who continue to be affected a further 3 months free rental. The majority of tenants affected are sports related clubs and businesses and some community groups who are waiting for the go-ahead to resume trading. This would generate a loss of £15,000 to the Council to the 30th September. A detailed consideration of the overall financial impact of lockdown and budget forecasts will be presented to Policy and Resources at the end of the month.

Yuletide – A decision also needs to be made on the staging of the Yuletide festival for 2020 as a delay to decision making will incur costs. Upon carrying out a high-level risk assessment officers, regrettably, are requesting that Members approval the cancellation of both the Sunday Yuletide Market and any Christmas Light Switch on event. At this time we cannot predict what social distancing measures may be in place but trying to control the footfall movements of the thousands of people who attend is just not feasible. It is therefore proposed that the Christmas lights and sculptures are erected as normal at the end of November and illuminated immediately with no formal "switch on". Officers would then propose the use of Market Square and/or short sections of the high street (e.g where the Tuesday Market is located) to offer traders pitch areas in which to trade at various times throughout the month of December, possibly with themes such as specific dates for local charities, or local businesses to encourage footfall but in a safe, low impact and less congested way. Yuletide (excluding the Christmas lights) is a breakeven event so there is unlikely to be a negative cost impact to the Council as it will reduce the cost in officer hours.

Project Plan Enclosed in Members bundles is the Town Clerk's current project plan for 2020 & 2021 with revised time scales. Items of note include the completion of the Jubilee Skatepark, the completion of the Pocket Parks scheme for Flood Meadows, the advancement of the play area refurbishment at the Public Gardens, the deployment of the SLRs, agreement in principle to host to the now 2022 (was 2021) Walkers are Welcome Annual Conference in Alton and continuing progress of the development of both the Wey Walk and the Active Alton programmes. The Alton Emporium Scheme is also being worked on as a priority given the outcomes of the recent Grimsey Report and the acceleration of needing to find local solutions to save high streets through community driven projects. This will be reported on in full at Policy and Resources at the end of July. This is for noting only.

RECOMMENDATIONS: Members are requested to consider approval of:

1) The issuing of rental demands for commercial tenants in the usual way but for those who are still unable to open their doors due to the direct impact of Covid-19 either a deferment of rent payment or a waive of rental for Q2 to the 30th September.

2) The cancellation of the Yuletide festival for 2020 in favour of a low impact light switch on and outdoor market spread across December

ITEM 9 PLACEMAKING REPORT **FOR INFORMATION**

The first strategic group meeting took place on the 29th June, With 11 Town Councillors, 6 district councillors, both Alton Town and Alton Rural County Councillors, our MP and various officers from across EHDC, ATC & HCC in attendance, the inaugural meeting was well attended, with a number of key development and project items discussed including the brewery site, station forecourt, Veolia and High Street recovery. On the basis of the volume of "live" projects the group determined to meet on a monthly basis going forward rather than every six months.

RECOMMENDATION: This report is for information only

ITEM 10 ALTON & DISTRICT COMMUNITY RESILIENCE FUND **FOR DECISION**

Enclosed in Members bundles is the Terms of Reference for the ADCRF which are tabled for approval.

The fund was formally launched two weeks ago and has been very well received across Alton and the surrounding villages and has resulted in public donations of over £300 so far. We have also requested funding from our district councillors to assist and with over £13,000 either already received or pledged from local partners and businesses, we are very well positioned to be able to give support over the weeks and months to come. We have had some initial enquiries for assistance which we have actually been able to direct to more appropriate agencies to hopefully provide a longer-term solution, such as debt management and redirected one enquiry to a local charity to help. We have now also received our first application which the panel will consider and determine early next week; however we anticipate that demand will dramatically increase when certain triggers are reached for example when the governments food parcels which are currently provided to qualifying households on a weekly basis, stops at the end of July or towards the end of the summer when furloughing ceases if there is a rise in redundancies.

RECOMMENDATION: Members are requested to approval the Terms of Reference as tabled.

ITEM 11 TRELOAR HEIGHTS PLAY AREA REPLACEMENT **FOR DECISION**

Enclosed in Members bundles is a spreadsheet detailing the tenders received for the Treloar Heights Play Area replacement. A copy of the illustrations provided by each company have been forwarded to the Treloar Heights Residents Association and a verbal report will be given by the Clerk to advise on their preference. Please note this is a small play area and as such is only suitable for children up to the age of around 8. An allowance of 10% was given on the original £20,000 budget as initial feedback indicated the budget was too tight to create a meaningful space. With 7 companies subsequently submitting quotations with the revised budget of £22,000 this appears to have resolved the financial constraint on contractors. Due to the re-opening of play areas, this work is scheduled to commence in early September. The funding for this project is listed as "Treloar Heights" commuted sum in the reserves for which the balance stands at £58,300

RECOMMENDATION. Members are requested to approve their choice of design for the new play area.

ITEM 12 CALENDAR OF MEETINGS **FOR DECISION**

Enclosed in Councillor bundles is the proposed calendar of meeting for the remainder of the year up to May 2021. All meetings currently remain remote via video conference.

RECOMMENDATION Members are requested to approve the calendar as tabled.

ITEM 13 YOUTH PROJECT **FOR INFORMATION**

Included in Member bundles is a report from Lisa Hillan on the current position in respect of the King's Arms.

RECOMMENDATION: This report is for information only

ITEM 14 STATEMENT OF ACCOUNTS TO 30TH JUNE 2020 **FOR DECISION**

Members are requested to scrutinise the accounts prior to the meeting and if there are any questions arising please submit these to the Clerk in advance of Full Council to ensure answers are available at the meeting.

