ALTON
Town Council

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

Town Clerk: Pat Harris

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

24th April 2024

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 1st May 2024 at <u>7.00pm</u>** at the Town Hall when the under mentioned business will be transacted.

Yours faithfully

Patricia M Harris

Pat Harris
Interim Town Clerk

To: All Town Councillors

Councillor Annette Eyre
Councillor Graham Hill
Councillor Matthew Bayliss
Councillor John Chubb
Councillor Mark Boyce-Churn
Councillor Don Hammond
Councillor Matthew Kellermann
Councillor Nick O'Brien
Councillor Barbara Tansey
Councillor Janice Treacher
Councillor Peter Wadman
Councillor Jonathan Waugh

ALTON TOWN COUNCIL – WEDNESDAY 1st MAY 2024
TOWN HALL, ALTON – AGENDA

1. Apologies for absence

2. Town Mayor's announcements

3. Minutes of the Full Council meeting held on 3rd April 2024 for approval.

4. 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

5. Correspondence received and Questions to the Council. Members of the public are invited to make representations.

6. Rescission of Resolution 101ii at the Extra-ordinary Meeting of Full Council on 28th February

7. Planning Application: 60102/001: Land adjacent to Westbrook House, 17 Howards Lane,

8. Internal Auditors Report for Financial Year End and Review of effectiveness of Internal Audit

9. Statement of Governance 2023/24

10. Statement of Accounts to Financial Year end 31st March 2024

11. Conflict of interest form and confirmation of the dates of the notice of exercise of public rights.

12. Re-appointment of internal Auditor

13. To approve the Draft Terms of Reference for the Climate Change Committee & Staffing Committee

14. To approve the Alton Town Council Auto Speed Watch Policy

15. To approve an Event Grant application from the Alton Lions: Classic Car Show

16. Approval of a Blue Plaque at the Alton Quakers Meeting House in Church Street

17. Landlords Consent for the erection of signage on Edgar Hall

18. To receive a verbal report from and ask questions of County Councillor Andrew Joy

ITEM 5 CORRESPONDENCE RECEIVED FOR INFORMATION

The following correspondence has been received:

5.1 Letter from Alton United Charities re the Thomas Geale's Almshouses – previously circulated to all councillors.

5.2 Question submitted by Abigail Hills:
"I would like to ask what can be done to ensure critical infrastructure is in place prior to accepting any further development in Alton. We are at breaking point with our sewage works and health facilities."

ITEM 6 REVERSAL OF A PREVIOUS RESOLUTION (RESOLUTION 101(ii)) FOR DECISION

Subject to any specific provisions in Alton Town Council's standing orders which there are not, once a resolution has been passed on an item of business, it should not be re-visited inside six months unless information comes to hand which was not available when the initial resolution was passed or material factors come to light after the original resolution was passed which cause Councillors to wish to look at the issue again.

At the Full Council meeting on 3rd April (Agenda item 7 refers), it became apparent that when Councillors Resolved to make a Statement of Principle that Alton Town Council objects to any further development of green fields (in and around the Parish) to meet the quotas handed down by EHDC (Minute reference 101 (ii) refers), they had not taken into account the restrictions such a Resolution would have on the inclusion of site allocations in the Alton Neighbourhood Plan given that the only land available to it for development was on greenfield sites. In recognising that there was no brownfield land available in Alton as it had already been accounted for in the EHDC Local Plan Reg 18 Part II allocations, it had effectively stifled the Neighbourhood Plan Steering Group from countering an alternative housing number in its own Plan.

Councillors agreed that this had not been the intention and, therefore, referred to its own Standing Orders to look to rescind the Resolution in order that it could include site allocations in the Alton Neighbourhood Plan which will be put before its residents at a Reg 14 Consultation planned for 7th/8th June this year. The Proper Officer advised of the procedure which needed to be followed. In accordance with Standing Orders 7a (Previous Resolutions) a written notice, signed by 7 councillors needed to be received and submitted to the Proper Officer to reverse Resolution 101 (ii) from the Extra-ordinary Full Council meeting held on 28th February 2024 which read:

ii) to make a Statement of Principle that Alton Town Council objects to any further development of green fields (in and around the Parish) to meet the quotas handed down by EHDC

The following councillors have submitted a written notice for the Rescission of a Previous Resolution: Councillors John Chubb, Matthew Bayliss, Graham Hill, Annette Eyre, Janice Treacher, Don Hammond & Jonathan Waugh.

RECOMMENDATION: Members are requested to confirm its intention to

1. **Rescind Resolution 101(ii) as recorded in the Minutes of the Extra-ordinary meeting of the Full Council held on 28th February 2024 in accordance with Standing Order 7a (previous Resolutions) and the written notice as signed by Councillors John Chubb, Matthew Bayliss, Graham Hill, Annette Eyre, Janice Treacher, Don Hammond & Jonathan Waugh**
2. **Approve the inclusion of potential greenfield allocations within the Draft Neighbourhood Plan**

ITEM 7: PLANNING APPLICATION: 60102/001 Land adjacent to Westbrook House, 17 Howards Lane, Holybourne, Alton. Proposal: Three detached houses with garages and associated new access drive FOR DECISION

60102/001 | Three detached houses with garages and associated new access drive | Land adjacent to Westbrook House, 17 Howards Lane, Holybourne, Alton (easthants.gov.uk)

This is a new application, which is for three six-bedroom detached dwellings. The site falls within the settlement boundary of Holybourne and within Holybourne Conservation Area. The land at Westbrook House is an unused paddock.

A similar application was granted for two new large, detached houses in an unused paddock on the land immediately to the north of the site was approved and these dwellings have now been completed.

The new houses would be accessed by the existing driveway to Westbrook House and the applicant advises that there is no change to the character of the area or the street scene from Howards Lane.

RECOMMENDATION: Members are requested to determine this application

ITEM 8: INTERNAL AUDITORS REPORT FOR FINANCIAL YEAR END AND REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT. FOR DECISION

1. The final 2023/24 report from the Internal Auditor covering the period to the 31st March 2024 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:

1. **The content of the Internal Auditor covering the period to the 31st March 2024.**
2. **The review of effectiveness of internal audit**

ITEM 9: STATEMENT OF GOVERNANCE 2023/24 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 invited to approve the statement of governance.

ITEM 10: STATEMENT OF ACCOUNTS TO FINANCIAL YEAR END 31ST MARCH 2024 FOR DECISION

Members are requested to scrutinise the accounts and accompanying documents and reports following final year end entries and closing of the financial year end to 31st March 2024.

Balance Sheet as at 31st March 2024

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

Income & Expenditure

Attached is the Statutory Income and Expenditure Report for the Year Ended 31st March 2024; this illustrates the Operating Income and Expenditure for the council's financial year ending 31st March 2024 against the 2023 figures for the same period.

Bank Reconciliation Statement as at 31st March 2024

The Bank Reconciliation Statements are as presented with a closing balance of £130,433.45 (Unity), £1,457,726.63 (CCLA) and £222.98 (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 2024 and 31st March 2024 in respect of invoices and grant cheques.

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 2024**
2. **The Income and Expenditure account to 31st March 2024**
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 2024**
5. **The Accountability and Governance Annual Return Section 2.**

ITEM 11: CONFLICT OF INTEREST FORM AND CONFIRMATION OF THE DATES OF THE NOTICE OF EXERCISE OF PUBLIC RIGHTS. FOR DECISION

Enclosed in Members bundles is the BDO conflict of interest form and a copy of the notice of the exercise of public rights.

RECOMMENDATION: **Members are requested to confirm:**

1. **There are no conflicts of interest with BDO LLP.**
2. **The dates for the publication of the notice of the exercise are Monday 5th June 2024 to Friday 14th July 2024**

ITEM 12: RE-APPOINTMENT OF THE INTERNAL AUDITOR FOR 2024/25

Enclosed in Members Bundles is the acceptance of contract letter from the Town Council's appointed internal auditor, Mulberry & Co for the accounting periods up to and including 31st March 2026 (the 2024/25 Council year). Members are required to ratify the re-appointment of Mulberry in accordance with the terms of appointment for the 2024/25 financial year.

RECOMMENDATION: Members are requested to ratify the appointment of Mulberry at a cost of £1,700 plus travel at 45p per mile for the forthcoming financial year.

ITEM 13: TERMS OF REFERENCE: ALTON TOWN COUNCIL CLIMATE CHANGE & STAFFING COMMITTES FOR DECISION

Included in Members bundles are:

(i) the Draft Terms of Reference as agreed by Climate Change Committee on 26th July 2023 which require ratification by Full Council. The revisions to the Committees Terms of Reference are:

- the addition of an Active Travel Representative
- the addition of an EHDC Representative,

(ii) The Draft Terms of Reference as agreed by the Staffing Committee via e-mail review on 22nd April 2024. The revisions to the Committee Terms of Reference are:
  - Substitution of the reference to "leader" with "the Town Mayor if he/she wishes to be a member of the Committee"
  - Under Status: to amend to read "Subject to the Terms of Reference below, the ………… together with some minor reformatting.

RECOMMENDATION: Members are requested to approve the Draft Terms of Reference for the Climate Change Committee and the Staffing Committee as tabled.

ITEM 14: ALTON TOWN COUNCIL AUTOSPEEDWATCH POLICY FOR DECISION

Enclosed in Members Bundles is a Draft Auto Speed Watch Policy to cover the soon to be installed Auto Speed Watch cameras as approved by Full Council (Minute reference 73 refers) The location for the fixed devices will be in the locations approved by the Town Council and endorsed by Hampshire Police: Lamp posts 32 and 51 on the Basingstoke Road between its junction with Pertuis Avenue and the roundabout at New Odiham Road/Lenten Street. The Policy covers those representatives who are authorised to have access to the data collected:

- Auto Speed Watch Limited server administration staff for the purposes of data control and management
- Registered community coordinators acting as an interface to police forces or local authority
- Registered community team members acting on behalf of the coordinator approved by the Town Clerk and/or the Deputy Town Clerk
- Police Officers and Local Authority Officers for the purposes of speed management and law enforcement.

RECOMMENDATION: Members are requested to approve the Draft Auto Speed Watch Policy

ITEM 15: ALTON LIONS: EVENT GRANT APPLICATION FOR THE CLASSIC CAR SHOW FOR DECISION

The Classic Car Show is an annual event and until recent years was a joint venture between the Alton Lions and Alton Town Council with the event profits evenly split between the Mayor's Charity and the Alton Lions. Since 2022 the Alton Lions have taken over organising the event with limited assistance from Town Council staff both in terms of administration and on the day support.

In the past, Alton Town Council has agreed a £500 grant towards the costs of staging the event, however with the popularity of the event remaining high and the Lions now attracting commercial sponsorship, Members may like to consider if they wish to continue to support the event with a £500 event grant.

RECOMMENDATION: Members are requested to consider an event grant to the Alton Lions for the Classic Car Show in the sum of £500

ITEM 16: APPROVAL OF BLUE PLAQUE FOR ALTON QUAKER MEETING HOUSE IN CHURCH STREET **FOR DECISION**

An approach has been received from the Alton Quakers seeking approval for the erection of a Blue Plaque for their Meeting House in Church Street.

