

ALTON TOWN COUNCIL
MINUTES OF THE FULL COUNCIL MEETING HELD ON
WEDNESDAY 26th APRIL 2023 AT 7:00PM
AT THE TOWN HALL, ALTON

Present:	Councillor	Ginny Boxall Suzie Burns Matthew Bayliss Annette Eyre Graham Hill Lewis Jones Pam Jones Annie Lancaster Richard Platt Graham Titterington Jonathan Waugh	Town Mayor Deputy Mayor
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In attendance:

Leah Coney - Town Clerk
Pat Harris - Finance & Administration Manager
County Councillor Andrew Joy
5 Members of the public

234 **Apologies for Absence**

Apologies were received from Councillors Paul Crossley & Sharon Cullen.

235 **Town Mayor's Announcements**

The Mayor made a presentation of flowers to Councillor Pam Jones at her last Full Council meeting after 22 years' service to the Town Council.

236 **Minutes of the last meetings held 22nd March 2023**

The Minutes of the Full Council on 22nd March 2023 were approved and were signed by the Town Mayor.

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

No Declarations of Interest were noted.

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

1. Lisa Hillan addressed the Council to thank the outgoing Members for their service to the community and especially the support given in establishing the Kings Arms in Alton.
2. Barbara Tansey addressed the Council to thank the outgoing members for their tenure through the pandemic, which she feels has been forgotten by many, particularly the outdoor meeting spaces and the marquee erected in the public gardens which were very beneficial to the community.

3. Councillors Pam Jones enquired of county Councillor Andrew Joy whether there was any progress on the TRO for Princess Drive/Queens Road and was advised that they are still awaiting the outcome of the consultation on the 20 mph zones.
4. County Councillor Andrew Joy also wished to extend his thanks to the Council, especially to those councillors not returning.

239 **Planning Applications**

The following planning applications were considered: Planning Application 32440/007: Re: Proposal: Existing building previously used as a two-screen cinema to be converted into 6 Flats (Class C3). Site Address: 58B Normandy Street, Alton, GU34 1DE and Planning Application 22766/041: Proposal: 3 pairs of semidetached dwellings & 1 detached dwelling with car parking, garage & cycle store Site Address: Alton House Hotel, Normandy Street, Alton, GU34 1DW

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

RESOLVED that the views of Full Council in respect of each application are as follows:

Planning Application 32440/007 – No Objection with comments:

1. Members wished to see a condition to install obscured glazing in the window on the elevation overlooking the velux windows of the neighbouring property.
2. Members also wished to ensure the Fire Officer was consulted as there was a concern over safe pedestrian access in the alleyway alongside the bins

Planning Application 22766/041 – No Objections with comments

1. Members wished to see a condition to require permitted development rights to be removed for the garage to ensure it is retained as a parking space.

All in favour

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

The final 2022/23 report and the Effectiveness of Internal Audit covering the period to the 31st March 2023 were enclosed within Members bundles.

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

RESOLVED to

1. Approve the content of the Internal Auditor's report
2. Approve the review of effectiveness of internal audit

All in favour

241 Statement of Governance

Members were 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.

On the proposal of Councillor Graham Titterington, seconded by Councillor Richard Platt, it was

**RESOLVED to
Approve the Statement of Governance**

All in favour

242 Statement of Accounts to Financial Year end 31st March 2023

Members were 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. No questions were submitted in advance.

Balance Sheet as at 31st March 2023

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 Statutory Income and Expenditure Report for the Year Ended 31st March 2023 was tabled; this illustrates the Operating Income and Expenditure for the council's financial year ending 31st March 2023 against the 2021/22 figures for the same period.

Bank Reconciliation Statement as at 31st March 2023

The Bank Reconciliation Statements were as presented with a closing balance of £83,062.88 (Unity), £968,121.22 (CCLA) and £240.53 (Petty cash). This requires signing off on behalf of the council that the figures presented reconcile with the original bank statement which was given to the Chairman on the night.

Payments over £500

The report included all payments over £500, issued between 1st January 2023 and 31st March 2023 in respect of invoices and grant cheques.