Balance Sheet as at 30th June 2020

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 period to 30th June 2020; this illustrates the Operating Income and Expenditure for the council's first quarter ending 30 June 2020 against the 2019 figures for the same period.

Bank Reconciliation Statement as at 30th June 2020

The Bank Reconciliation Statements are as presented with a closing balance of £359,924.73 (Unity), £400,599.44 (CCLA) and £137.05 (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 after the meeting.

Payments over £500

The attached report includes all payments over £500, issued between 1st April 2020 and 30th June March 2020 in respect of invoices and grant cheques.

RECOMMENDATION: Members are requested to confirm their approval of:
1) The balance sheet dated 30th June 2020
2) The Income and Expenditure account to 30th June 2020
3) The bank reconciliations for the Unity Account and the CCLA Deposit Account
4) The Payments over £500 covering 1st April 2020 to the 30th June 2020

01/07/2020

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Alton Town Council

Balance Sheet as at 30/06/2020

31/03/2020					31/03/2021
		Current Assets			
6,829		Debtors	25,216		
55,762		Vat Control	6,905		
444,605		CCLA Deposit Fund	400,599		
157		Petty Cash	137		
59,149		Unity Trust Bank : Current A/c	358,272		
0		PAYE+NI Due	12		
566,502				**791,141**	
	566,502	**Total Assets**			791,141
		Current Liabilities			
12,435		Creditors control ac	11,658		
40,792		Accruals	9,840		
0		Superannuation Due	992		
0		Payroll Control	4,049		
9,560		Receipts in Advance	0		
927		Holding Deposits	927		
63,714				**27,466**	
	502,788	**Total Assets Less Current Liabilities**			763,675
		Represented By			
	38,788	Working Capital			299,674
	40,000	Molson Coors Option Fee			40,000
	8,183	EMR 3G Interest			8,183
	28,179	Economic Development Reserve			28,179
	58,250	EMR Capital Reserve			58,250
	121,402	General Reserves			121,402
	52,662	Barley Fields Reserve			52,662
	40,000	Greenfields Reserve			40,000
	13,157	EMR Community Infrastructure			13,157
	9,296	Weywalk Reserves			9,296
	34,573	Payments on Acc (Incl CGTF)			34,573
	58,300	Treloar Heights			58,300
	502,788				**763,675**

Detailed Income & Expenditure by Budget Heading 01/07/2020

Month No: 4 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Corporate Management								
1010	Other Income	233	1,314	0	(1,314)			0.0%	
	Corporate Management :- Income	**233**	**1,314**	**0**	**(1,314)**				0
4088	Newsletter	3,947	(706)	4,000	4,706	1,954	2,752	31.2%	
4101	Bank Charges	548	95	370	275		275	25.7%	
4111	Professional Fees	18,714	3,506	25,000	21,494		21,494	14.0%	
4112	Audit Fees	3,300	2,394	3,400	1,006		1,006	70.4%	
4999	Funds to CCLA	79,364	0	22,116	22,116		22,116	0.0%	
	Corporate Management :- Indirect Expenditure	**105,873**	**5,289**	**54,886**	**49,597**	**1,954**	**47,644**	**13.2%**	**0**
	Net Income over Expenditure	**(105,641)**	**(3,975)**	**(54,886)**	**(50,911)**				
102	Democratic Representation								
1085	Developer Contributions/S106	0	0	12,700	12,700			0.0%	
	Democratic Representation :- Income	**0**	**0**	**12,700**	**12,700**			**0.0%**	**0**
4121	Mayors Allowance	3,785	(3,517)	4,000	7,517		7,517	(87.9%)	
4122	Civic and Ceremonial	0	(60)	5,000	5,060		5,060	(1.2%)	
4123	Elections	13,722	0	0	0		0	0.0%	
4124	Public Consultations	0	0	2,500	2,500		2,500	0.0%	
4125	Councillor Expenses	27	0	1,200	1,200		1,200	0.0%	
	Democratic Representation :- Indirect Expenditure	**17,534**	**(3,577)**	**12,700**	**16,277**	**0**	**16,277**	**(28.2%)**	**0**
	Net Income over Expenditure	**(17,534)**	**3,577**	**0**	**(3,577)**				
105	Central Support-Admin Costs								
1010	Other Income	2,234	0	0	0			0.0%	
1020	Covid 19 Income	0	1,500	0	(1,500)			0.0%	
1021	Community Resiliance Fund inco	0	3,600	0	(3,600)			0.0%	
	Central Support-Admin Costs :- Income	**2,234**	**5,100**	**0**	**(5,100)**				**0**
4001	Salaries	188,015	50,489	203,703	153,214		153,214	24.8%	
4002	Employers NI	17,529	4,439	15,481	11,042		11,042	28.7%	
4003	Employers Pension	27,943	8,985	38,500	29,515		29,515	23.3%	
4004	HCC Pension Capital Cont.	25,000	0	0	0		0	0.0%	
4005	Pension Enhancements	971	0	948	948		948	0.0%	
4008	Staff Training	4,686	262	3,000	2,738		2,738	8.7%	
4009	Staff Travel	1,290	0	2,500	2,500		2,500	0.0%	
4024	Gas	0	72	0	(72)		(72)	0.0%	
4026	Other Expenditure	2,251	146	1,500	1,354		1,354	9.7%	
4071	Telephone and IT	15,087	5,375	12,571	7,196	9,524	(2,329)	118.5%	

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Detailed Income & Expenditure by Budget Heading 01/07/2020