The Quaker Meeting House is a Listed Building in a Conservation Area and EHDC have confirmed that the erection of the Plaque is not subject to planning permission. The Council is being requested to approve the application to add the Quaker Meeting House to the Alton Town Council Blue Plaque scheme and if approved by Council, this location would be added to the list of Blue Plaques in Alton, and accordingly advised to the Town Guides who would include it in their Town Guide Walks program.

RECOMMENDATION: Members are requested to approve a Blue Plaque for Alton Quaker Meeting House in Church Street to be added to the Alton Town Council Blue Plaque scheme

ITEM 17: LANDLORDS CONSENT FOR THE ERECTION OF SIGNAGE ON EDGAR HALL **FOR DECISION**

An approach has been received from Brazilian Jujitsu seeking permission to erect an advertising board on the Town Council's building known as Edgar Hall in Anstey Park. Details of the size and design as well as the proposed location of the sign are included in Members bundles. The sign will be made in an aluminium composite board called Diabond.

RECOMMENDATION: Members are requested to approve the erection of a Brazilian Jujitsu sign on the outside of the building known as Edgar Hall.

RESCISSION OF A PREVIOUS RESOLUTION

At an Extra-ordinary Town Council meeting held on 28th February 2024 (minute no. 101)

Councillor Kellermann proposed an amendment to the Recommendation before Council, that a 'Statement of Principle' should be made that "Alton Town Council objects to any further development of green fields (in and around the Parish) to meet the quotas handed down by EHDC, in addition to approving ATC's response to the EHDC Local Plan Regulation 18 (2024) as tabled." Councillor Hill seconded the amendment and thus it was Resolved

"To amend the resolution to make a Statement of Principle that Alton Town Council objects to any further development of green fields (in and around the Parish) to meet the quotas handed down by EHDC, in addition to approving ATC's response to the EHDC Local Plan Regulation 18 (2024) as tabled"

On the proposal of Councillor Hill, seconded by Councillor Hammond, it was

RESOLVED to

i) approve ATC's response to the EHDC Local Plan Regulation 18 (2024) as tabled (see Appendix B)

ii) to make a Statement of Principle that Alton Town Council objects to any further development of green fields (in and around the Parish) to meet the quotas handed down by EHDC

All Councillors present at that meeting were in favour.

In accordance with Standing Order no. 7a, the following councillors ask that the decision made on 28th February 2024 (Minute 101 (ii)) be rescinded to allow the Town Council to confirm to the Alton Neighbourhood Plan Steering Group that they can include greenfield site allocations within the settlement boundary in their housing number calculations.

Cllr.

Town Councillor

Signed: ……………………………………………………………………………….

Cllr.

Town Councillor

Signed ………………………………………………………………………………..

Cllr.

Town Councillor

Signed: ………………………………………………………………………………..

Cllr.

Town Councillor

Signed: ……………………………………………………………………………

Cllr.

Town Councillor

Signed ……………………………………………………………………………..

Cllr.

Town Councillor

Signed: ……………………………………………………………………………..

Cllr.

Town Councillor

Signed: ……………………………………………………………………………..

Dated: ……………………………..2024

MULBERRY
LOCAL AUTHORITY SERVICES LTD

Eastgate House
Dogflud Way, Farnham
Surrey, GU9 7UD

t 01252 929 590
e office@mulberrylas.co.uk
w www.mulberrylas.co.uk

Our Ref: MARK/ALT001

The Town Clerk
Town Hall
Market Square
Alton
Hampshire
GU34 1HD

Dear Pat

Re: Alton Town Council
Internal Audit Year Ended 31 March 2024 – Year-End Audit report

Executive summary

Following completion of our year-end internal audit on the 17th April 2024 we enclose our report for your kind attention and presentation to the council. This report contains details of the additional testing conducted at year-end and should be considered alongside the interim audit reports issued following our interim audits on the 6th February 24, 4th October 23 & 4th July 23. The audits were conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Alton Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Mark Mulberry of Mulberry Local Authority Services Ltd, who has over 30 years' experience in the financial sector with the last 13 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2023/24 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

Year-End Audit

The year-end audit was conducted on site. Information was requested from the council in advance of the audit taking place, and this was reviewed along with other information published on the council's website https://www.alton.gov.uk/

Table of contents

<u>Interim Audit - Points Carried Forward</u>

All points complete.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check that the council's Finance Regulations are being routinely followed.

Further to the testing conducted at the interim audit, I checked a sample of invoices and payments made towards the end of the financial year. I was able to confirm amounts processed matched the amounts paid on the bank statements, were consistent with the associated invoice and had been approved in accordance with the council's adopted Financial Regulations.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

Comprehensive financial management information is presented to full council, including updated management accounts, balance sheet, bank statements and invoices for payment lists, providing councillors with sufficient opportunity to scrutinise the council's overall financial position.

I am under no doubt council property prepares budgets and financial reports and that councillors are able to make informed decisions based on these.

Analysis of the council's year-end income and expenditure report shows total income for the year reported as 112.8% and total expenditure as 75%. I have reviewed the income and expenditure against budget report and not the large underspends were on items such as potholes, tree and building maintenance, items that are variable in nature and not necessarily easy to predict a year in advance. This suggests that the council budget was set appropriately and has been carefully monitored throughout the year.

At the end of the financial year, the council held circa £1,430,855 in earmarked reserves (EMR) and a further £156,997 in the general reserve. I was able to compare reserve information across the management accounts and the AGAR working documents and found the totals to be consistent.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states *'the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure'* (para 5.33).

The general reserve balance is within the recommended range.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and was able to confirm from the accounting software that this includes only salary payments, HMRC payments and pension contributions.

I reviewed the March 2024 payroll journal and can confirm this agreed to the payroll summary for the same month.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register. I confirmed by sample testing of the invoices that items added during the year has been accurately recorded as the original net purchase price.

I confirmed to third party evidence the interest, capital and end of year loan balances on the PWLB loans as shown in boxes 5 & 10 of the AGAR. There we no errors.

I am under no doubt the register is up to date and correct as at 31st March 2024.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

I reviewed the March 2023 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and cashbooks and found no errors. The balances agreed to the end of year AGAR.

Due to the size of the council's annual budget, it does not benefit from the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS). The council and has an adopted Investment Strategy which is being reviewed by council in June 2024.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting. **COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ANNUAL ACCOUNTS).**

Section 1 – Annual Governance Statement

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	*'Yes', means that this authority*	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*	**YES** – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*	**YES** – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*	**YES** – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*	**YES** – the requirements and timescales for 2022/23 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	*considered and documented the financial and other risks it faces and dealt with them properly.*	**YES** – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*	**YES** – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	*responded to matters brought to its attention by internal and external audit.*	**YES** – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this	*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*	**YES** – no matters were raised during the internal audit visits.

	authority and. Where appropriate, have included them in the accounting statements.		
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	*has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*	**N/A** – the council has no trusts

Section 2 – Accounting Statements

AGAR box number		2022/23	2023/24	Internal Auditor notes
1	Balances brought forward	730,514	1,049,931	Agrees to 2022/23 carry forward (box 7)
2	Precept or rates and levies	781,195	826,979	Figure confirmed to central precept record
3	Total other receipts	891,894	1,099,126	Agrees to underlying accounting records
4	Staff costs	494,143	504,035+1,891.69 = 505,927	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	9,411	9,411	Confirmed to PWLB documents
6	All other payments	850,118	874,738-1,891.69 =872,846	Agrees to underlying accounting records – reallocation of staff costs to box 4
7	Balances carried forward	1,049,931	1,587,852	Casts correctly and agrees to balance sheet

8	Total value of cash and short-term investments	1,051,425	1,588,383	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long-term investments and assets	3,059,087	3,091,524 + 1,078.9 = £3,092,603	Matches asset register total and changes from previous year have been traced – additions of 2 lap tops purchases 20/3/24 for assembly rooms
10	Total borrowings	187,538	182,280	Confirmed to PWLB documents

For Local Councils Only		Yes	No	N/A	
11a	Disclosure note re Trust Funds (including charitable)		✓		*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b	Disclosure note re Trust Funds (including charitable)			✓	*The figures in the accounting statements above do not include any Trust transactions.*

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation explained due to year-end debtors, creditors, accruals, payments in advance and receipts in advance. Amounts for each of these are similar to those for the previous year and appropriate for a council of this size and financial activity level.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2022/23 and published on the council website.

The variance analysis has been completed to explain the variances exceeding 15% where required.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

At present no specific guidance has been provided to set out what the 'relevant legislation' is in respect of Control Objective L. We have therefore considered the requirements of Statutory Instruments 2015/480 The Local Government (Transparency Requirements) Regulations 2015 [https://www.legislation.gov.uk/uksi/2015/480/made/data.pdf] and, 2015/494 The Smaller Authorities (Transparency Requirements). https://www.legislation.gov.uk/uksi/2015/494/pdfs/uksiem_20150494_en.pdf

In addition to this, we have considered the additional publication requirements as set out in the ICO Model Publication Scheme for Parish Councils. https://ico.org.uk/media/for-organisations/documents/1266/parish_council_information_guide.doc

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

The council has income and expenditure in excess of £200k and follows the Local Government Transparency Code 2015. I reviewed the web site and can confirm the council has a dedicated transparency page with links to the required information. **It was noted this will need updating for the 2023/24 council year, namely pay-multiple, senior salaries organisation chart and grants. I would also recommend showing those items as required by the act even if the council does not have them and to state this as this will show the items are not overlooked.**

I reviewed the model publication scheme requirements and can confirm the council has a policy dated 2015 in place to cover the requirements. **I recommend this is reviewed as it is quite aged now and the website updated accordingly.**

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGAR are available for review on the council website for financial years 2018/19 to 2022/23 inclusive.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority has demonstrated that during summer 2023 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2022/23	2023/24 Proposed
Date AGAR signed by council	26th April	1st May 2024
Date inspection notice issued	1st June	27th May 2024
Inspection period begins	5th June	3rd June 2024
Inspection period ends	14th July	12th July 2024
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2022/23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

I was able to confirm that the proposed dates for 2023/24 meet the statutory requirements.

Achievement of control assertions at year-end audit date

Based on the tests conducted during the year-end audit, our conclusions on the achievement of the internal control objectives are summarised in the table below and are reflected in the completion of the Annual Internal Audit Report within the AGAR.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")*			✓N/a
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		

M	The authority, during the previous year (2022/23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	✓		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓ N/A

Should you have any queries please do not hesitate to contact me.

Yours sincerely

<u>Mark Mulberry</u>
Mulberry Local Authority Services Ltd

<u>Year-End Audit - Points Carried Forward</u>

Audit Point	Audit Findings	Council comments
L. Transparency & Publication	**It was noted this will need updating for the 2023/24 council year, namely pay-multiple, senior salaries organisation chart and grants. I would also recommend showing those items as required by the act even if the council does not have them and to state this as this will show the items are not overlooked.** I reviewed the model publication scheme requirements and can confirm the council has a policy dated 2015 in place to cover the requirements. **I recommend this is reviewed as it is quite aged now and the website updated accordingly.**	

ALTON TOWN COUNCIL REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT CONTROLS

Reviewed for the Financial Year by Full Council on the 1st May 2024

In accordance with the Governance and Accountability for Smaller Authorities in England Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements March 2024, Alton Town Council (hereafter referred to as "the Council") is required to carry out a review of the effectiveness of the internal audit of the Council's accounting, financial and other operations. Regulation 6 of the Accounts and Audit Regulations 2015 requires the Council to conduct each financial year a review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement. The Regulations require that the review of the effectiveness of the system of internal audits precedes the annual governance review.

