

41 Declarations of Interest and Requests for Dispensations

No Declarations of Interest were noted.

42 Questions to the Council

Pat Lerew – with reference to Agenda item 6 requested that Alton Town Council confirm by 30th November if the Alton Community Association will be asked to continue with their collaboration agreement beyond 31st December 2023. It was confirmed by the Town Clerk that the Council will be able to confirm by the requested date.

43 Assembly Rooms Lease – Dementia Friends Alton

Following the deferral at the last meeting to receive a management plan for the building, Karen Murrell from Dementia Friendly Alton (DFA) met with Councillors at a briefing session on 27th September to review the draft management plan submitted to the council the previous week and answer any queries arising. It was subsequently agreed that they were sufficiently satisfied to see this item re-tabled for consideration at this Full Council meeting. One query remained outstanding over the timing for the securing of funds for the DFA project and as such a fall-back position (recommendation 2) had been added to the motion, following confirmation from Alton Community Association that they would be in a position to extend their current arrangement if required.

Further concerns were raised by councillors relating to the break clause in the proposed heads of term. The Town Clerk confirmed that break clauses which related to the landlord as well as the tenant were likely to be considered unfair and thus should remain tenant only. There was also concern that there should be a way of mandating that the building remains available for community use and that the Council must give express permissions/consent to make any interior alterations to the building. Councillors Boyce-Churn, Tansey & Hammond tabled that there should be a Service Level Agreement in place that sets out the community use of the building, in exchange for the award of an annual grant.

Thus an amendment to the motion was proposed by Councillor Don Hammond, seconded by Councillor Mark Boyce-Church worded as follows:

RESOLVED to approve a service level agreement setting out the expectation for use of the building and in return a grant of £8,000 per year be given to Dementia Friendly Alton towards the running of the building, (contingent on the delivery of that SLA.)

In favour: Councillors Mark Boyce-Churn, Don Hammond, Matthew Kellermann, Nick O'Brien, Barbara Tansey, Janice Treacher, Peter Wadman & Jonathan Waugh

Against: Councillors Ben Hamlin & Annette Eyre

Abstained: Councillor Matthew Bayliss

Amendment carried

Therefore, with the amended substantive motion, on the proposal of Councillor Don Hammond, seconded by Councillor Mark Boyce- Church it was

RESOLVED to

- 1. To confirm their approval of the draft Heads of Term for a lease to Dementia Friendly Alton for Alton Assembly Rooms to take effect from 1st January 2024**
- 2. To approve a service level agreement setting out the expectation for use of the building and in return a grant of £8,000 per year be given to Dementia Friendly Alton towards the running of the building, (contingent on the delivery of that SLA.)**
- 3. To approve the issuing of a licence to occupy for Dementia Friendly Alton together with continuation of the collaboration agreement with Alton Community Association from 1st January 2024 to 31st March 2024, should funding not be secured by Dementia Friendly Alton prior to the 31st December, (preventing them from signing the lease.)**

In favour: Councillors Ben Hamlin, Mark Boyce-Churn, Annette Eyre, Don Hammond, Matthew Kellermann, Nick O'Brien, Barbara Tansey, Janice Treacher, Peter Wadman & Jonathan Waugh

Abstained: Councillor Matthew Bayliss

44 Brewery Heritage Trail

Further to the pre-meeting briefing held before the Full Council Meeting, Members were requested to consider approval to hold and administer the funds for the Heritage Brewery Trail on behalf of the Amery Hill Residents Association. Funds only to be released to pay for subsequent works with the written approval of the project team.

This decision does not prejudice any grant or Neighbourhood CIL application which may be submitted to the Town Council for consideration at a later date.

On the proposal of Councillor Peter Wadman, seconded by Councillor Janice Treacher, it was

RESOLVED to approve the holding of funds for the Heritage Brewery trail on behalf of local community group Amery Hill Residents Association

All in favour

45 **Appointments**

Members had received details of the requests to appoint the following Councillors:

1. Outside Bodies – Jalsa Salana – Councillors Matthew Kellermann & Peter Wadman
2. Finance Champion – Councillor Mark Boyce-Churn
3. Wellbeing Champion – Councillor Ben Hamlin
4. Climate Change Committee – Chris Chappell (as the Active Travel representative) and Erdogan Ornek (as the Youth Representative)

Councillor Matthew Kellermann questioned how such selections had been made for items 2 and 3, as these had not been offered to all councillors and therefore procedurally were inappropriate. Councillor Hamlin reminded Councillors that he had responded to an e-mail from EHDC Community First seeking a representative from Alton Town Council for the Health and Wellbeing Forum, advising that he had responded confirming that he would be happy to do so should no other councillor come forward. The Town Clerk stated she took responsibility for putting forward Councillor Boyce Churn as he had expressed an interest in assisting with financial related matters such as the Investment Strategy to become more involved with Council business and with his professional qualification as an accountant he appeared to have the credentials necessary in offering assistance to this end. Councillor Mark Boyce Church ventured that he hadn't meant to upset anyone by agreeing to being put forward.

