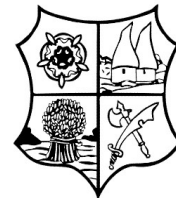


ALTON Town Council



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

Town Clerk: Leah Coney

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

20th April 2021

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 28th April 2021 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

LConey

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 – WEDNESDAY 28th APRIL 2021
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 the 3rd February and the 10th February 2021
- 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 Updated Covid-19 risk assessment for Town Hall and Council staff.
- 8 Alton Neighbourhood Plan Modification.
- 9 Internal Auditors Report for Financial Year End and Review of effectiveness of Internal Audit
- 10 Statement of Governance 2020/21
- 11 Statement of Accounts to Financial Year end 31st March 2021
- 12 Appointment of the Internal Auditor for 2021/22
- 13 Alton Climate Action Network – reallocation of approved grant.
- 14 ACAN proposal – climate emergency
- 15 CCTV tender.
- 16 EHDC Code of Conduct for Approval
- 17 Town Council Capital purchase (machinery)
- 18 Updates for information
 - i) Youth Project - updated report by Lisa Hillan
 - ii) Alton & District Community Resilience Fund
 - iii) Litter Task and Finish Group
- 19 To receive a report from the District Council and County Council representatives (due to purdah these will be noted only with no questions on the evening unless they are of a procedural nature only)
- 20 Calendar of Meetings 2021/22
- 21 To receive the minutes from the following Committees: -
Open Spaces Committee 10th February
Planning & Transport 24th February, 24th March, 21st April

**ALTON TOWN COUNCIL
FULL COUNCIL – 28th APRIL 2021**

REPORTS BY THE TOWN CLERK

ITEM 7 COVID-19 RISK ASSESSMENT FOR TOWN HALL

FOR DECISION

Enclosed in Members bundles is the updated Covid-19 Risk Assessment for the Town Council. This document has been reviewed in line with the current 4 step easing of lockdown and expiry of the legalisation to permit the use of virtual technology for council meetings (up to 6th May 2021)

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

ITEM 8 ALTON NEIGHBOURHOOD PLAN MODIFICATION

FOR DECISION

Enclosed in Members bundles are the Modification Statement, Consultation Statement and Basic Conditions statement for the modified Alton Neighbourhood Plan. The proposed modification remains unchanged from the wording which formed the Regulation 14 consultation to which we received over 100 responses. The Council would like to recognise the work of the Steering Group in the efficient preparation of the modification and the contribution of residents in engaging with the consultation.

RECOMMENDATION: Members are requested to approve the modified Alton Neighbourhood Plan including the Modification Statement, Consultation Statement and Basic Conditions statement. These will now be submitted to East Hampshire District Council.

**ITEM 9 INTERNAL AUDITORS REPORT FOR FINANCIAL YEAR END
AND REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT**

FOR DECISION

- 1) The final 2020/21 report from the Internal Auditor covering the period to the 31st March 2021 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.

RECOMMENDATION: Members are requested to approve:

- a) the content of the Internal Auditor's report.
- b) review of effectiveness of internal audit

ITEM 10 STATEMENT OF GOVERNANCE 2020/21

FOR DECISION

Members are requested to read the statement of governance included in their bundles and satisfy themselves that there is a sound system of internal control including the preparation of the accounting statements.

RECOMMENDATION: Members are requested to confirm their positive agreement to the completion of boxes 1 – 9 on the Annual Governance Statement (Section 1)

ITEM 11 STATEMENT OF ACCOUNTS TO 31ST MARCH 2021

FOR DECISION

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

Members are requested to read the accounting statement for 2020/21 which is compiled from the 2020/21-year end Income and Expenditure, balance sheet and the Asset Register.

Balance Sheet as at 31st March 2021

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 Year Ended 31st March 2021; this illustrates the Operating Income and Expenditure for the council's financial year ending 31st March 2021 against the 2020 figures for the same period.

Bank Reconciliation Statement as at 31st March 2021

The Bank Reconciliation Statements are as presented with a closing balance of £220,902.38 (Unity), £401,049.22 (CCLA) and £253.18 (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 January 2021 and 31st March 2021 in respect of invoices and grant cheques.

Asset Register

This is enclosed with Members bundles and is tabled for approval

Accountability and Governance Annual Return (AGAR) Section 2

The completed section 2 of the AGAR is enclosed in Members bundles for approval.