PART 1: Scope of the Internal Audit

The review should be designed to assure the authority that it has maintained the standards of an adequate and effective internal audit of its risk management, control and governance processes as listed in section 4.22.

Was the scope of the Internal Audit for 2023/24 adequate? **YES**

PART 2: Independence of the Internal Auditor

The Internal Audit was conducted by an auditor who is independent of the council and the Town Clerk/Responsible Financial Officer. The appointment of the Internal Auditor complies with the Financial Regulations of the Council.

Was the independence of the Internal Audit adequate? **YES**

PART 3: Competence of the Internal Auditor

The internal auditors are experienced financial auditors who understand the role of the internal audit and have an understanding of risk management and the powers and duties of Town and Parish councils. A comprehensive summary of the internal audit is made available to the Council.

The internal auditors undertake similar internal audits of other Town and Parish councils. The level of detail and scrutiny of the Council's processes during the annual Internal Audit is believed to be proportionate to the size of the local parish and the annual budget.

Was the competence of the Internal Auditor adequate? **YES**

PART 4: Relationships with the Clerk and the authority

The authority needs to ensure it has taken all necessary steps to facilitate the work of those conducting the internal audit. The Town Clerk works with the Internal Auditors to make available all the relevant documents and records and supplying any information or explanations required. The Clerk is present for all internal audit appointments with the Council to discuss the Council's progress and position with the Internal Auditors and signpost where the auditors may offer guidance to the Council.

Was the relationship with the Clerk and the Authority appropriate for the Internal Audit **YES**

PART 5: Audit Planning and Reporting

Has the Internal Audit been effectively planned and reported upon? **YES**
Quarterly reports are prepared

If any of the questions above have been answered "No", an appropriate action plan should be developed to increase the effectiveness of the Internal Audit.

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024.** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2024
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at **31 March 2024** been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

Annual Internal Audit Report 2023/24

Alton Town Council

www.alton.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")*			✓ n/a
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

	Yes	No	Not applicable
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 04/07/2023 04/10/2023 06/02/2024 17/4/24

Name of person who carried out the internal audit: Mark Mulberry

Signature of person who carried out the internal audit: M Mulberry

Date: 17/04/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Alton Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed			
	Yes	No*		'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.				*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

01/05/2024

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

www.alton.gov.uk

Section 2 – Accounting Statements 2023/24 for

Alton Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	730,514	1,049,931	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	781,195	826,979	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	891,894	1,099,126	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	494,143	505,927	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	9,411	9,411	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	850,118	872,846	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	1,049,931	1,587,852	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	1,051,425	1,588,383	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	3,059,087	3,092,603	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	187,538	182,280	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)				*The figures in the accounting statements above exclude any Trust transactions.*

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 01/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

01/05/2024

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2023/24

In respect of Alton Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2023/24

(Except for the matters reported below)* 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. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

30/04/2024

09:00

Alton Town Council

Balance Sheet as at 31/03/2024

31/03/2023					31/03/2024
		Current Assets			
15,885		Debtors	17,000		
40,523		Vat Control	38,172		
968,121		CCLA Deposit Fund	1,457,727		
241		Petty Cash	223		
83,063		Unity Trust Bank : Current A/c	130,433		
1,107,833				**1,643,555**	
	1,107,833	**Total Assets**			**1,643,555**
		Current Liabilities			
4,738		Creditors control ac	7,228		
44,474		Accruals	40,008		
7,763		Receipts in Advance	6,770		
927		Holding Deposits	0		
57,902				**54,006**	
	1,049,931	**Total Assets Less Current Liabilities**			**1,589,549**
		Represented By			
	27,815	Working Capital			29,204
	243,208	EMR Open Spaces (inc King Pond			229,681
	12,723	EMR 3G Interest			94,898
	28,179	Economic Development Reserve			28,179
	29,977	EMR Capital Reserve			203,107
	600	EMR Complin Homeless Trust			600
	129,491	General Reserves			129,491
	46,471	EMR Barley Fields			46,471
	35,050	Pump Track Flood Lighting			35,050
	43,827	EMR Neighbourhood CIL			374,039
	9,296	EMR Weywalk			9,296
	36,346	EMR Treloar Heights			36,346
	90,000	EMR Crownby Estate			90,000
	880	EMR David Whitmarsh Award			880
	20,000	EMR Pension			30,000
	133,956	EMR Will Hall Meadow			90,197
	10,073	Climate Change Grant Fund			10,073
	152,039	EMR CALA Community Build (CIL)			152,039
	1,049,931				**1,589,549**

Alton Town Council

Balance Sheet as at 31/03/2024

31/03/2023	31/03/2024

The above statement represents fairly the financial position of the authority as at 31/03/2024 and reflects its Income and Expenditure during the year.

Signed : Chairman ______________________________ Date : __________________

Signed : Responsible Financial Officer ______________________________ Date :__________________

Alton Town Council

Balance Sheet as at 31/03/2023

31/03/2022		**31/03/2023**
730,514		**1,049,931**

The above statement represents fairly the financial position of the authority as at 31/03/2023 and reflects its Income and Expenditure during the year.

Signed : Chairman ____________________ Date : ____________________

Signed : Responsible Financial ____________________ Date : ____________________

Bank Reconciliation Statement as at 31/03/2024
for Cashbook 2 - CCLA Deposit Fund

Bank Statement Account Name (s)	Statement Date	Page No	Balances
CCLA Deposit Fund	31/03/2024		1,457,726.63
			1,457,726.63
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			1,457,726.63
Unpresented Receipts (Plus)			
		0.00	
			0.00
			1,457,726.63
		Balance per Cash Book is :-	**1,457,726.63**
		Difference is :-	**0.00**

Signatory 1:

Name ....Signed ....Date ....

Signatory 2:

Name ....Signed ....Date ....

Bank Reconciliation Statement as at 31/03/2024
for Cashbook 1 - Unity Trust Bank : Current A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust Bank: Current A/C	31/03/2024		130,433.45
			130,433.45

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		130,433.45

Unpresented Receipts (Plus)		
	0.00	
		0.00
		130,433.45
	Balance per Cash Book is :-	130,433.45
	Difference is :-	0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 31/03/2024
for Cashbook 4 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	31/03/2024		222.98
			222.98

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		222.98

Unpresented Receipts (Plus)		
	0.00	
		0.00
		222.98
	Balance per Cash Book is :-	222.98
	Difference is :-	0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Alton Town Council

Cashbook transactions totalling £500.00 or more
for the period 01/03/2024 to 31/03/2024

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Unity Trust Bank : Current	12	01/03/2024	1100016689	East Hampshire District Counci	589.00
1	Unity Trust Bank : Current	12	01/03/2024	BACS026	Veolia Environmental Services	1,654.06
1	Unity Trust Bank : Current	12	01/03/2024	BACS023	S&C Slatter	13,064.40
1	Unity Trust Bank : Current	12	01/03/2024	BACS020	Royal Mail Group Ltd	1,385.11
1	Unity Trust Bank : Current	12	01/03/2024	BACS017	Oneill Homer	11,040.00
1	Unity Trust Bank : Current	12	01/03/2024	BACS011	Morris Singer Foundry	36,504.43
1	Unity Trust Bank : Current	12	01/03/2024	BACS008	Green Frontiers Garden Care Li	6,123.60
1	Unity Trust Bank : Current	12	01/03/2024	BACS006	Flint Construction Limited	5,685.60
1	Unity Trust Bank : Current	12	01/03/2024	BACS004	Dementia Friends Alton	8,000.00
1	Unity Trust Bank : Current	12	01/03/2024	BACS003	Copper Bridge	5,131.72
1	Unity Trust Bank : Current	12	11/03/2024	DD	Lloyds Credit Card	2,017.99
1	Unity Trust Bank : Current	12	11/03/2024	DD	Lloyds Credit Card	2,730.26
1	Unity Trust Bank : Current	12	14/03/2024	BACS033	T H White Limited	5,014.73
1	Unity Trust Bank : Current	12	14/03/2024	BACS030	Sparkx	3,004.60
1	Unity Trust Bank : Current	12	14/03/2024	BACS027	Salnor Roofing Services Limite	2,732.40
1	Unity Trust Bank : Current	12	14/03/2024	BACS026	Rossair Limited	1,329.00
1	Unity Trust Bank : Current	12	14/03/2024	BACS025	Oneill Homer	3,240.00
1	Unity Trust Bank : Current	12	14/03/2024	BACS019	HM Revenue & Customs	7,930.56
1	Unity Trust Bank : Current	12	14/03/2024	BACS018	Hampshire Pension Fund	6,045.91
1	Unity Trust Bank : Current	12	14/03/2024	BACS017	Fuelgenie Business Account	587.02
1	Unity Trust Bank : Current	12	14/03/2024	BACS016	Ellack Cleaning Contractors Lt	1,009.52
1	Unity Trust Bank : Current	12	14/03/2024	BACS015	Detect Fire Safety	650.00
1	Unity Trust Bank : Current	12	14/03/2024	BACS013	Custom Made Web Design	755.00
1	Unity Trust Bank : Current	12	14/03/2024	BACS010	Chalvington Communications Lim	1,217.26
1	Unity Trust Bank : Current	12	14/03/2024	BACS005	Artisan Surveyors Limited	1,692.00
1	Unity Trust Bank : Current	12	14/03/2024	BACS004	Alton Community Association	6,924.12
1	Unity Trust Bank : Current	12	14/03/2024	BACS003	Alton Climate Action & Netwrok	2,015.00
1	Unity Trust Bank : Current	12	14/03/2024	BACS034	Architrail Velosolutions UK Lt	2,494.19
1	Unity Trust Bank : Current	12	15/03/2024	DD	Livepay	24,319.32
1	Unity Trust Bank : Current	12	19/03/2024	EC1E306B	E.ON	627.26
1	Unity Trust Bank : Current	12	20/03/2024	885236C7	E.ON	574.00
1	Unity Trust Bank : Current	12	21/03/2024	E3E271F2	E.ON	884.35
1	Unity Trust Bank : Current	12	27/03/2024	B993102D	E.ON	1,793.56
1	Unity Trust Bank : Current	12	28/03/2024	BACS030	Architrail Velosolutions UK Lt	2,435.39
1	Unity Trust Bank : Current	12	28/03/2024	BACS028	Water Environment Limited	8,133.00
1	Unity Trust Bank : Current	12	28/03/2024	BACS025	T H White Limited	663.56
1	Unity Trust Bank : Current	12	28/03/2024	BACS023	Take One Media Limited	600.00
1	Unity Trust Bank : Current	12	28/03/2024	BACS016	Oneill Homer	4,800.00
1	Unity Trust Bank : Current	12	28/03/2024	BACS015	Mid Hants Mowers Limited	591.47
1	Unity Trust Bank : Current	12	28/03/2024	BACS013	Hampshire Pension Fund	563.40
1	Unity Trust Bank : Current	12	28/03/2024	BACS011	Hampshire Association of Local	600.00
1	Unity Trust Bank : Current	12	28/03/2024	BACS009	Ellack Cleaning Contractors Lt	1,009.52
1	Unity Trust Bank : Current	12	28/03/2024	BACS008	D C Asbestos Ltd	954.00
1	Unity Trust Bank : Current	12	28/03/2024	BACS007	Dataprint Limited	574.80
1	Unity Trust Bank : Current	12	28/03/2024	BACS006	Bishops Printers Limited	1,417.00
1	Unity Trust Bank : Current	12	28/03/2024	BACS005	Copper Bridge	1,078.90
1	Unity Trust Bank : Current	12	28/03/2024	BACS004	C&S Fencing	2,610.00
1	Unity Trust Bank : Current	12	28/03/2024	BACS002	Biffa Waste Services	1,070.38