Month No: 4 Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4072 Mobile Phones	829	163	500	337		337	32.5%	
4075 Stationery & Printing	2,264	209	2,500	2,291		2,291	8.4%	
4076 Postage	1,029	32	1,200	1,168		1,168	2.6%	
4080 Subscriptions & Publications	2,514	2,054	3,100	1,046		1,046	66.2%	
4081 Covid19	0	5,223	0	(5,223)		(5,223)	0.0%	
4085 Insurance	19,697	18,918	22,000	3,082		3,082	86.0%	
4087 Advertising	211	(209)	650	859	800	59	91.0%	
4155 Equipment	877	646	3,200	2,554		2,554	20.2%	
4157 Furniture	228	0	1,200	1,200		1,200	0.0%	
Central Support-Admin Costs :- Indirect Expenditure	**310,423**	**96,803**	**312,553**	**215,750**	**10,324**	**205,426**	**34.3%**	**0**
Net Income over Expenditure	**(308,189)**	**(91,703)**	**(312,553)**	**(220,850)**				
106 Central Support-Town Hall								
1002 Shop Rents	24,739	(832)	16,461	17,293			(5.1%)	
1010 Other Income	50,138	0	0	0			0.0%	
Central Support-Town Hall :- Income	**74,877**	**(832)**	**16,461**	**17,293**			**(5.1%)**	**0**
4021 Rates	7,181	1,697	6,629	4,933		4,933	25.6%	
4022 Water Charges	230	157	620	463		463	25.3%	
4024 Gas	2,027	97	1,716	1,619		1,619	5.7%	
4025 Electricity	1,690	198	1,464	1,266		1,266	13.5%	
4030 Cleaning	2,040	5	2,350	2,345		2,345	0.2%	
4140 Building Maintenance	2,202	631	4,500	3,869		3,869	14.0%	
Central Support-Town Hall :- Indirect Expenditure	**15,369**	**2,785**	**17,279**	**14,494**	**0**	**14,494**	**16.1%**	**0**
Net Income over Expenditure	**59,508**	**(3,617)**	**(818)**	**2,799**				
6000 plus Transfer from EMR	7,238	0						
Movement to/(from) Gen Reserve	**66,747**	**(3,617)**						
107 Operating Income & Exp.								
1005 Market Income	17,250	600	12,000	11,400			5.0%	
1081 CIL	8,006	0	0	0			0.0%	
1085 Developer Contributions/S106	0	3,525	0	(3,525)			0.0%	
1176 Precept	671,015	400,000	713,565	313,565			56.1%	
1190 Interest Received	11,443	2,731	12,500	9,769			21.8%	
Operating Income & Exp. :- Income	**707,714**	**406,856**	**738,065**	**331,209**			**55.1%**	**0**
Net Income	**707,714**	**406,856**	**738,065**	**331,209**				
6001 less Transfer to EMR	16,189	0						
Movement to/(from) Gen Reserve	**691,525**	**406,856**						

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
108	Other Properties								
1001	Rents	17,154	1,000	23,500	22,500			4.3%	
1010	Other Income	337,610	0	3,000	3,000			0.0%	
	Other Properties :- Income	**354,764**	**1,000**	**26,500**	**25,500**			**3.8%**	**0**
4111	Professional Fees	72	0	0	0		0	0.0%	
4140	Building Maintenance	4,854	297	4,000	3,703		3,703	7.4%	
4411	Bartlett and Butcher	379,439	0	0	0		0	0.0%	
4412	Public Works Loan Board repay	4,705	4,705	9,411	4,706		4,706	50.0%	
4413	Rent for High Stret Retail Uni	0	0	20,000	20,000		20,000	0.0%	
	Other Properties :- Indirect Expenditure	**389,071**	**5,003**	**33,411**	**28,408**	**0**	**28,408**	**15.0%**	**0**
	Net Income over Expenditure	**(34,307)**	**(4,003)**	**(6,911)**	**(2,908)**				
6001	less Transfer to EMR	(42,390)	0						
	Movement to/(from) Gen Reserve	**8,083**	**(4,003)**						
201	Anstey Park								
1000	Fees and Charges	10,652	25	15,100	15,075			0.2%	
1001	Rents	21,707	221	20,900	20,679			1.1%	
1010	Other Income	535	0	0	0			0.0%	
1016	Alton FC Holding Funds	22,116	0	22,116	22,116			0.0%	
	Anstey Park :- Income	**55,010**	**246**	**58,116**	**57,870**			**0.4%**	**0**
4021	Rates	1,649	180	1,522	1,342		1,342	11.8%	
4022	Water Charges	6,870	(3,682)	1,400	5,082		5,082	(263.0%)	
4024	Gas	1,127	139	1,400	1,261		1,261	9.9%	
4025	Electricity	5,915	889	3,950	3,061		3,061	22.5%	
4030	Cleaning	122	0	200	200		200	0.0%	
4071	Telephone and IT	346	99	510	411		411	19.4%	
4140	Building Maintenance	16,996	3,294	8,000	4,706		4,706	41.2%	
4141	Grounds Maintenance	11,118	0	11,500	11,500		11,500	0.0%	
	Anstey Park :- Indirect Expenditure	**44,142**	**919**	**28,482**	**27,563**	**0**	**27,563**	**3.2%**	**0**
	Net Income over Expenditure	**10,868**	**(673)**	**29,634**	**30,307**				
202	Jubilee Playing Fields								
1000	Fees and Charges	11,694	154	13,500	13,346			1.1%	
1001	Rents	15,934	4,485	14,500	10,015			30.9%	
1010	Other Income	6,116	0	1,000	1,000			0.0%	
	Jubilee Playing Fields :- Income	**33,744**	**4,639**	**29,000**	**24,361**			**16.0%**	**0**