RECOMMENDATION: Members are requested to confirm their approval of:

- 1) The balance sheet dated 31st March 2021
- 2) The Income and Expenditure account to 31st March 2021
- 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 2021
- 5) The updated Asset Register for 31st March 2021
- 6) The Accountability and Governance Annual Return Section 2.

ITEM 12 APPOINTMENT OF INTERNAL AUDITOR FOR 2021/22

FOR DECISION

The quotation for the provision of Internal Audit for 2021/22 is included in Members bundles. Please note the Town Clerk is recommending continuing with the current internal audit regime. Whilst covid restrictions precluded an independent third party to attend and scrutinise the year end audit visit to ensure the processes undertaken by the internal auditors remains effective, a letter is enclosed to verify third party assessment of the internal audit regime. It is recommended that physical attendance of this third party at one mid-year visit is requested for 2021/22 to ensure the effectiveness of internal audit

RECOMMENDATION: Members are invited to approve the re-appointment of LightaTouch at a cost of £1,775 for the forthcoming financial year.

ITEM 13 – COMMUNITY GRANTS 2021/22
ALTON CLIMATE ACTION NETWORK

FOR DECISION

Enclosed in Members bundles is a paper from Jenny Griffiths at ACAN detailing this request.

RECOMMENDATION: Members are requested to consider approval of the reallocation of the remaining £2,084 grant to ACAN for the engagement of a community facilitator.

ITEM 14 – ACAN PROPOSAL – CLIMATE EMERGENCY

FOR DECISION

Please see below the correspondence to Members from ACAN:

Dear Councillors,

The Climate and Ecological Emergency (CEE) Bill which is currently before Parliament is a plan for a new law which is already supported by over 100 MPs from 8 different parties. Alton Climate Action Network (ACAN) strongly supports this Bill and recommends that ATC passes the following resolution. Many other Councils, including our neighbour Waverley BC, have already passed it to show their support for the Bill. ACAN is also sending this letter to HCC and EHDC.

Motion to Support the Climate and Ecological Emergency Bill - Introduction:

Humans have already caused irreversible climate change, the impacts of which are being felt in the UK and around the world. Global temperatures have increased by 1 degree Celsius from pre-industrial levels. Atmospheric CO2 levels are above 400 parts per million (ppm) and continue to rise. This far exceeds the 350 ppm deemed to be a safe level for humanity. Without more significant and sustained action, the world is set to exceed the Paris Agreement's 1.5°C limit between 2030 and 2040. Therefore the current UK target of net zero by 2050 is too little too late. The increase in harm caused by a rise of 2°C rather than 1.5°C is significant. This is described by the Intergovernmental Panel on Climate Change's Special Report on Global Warming of 1.5°C published in October 2018. According to the IPCC, limiting heating to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society, the private sector and local communities. The costs of failing to address this crisis will far outstrip the investments required to prevent it.

Council notes that:

- (i) This council has declared a climate and ecological emergency;
- (ii) There is a Bill before Parliament—the Climate and Ecological Emergency Bill (published as the “Climate and Ecology Bill”)—according to which the Government must develop an emergency strategy that:
 - (a) requires that the UK plays its fair and proper role in reducing greenhouse gas emissions consistent with limiting global temperature increase to 1.5 degrees C above pre-industrial temperatures;
 - (b) ensures that all the UK's consumption emissions are accounted for;
 - (c) includes emissions from aviation and shipping;
 - (d) protects and restores biodiverse habitats along overseas supply chains;
 - (e) restores and regenerates the UK's depleted soils, wildlife habitats and species populations to healthy and robust states, maximising their capacity to absorb CO2 and their resistance to climate heating;

(f) sets up an independent Citizens' Assembly, representative of the UK's population, to engage with Parliament and Government and help develop the emergency strategy.

Council therefore resolves to:

- (i) Support the Climate and Ecological Emergency Bill
- (ii) Inform the local media of this decision;
- (iii) Write to local MPs, asking them to support or thanking them for supporting the Bill; and
- (iv) Write to the CEE Bill Alliance, the organisers of the campaign for the Bill, expressing its support (campaign@ceebill.uk)

Yours sincerely,
Lesley Willis for Alton Climate Action & Network

RECOMMENDATION: Members are requested to consider their approval of items (i) to (iv) as listed above

ITEM 15 CCTV TENDER

FOR DECISION

Enclosed in Members bundles is the tender document for the CCTV upgrade. This tender closed on Tuesday 20th April. The tender was sent to five known CCTV providers and published on the Town Council website for viewing and downloading.