Alton Town Council

Cashbook transactions totalling £500.00 or more
for the period 01/03/2024 to 31/03/2024

Receipts

Cb No	Bank Account Name	Month	Date Banked	Amount Banked
1	Unity Trust Bank : Current	12	01/03/2024	1,240.00
1	Unity Trust Bank : Current	12	01/03/2024	1,000.00
1	Unity Trust Bank : Current	12	01/03/2024	1,076.40
1	Unity Trust Bank : Current	12	01/03/2024	1,327.18
1	Unity Trust Bank : Current	12	04/03/2024	1,055.00
1	Unity Trust Bank : Current	12	04/03/2024	2,500.00
1	Unity Trust Bank : Current	12	07/03/2024	905.24
1	Unity Trust Bank : Current	12	07/03/2024	504.00
1	Unity Trust Bank : Current	12	08/03/2024	3,650.48
1	Unity Trust Bank : Current	12	12/03/2024	542.25
1	Unity Trust Bank : Current	12	14/03/2024	600.00
1	Unity Trust Bank : Current	12	15/03/2024	1,000.00
1	Unity Trust Bank : Current	12	18/03/2024	1,687.00
1	Unity Trust Bank : Current	12	19/03/2024	1,700.00
1	Unity Trust Bank : Current	12	25/03/2024	794.00
1	Unity Trust Bank : Current	12	25/03/2024	2,175.00
1	Unity Trust Bank : Current	12	27/03/2024	975.00

CCLA
GOOD INVESTMENT

Statement of Account

Mrs Harris
Alton Town Council
Markets Street
Alton
GU34 1HD

5 April 2024

Account name: **ALTON TOWN COUNCIL**
Account number: **PS3078535-001**
Statement period: **29/02/2024 to 31/03/2024**

Account summary

Total valuation as at 31 March 2024	**£1,457,726.63**
Total valuation as at last statement at 29 February 2024	**£1,451,676.80**

Holdings as at 31 March 2024

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	1,457,726.6300	£1.00	£1,457,726.63

Total value
£1,457,726.63

Transactions for the period from 29 February 2024 to 31 March 2024

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
04/03/2024	Income Reinvestment	6,049.8300	£1.0000	£6,049.83

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk **Freephone 0800 022 3505** **www.ccla.co.uk**

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

The average Fund yield for this period was 5.23% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Feb 2024	04/03/2024	Reinvestment	£6,049.83	PS3078535-001

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on **www.ccla.co.uk/glossary**. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at **clientservices@ccla.co.uk**.

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12 Cost Centre Report

		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	3,058	3,000	(58)			101.9%	
	Corporate Management :- Income	3,058	3,000	(58)			101.9%	0
4026	Other Expenditure	12,165	0	(12,165)		(12,165)	0.0%	5,840
4088	Newsletter	6,955	5,700	(1,255)		(1,255)	122.0%	
4101	Bank Charges	682	465	(217)		(217)	146.7%	
4111	Professional Fees	52,200	36,599	(15,601)	1,738	(17,339)	147.4%	32,713
4112	Audit Fees	3,589	3,600	11		11	99.7%	
4117	David Whitmarsh Award	70	60	(10)		(10)	116.7%	60
4999	Funds to CCLA	33,318	33,318	0		0	100.0%	11,202
	Corporate Management :- Indirect Expenditure	108,980	79,742	(29,238)	1,738	(30,975)	138.8%	49,815
	Net Income over Expenditure	(105,922)	(76,742)	29,180				
6000	plus Transfer from EMR	49,815						
	Movement to/(from) Gen Reserve	(56,107)						
102	Democratic Representation							
1010	Other Income	8,060	0	(8,060)			0.0%	7,000
	Democratic Representation :- Income	8,060	0	(8,060)				7,000
4121	Mayors Allowance	4,642	4,000	(642)		(642)	116.1%	
4122	Election costs	7,073	7,000	(73)		(73)	101.0%	
4124	Public Consultations	134	134	0		0	99.8%	
4125	Councillor Expenses	0	300	300		300	0.0%	
	Democratic Representation :- Indirect Expenditure	11,849	11,434	(415)	0	(415)	103.6%	0
	Net Income over Expenditure	(3,789)	(11,434)	(7,645)				
6001	less Transfer to EMR	7,000						
	Movement to/(from) Gen Reserve	(10,789)						
105	Central Support-Admin Costs							
1010	Other Income	3,672	3,140	(532)			116.9%	
	Central Support-Admin Costs :- Income	3,672	3,140	(532)			116.9%	0
4001	Salaries	223,926	216,278	(7,648)		(7,648)	103.5%	
4002	Employers NI	25,756	22,060	(3,696)		(3,696)	116.8%	
4003	Employers Pension	46,617	46,283	(334)		(334)	100.7%	
4005	Pension Enhancements	1,023	1,022	(1)		(1)	100.1%	
4008	Staff Training	346	483	137		137	71.6%	

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4009	Staff Travel	600	750	150		150	80.0%	
4026	Other Expenditure	3,221	2,552	(669)		(669)	126.2%	
4071	Telephone and IT	25,529	19,847	(5,682)		(5,682)	128.6%	
4072	Mobile Phones	2,543	2,481	(62)		(62)	102.5%	
4075	Stationery & Printing	2,164	1,750	(414)		(414)	123.7%	
4076	Postage	742	1,050	308		308	70.7%	
4080	Subscriptions & Publications	2,460	3,000	540		540	82.0%	
4085	Insurance	21,271	22,830	1,559		1,559	93.2%	
4087	Advertising	0	650	650		650	0.0%	
4155	Equipment	517	1,200	683		683	43.1%	
4157	Furniture	(861)	0	861		861	0.0%	
	Central Support-Admin Costs :- Indirect Expenditure	355,854	342,236	(13,618)	0	(13,618)	104.0%	0
	Net Income over Expenditure	(352,182)	(339,096)	13,086				
106	Central Support-Town Hall							
1002	Shop Rents	7,348	8,294	946			88.6%	
1010	Other Income	15,328	14,890	(438)			102.9%	
	Central Support-Town Hall :- Income	22,676	23,184	508			97.8%	0
4021	Rates	6,737	6,739	3		3	100.0%	
4022	Water Charges	547	678	131		131	80.6%	
4024	Gas	2,767	2,320	(447)		(447)	119.3%	
4025	Electricity	3,005	3,147	142		142	95.5%	
4030	Cleaning	2,040	1,915	(125)		(125)	106.5%	
4140	Building Maintenance	6,016	6,000	(16)		(16)	100.3%	
	Central Support-Town Hall :- Indirect Expenditure	21,111	20,799	(312)	0	(312)	101.5%	0
	Net Income over Expenditure	1,564	2,385	821				
107	Operating Income & Exp.							
1005	Market Income	14,630	13,200	(1,430)			110.8%	
1081	CIL	381,044	381,044	(0)			100.0%	180,719
1176	Precept	781,195	781,195	0			100.0%	210,325
1190	Interest Received	29,503	24,697	(4,806)			119.5%	25,828
	Operating Income & Exp. :- Income	1,206,372	1,200,136	(6,236)			100.5%	416,872
4504	Neighbourhood CIL Grants	13,000	0	(13,000)		(13,000)	0.0%	13,000
	Operating Income & Exp. :- Indirect Expenditure	13,000	0	(13,000)	0	(13,000)		13,000
	Net Income over Expenditure	1,193,372	1,200,136	6,764				
6000	plus Transfer from EMR	13,000						
6001	less Transfer to EMR	416,872						
	Movement to/(from) Gen Reserve	789,500						

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
108	Other Properties							
1001	Rents	19,750	18,550	(1,200)			106.5%	
1010	Other Income	0	250	250			0.0%	
	Other Properties :- Income	19,750	18,800	(950)			105.1%	0
4116	Set up costs Energy Cafe	70	0	(70)		(70)	0.0%	
4411	Buildings Maintenance Tannery	621	2,000	1,379		1,379	31.1%	
4412	Public Works Loan Board repay	9,411	9,411	0		0	100.0%	
	Other Properties :- Indirect Expenditure	10,102	11,411	1,309	0	1,309	88.5%	0
	Net Income over Expenditure	9,648	7,389	(2,259)				
201	Anstey Park							
1000	Fees and Charges	17,766	17,922	156			99.1%	
1001	Rents	25,626	22,951	(2,675)			111.7%	
1016	Alton FC Holding Funds	22,116	22,116	0			100.0%	
1088	Project Contributions	25,990	0	(25,990)			0.0%	
	Anstey Park :- Income	91,498	62,989	(28,509)			145.3%	0
4021	Rates	1,595	1,853	258		258	86.1%	
4022	Water Charges	777	1,820	1,044		1,044	42.7%	
4024	Gas	2,705	2,612	(93)		(93)	103.6%	
4025	Electricity	10,443	9,261	(1,182)		(1,182)	112.8%	
4030	Cleaning	279	1,200	921		921	23.2%	
4071	Telephone and IT	464	530	66		66	87.6%	
4140	Building Maintenance	19,976	15,000	(4,976)	250	(5,226)	134.8%	
4141	Grounds Maintenance	40,114	58,522	18,408		18,408	68.5%	27,600
4199	Projects including floodlights	25,990	0	(25,990)		(25,990)	0.0%	
	Anstey Park :- Indirect Expenditure	102,342	90,798	(11,544)	250	(11,794)	113.0%	27,600
	Net Income over Expenditure	(10,844)	(27,809)	(16,965)				
6000	plus Transfer from EMR	27,600						
	Movement to/(from) Gen Reserve	16,756						
202	Jubilee Playing Fields							
1000	Fees and Charges	18,931	13,880	(5,051)			136.4%	
1001	Rents	19,211	19,415	204			98.9%	
1010	Other Income	6,219	3,649	(2,570)			170.4%	
	Jubilee Playing Fields :- Income	44,360	36,944	(7,416)			120.1%	0
4021	Rates	2,035	2,125	90		90	95.8%	