Accountability and Governance Annual Return (AGAR) Section 2

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

On the proposal of Councillor Graham Hill, seconded by Councillor Suzie Burns, it was

RESOLVED to approve

1. Conflict of Interest for External Audit.
2. The balance sheet dated 31st March 2023 and was signed off by the Chair of the Council and the Responsible Financial Officer, Mrs Leah Coney – Town Clerk
3. The Income and Expenditure account to 31st March 2023
4. The bank reconciliations for the Unity Account and the CCLA Deposit Account and was signed off by the Chair of the Council
5. The Payments over £500 covering 1st January to the 31st March 2023
6. The Accountability and Governance Annual Return Section 2.

All in favour

243 **Conflict of Interest Form and Confirmation of the dates of the Notice of Exercise of Public Rights**

Enclosed in Members bundles is the BDO conflict of interest form and a copy of the Notice of the Exercise of Public Rights.

On the proposal of Councillor Suzie Burns, seconded by Councillor Pam Jones, it was

RESOLVED to confirm

1. The publication of the Notice of the Exercise of Public Rights is Monday, 5th June 2023 to Friday, 14th July 2023
2. There are no conflicts of interest with BDO LLP

All in favour

244 **Appointment of the Internal Auditor for 2023/24**

On the proposal of Councillor Graham Hill, seconded by Councillor Annette Eyre, it was

RESOLVED to Ratify the appointment of Mulberry at a cost of £1,700 plus travel at 45p per mile for the forthcoming financial year

All in favour

245 **Movement of Funds to the CCLA Deposit Fund**

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

RESOLVED to approve the transfer of £200,000 from the Unity Bank Account to the CCLA Deposit Account

All in favour

246 **Policy Document Updates**

Members received updated the updated Financial Risk Assessment together with the Financial Regulations which had been amended on the recommendation of the internal auditor to reflect the current position that with the dissolution of the Policy and Resource Committee all accounting matters go to Full Council for review. The Regulations have also been updated to reflect the increased limit on the corporate credit card as well as the introduction of the use of principle authority framework for certain capital contract works and well as a minor modification to reflect current practice that it is not standard council policy to consult publicly on council's Lease Agreements; as such the words (as appropriate) have been added to this section.

Also enclosed in Members bundles was a revised Neighbourhood CIL policy with a small number of revisions to the previously approved document required following the last round of funding.

On the proposal of Councillor Pam Jones, seconded by Councillor Suzie Burns it was

RESOLVED to approve the updated Financial Risk Assessment 2023/24, Financial Regulations and Neighbourhood CIL Policy documents as tabled.

All in favour

247 **Legal Agreement Update: Assembly Rooms Collaboration Agreement (ACA)**

The Town Council Policy and Resources Committee last October approved an extension to the collaboration agreement for the Assembly Rooms with Alton for 12 months from 1st April 2023. Full details are included in Members' bundles.

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

RESOLVED to approve the alterations to increase the contract sum to £1,100 per month and £12 per hour for caretaking, to the Collaboration Agreement with an amendment to the end date to read "to 31st December 2023".

All in favour

248 **Expenditure: Tree Works: Mayoral Regalia: Security Patrols**

On the proposal of Councillor Suzie Burns, seconded by Councillor Annette Eyre it was

RESOLVED to approve

- 1. Tree works required up to the budget code limit of £20,000 with 3 quotes being obtained for each site wherever possible.**
- 2. Mayoral Regalia - due to the cost and public perception this item was deferred, with the Clerk asked to obtain a quotation to remove one row (to be kept on permanent display in The**

Chamber) and replace with a new row with costs being obtained from Fattorinis

3. Appointment of DGCD – Security at a cost of £6,656 for 6 months including 4 patrols of up to 4 hours for each patrol every week from 1st May to 30th September. (Equivalent to £16 per hour)

All in favour

249 **Planning Application Delegated Authority**

Members were requested to confirm attendance at next week's final Planning and Transport Committee meeting (3rd May) and to approve that all planning applications beyond this date for May, will be dealt with by delegated authority as there will be insufficient councillors after the elections with planning training to hold a Planning and Transport Committee meeting until June, once councillors have received planning training which is booked for the 7th June.

On the proposal of Councillor Annette Eyre, seconded by Councillor Matthew Bayliss it was

RESOLVED to approve delegating to the Town Clerk authority to respond to all planning applications received between 3rd May and 7th June to ensure a response is received from the Council in advance of the formation of the new Planning and Transport Committee.

All in favour

The meeting finished at 8.10 p.m.