Councillor Matthew Bayliss proposed that councillors might find it helpful to have a set of Terms of Reference for Champions and for the Town Clerk to put together a draft, which can be discussed at an off-line workshop to develop the role as the Council looks at how to make the most effective use of the talents available to the council.

On the proposal of Councillor Nick O'Brien, seconded by Councillor Barbara Tansey, it was

RESOLVED to approve the following appointments:

1. **Councillor Kellermann and Councillor Wadman to the Jalsa Salana UK Liaison Group**
2. **Councillor Boyce Churn as Finance Champion**
3. **Councillor Hamlin as Health and Wellbeing Representative**
4. **Climate Change Committee - Chris Chappell: Active Travel Representative and Erdogan Ornek: Youth Representative**

In Favour: Councillors Ben Hamlin, Annette Eyre, Matthew Bayliss, Mark Boyce-Churn, Don Hammond, Nick O'Brien, Barbara Tansey, Janice Treacher, Peter Wadman & Jonathan Waugh

Against: Councillor Matthew Kellermann,

46 **Events Calendar 2024**

Members were requested to approve the Events Calendar for 2024 as detailed in their Agenda papers. The Town Clerk confirmed that the Alton Spring Garden Fair will be held on Saturday 11th May.

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

RESOLVED to approve the Events Calendar for 2024

All in favour

47 **Asset of Community Value – Cowdray Park Amenity Land**

On the proposal of Councillor Peter Wadman, seconded by Councillor Janice Treacher it was

RESOLVED to submit the application to East Hampshire District Council to register the amenity land at Cowdray Park as an Asset of Community Value (ACV)

All in favour

48 **Conclusion of 2022/23 External Report**

Members received the annual return which had been returned from the external auditors at BDO.

Attention was drawn to section 3 which states:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

There are no other matters arising.

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

RESOLVED to approve the content of the external auditor's report for 2022/23, noting that there were no matters raised

All in favour

49 **Capital Expenditure – ATC Grounds Machinery**

Members received a quote to purchase the Ransoms MP494 mower which had come to the end of its lease period with T H White.

On the proposal of Councillor Mark Boyce-Churn, seconded by Councillor Eyre, it was

RESOLVED to approve the purchase of the Ransoms MP493 for £11,500 from TH Whites.

All in favour

50 **Alton Arts Festival Event Grant application**

Members considered the application from Alton Arts Festival group for £1,000, together with details of the programme and Mission Statement from the newly formed group, who have ambitious plans for this new event in 2024, which will be supported by Alton Town Council.

On the proposal of Councillor Don Hammond, seconded by Councillor Barbara Tansey it was

RESOLVED to approve an event grant of £1,000 to Alton Arts Festival.

All in favour

51 **Appointment of Interim Town Clerk – for ratification**

Members were requested to ratify the appointment of an Interim Town Clerk.

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

RESOLVED to endorse the appointment of Mrs Harris as the Interim Town Clerk.

All in favour

52 **Landlord Consent for Licenced Premises and Lease Amending Agreement - Energique**

Councillor Hamlin noted that he did not agree with the concept of a Licenced Premise in such close proximity to a children's play area.

On the proposal of Councillor Nick O'Brien, seconded by Councillor Matthew Bayliss it was

RESOLVED to grant landlord consent for the sale of alcohol for private parties and for consumption of alcohol with food at the premises and for the playing of music at the premises, through the issuing of a lease amending agreement. All other terms of the current lease with Energique to remain unaltered.

In Favour: Councillors Annette Eyre, Matthew Bayliss, Mark Boyce-Churn, Don Hammond, Matthew Kellermann, Nick O'Brien, Barbara Tansey, Janice Treacher, Peter Wadman & Jonathan Waugh

Against: Councillor Ben Hamlin

53 Lease Agreements – Food Bank and Citizens Advice

Following the decision at the last Full Council meeting to withdraw from the CALA Community Building Project new contractual leases have been drawn up for Food Bank & Citizens Advice (who currently reside in the units below the Town Hall), to ensure security of tenure for the next two years. The terms for each Lease remain unchanged from their previous leases which have now expired, apart from a clause which has been added for Citizens Advice to enable them to make use of the middle unit of the Town Hall to facilitate their requirement for additional confidential meeting space (in collaboration with other organisations which have an agreement to make use of this space as and when it is available).

On the proposal of Councillor Matthew Bayliss, seconded by Councillor Nick O'Brien it was

RESOLVED to approve the draft leases for Food Bank and Citizens Advice

All in favour

54 Public Gardens Coffee Kiosk Licence to Occupy (Extension)

Members considered the draft licence before them for an extension to the Acorns Coffee Licence to Occupy in the Public Gardens. This will provide regular income for the Town Council of £4,800 per annum and provide security of tenure for the company as they look to consolidate their presence in the park.

On the proposal of Councillor Barbara Tansey, seconded by Councillor Peter Wadman it was

RESOLVED to approve a Three-Year extension to the current Agreement for Acorns Coffee in the Public Gardens with effect from 1st December 2023

All in favour

The meeting finished at 8.18 pm.