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4022	Water Charges	338	2,400	2,062		2,062	14.1%	
4025	Electricity	3,554	4,425	871		871	80.3%	
4030	Cleaning	236	2,000	1,764		1,764	11.8%	
4071	Telephone and IT	127	0	(127)		(127)	0.0%	
4140	Building Maintenance	4,557	6,000	1,443		1,443	75.9%	
4141	Grounds Maintenance	9,791	7,725	(2,066)		(2,066)	126.7%	
4143	Skatepark Maintenance	0	500	500		500	0.0%	
4150	Fuel Costs	0	1,415	1,415		1,415	0.0%	
	Jubilee Playing Fields :- Indirect Expenditure	20,639	26,590	5,951	0	5,951	77.6%	0
	Net Income over Expenditure	23,722	10,354	(13,368)				
301	Grounds Maintenance Team							
1010	Other Income	11,966	6,077	(5,889)			196.9%	6,077
	Grounds Maintenance Team :- Income	11,966	6,077	(5,889)			196.9%	6,077
4001	Salaries	154,427	150,000	(4,427)		(4,427)	103.0%	
4002	Employers NI	14,285	14,200	(85)		(85)	100.6%	
4003	Employers Pension	28,108	25,250	(2,858)		(2,858)	111.3%	
4010	Uniforms	739	450	(289)		(289)	164.2%	
4031	Refuse Collection	15,445	15,046	(399)		(399)	102.7%	
4140	Building Maintenance	95	0	(95)		(95)	0.0%	
4141	Grounds Maintenance	3,446	6,055	2,609		2,609	56.9%	
4144	Play Equipment Inspections	4,589	4,468	(121)		(121)	102.7%	
4145	Tree Maintenance	56,046	49,000	(7,046)	3,308	(10,354)	121.1%	34,573
4146	Bedding Plants	2,327	1,141	(1,186)		(1,186)	203.9%	
4147	Dog Bins	1,590	1,287	(303)		(303)	123.6%	
4148	Play Equipment Maintenance	4,949	5,039	90	995	(905)	118.0%	
4149	Vehicle Costs	9,502	6,094	(3,408)		(3,408)	155.9%	
4150	Fuel Costs	9,867	8,518	(1,349)		(1,349)	115.8%	
4153	Locking & Unlocking	7,084	7,200	116		116	98.4%	
4155	Equipment	52,891	39,498	(13,393)		(13,393)	133.9%	8,750
	Grounds Maintenance Team :- Indirect Expenditure	365,390	333,246	(32,144)	4,303	(36,447)	110.9%	43,323
	Net Income over Expenditure	(353,424)	(327,169)	26,255				
6000	plus Transfer from EMR	43,323						
6001	less Transfer to EMR	6,077						
	Movement to/(from) Gen Reserve	(316,178)						

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310	The Butts							
1000	Fees and Charges	2,090	2,060	(30)			101.5%	
	The Butts :- Income	2,090	2,060	(30)			101.5%	0
4022	Water Charges	32	50	18		18	64.8%	
	The Butts :- Indirect Expenditure	32	50	18	0	18	64.8%	0
	Net Income over Expenditure	2,058	2,010	(48)				
311	Public Gardens							
1001	Rents	15,727	15,022	(705)			104.7%	
1010	Other Income	1,821	240	(1,581)			758.9%	
	Public Gardens :- Income	17,549	15,262	(2,287)			115.0%	0
4022	Water Charges	0	206	206		206	0.0%	
4025	Electricity	3,734	1,637	(2,097)		(2,097)	228.1%	
4140	Building Maintenance	333	1,200	867		867	27.8%	
4141	Grounds Maintenance	929	2,750	1,821		1,821	33.8%	
	Public Gardens :- Indirect Expenditure	4,996	5,793	797	0	797	86.2%	0
	Net Income over Expenditure	12,552	9,469	(3,083)				
312	Windmill Hill							
1001	Rents	4,417	4,417	0			100.0%	
1010	Other Income	750	750	0			100.0%	
	Windmill Hill :- Income	5,167	5,167	0			100.0%	0
	Net Income	5,167	5,167	0				
313	Kings Pond							
1001	Rents	7,200	7,100	(100)			101.4%	
1010	Other Income	4,729	1,729	(3,000)			273.5%	7,026
	Kings Pond :- Income	11,928	8,829	(3,099)			135.1%	7,026
4141	Grounds Maintenance	3,138	7,474	4,336		4,336	42.0%	
	Kings Pond :- Indirect Expenditure	3,138	7,474	4,336	0	4,336	42.0%	0
	Net Income over Expenditure	8,791	1,355	(7,436)				
6001	less Transfer to EMR	7,026						
	Movement to/(from) Gen Reserve	1,765						

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
314	Holybourne Play Area							
4200	Ground Rent	265	265	0		0	100.0%	
	Holybourne Play Area :- Indirect Expenditure	265	265	0	0	0	100.0%	0
	Net Expenditure	(265)	(265)	0				
315	Chawton Park Road							
1001	Rents	27,150	27,150	0			100.0%	
	Chawton Park Road :- Income	27,150	27,150	0			100.0%	0
	Net Income	27,150	27,150	0				
316	Greenfields							
1001	Rents	500	500	0			100.0%	
	Greenfields :- Income	500	500	0			100.0%	0
4141	Grounds Maintenance	252	0	(252)		(252)	0.0%	
	Greenfields :- Indirect Expenditure	252	0	(252)	0	(252)		0
	Net Income over Expenditure	248	500	252				
317	Flood Meadows							
4025	Electricity	887	457	(430)		(430)	194.1%	
4141	Grounds Maintenance	316	0	(316)		(316)	0.0%	
	Flood Meadows :- Indirect Expenditure	1,203	457	(746)	0	(746)	263.3%	0
	Net Expenditure	(1,203)	(457)	746				
318	Other Open Spaces							
4156	Parish Paths	472	472	0		0	99.9%	
4179	Lower Field Will Hall Farm	5,802	4,754	(1,048)		(1,048)	122.1%	5,802
4315	Wey Walk	(1,578)	0	1,578		1,578	0.0%	
4318	Holybourne Pond	1,725	1,960	235		235	88.0%	
	Other Open Spaces :- Indirect Expenditure	6,421	7,186	765	0	765	89.4%	5,802
	Net Expenditure	(6,421)	(7,186)	(765)				
6000	plus Transfer from EMR	5,802						
	Movement to/(from) Gen Reserve	(619)						

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
319	Closed Churchyard							
4141	Grounds Maintenance	10,000	15,000	5,000	32,059	(27,059)	280.4%	
	Closed Churchyard :- Indirect Expenditure	10,000	15,000	5,000	32,059	(27,059)	280.4%	0
	Net Expenditure	(10,000)	(15,000)	(5,000)				
320	Allotments							
1001	Rents	7,161	6,859	(302)			104.4%	
1003	Allotment affiliation fees	1,044	200	(844)			522.0%	
	Allotments :- Income	8,205	7,059	(1,146)			116.2%	0
4022	Water Charges	648	1,200	552		552	54.0%	
4033	Allotment affiliation fees	1,044	1,200	156		156	87.0%	
4141	Grounds Maintenance	(4)	0	4		4	0.0%	
4159	Allotment Improvements	2,210	0	(2,210)		(2,210)	0.0%	
	Allotments :- Indirect Expenditure	3,898	2,400	(1,498)	0	(1,498)	162.4%	0
	Net Income over Expenditure	4,307	4,659	352				
321	Barley Fields							
1010	Other Income	1,300	425	(875)			305.9%	
	Barley Fields :- Income	1,300	425	(875)			305.9%	0
4141	Grounds Maintenance	6,191	6,191	(0)		(0)	100.0%	6,191
	Barley Fields :- Indirect Expenditure	6,191	6,191	(0)	0	(0)	100.0%	6,191
	Net Income over Expenditure	(4,891)	(5,766)	(875)				
6000	plus Transfer from EMR	6,191						
	Movement to/(from) Gen Reserve	1,300						
401	Community							
1010	Other Income	400	500	100			80.0%	10,073
1014	Other Events Income	4,108	4,968	860			82.7%	
1072	Donations/Sponsorship Received	4,435	4,435	0			100.0%	
1080	Grant Income	5,123	2,750	(2,373)			186.3%	
	Community :- Income	14,066	12,653	(1,413)			111.2%	10,073
4304	Town Crier	1,060	1,100	40		40	96.4%	
4305	3rd Party Event Costs	1,500	1,500	0		0	100.0%	
4306	Tourism	14,680	14,000	(680)		(680)	104.9%	
4307	Town Centre Events	22,440	19,525	(2,915)	1,525	(4,440)	122.7%	

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4308	Youth Expenditure	20,000	20,000	0		0	100.0%	
4312	Events Grants	550	1,500	950		950	36.7%	
4314	CCTV	2,712	2,712	0		0	100.0%	
4317	Climate Change Actions/Strateg	4,826	19,406	14,580		14,580	24.9%	
	Community :- Indirect Expenditure	67,767	79,743	11,976	1,525	10,451	86.9%	0
	Net Income over Expenditure	(53,701)	(67,090)	(13,389)				
6001	less Transfer to EMR	10,073						
	Movement to/(from) Gen Reserve	(63,774)						
403	Christmas Lights							
1071	Christmas Lights Income	1,100	1,000	(100)			110.0%	
	Christmas Lights :- Income	1,100	1,000	(100)			110.0%	0
4300	Christmas Lights	21,212	20,000	(1,212)		(1,212)	106.1%	
	Christmas Lights :- Indirect Expenditure	21,212	20,000	(1,212)	0	(1,212)	106.1%	0
	Net Income over Expenditure	(20,112)	(19,000)	1,112				
404	Alton in Bloom							
1070	Alton in Bloom-Income	1,601	1,050	(551)			152.5%	
	Alton in Bloom :- Income	1,601	1,050	(551)			152.5%	0
4302	Alton in Bloom Expenditure	5,938	1,320	(4,618)		(4,618)	449.9%	
	Alton in Bloom :- Indirect Expenditure	5,938	1,320	(4,618)	0	(4,618)	449.9%	0
	Net Income over Expenditure	(4,337)	(270)	4,067				
420	Grants							
4500	Grants-Empowered	25,000	25,000	0		0	100.0%	
	Grants :- Indirect Expenditure	25,000	25,000	0	0	0	100.0%	0
	Net Expenditure	(25,000)	(25,000)	0				
503	Assembly Rooms							
1000	Fees and Charges	34,587	27,519	(7,068)			125.7%	
1001	Rents	11,520	12,150	630			94.8%	
	Assembly Rooms :- Income	46,107	39,669	(6,438)			116.2%	0
4006	Management contract	20,491	17,169	(3,322)		(3,322)	119.4%	
4021	Rates	6,487	6,484	(3)		(3)	100.0%	
4022	Water Charges	1,042	926	(116)		(116)	112.6%	

