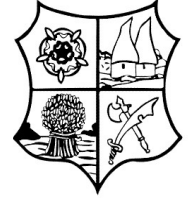


ALTON Town Council



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Town Clerk: Leah Coney

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

20th January 2022

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 2nd February at the Lower Room at the Assembly Rooms at 7.00pm** when the under mentioned business will be transacted.

With the relaxation of Plan B restrictions, the meeting is open for members of the public to attend in person.

A zoom link is available upon request to anyone who is physically unable to attend in person.

Yours faithfully

LConey

Leah Coney
Town Clerk

To: All Town Councillors

Councillor Matthew Bayliss
Councillor Ginny Boxall
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 2ND FEBRUARY 2022
ALTON ASSEMBLY ROOMS - AGENDA

- 1 Apologies for absence
- 2 Town Mayor's announcements
- 3 Leader's announcements
- 4 Minutes of the last meeting held on the 28th October 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 Community Grant applications over £5,000
- 8 Budget and Precept 2022/23
- 9 Battle of Alton 2022
- 10 Machinery Purchase
- 11 Town Council Insurance
- 12 Pot hole repairs at Anstey Park
- 13 Youth Project - updated report by Lisa Hillan
- 14 Alton and District Community Resilience Fund Update
- 15 Statement of Accounts to 31st December 2021 including asset register
- 16 Covid Risk Assessment update
- 17 To receive a report from and ask questions of the District Council and County Council representatives
- 18 To receive the minutes from the following Committees: -
Open Spaces Committee – 24th November 2021
Planning & Transport – 3rd November 2021, 1st December 2021 & 26th January 2022
Policy and Resources Committee – 19th January 2022

**ALTON TOWN COUNCIL
FULL COUNCIL – 2nd FEBRUARY 2022**

REPORTS BY THE TOWN CLERK

ITEM 7 COMMUNITY GRANT APPLICATIONS

FOR DECISION

At the Policy and Resources Committee Meeting on the 19th January Members approved the Community Grants for 2022/23. In accordance with Financial Regulations, all grants of £10,000 or over must be ratified by Full Council, however the Committee has previously requested that all grants over £5,000 be presented for ratification; they are as follows:

Alton Community Association £8,000

Home-Start Hampshire £6,000

Bushy Leaze £9,000

RECOMMENDATION: The Committee is invited to ratify the award of grants over £5,000 for 2022/23 as detailed above, to be paid in two tranches on 1st April 2022 and 1st October 2022.

ITEM 8 DRAFT BUDGET AND PRECEPT

FOR DECISION

Enclosed in Members bundles is the draft budget and precept request for 2022/23 updated following the budget workshop on the 12th January and the Policy and Resources Committee on the 19th January. Members are advised that the figures presented for approval have been amended from those presented on the 19th January to take account of the £273 income omission indicated by Councillor Lawrence which has not been corrected. No other changes have been made.

Also included within the spreadsheet is the mid-year revised budget for 2021/22 and an indicative budget for 2023/24 and 2024/25 along with an explanations sheet and a copy of the current balance sheet.

A single option which amounts to a 4.5% increase in precept is being presented for approval.

RECOMMENDATION: Members are requested to ratify the following:

- (i) The budget and precept request for 2022/23.
- (ii) Approve the revised budget for 2021/22 to enable the appropriate virements to be actioned.

ITEM 9 BATTLE OF ALTON 2022

FOR DECISION

The events calendar for 2022 includes the rescheduled battle of Alton which was postponed during the pandemic. The event is due to take place on May 1st and 2nd across various locations in town through to Flood Meadows with participants camping at Anstey Park during the weekend.

The English Civil War Society have consulted with their directors and their response is:

"At this time, we are still in support of going ahead with the event, with an active watching brief on current conditions and Government restrictions".

" We should also reassure Emily that a rigorous risk assessment and method statement will be undertaken, reviewed as circumstances change."

Due to the nature of this event being defined as one of "mass participation" it has been requested that this comes to Full Council for determination of whether this should proceed. A project plan prepared by the

Community and Events Officer, detailing the event, milestones and risks is included in Council bundles for review.