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4021 Rates	183	0	0	0		0	0.0%	
4022 Water Charges	4	(743)	2,100	2,843		2,843	(35.4%)	
4025 Electricity	3,035	592	3,750	3,158		3,158	15.8%	
4030 Cleaning	84	8	250	242	(7)	249	0.6%	
4071 Telephone and IT	17	32	0	(32)		(32)	0.0%	
4140 Building Maintenance	2,019	2,551	6,000	3,449		3,449	42.5%	
4141 Grounds Maintenance	12,804	336	7,300	6,964	448	6,516	10.7%	
4143 Skatepark Maintenance	433	0	500	500		500	0.0%	
4150 Fuel Costs	819	0	1,352	1,352		1,352	0.0%	
4155 Equipment	3,085	0	0	0		0	0.0%	
Jubilee Playing Fields :- Indirect Expenditure	**22,483**	**2,777**	**21,252**	**18,475**	**441**	**18,034**	**15.1%**	**0**
Net Income over Expenditure	**11,261**	**1,862**	**7,748**	**5,886**				
<u>301 Grounds Maintenance Team</u>								
1010 Other Income	3,430	1,075	0	(1,075)			0.0%	
Grounds Maintenance Team :- Income	**3,430**	**1,075**	**0**	**(1,075)**				**0**
4001 Salaries	131,553	36,554	158,086	121,532		121,532	23.1%	
4002 Employers NI	11,859	2,923	12,015	9,092		9,092	24.3%	
4003 Employers Pension	24,152	6,871	28,772	21,901		21,901	23.9%	
4010 Uniforms	757	159	600	441		441	26.5%	
4021 Rates	532	0	0	0		0	0.0%	
4031 Refuse Collection	7,412	2,261	7,100	4,839		4,839	31.8%	
4141 Grounds Maintenance	5,574	0	3,000	3,000	7	2,993	0.2%	
4144 Play Equipment Inspections	3,125	0	3,800	3,800		3,800	0.0%	
4145 Tree Maintenance	11,020	11,945	13,000	1,055	3,485	(2,430)	118.7%	
4146 Bedding Plants	739	0	750	750		750	0.0%	
4147 Dog Bins	1,025	283	1,200	917		917	23.6%	
4148 Play Equipment Maintenance	12,000	(4,304)	14,365	18,669		18,669	(30.0%)	
4149 Vehicle Costs	19,169	1,079	11,000	9,921		9,921	9.8%	
4150 Fuel Costs	7,502	398	7,446	7,048		7,048	5.3%	
4153 Security Patrols	10,774	600	9,000	8,400		8,400	6.7%	
4154 Equipment Leasing	8,884	737	10,000	9,263		9,263	7.4%	
4155 Equipment	19,257	564	12,000	11,436	309	11,127	7.3%	
Grounds Maintenance Team :- Indirect Expenditure	**275,334**	**60,069**	**292,134**	**232,065**	**3,801**	**228,263**	**21.9%**	**0**
Net Income over Expenditure	**(271,904)**	**(58,994)**	**(292,134)**	**(233,140)**				
<u>310 The Butts</u>								
1000 Fees and Charges	2,855	0	2,200	2,200			0.0%	
The Butts :- Income	**2,855**	**0**	**2,200**	**2,200**			**0.0%**	**0**

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Detailed Income & Expenditure by Budget Heading 01/07/2020

Month No: 4 Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4022 Water Charges	43	171	79	(92)		(92)	216.3%	
The Butts :- Indirect Expenditure	**43**	**171**	**79**	**(92)**	**0**	**(92)**	**216.3%**	**0**
Net Income over Expenditure	**2,812**	**(171)**	**2,121**	**2,292**				
311 Public Gardens								
1001 Rents	13,895	2,568	11,976	9,408			21.4%	
Public Gardens :- Income	**13,895**	**2,568**	**11,976**	**9,408**			**21.4%**	**0**
4022 Water Charges	254	88	79	(9)		(9)	111.4%	
4025 Electricity	1,111	68	520	452		452	13.1%	
4140 Building Maintenance	460	306	1,200	894		894	25.5%	
4141 Grounds Maintenance	3,374	0	2,750	2,750		2,750	0.0%	
Public Gardens :- Indirect Expenditure	**5,198**	**462**	**4,549**	**4,087**	**0**	**4,087**	**10.2%**	**0**
Net Income over Expenditure	**8,697**	**2,106**	**7,427**	**5,321**				
312 Windmill Hill								
1001 Rents	4,441	0	4,000	4,000			0.0%	
Windmill Hill :- Income	**4,441**	**0**	**4,000**	**4,000**			**0.0%**	**0**
4141 Grounds Maintenance	0	300	0	(300)		(300)	0.0%	
Windmill Hill :- Indirect Expenditure	**0**	**300**	**0**	**(300)**	**0**	**(300)**		**0**
Net Income over Expenditure	**4,441**	**(300)**	**4,000**	**4,300**				
313 Kings Pond								
1001 Rents	6,765	2,304	7,100	4,796			32.5%	
Kings Pond :- Income	**6,765**	**2,304**	**7,100**	**4,796**			**32.5%**	**0**
4111 Professional Fees	0	0	0	0	600	(600)	0.0%	
4141 Grounds Maintenance	8,891	(860)	8,000	8,860	350	8,510	(6.4%)	
Kings Pond :- Indirect Expenditure	**8,891**	**(860)**	**8,000**	**8,860**	**950**	**7,910**	**1.1%**	**0**
Net Income over Expenditure	**(2,126)**	**3,164**	**(900)**	**(4,064)**				
314 Holybourne Play Area								
4200 Ground Rent	0	0	265	265		265	0.0%	
Holybourne Play Area :- Indirect Expenditure	**0**	**0**	**265**	**265**	**0**	**265**	**0.0%**	**0**
Net Expenditure	**0**	**0**	**(265)**	**(265)**				