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4024	Gas	5,297	3,508	(1,789)		(1,789)	151.0%	
4025	Electricity	8,915	7,246	(1,669)		(1,669)	123.0%	
4030	Cleaning	0	425	425		425	0.0%	
4031	Refuse Collection	678	567	(111)		(111)	119.7%	
4040	Licences	650	750	100		100	86.7%	
4071	Telephone and IT	394	600	206		206	65.7%	
4087	Advertising	0	500	500		500	0.0%	
4140	Building Maintenance	6,318	10,000	3,682	16,275	(12,593)	225.9%	
	Assembly Rooms :- Indirect Expenditure	50,273	48,175	(2,098)	16,275	(18,373)	138.1%	0
	Net Income over Expenditure	(4,166)	(8,506)	(4,340)				
601	Street Furniture							
1009	Insurance Payout	3,420	3,420	0			100.0%	
1072	Donations/Sponsorship Received	2,145	2,145	0			100.0%	
	Street Furniture :- Income	5,565	5,565	0			100.0%	0
4021	Rates	1,198	1,198	0		0	100.0%	
4600	Public Seats/Bins	3,154	3,095	(59)		(59)	101.9%	
4601	Bus Shelters	7,865	11,250	3,385		3,385	69.9%	
4602	Notice Boards	1,540	1,000	(540)		(540)	154.0%	
	Street Furniture :- Indirect Expenditure	13,757	16,543	2,786	0	2,786	83.2%	0
	Net Income over Expenditure	(8,192)	(10,978)	(2,786)				
602	Neighbourhood Plan							
1080	Grant Income	4,400	3,000	(1,400)			146.7%	
	Neighbourhood Plan :- Income	4,400	3,000	(1,400)			146.7%	0
4026	Other Expenditure	5,445	4,000	(1,445)		(1,445)	136.1%	1,045
	Neighbourhood Plan :- Indirect Expenditure	5,445	4,000	(1,445)	0	(1,445)	136.1%	1,045
	Net Income over Expenditure	(1,045)	(1,000)	45				
6000	plus Transfer from EMR	1,045						
	Movement to/(from) Gen Reserve	0						
702	Projects							
1080	Grant Income	114,950	74,950	(40,000)			153.4%	
	Projects :- Income	114,950	74,950	(40,000)			153.4%	0
4402	Anstey Park	118,617	114,950	(3,667)		(3,667)	103.2%	4,950
	Projects :- Indirect Expenditure	118,617	114,950	(3,667)	0	(3,667)	103.2%	4,950
	Net Income over Expenditure	(3,667)	(40,000)	(36,333)				
6000	plus Transfer from EMR	4,950						

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	1,283						
Grand Totals:- Income	1,673,089	1,558,609	(114,480)			107.3%	
Expenditure	1,353,673	1,270,803	(82,870)	56,150	(139,019)	110.9%	
Net Income over Expenditure	319,416	287,806	(31,610)				
plus Transfer from EMR	151,726						
less Transfer to EMR	447,048						
Movement to/(from) Gen Reserve	24,094						

United Kingdom
Debt Management
Office

OFFICIAL

T 020 7862 6610
E pwlb@dmo.gov.uk
www.dmo.gov.uk

PWLB lending facility

BALANCE OUTSTANDING AS AT 31 Mar 2024

8 April 2024

ALTON TOWN COUNCIL (HANTS)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
PW509524	15 Jan - 15 Jul	FIXED	ANNUITY	£182,279.59
		TOTAL OUTSTANDING BALANCE:		**182,279.59**
		TOTAL NUMBER OF LOANS:		**1**

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact pwlb@dmo.gov.uk if you have any queries.

Your Account Statement

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

For Businesses. For Communities. **For Good.**

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

Date: 31/03/2024

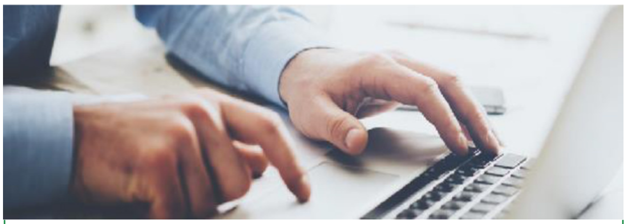
Account Name: Alton Town Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20302775

Your arranged overdraft limit is £0.00

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at www.unity.co.uk



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us

Call us: **0345 140 1000**
Email us: **us@unity.co.uk**
Visit us: **unity.co.uk**

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
04/03/2024		Balance brought forward	£0.00	£0.00	£225,840.17
05/03/2024	Credit	HOLYBOUR	£0.00	£83.28	£225,923.45
05/03/2024	Credit	Luminosa	£0.00	£30.00	£225,953.45
07/03/2024	Credit	HOMES ESTATE AGENT	£0.00	£905.24	£226,858.69

For Businesses.
For Communities.
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
© Unity Trust Bank. All Rights Reserved.

Your Current T2 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
07/03/2024	Credit	KJ COX SOLICITOR L	£0.00	£504.00	£227,362.69
07/03/2024	Credit	EHDC GENERAL	£0.00	£190.00	£227,552.69
07/03/2024	Credit	GE HORSEBOXES	£0.00	£50.00	£227,602.69
08/03/2024	Credit	MRS PATRICIA H CUE	£0.00	£138.46	£227,741.15
08/03/2024	Credit	ROYAL OAK FOOTBALL	£0.00	£83.28	£227,824.43
08/03/2024	Credit	Alton Community Association	£0.00	£3,650.48	£231,474.91
08/03/2024	Credit	SumUp Payments Account	£0.00	£64.88	£231,539.79
11/03/2024	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£4,748.25	£0.00	£226,791.54
12/03/2024	Credit	MANOR COLTS FC	£0.00	£480.67	£227,272.21
12/03/2024	Credit	MANOR COLTS FC	£0.00	£542.25	£227,814.46
14/03/2024	Faster Payment Debit	B/P to: NALC	£104.08	£0.00	£227,710.38
14/03/2024	Faster Payment Debit	B/P to: T H White	£5,014.73	£0.00	£222,695.65
14/03/2024	Faster Payment Debit	B/P to: SSE Energy Solutio	£380.35	£0.00	£222,315.30
14/03/2024	Faster Payment Debit	B/P to: SparkX	£3,004.60	£0.00	£219,310.70
14/03/2024	Transfer	B/P to: SLCC	£234.00	£0.00	£219,076.70
14/03/2024	Faster Payment Debit	B/P to: Sawscapes Play	£420.00	£0.00	£218,656.70
14/03/2024	Faster Payment Debit	B/P to: Salnor Roofing Ser	£2,732.40	£0.00	£215,924.30
14/03/2024	Faster Payment Debit	B/P to: Rossair	£1,329.00	£0.00	£214,595.30
14/03/2024	Faster Payment Debit	B/P to: ONeill Homer	£3,240.00	£0.00	£211,355.30
14/03/2024	Faster Payment Debit	B/P to: Origin Amenity Sol	£285.00	£0.00	£211,070.30
14/03/2024	Faster Payment Debit	B/P to: J Beagley plumbing	£100.00	£0.00	£210,970.30
14/03/2024	Faster Payment Debit	B/P to: Hayley Carter	£48.55	£0.00	£210,921.75
14/03/2024	Faster Payment Debit	B/P to: HMRC PAYE	£7,930.56	£0.00	£202,991.19
14/03/2024	Faster Payment Debit	B/P to: Hampshire Pension	£6,045.91	£0.00	£196,945.28

For Businesses.
For Communities.
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
© Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE We invest in people Gold

Your Current T2 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
14/03/2024	Faster Payment Debit	B/P to: Fuelgenie	£587.02	£0.00	£196,358.26
14/03/2024	Faster Payment Debit	B/P to: Ellack	£1,009.52	£0.00	£195,348.74
14/03/2024	Faster Payment Debit	B/P to: Dataprint	£126.00	£0.00	£195,222.74
14/03/2024	Faster Payment Debit	B/P to: Detect Fire Safety	£650.00	£0.00	£194,572.74
14/03/2024	Faster Payment Debit	B/P to: Custom Made websit	£755.00	£0.00	£193,817.74
14/03/2024	Faster Payment Debit	B/P to: Crimson Graphics	£470.00	£0.00	£193,347.74
14/03/2024	Faster Payment Debit	B/P to: Hampshire CC	£51.61	£0.00	£193,296.13
14/03/2024	Faster Payment Debit	B/P to: Chalvington Group	£1,217.26	£0.00	£192,078.87
14/03/2024	Faster Payment Debit	B/P to: CentralComputerMan	£52.20	£0.00	£192,026.67
14/03/2024	Faster Payment Debit	B/P to: Castle Water	£215.19	£0.00	£191,811.48
14/03/2024	Faster Payment Debit	B/P to: Castle Water	£33.52	£0.00	£191,777.96
14/03/2024	Faster Payment Debit	B/P to: Black White Fire	£300.00	£0.00	£191,477.96
14/03/2024	Faster Payment Debit	B/P to: Artisan Surveyors	£1,692.00	£0.00	£189,785.96
14/03/2024	Faster Payment Debit	B/P to: Alton Community Ce	£6,924.12	£0.00	£182,861.84
14/03/2024	Faster Payment Debit	B/P to: ACAN	£2,015.00	£0.00	£180,846.84
14/03/2024	Faster Payment Debit	B/P to: Jennifer Winder	£12.00	£0.00	£180,834.84
14/03/2024	Faster Payment Debit	B/P to: Mid Hants Mowers	£5.00	£0.00	£180,829.84
14/03/2024	Faster Payment Debit	B/P to: Velosolutions Ltd	£2,494.19	£0.00	£178,335.65
14/03/2024	Faster Payment Debit	B/P to: SSE Energy Solutio	£133.00	£0.00	£178,202.65
14/03/2024	Faster Payment Debit	B/P to: Iredell	£380.00	£0.00	£177,822.65
14/03/2024	Credit	CAPRA ESPRESSO LIMITED	£0.00	£600.00	£178,422.65
14/03/2024	Credit	M Hawkins	£0.00	£275.00	£178,697.65
15/03/2024	Direct Debit	Direct Debit (MONTHLY PAYROLL)	£24,319.32	£0.00	£154,378.33
15/03/2024	Credit	LOUISE WHAPSHOTT	£0.00	£350.00	£154,728.33

For Businesses.
For Communities.
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
© Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE We invest in people Gold

NACFB WINNER

Your Current T2 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
15/03/2024	Credit	ALTONCRICKET	£0.00	£350.00	£155,078.33
15/03/2024	Credit	BRENDONCRE FOUND W	£0.00	£120.00	£155,198.33
15/03/2024	Credit	SMT Management Con	£0.00	£1,000.00	£156,198.33
15/03/2024	Credit	ROYAL OAK FOOTBALL	£0.00	£83.28	£156,281.61
18/03/2024	Credit	ALTONCRICKET	£0.00	£1,687.00	£157,968.61
18/03/2024	Credit	JUDITH SADLER	£0.00	£300.00	£158,268.61
18/03/2024	Credit	J Lilley	£0.00	£83.28	£158,351.89
19/03/2024	Direct Debit	Direct Debit (E.ON NEXT)	£20.71	£0.00	£158,331.18
19/03/2024	Direct Debit	Direct Debit (E.ON NEXT)	£627.26	£0.00	£157,703.92
19/03/2024	Direct Debit	Direct Debit (E.ON NEXT)	£112.80	£0.00	£157,591.12
19/03/2024	Direct Debit	Direct Debit (E.ON NEXT)	£94.07	£0.00	£157,497.05
19/03/2024	Direct Debit	Direct Debit (E.ON NEXT)	£176.57	£0.00	£157,320.48
19/03/2024	Direct Debit	Direct Debit (E.ON NEXT)	£216.46	£0.00	£157,104.02
19/03/2024	Credit	S E R F C A	£0.00	£1,700.00	£158,804.02
19/03/2024	Credit	Harry MatonCole	£0.00	£60.00	£158,864.02
20/03/2024	Direct Debit	Direct Debit (E.ON NEXT)	£74.19	£0.00	£158,789.83
20/03/2024	Direct Debit	Direct Debit (E.ON NEXT)	£163.95	£0.00	£158,625.88
20/03/2024	Direct Debit	Direct Debit (E.ON NEXT)	£574.00	£0.00	£158,051.88
21/03/2024	Direct Debit	Direct Debit (E.ON NEXT)	£884.35	£0.00	£157,167.53
21/03/2024	Direct Debit	Direct Debit (E.ON NEXT)	£174.71	£0.00	£156,992.82
22/03/2024	Direct Debit	Direct Debit (E.ON NEXT)	£1,793.56	£0.00	£155,199.26
22/03/2024	Credit	SumUp Payments Account	£0.00	£129.76	£155,329.02
22/03/2024	Credit	MRS PATRICIA H CUE	£0.00	£138.46	£155,467.48
22/03/2024	Credit	ROYAL OAK FOOTBALL	£0.00	£83.28	£155,550.76

For Businesses.
For Communities.
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
© Unity Trust Bank. All Rights Reserved.