RECOMMENDATION: Members are requested to confirm either:

- 1) Approval of this event for May 2022
- 2) Deferral of the event to 2023

ITEM 10 MACHINERY PURCHASE

FOR DECISION

Enclosed in Members bundles is a quotation for an ex-hire mower, requested by the Grounds Team to aid with cut and collect work. The machine is a 2021 Ex-Hire Amazone GHS2100 Drive Flail which cuts and collects the grass, mounted on the back of our main tractor. This additional piece of machinery will give added flexibility to their routine cutting on larger open spaces and will also be specifically used for the mowing regime on the newly acquired Will Hall Farm Meadow.

Enquiries have been made with alternative suppliers but this is only ex-hire currently available, so a single quotation is provided, which details the saving over RRP. The piece of equipment was demonstrated to the Grounds Team earlier this winter and the Acting Head Groundsman has confirmed he is pleased with the condition of the flail and its operational abilities.

The funds for the purchase are recommended to be taken from Will Hall Meadow commuted sum, leaving £139,758 funds remaining.

RECOMMENDATION: Members are requested to approve the use of £20,950 from the Will Hall Meadow commuted sum to purchase this cut and collect device for the Grounds Team.

ITEM 11 TOWN COUNCIL INSURANCE POLICY 2022 – 2024

FOR DECISION

Enclosed in Members bundles are details of the tenders received in respect of the Town Council insurance policy with effect from 1st April 2022. The tender was submitted to four insurers which offer to the local council sector. One did not respond, one declined to quote on the basis of not being able to offer flood risk cover and two (enclosed in bundles) have responded.

Members are requested to review the tenders and consider the comparison evaluation sheet produced by officers detailing the levels of cover and pricing. On the basis of the evaluation sheet Company A is recommended on a long-term agreement of three or five years.

RECOMMENDATION: Members are requested to approve Company A to provide the Town Council insurance policy for the next 3 or 5 years at £21,990.78 per annum.

ITEM 12 POT HOLE REPAIRS AT ANSTEY PARK

FOR DECISION

Following the budget workshop, Members indicated that whilst a full resurfacing of Anstey Park remains an aspiration, at this time interim remedial works should be undertaken, limited only to those required under Health and Safety.

Whilst “patch” repairs have continued to be undertaken by the Grounds Team throughout the year and a contractor working for HCC undertook a permanent repair to a short stretch at the entrance off Anstey Road in September 2021 a number of potholes have continued to develop throughout the site. Councillor Cristofoli photographed (circa)9 potholes earlier this month which have deteriorated over the winter and are now in excess of 1inch depth and needed re-filling.

In addition, and in order to try and prevent further reactive works later in the year, contractors quoting for these repairs were also invited to inspect the entire site to price for repairing all of the potholes in existence.

Whilst the majority are currently minor defects only, if repaired now, they will not develop into more significant and/or potentially dangerous defects over the coming months.

Of the three contractors invited to quote, Company A returned a price of £9,400, Company B a price of £15,500 and there was no response from Company C. (Quotations are included in Members bundles) Members are requested to note that Company A is a nationwide business and would use locally based staff.

For information only officers requested an indicative quotation for a full resurfacing of Anstey Park, so Members can see the likely cost (also indicated previously at budget workshop) which has also been provided in bundles.

RECOMMENDATION: Members are requested to approve the appointment of Company A at a cost of £9,400 to be taken from the Capital Reserve to repair all of the pot holes currently evident at Anstey Park.

ITEM 13 YOUTH REPORT

FOR INFORMATION

This report by Lisa Hillan will be tabled for information and circulated to Members once received (The King's Arms have their AGM this weekend so it is likely to be early next week). Lisa will be attending the meeting in person to answer any questions.

ITEM 14 ALTON AND DISTRICT COMMUNITY RESILIENCE FUND FOR INFORMATION

The Alton & District Community Resilience Fund Panel has now had 47 applications for supported since the launch of the fund back in July 2020.

The Fund has received 9 applications including a follow application from last May where a washing machine and tumble dryer were requested. A donated washing machine was provided but this has failed and a new unit was delivered in December. Whilst the majority of applications continue to be in Alton, 8 (17%) have been from surrounding villages, of which 2 have been received since the last report.