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Code		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
315	Chawton Park Road								
1001	Rents	20,341	4,750	27,150	22,400			17.5%	
	Chawton Park Road :- Income	**20,341**	**4,750**	**27,150**	**22,400**			**17.5%**	**0**
	Net Income	**20,341**	**4,750**	**27,150**	**22,400**				
316	Greenfields								
1001	Rents	0	430	430	0			100.0%	
	Greenfields :- Income	**0**	**430**	**430**	**0**			**100.0%**	**0**
	Net Income	**0**	**430**	**430**	**0**				
317	Flood Meadows								
1080	Grant Income	25,000	0	0	0			0.0%	
	Flood Meadows :- Income	**25,000**	**0**	**0**	**0**				**0**
4025	Electricity	594	0	100	100		100	0.0%	
4141	Grounds Maintenance	37,341	(9,288)	14,800	24,088		24,088	(62.8%)	
	Flood Meadows :- Indirect Expenditure	**37,935**	**(9,288)**	**14,900**	**24,188**	**0**	**24,188**	**(62.3%)**	**0**
	Net Income over Expenditure	**(12,935)**	**9,288**	**(14,900)**	**(24,188)**				
6000	plus Transfer from EMR	12,191	0						
6001	less Transfer to EMR	12,191	0						
	Movement to/(from) Gen Reserve	**(12,935)**	**9,288**						
318	Other Open Spaces								
4156	Parish Paths	4,421	0	1,000	1,000	95	905	9.5%	
4179	Lower Field Will Hall Farm	6,000	(5,908)	0	5,908		5,908	0.0%	
4315	Wey Walk	4,340	550	0	(550)		(550)	0.0%	
4316	Will Hall Farm Lower Field	0	0	5,000	5,000		5,000	0.0%	
	Other Open Spaces :- Indirect Expenditure	**14,760**	**(5,358)**	**6,000**	**11,358**	**95**	**11,263**	**(87.7%)**	**0**
	Net Expenditure	**(14,760)**	**5,358**	**(6,000)**	**(11,358)**				
6000	plus Transfer from EMR	4,340	0						
	Movement to/(from) Gen Reserve	**(10,420)**	**5,358**						
320	Allotments								
1001	Rents	6,482	5,612	5,950	339			94.3%	
1003	Administration Fees	345	0	400	400			0.0%	
	Allotments :- Income	**6,827**	**5,612**	**6,350**	**739**			**88.4%**	**0**

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Detailed Income & Expenditure by Budget Heading 01/07/2020

Month No: 4 **Cost Centre Report**

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4022 Water Charges	716	870	1,770	900		900	49.1%	
4141 Grounds Maintenance	3,467	27	2,500	2,473		2,473	1.1%	
4159 Allotment Improvements	4,398	0	3,500	3,500		3,500	0.0%	
Allotments :- Indirect Expenditure	**8,580**	**897**	**7,770**	**6,873**	**0**	**6,873**	**11.5%**	**0**
Net Income over Expenditure	**(1,753)**	**4,715**	**(1,420)**	**(6,135)**				
401 Community								
1010 Other Income	1,607	(120)	1,725	1,845			(7.0%)	
1014 Other Events Income	14,973	588	14,000	13,413			4.2%	
1072 Donations/Sponsorship Received	2,897	250	3,250	3,000			7.7%	
1075 Town Crier Donations	100	0	0	0			0.0%	
1080 Grant Income	8,184	0	1,500	1,500			0.0%	
Community :- Income	**27,761**	**718**	**20,475**	**19,758**			**3.5%**	**0**
4304 Town Crier	702	0	1,050	1,050		1,050	0.0%	
4305 3rd Party Event Costs	0	0	2,500	2,500		2,500	0.0%	
4306 Tourism	541	(60)	10,000	10,060		10,060	(0.6%)	
4307 Town Centre Events	27,644	222	26,400	26,178	2,856	23,322	11.7%	
4308 Youth Expenditure	20,750	10,000	20,000	10,000		10,000	50.0%	
4312 Events Grants	300	0	3,500	3,500		3,500	0.0%	
4314 CCTV	1,474	3,013	15,085	12,072		12,072	20.0%	
Community :- Indirect Expenditure	**51,411**	**13,175**	**78,535**	**65,360**	**2,856**	**62,504**	**20.4%**	**0**
Net Income over Expenditure	**(23,649)**	**(12,458)**	**(58,060)**	**(45,603)**				
403 Christmas Lights								
1071 Christmas Lights Income	500	0	500	500			0.0%	
Christmas Lights :- Income	**500**	**0**	**500**	**500**			**0.0%**	**0**
4140 Building Maintenance	0	0	0	0		0	0.0%	
4300 Christmas Lights	24,702	0	20,000	20,000		20,000	0.0%	
Christmas Lights :- Indirect Expenditure	**24,702**	**0**	**20,000**	**20,000**	**0**	**20,000**	**0.0%**	**0**
Net Income over Expenditure	**(24,202)**	**0**	**(19,500)**	**(19,500)**				
404 Alton in Bloom								
1070 Alton in Bloom-Income	1,771	0	1,300	1,300			0.0%	
Alton in Bloom :- Income	**1,771**	**0**	**1,300**	**1,300**			**0.0%**	**0**
4302 Alton in Bloom Expenditure	11,770	376	8,500	8,124		8,124	4.4%	
Alton in Bloom :- Indirect Expenditure	**11,770**	**376**	**8,500**	**8,124**	**0**	**8,124**	**4.4%**	**0**
Net Income over Expenditure	**(10,000)**	**(376)**	**(7,200)**	**(6,824)**				