Your Current T2 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
25/03/2024	Credit	DEMENTIAFRIENDLY ALTON	£0.00	£20.00	£155,570.76
25/03/2024	Credit	8TH ALTON SCOUT GR	£0.00	£794.00	£156,364.76
25/03/2024	Credit	EHDC GENERAL	£0.00	£2,175.00	£158,539.76
26/03/2024	Direct Debit	Direct Debit (AIR COPIER SYSTEMS)	£70.00	£0.00	£158,469.76
26/03/2024	Credit	RIVERFORD ORGANIC	£0.00	£20.00	£158,489.76
27/03/2024	Fee	Bacs Charge	£10.24	£0.00	£158,479.52
27/03/2024	Credit	Alton Brazilian Jiu Jitsu	£0.00	£975.00	£159,454.52
28/03/2024	Direct Debit	Direct Debit (DG BOILER PLAN)	£39.24	£0.00	£159,415.28
28/03/2024	Faster Payment Debit	B/P to: Velosolutions Ltd	£2,435.39	£0.00	£156,979.89
28/03/2024	Faster Payment Debit	B/P to: Water Environment	£8,133.00	£0.00	£148,846.89
28/03/2024	Faster Payment Debit	B/P to: Vincent Hire Ltd	£37.62	£0.00	£148,809.27
28/03/2024	Faster Payment Debit	B/P to: Veolia	£337.42	£0.00	£148,471.85
28/03/2024	Faster Payment Debit	B/P to: T H White	£663.56	£0.00	£147,808.29
28/03/2024	Faster Payment Debit	B/P to: The Little Grey Ce	£150.00	£0.00	£147,658.29
28/03/2024	Faster Payment Debit	B/P to: Take One Media	£600.00	£0.00	£147,058.29
28/03/2024	Faster Payment Debit	B/P to: SSE Energy Solutio	£124.43	£0.00	£146,933.86
28/03/2024	Faster Payment Debit	B/P to: SSE Energy Solutio	£355.79	£0.00	£146,578.07
28/03/2024	Faster Payment Debit	B/P to: SCG	£486.00	£0.00	£146,092.07
28/03/2024	Faster Payment Debit	B/P to: Sawscapes Play	£420.00	£0.00	£145,672.07
28/03/2024	Faster Payment Debit	B/P to: Samantha Brown	£68.76	£0.00	£145,603.31
28/03/2024	Faster Payment Debit	B/P to: Origin Amenity Sol	£174.00	£0.00	£145,429.31
28/03/2024	Faster Payment Debit	B/P to: ONeill Homer	£4,800.00	£0.00	£140,629.31
28/03/2024	Faster Payment Debit	B/P to: Mid Hants Mowers	£591.47	£0.00	£140,037.84
28/03/2024	Faster Payment Debit	B/P to: Matthew Kellermann	£13.99	£0.00	£140,023.85

For Businesses.
For Communities.
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
© Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE
We invest in people Gold

Your Current T2 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
28/03/2024	Faster Payment Debit	B/P to: Hampshire Pension	£563.40	£0.00	£139,460.45
28/03/2024	Faster Payment Debit	B/P to: Hampshire CC	£23.80	£0.00	£139,436.65
28/03/2024	Faster Payment Debit	B/P to: Hampshire ALC	£600.00	£0.00	£138,836.65
28/03/2024	Faster Payment Debit	B/P to: Eileen Fawcett	£196.15	£0.00	£138,640.50
28/03/2024	Faster Payment Debit	B/P to: Ellack	£1,009.52	£0.00	£137,630.98
28/03/2024	Faster Payment Debit	B/P to: DC Asbestos Ltd	£954.00	£0.00	£136,676.98
28/03/2024	Faster Payment Debit	B/P to: Dataprint	£574.80	£0.00	£136,102.18
28/03/2024	Faster Payment Debit	B/P to: Bishops Printers	£1,417.00	£0.00	£134,685.18
28/03/2024	Faster Payment Debit	B/P to: Copper Bridge	£1,078.90	£0.00	£133,606.28
28/03/2024	Faster Payment Debit	B/P to: C S Fencing	£2,610.00	£0.00	£130,996.28
28/03/2024	Faster Payment Debit	B/P to: Hayley Carter	£55.20	£0.00	£130,941.08
28/03/2024	Faster Payment Debit	B/P to: Biffa	£1,070.38	£0.00	£129,870.70
28/03/2024	Faster Payment Debit	B/P to: Artisan Surveyors	£204.00	£0.00	£129,666.70
28/03/2024	Fee	Manual Credit Handling Charge	£6.00	£0.00	£129,660.70
28/03/2024	Credit	LOUISE WHAPSHOTT	£0.00	£350.00	£130,010.70
28/03/2024	Credit	BRENDONCRE FOUND W	£0.00	£270.00	£130,280.70
28/03/2024	Credit	B Pearce	£0.00	£140.97	£130,421.67
28/03/2024	Credit	Sophy Hyland	£0.00	£30.00	£130,451.67
28/03/2024	Credit	SumUp Payments Account	£0.00	£64.88	£130,516.55
31/03/2024	Fee	Service Charge	£83.10	£0.00	£130,433.45

For Businesses.
For Communities.
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
© Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE
We invest in people Gold

Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

Additional information

A copy of our interest rates can be found on our website **– unity.co.uk/interest-rates**

A copy of our fees and charges can be found on our website **– https://www.unity.co.uk/terms-and-conditions/**

This information is also available by calling **0345 140 1000**.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
© Unity Trust Bank. All Rights Reserved.
INVESTORS IN PEOPLE We invest in people Gold
We are a Living Wage Employer
NACFB WINNER

BLANK PAGE

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	ALTON TOWN COUNCIL

☐ I confirm that there are no conflicts of interest with BDO LLP.

☐ I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
1st May 2024	

Signed (Clerk/RFO)

Print Name Pat Harris

Signed (Chair)

Print Name Annette Eyre

Name of Smaller authority: Alton Town Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
1. Date of announcement Monday 27th May 2024 (a)	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below
2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. **Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:**	
(b) Patricia Harris (Clerk) Town Hall, Market Square, Market Street, Alton, GU34 1HD 01420 83986 townclerk@alton.gov.uk	(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts
commencing on (c) Monday 3rd June 2024	(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below
and ending on (d) Friday 12th July 2024	(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.
3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.	
4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: **BDO LLP** Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL 🖂 councilaudits@bdo.co.uk	(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority
5. This announcement is made by (e) Patricia Harris, Town Clerk	

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the Accounts and Audit Regulations 2015 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-12 July 2024 for 2023-24 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the Local Audit and Accountability Act 2014.

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Digitally Signed Document
Document ID: 6855844C27F956

Document Details:

Filename:	ALT001-Engagement Letter - Local Authority-ANNA-20230831-113657-895.pdf
Client of:	Mulberry & Co

Signature Details

Name:	Wendy Simson
Email:	Finance@alton.gov.uk
Date & Time:	22/09/2023 09:46:48 AM (BST)
IP Address:	198.244.221.145
Signing Statement:	Alton Town Council agrees and approves the contents of this document.

Digital Certificate

The approved PDF file has been digitally certified. Please check the Digital Certificate information in your PDF viewer to verify the Digital Certificate authenticity and the PDF has not been tampered with.

On behalf of:	Mulberry & Co
PDF digital certificate:	IRIS Software Group Limited
Digital certificate issued by:	GlobalSign

Please keep a copy of this document for your records.

MULBERRY & CO
Chartered Certified Accountants
& Chartered Tax Advisors
9 Pound Lane
Godalming
Surrey, GU7 1BX
e office@mulberryandco.co.uk
w www.mulberryandco.co.uk
t + 44(0)1483 423054

Our Ref: MARK/ALT001

Ms W Simson
Alton Town Council
Town Hall
Market Square
Alton
Hampshire
GU34 1HD

31 August 2023

Dear Ms Simson,

Engagement Letter – Local Authority

We are pleased to accept the instruction to act as internal auditors for the Council and are writing to confirm the terms of our appointment outlined below. The purpose of this engagement letter is to set out the basis on which we are engaged to act as internal auditors and our respective areas of responsibility, it should be read in conjunction with our standard terms and conditions.

We are bound by the ethical requirements of the Association of Chartered Certified Accountants, and accept instructions to act for you on the basis that we will act in accordance with those ethical requirements. A copy of these requirements can be viewed at our offices on request or can be seen at www.accaglobal.com.

1. **Period of engagement**
    a. This letter is effective for accounting periods up to and including 31st March 2026. (The 2025/26 Council year)

    b. It replaces all previous engagement letters. The previously agreed commencement date for this engagement still applies.

    c. We will deal with matters arising in respect of periods prior to the above period as appropriate.

2. **Responsibilities of the Council and Internal auditors**
    a. The council is responsible for ensuring that the council maintains adequate accounting records and for preparing financial statements that have been prepared in accordance with current practices and guidelines.

    b. You are also responsible for making available to us, as and when required, all the council's accounting records and all other relevant records and related information, including minutes of all meetings. We are entitled to require from the council's officers and employees such other information and explanations as we think necessary for the performance of our duties as internal auditors.

    c. We have a statutory responsibility to report to the external auditors whether in our opinion the financial statements have been properly prepared in accordance with current practices and guidelines as outlined in JPAG Practitioners guide. In forming this opinion, we shall:
        i. Review the accounting records and all other relevant records and related information, including minutes of all meetings.

ii. If deemed necessary, conduct two or more reviews per annum to verify both the procedural and financial aspects of the council.
iii. Report to you in writing any such adjustments that we may consider necessary, or those areas where we think your systems may require improvement.
iv. Sign off the Annual Governance and Accountability Return (AGAR) as internal auditors.

d. We have a professional responsibility to report if the financial statements do not comply with applicable proper practices, unless in our opinion the non-compliance is justified in the circumstances. In determining whether or not the departure is justified we consider:
   i. whether the departure is required in order for the financial statements to give a true and fair view; and
   ii. whether adequate disclosure has been made concerning the departure

e. As with other professional services firms, we are required to identify our clients for the purposes of the UK anti-money laundering legislation. We are likely to request from you, and retain, some information and documentation for these purposes and/or to make searches of appropriate databases. If we are not able to obtain satisfactory evidence of your identity within a reasonable time, there may be circumstances in which we are not able to proceed with the audit appointment.

f. The provision of audit services is a business in the regulated sector under the Proceeds of Crime Act 2002 and, as such, partners and staff in audit firms have to comply with this legislation which includes provisions that may require us to make a money laundering disclosure in relation to information we obtain as part of our normal audit work. It is not our practice to inform you when such a disclosure is made or the reasons for it because of the restrictions imposed by the 'tipping off' provisions of the legislation.