Donations have continued to be made to the fund and a balance of £9,165 remains in the account to continue to support future applications.

Andrew Micklefield has stepped down as a member of the Panel and the Lisa Hillan has joined the group. Lisa is involved with the Kings Arms along with Rotary and a number of other support groups.

The updated poster with the amended remit of the fund have been circulated to all the usual display points.

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

RECOMMENDATION: This report is for noting only.

ITEM 15 FINANCIAL REPORTS TO 31st DECEMBER

FOR DECISION

The items below 1- 4 were approved by Policy and Resources on the 19th January and are included for ratification. Item 5 - Asset register is for approval.

Balance Sheet as at 31st December 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). Please note this includes the recently received second tranche of precept.

Income & Expenditure

Attached is the Income and Expenditure Report for the third quarter of this financial year; this illustrates the Operating Income and Expenditure for the council to 31st December against the budget set by the Council.

Bank Reconciliation Statement as at 31st December 2021

The Bank Reconciliation Statements are as presented with a closing balance of £677,660.24 (Unity) £401,139.49 (CCLA) and £409.65 (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 2021 and 31st December 2021 in respect of invoices.

Asset Register

The current asset register, dated 1st February 2022 is enclosed within Members bundles for approval. It does not include the CCLA Property Fund investment approved at Policy and Resources Committee on the 19th January as this is still to be actioned.

RECOMMENDATION: Members are requested to approve:

- 1) The Income and Expenditure account to 31st December 2021
- 2) The balance sheet dated 31st December 2021
- 3) The bank reconciliations for the Unity Account and the CCLA Deposit Account
- 4) The Payments over £500 covering 1st October to 31st December 2021
- 5) The Asset register dated 1st February 2022

ITEM 16 COVID RISK ASSESSMENT UPDATE

FOR DECISION

Further to the Full Council meeting last August when the covid risk assessment was last tabled for Members, minor amendments have continued to be made as part of the regular review of the document in response to changes in the Government restrictions. An email was circulated to Members on the 9th December detailing the updated measures put in place under "Plan B". Now that these restrictions have lifted it is proposed that the Council reverts to the following:

- The Town Hall to be re-opened to the Public – the reception screen will remain in place and those entering will be requested to wear a face covering until further notice.
- Sanitiser will continue to be provided for visitors and regular contract cleaning of the Town Hall remains.
- Full Council as well as committee/sub-committee meetings will revert back to the Chamber going forward with no reduction in capacity as social distancing will not be required. (It is advised that masks be worn and the Chamber will remain well ventilated to help lower the risk of covid infection)
- The public are able to attend meetings in person. (Masks are advised where possible)
- Staff and Councillors will continue to take lateral flow tests as appropriate and will not attend meetings in person should they have any covid/cold or flu like symptoms.
- All other day to day meetings for officers and councillors can be held in person in the chamber or on line via Zoom as preferred. Officer/Councillor meetings with colleagues in other authorities are

likely remain on Zoom/Teams on a longer-term basis as it is cost effective, lower carbon and a more efficient use of time than travelling to Petersfield or Winchester.

Should any further restrictions be introduced, this will once again be reviewed.

Members are also requested to consider the “virtual” hybrid offering which has been in place at Council and Committee meetings since last summer. This is not a legal requirement but was put in place to ensure public access to meetings with recent restrictions or for those shielding. Attendance via this method whilst low (an average of 2 people per meeting) has been useful for those wishing to listen or contribute when the “in person” option has been curtailed. However, it has been reported, most recently at Policy and Resources Committee on the 19th January that some councillors are very hard to hear and it was requested by those attending that the virtual offer currently available is reviewed.

RECOMMENDATION: Members are requested to:

- 1) Approve the revised measures for the Council and use of the Town Hall
- 2) Confirm the continuation of hybrid meetings offering a “virtual” alternative for attendees at Council or Committee meetings (other than councillors who are legally required to attend in person.)

ITEM 17 DISTRICT AND COUNTY COUNCILLORS REPORTS

FOR INFORMATION

The District Councillor report for this meeting will be tabled by Councillor Dolan and will be circulated in advance of the meeting to Members once received. The County Councillor report from Councillor Joy will also be circulated if received in advance of the meeting.