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
420	Grants								
4500	Grants-Empowered	35,342	16,000	30,000	14,000		14,000	53.3%	
	Grants :- Indirect Expenditure	**35,342**	**16,000**	**30,000**	**14,000**	**0**	**14,000**	**53.3%**	**0**
	Net Expenditure	**(35,342)**	**(16,000)**	**(30,000)**	**(14,000)**				
503	Assembly Rooms								
1000	Fees and Charges	29,682	207	33,000	32,793			0.6%	
1001	Rents	12,369	2,562	10,160	7,598			25.2%	
	Assembly Rooms :- Income	**42,051**	**2,769**	**43,160**	**40,391**			**6.4%**	**0**
4006	Management contract	21,179	969	25,000	24,031		24,031	3.9%	
4021	Rates	6,383	763	6,383	5,620		5,620	12.0%	
4022	Water Charges	1,403	457	1,600	1,143		1,143	28.6%	
4024	Gas	1,680	544	1,775	1,231		1,231	30.6%	
4025	Electricity	4,908	755	3,800	3,045		3,045	19.9%	
4026	Other Expenditure	72	0	500	500		500	0.0%	
4030	Cleaning	1,173	0	3,500	3,500		3,500	0.0%	
4031	Refuse Collection	267	0	550	550		550	0.0%	
4040	Licences	392	0	750	750		750	0.0%	
4071	Telephone and IT	633	83	600	517		517	13.9%	
4087	Advertising	0	0	500	500		500	0.0%	
4140	Building Maintenance	6,163	830	8,500	7,670		7,670	9.8%	
4155	Equipment	161	0	1,000	1,000	(0)	1,000	0.0%	
4157	Furniture	0	0	800	800		800	0.0%	
	Assembly Rooms :- Indirect Expenditure	**44,414**	**4,402**	**55,258**	**50,856**	**(0)**	**50,856**	**8.0%**	**0**
	Net Income over Expenditure	**(2,363)**	**(1,633)**	**(12,098)**	**(10,465)**				
601	Street Furniture								
1072	Donations/Sponsorship Received	4,705	0	4,500	4,500			0.0%	
	Street Furniture :- Income	**4,705**	**0**	**4,500**	**4,500**			**0.0%**	**0**
4021	Rates	1,276	300	1,178	878		878	25.4%	
4600	Public Seats/Bins	4,990	(384)	4,440	4,824		4,824	(8.6%)	
4601	Bus Shelters	2,360	302	1,750	1,448		1,448	17.3%	
4602	Notice Boards	1,922	0	3,000	3,000		3,000	0.0%	
	Street Furniture :- Indirect Expenditure	**10,548**	**218**	**10,368**	**10,150**	**0**	**10,150**	**2.1%**	**0**
	Net Income over Expenditure	**(5,843)**	**(218)**	**(5,868)**	**(5,650)**				

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Detailed Income & Expenditure by Budget Heading 01/07/2020

Month No: 4 Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
602	Neighbourhood Plan								
1080	Grant Income	0	0	6,000	6,000			0.0%	
	Neighbourhood Plan :- Income	0	0	6,000	6,000			0.0%	0
4026	Other Expenditure	0	0	6,000	6,000		6,000	0.0%	
	Neighbourhood Plan :- Indirect Expenditure	0	0	6,000	6,000	0	6,000	0.0%	0
	Net Income over Expenditure	0	0	0	0				
6000	plus Transfer from EMR	(5,000)	0						
	Movement to/(from) Gen Reserve	(5,000)	0						
702	Projects								
1080	Grant Income	11,250	0	0	0			0.0%	
1085	Developer Contributions/S106	145,303	0	0	0			0.0%	
1088	Project Contributions	148,284	3,880	100,000	96,120			3.9%	
	Projects :- Income	304,837	3,880	100,000	96,120			3.9%	0
4401	Jubilee Playing Fields	273,284	4,749	0	(4,749)	5,440	(10,189)	0.0%	
4402	Anstey Park	3,652	0	0	0		0	0.0%	
4403	Public Gardens	14,580	0	0	0		0	0.0%	
4404	Environmental Improvements	8,939	582	0	(582)		(582)	0.0%	
4406	Play Equipment	0	0	100,000	100,000	49,949	50,051	49.9%	
4409	Business Development Manager	478	0	0	0		0	0.0%	
	Projects :- Indirect Expenditure	300,933	5,332	100,000	94,668	55,389	39,280	60.7%	0
	Net Income over Expenditure	3,904	(1,452)	0	1,452				
6000	plus Transfer from EMR	29,761	0						
	Movement to/(from) Gen Reserve	33,664	(1,452)						
	Grand Totals:- Income	1,693,754	442,427	1,115,983	673,556			39.6%	
	Expenditure	1,734,757	195,894	1,122,921	927,027	75,810	851,217	24.2%	
	Net Income over Expenditure	(41,002)	246,532	(6,938)	(253,470)				
	plus Transfer from EMR	48,530	0						
	less Transfer to EMR	(14,010)	0						
	Movement to/(from) Gen Reserve	21,537	246,532						

Bank Reconciliation Statement as at 01/07/2020
for Cashbook 1 - Unity Trust Bank : Current A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
540967.48	30/06/2020		359,924.73
			359,924.73

Unpresented Cheques (Minus)			Amount	
14/11/2019	170151	Merrid Limited	1,626.00	
30/04/2020	BACS030	Ricoh UK Limited	27.00	
				1,653.00
				358,271.73