Three tenders were subsequently received and were opened and reviewed on Wednesday 21st April. The submissions were scored in accordance with the weighting given within the tender document. A full copy of the tender submissions will be sent to councillors separately for review but are not in the public domain for reasons of commercial sensitivity.

All three submission are from locally based companies.

	COMPANY A	COMPANY B	COMPANY C
	£21,716.10	£23,850	£19,523
Approach (20%)	15	5	20
Quality (30%)	15	10	25
Previous Experience (15%)	15	5	15
Management (10%)	10	10	10
Programme (5%)	0	2	5
Budget (20%)	10	20	20
TOTAL MARKS	65	52	95

RECOMMENDATION: Members are requested to approve their preferred supplier which is recommended as company C at a cost of £19,523

ITEM 16 EHDC CODE OF CONDUCT

FOR DECISION

Enclosed in Members' bundles is a copy of the correspondence received from East Hampshire District Council and their Code of Conduct which is tabled for approval and adoption by Alton Town Council. There are a small number of strike throughs where a correction is required on items which are authorised at a Town Council level by the Clerk or where wording relates to Cabinet positions which are not applicable to the Town Council.

RECOMMENDATION: Members are requested to approve the adoption of the East Hampshire Code of Conduct (with the stated alterations)

ITEM 17 CAPITAL PURCHASE – MACHINERY

The senior groundsman advised the Town Clerk at the end of 2019 that the large tractor used for grounds maintenance would require replacement in 2020. This was included within the approved budget for 2020/21 under cost code 4154/301 (equipment leasing £10,000). However, this lease was not progressed during 2020 with the budgeted cost forming part of the resulting underspend for the council. An additional sum of £17,000 has been budgeted for equipment in the approved budget for 2021/22. Added to the saving in 2020 there is scope to purchase the machine outright rather than through a 3-year lease utilising £17,950 from Capital Reserves. The current 2012 Kubota M9540 would be part exchanged as part of the transaction. The quotations from the various manufacturers below are the net quotations (including the part exchange) and are quoted by the local dealer for each manufacturer and are ex-VAT.

Kubota M125GX-IV (125hp) Cab Tractor £44,950

John Deere 6100M (122hp) Cab Tractor £63,384

Case IH Maxxum (125hp) Cab Tractor £51,600

Following consultation with the Senior Groundsman his recommendation would be for the purchase of the Kubota M125GX-IV.

RECOMMENDATION: Members are requested to consider approval of the purchase of the Kubota M125GX-IV tractor at a cost of £44,950 using council funds as detailed above.

ITEM 18 – UPDATES

FOR INFORMATION

- a. **Youth Project** - updated report by Lisa Hillan. This is included in supplementary papers.
- b. **Alton & District Community Resilience Fund.** The Alton & District Community Resilience Fund Panel has now supported 28 applications since the launch of the fund back in July 2020.

Since the last update the Panel has continued to support a project in conjunction with Alton Lions to collect, refurbish and deliver laptops to schools. To date 47 laptops have been provided at a cost of £1,860 or under £40 per unit, and The Lions report that some schools have had funds through 'Business for Schools' project which has provided an additional 50 reconditioned laptops and all schools have now had their requirements fulfilled.

The fund continues to supply household items and has also had applications for mental health support both for children.

Donations have continued to be made to the fund and a balance of £18,000 remains in the account to continue to support future applications.

The fund remains open for applications for residents of Alton and the surrounding parishes. Further details and the application form can be found on the Alton Town Council website.

- c. **Anti-Littering Task and Finish Group** – Councillor Bayliss, Councillor Burns, Bob Booker (Alton Society) Philippa Brealey (ACAN) and the Town Clerk met on the 16th April. The resulting actions from the meeting are enclosed in supplementary papers.

RECOMMENDATION: Members are requested to note the reports tabled.

ITEM 19 DISTRICT AND COUNTY COUNCILLOR REPORTS

FOR INFORMATION

Councillors have been requested to provide written report in advance of the meeting so that members can consider any questions they may have and provide them ahead of the meeting. Please note that during

purdah Councillor should not be drawn into making any “political statements” and therefore any questions should be limited to operational matters at the respective councils.

ITEM 20 COUNCIL CALENDAR 2021/22

FOR DECISION

The draft council calendar of meetings for the next 12 months is included in Members bundles.

RECOMMENDATION: Members are requested to approve the meeting calendar as presented.