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		358,271.73

Balance per Cash Book is :-	**358,271.73**
Difference is :-	**0.00**

Alton Town Council

Transaction listing for account 60-83-01 20302775 from 30 Jun 2020 to 30 Jun 2020

Date	Time	Description	Serial No	Debits	Credits	Balance
30Jun2020	19:08	Service Charge		(59.85)		359,924.73
30Jun2020	06:28	Direct Debit (ICO)		(35.00)		359,984.58
30Jun2020	09:09	Manual Credit - Handling Charge		(5.00)		360,019.58

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Alton Town Council

Bank Reconciliation Statement as at 01/07/2020 for Cashbook 2 - CCLA Deposit Fund

Bank Statement Account Name (s)	Statement Date	Page No	Balances
CCLA Deposit Fund	30/06/2020	34	400,599.45
			400,599.45
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			400,599.45
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			400,599.45
		Balance per Cash Book is :-	**400,599.45**
		Difference is :-	**0.00**

THE PUBLIC SECTOR DEPOSIT FUND

Senator House, 85 Queen Victoria Street, London EC4V 4ET

Client Service:
Freephone: 0800 022 3505
Fax: 0207 489 6126

STATEMENT

Mrs L J Coney
Alton Town Council
Town Hall
Market Square
ALTON
Hampshire
GU34 1HD

CLIENT: ALTON TOWN COUNCIL

ACCOUNT NAME:

ACCOUNT NUMBER: 0116590001PC

Statement at 31 May 2020

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/05/20	Brought Forward			400,467.87	
01/05/20	Dividend reinvested		131.58	400,599.45	4
31/05/20	Carried Forward			400,599.45	4

Statement of Dividends paid during the month to 31 May 2020

Date	Receiving Account	Amount Paid £
01-05-20	Dividend reinvested	131.58

From May 2020, prices and yields for CCLA's Funds will no longer appear in the Financial Times. To view the fund prices and yields, please visit www.ccla.co.uk

CCLA

Bank Reconciliation Statement as at 01/07/2020
for Cashbook 4 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	30/06/2020	48	137.05
			137.05

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		137.05

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		137.05

Balance per Cash Book is :-	**137.05**
Difference is :-	**0.00**

Alton Town Council

Cashbook transactions totalling £500.00 or more for the period 01/04/2020 to 30/06/2020

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Unity Trust Bank : Current	1	01/04/2020	BACS020	Came & Company	4,797.31
1	Unity Trust Bank : Current	1	01/04/2020	BACS0202	Came & Company	17,284.41
1	Unity Trust Bank : Current	1	09/04/2020	H184D9AF3	E.ON	836.24
1	Unity Trust Bank : Current	1	07/04/2020	H184B6EBC	E.ON	530.64
1	Unity Trust Bank : Current	1	01/04/2020	DD April	East Hampshire District Counci	565.50
1	Unity Trust Bank : Current	1	20/04/2020	BACS004	Facility Management Wessex Lim	750.00
1	Unity Trust Bank : Current	1	20/04/2020	BACS003	Maverick Industries Limited	8,217.52
1	Unity Trust Bank : Current	1	20/04/2020	BACS010	Chalvington Communications Lim	627.36
1	Unity Trust Bank : Current	1	20/04/2020	BACS013	Rod Gaskin Farm Equipment Limi	553.64
1	Unity Trust Bank : Current	1	20/04/2020	BACS018	Bureau 14 Marketing Services	565.00
1	Unity Trust Bank : Current	1	14/04/2020	April 20	Hitachi Capital	884.24
1	Unity Trust Bank : Current	1	15/04/2020	SALARIES	Salaries	21,599.27
1	Unity Trust Bank : Current	1	30/04/2020	BACS028	Bushy Leaze	5,000.00
1	Unity Trust Bank : Current	1	30/04/2020	BACS025	Alton Community Association	4,000.00
1	Unity Trust Bank : Current	1	30/04/2020	BACS 024	Holybourne Village Hall	1,000.00
1	Unity Trust Bank : Current	1	30/04/2020	BACS 021	HM Revenue & Customs	7,286.89
1	Unity Trust Bank : Current	1	30/04/2020	BACS029	Alton Climate Action & Netwrok	2,500.00
1	Unity Trust Bank : Current	1	30/04/2020	BACS027	Hampshire Cultural Trust Curti	1,000.00
1	Unity Trust Bank : Current	1	30/04/2020	BACS015	Hallmark Civil Engineering Lim	1,118.86
1	Unity Trust Bank : Current	1	30/04/2020	BACS013	Castle Water	710.83
1	Unity Trust Bank : Current	1	30/04/2020	BACS026	Home Start Weywater	2,500.00
1	Unity Trust Bank : Current	1	30/04/2020	BACS020	Hampshire Pension Fund	7,047.77
1	Unity Trust Bank : Current	1	30/04/2020	BACS022	TCA Lifting Limited	516.00
1	Unity Trust Bank : Current	1	30/04/2020	May 2020	East Hampshire District Counci	661.00
1	Unity Trust Bank : Current	2	05/05/2020	BACS016	Zero Dry Time - Farnham	2,150.00
2	CCLA Deposit Fund	2	07/04/2020	TRANSFER	CCLA	44,361.00
1	Unity Trust Bank : Current	2	11/05/2020	May 2020	Hitachi Capital	926.24
1	Unity Trust Bank : Current	2	15/05/2020	MAY SALARY	Livepay	21,781.31
1	Unity Trust Bank : Current	2	15/05/2020	BACS001	Alton Community Association	714.00
1	Unity Trust Bank : Current	2	15/05/2020	BACS003	Chalvington Communications Lim	617.00
1	Unity Trust Bank : Current	2	15/05/2020	BACS007	Hampshire County Council	550.00
1	Unity Trust Bank : Current	2	15/05/2020	BACS008	Quadrant Security Group Ltd	1,467.60
1	Unity Trust Bank : Current	2	15/05/2020	BACS012	Sapling Arboriculture Ltd	504.00
1	Unity Trust Bank : Current	2	15/05/2020	BACS015	Wallgate	860.40
1	Unity Trust Bank : Current	2	15/05/2020	BACS016	Ellis Whittam	2,092.50
1	Unity Trust Bank : Current	2	29/05/2020	BACS010	Hampshire Association of Local	2,113.66
1	Unity Trust Bank : Current	2	29/05/2020	BACS 012	HM Revenue & Customs	6,932.58
1	Unity Trust Bank : Current	2	29/05/2020	BACS 003	Benchmarque	2,100.00
1	Unity Trust Bank : Current	2	29/05/2020	BACS 011	Hampshire Pension Fund	7,050.00
1	Unity Trust Bank : Current	2	29/05/2020	BACS 006	Leah Coney	562.73
1	Unity Trust Bank : Current	3	01/06/2020	BACS014	Sapling Arboriculture Ltd	4,829.68
1	Unity Trust Bank : Current	3	05/06/2020	10695	Benchmark UK Limited	2,304.00
1	Unity Trust Bank : Current	3	01/06/2020	1100016689	East Hampshire District Counci	561.00
1	Unity Trust Bank : Current	3	01/06/2020	1100017488	East Hampshire District Counci	646.00
1	Unity Trust Bank : Current	3	11/06/2020	JUne 2020	Hitachi Capital	884.24
1	Unity Trust Bank : Current	3	12/06/2020	BACS 008	DATAPRINT LIMITED	813.60
1	Unity Trust Bank : Current	3	12/06/2020	BACS 014	The Kings Arms	10,000.00
1	Unity Trust Bank : Current	3	12/06/2020	BACS 004	Chalvington Communications Lim	615.10

01/07/2020

12:50

Alton Town Council

Cashbook transactions totalling £500.00 or more
for the period 01/04/2020 to 30/06/2020

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Unity Trust Bank : Current	3	12/06/2020	BACS 010	Facility Management Wessex Lim	720.00
1	Unity Trust Bank : Current	3	12/06/2020	BACS 001	Andrew Murray Tree Surgeons	7,500.00
1	Unity Trust Bank : Current	3	12/06/2020	BACS 016	Quadrant Security Group Ltd	1,702.84
1	Unity Trust Bank : Current	3	15/06/2020	TRANSFER	Salaries	21,776.91
1	Unity Trust Bank : Current	3	29/06/2020	BACS 001	Alton Community Association	726.00
1	Unity Trust Bank : Current	3	29/06/2020	BACS 014	Maverick Industries Limited	624.00
1	Unity Trust Bank : Current	3	29/06/2020	BACS 010	Hampshire Pension Fund	7,050.00
1	Unity Trust Bank : Current	3	29/06/2020	BACS 021	Veolia Environmental Services	1,852.26
1	Unity Trust Bank : Current	3	29/06/2020	BACS 017	SSE Enterprise	2,872.51
1	Unity Trust Bank : Current	3	29/06/2020	BACS 011	HM Revenue & Customs	6,931.18
1	Unity Trust Bank : Current	3	29/06/2020	BACS 015	Dave Parsons- Town Crier	1,050.00
1	Unity Trust Bank : Current	3	29/06/2020	BACS 002	David C Andrews	1,979.12

Receipts

Cb No	Bank Account Name	Month	Date Banked	Amount Banked
1	Unity Trust Bank : Current	1	17/04/2020	1,000.00
1	Unity Trust Bank : Current	1	17/04/2020	872.00
1	Unity Trust Bank : Current	1	01/04/2020	1,989.00
1	Unity Trust Bank : Current	1	20/04/2020	510.00
1	Unity Trust Bank : Current	1	07/04/2020	44,361.00
1	Unity Trust Bank : Current	1	16/04/2020	400,000.00
1	Unity Trust Bank : Current	1	17/04/2020	500.00
1	Unity Trust Bank : Current	1	23/04/2020	3,525.04
1	Unity Trust Bank : Current	1	21/04/2020	55,762.02
1	Unity Trust Bank : Current	1	24/04/2020	3,450.00
1	Unity Trust Bank : Current	1	30/04/2020	2,375.47
1	Unity Trust Bank : Current	2	11/05/2020	509.98
1	Unity Trust Bank : Current	2	11/05/2020	872.00
1	Unity Trust Bank : Current	2	21/05/2020	1,313.60
1	Unity Trust Bank : Current	2	20/05/2020	2,881.31
1	Unity Trust Bank : Current	2	28/05/2020	671.50
1	Unity Trust Bank : Current	3	03/06/2020	1,150.20
1	Unity Trust Bank : Current	3	05/06/2020	1,000.00
1	Unity Trust Bank : Current	3	10/06/2020	872.00
1	Unity Trust Bank : Current	3	16/06/2020	1,000.00
1	Unity Trust Bank : Current	3	17/06/2020	1,000.00
1	Unity Trust Bank : Current	3	18/06/2020	500.00
1	Unity Trust Bank : Current	3	19/06/2020	600.00
1	Unity Trust Bank : Current	3	22/06/2020	1,819.92
1	Unity Trust Bank : Current	3	26/06/2020	500.00
1	Unity Trust Bank : Current	3	29/06/2020	845.74