3. Scope of Audit

a. Our audit will be conducted in accordance with current practices and guidelines, and will include such tests of transactions and of the existence, ownership and valuation of assets and liabilities as we consider necessary.

b. We shall obtain an understanding of the accounting and internal control systems in order to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained by the council. We shall expect to obtain such appropriate evidence as we consider sufficient to enable us to draw reasonable conclusions there from.

c. The nature and extent of our procedures will vary according to our assessment of the council's accounting system and, where we wish to place reliance on it, the internal control system, and may cover any aspect of the business's operations that we consider appropriate. Our audit is not designed to identify all significant weaknesses in the council's systems but, if such weaknesses come to our notice during the course of our audit which we think should be brought to your attention, we shall report them to you. We accept no duty or responsibility to any other third party as concerns our reports.

d. As part of our normal audit procedures, we may request you to provide written confirmation of certain oral representations which we have received from you during the course of the audit on matters having a material effect on the financial statements. In particular, where we bring misstatements in the accounts to your attention that are not adjusted, we shall require written representation of your reasons.

e. In order to assist us with the examination of your financial statements, we shall request sight of all documents or statements, including minutes and reports, which are due to be issued with the financial statements. We are also entitled to attend all general meetings of the council and to receive notice of all such meetings.

f. The responsibility of safeguarding the assets of the council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the council. However, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with law or regulations), but our examination should not be relied upon to disclose all such material misstatements or frauds, errors or instances of non-compliance as may exist.

g. Once we have issued/uploaded our report we have no further direct responsibility in relation to the financial statements for that financial year. However, we expect that you will inform us of any changes occurring between the date of our report and submission to the external auditor.

h. We appreciate that the present size of your council may render it uneconomic to create a system of internal control based on the segregation of duties for different functions within each area of the council. In planning and performing our audit work we shall take account of this.

4. Electronic Publication

a. Where audited financial information is published on a website or by other electronic means, it is your responsibility to ensure that any such publication properly presents the financial information and auditor's report. We reserve the right to withhold consent to the electronic publication of our report or the financial statements if they are to be published in an inappropriate manner.

b. It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to electronically published information. We are not required to carry out ongoing review of the information after it is first published. The maintenance and integrity of electronically published information is your responsibility and we accept no responsibility for changes made to audited information after it is first posted.

5. Communication

a. In order to ensure that there is effective two-way communication between us we set out below the expected form and timing of such communications
   i. We may arrange a meeting to discuss the forthcoming audit prior to the expected start date.
   ii. We may arrange a meeting to discuss any matters arising from completing the on-site work.
   iii. We shall of course contact you on a regular basis regarding both audit and other matters.
   iv. Our report will be issued in .Pdf format via a secure server, which is password protected.

6. Other services

a. You may request that we provide other services from time to time. We will issue a separate letter of engagement and scope of work to be performed accordingly. Because rules and regulations frequently change you must ask us to confirm any advice already given if a transaction is delayed or a similar transaction is to be undertaken.

7. Limitation of liability

a. We specifically draw your attention to our standard terms and conditions which set out the basis on which we limit our liability to you and to others.

b. There are no third Parties that we have agreed should be entitled to rely on the work done pursuant to this engagement letter other than the external auditors.

8. Fees

a. Our fees are calculated using a stand rate per hour, plus disbursements and VAT at the standard applicable rate.
b. Our fees for the period of your engagement letter are £85 per hour + VAT
c. Where applicable we charge £0.45p per mile for travel from the auditors home address.
d. Our fees are payable on presentation of invoice.

9. Cancellation of Services

a. Services can be cancelled at any time in writing
b. Cancelation will be effective from the end of the period to which this letter of engagement applies. (para 1a.)

c. All outstanding fees become payable

10. Agreement of terms

a. This letter supersedes any previous engagement letter. Once it has been agreed, this letter will remain effective until it is replaced.

b. If this letter is not in accordance with your understanding of the scope of our engagement or your circumstances have changed, please let us know

c. This letter should be read in conjunction with the firm's standard terms and conditions.

Yours faithfully,

M Mulberry

Mulberry & Co

We confirm that by electronically approving this document we are agreeing that we have read and understood the contents of this letter and related terms and conditions and further agree that it accurately reflects our fair understanding of the services that we require you to undertake.

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**	**Town Mayor**
		Suzie Burns	**Deputy Mayor**
		Matthew Bayliss	
		Annette Eyre	
		Graham Hill	
		Lewis Jones	
		Pam Jones	
		Annie Lancaster	
		Richard Platt	
		Graham Titterington	
		Jonathan Waugh	

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.

DRAFT

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

DRAFT

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 **<u>Conflict of Interest Form and Confirmation of the dates of the Notice of Exercise of Public Rights</u>**

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 **<u>Appointment of the Internal Auditor for 2023/24</u>**

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 **<u>Movement of Funds to the CCLA Deposit Fund</u>**

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.

DRAFT

ALTON TOWN COUNCIL CLIMATE CHANGE COMMITTEE
TERMS OF REFERENCE

1. Purpose

In 2019 Alton Town Council declared a Climate Emergency. In preparing and producing a comprehensive and practical Climate Change Strategy and Action Plan (CCSAP). The CCSAP includes actions and strategies for reducing community-wide greenhouse gas (GHG) emissions and improving the adaptive capacity and resiliency of the community to cope with and adapt to, the local impacts of climate change.

A Task and Progress group was convened to assist in this initial piece of work and to subsequently serve in an advisory role to provide Councillors and Officers with assistance and advice on the progression of the Town's Climate Change Action Plan (CCSAP)

In July 2021 this group was given formal status as a Sub-Committee of the Town Council and in 2023 with the dissolution of Policy and Resources Committee, became a standalone committee.

The role of the Committee is to:

- Provide comments and insights on key CCSAP phases, deliverables and outcomes that are representative of member stakeholder groups;
- Ensure the CCSAP update is aligned with other strategies and activities of the Council (e.g. asset management planning, transport, community engagement and communications)
- Ensure the CCSAP makes appropriate use of existing staff and stakeholder knowledge and resources and other assets available to support the creation of the CCAP
- Encourage integrated organisational and stakeholder collaboration and cooperation to assist the CCSAP update in achieving its outcomes.
- Review and advise on final project deliverables.

2. Delegated Authority

The Climate Change Committee has devolved authority to incur expenditure up to a prescribed limit in the furtherance of its works. This is defined as "minor works" up to £1,000 per item and not exceeding the Councils overall budget for Climate Change. Any recommendations arising from the Committee which exceed "minor works" and require implementation must first be considered by Council through a report to Full Council.

In addition for 2023/24 the committee has a dedicated "small grants fund" of £10,000 approved up by the Council to distribute to local projects needing financial assistance. By virtue of Regulation 3 of The Parish and Community Councils (Committees) Regulations 1990 (SI 1990/2476) non-councillor members of the sub-committee have voting rights in respect of the management of land owned or occupied by the council; any function under s. 144 of the 1972 Act relating to the promotion of tourism; and any function under s. 145 of the 1972 Act relating to the management of a festival.

In respect of any other items which require resolution, only Council Members of the Sub-Committee are eligible to vote.

3. Finance

The Council currently has an allocated budget for reducing the impact of Climate Change and the Committee is requested to input to the Council's budget making process each year to ensure the budget allocation for works is duly considered.

4. Membership

Membership of the Climate Change Sub-Committee will be composed of:

DRAFT

ALTON TOWN COUNCIL
STAFFING COMMITTEE

TITLE: The Alton Town Council Staffing Committee

MEMBERSHIP: The Committee shall consist of not less than three councillors, including the Town Mayor if he/she wishes to be a member of the Committee.

QUORUM: The quorum shall be two councillors.

MEETINGS: The Committee shall meet at least once every six months and otherwise as required. The Town Clerk shall be invited to attend every meeting.

STATUS: Subject to the Terms of Reference below, the Staffing Committee is formally constituted as a committee of the Full Council, with delegated powers

(i) for all staffing matters, including the management of the Town Clerk and
(ii) to hear and decide upon grievances, if requested to do so.

TERMS OF REFERENCE

1) To draft and keep under review such policies as are delegated to them by the Full Council and to submit any amended or proposed policies to Full Council for approval.
2) To review Job Descriptions, staffing structure, Person Specifications, pay and grading whenever a vacancy occurs and at least annually in any event.
3) To ensure that recruitment, induction training and probation of all new staff is professionally carried out in accordance with legal requirements, particularly the Public Sector Equality Duty, as well as following any guidance issued by the council.
4) To review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that staff are informed of them.
5) To draft and review, in consultation with the staff, criteria for redundancy for approval by the Full Council.
6) With the Town Clerk, to review staff salaries, staff training and development needs as part of an annual appraisal process, including any discretionary elements of pay and making appropriate budget recommendations to the Full Council.
7) To recommend annual and longer-term budgets for salaries and other personnel costs.
8) To act with delegated authority to manage the Town Clerk on behalf of the council, including taking disciplinary action and hearing grievances.
9) To consider requests that a grievance should not be dealt with by the Town Clerk and to hear and decide upon such grievances, where the committee agrees that there are genuine reasons for this not to be done by the Town Clerk.
10) To review these Terms of Reference annually.

DRAFT

ALTON TOWN COUNCIL CLIMATE CHANGE COMMITTEE
TERMS OF REFERENCE

One (1) member of Energy Alton

One (1) member of Alton Climate Action Network

One (1) youth representative (TBC)

One (1) active travel representative

One (1) EHDC representative

Up to Four (4) Town Councillors

One (1) Local Business Representative (TBC)

The Town Clerk (or appointed officer in her absence)

The Group shall invite other local stakeholders to attend the meetings as required.

5. Roles and Responsibilities

The Chair shall be appointed by Full Council in May each year.

The Town Clerk shall ensure that the agenda for each meeting is prepared at least three working days before the meeting and will ensure that supporting materials are delivered to members in advance of meetings

Members of the Climate Change -Committee is responsible for:

- Making recommendations of the scope and content of the CCSAP
- Understand the goals, objectives, and desired outcomes of the CCSAP once formulated and make recommendations on how these outcomes can be delivered.
- Understanding and representing the diverse interests of community stakeholders.
- Taking a genuine interest in the CCSAPs outcomes and overall success.
- Actively participating in meetings through attendance, discussion, and review of papers and other documents.
- Supporting open discussion and debate and encouraging fellow Group members to voice their insights.
- Acting on opportunities to communicate positively about the CCSAP
- For officers and council representatives on the Group, ensuring that the CCSAP is aligned with the strategic direction of the Council

6. Meetings

Meetings will occur four times a year, the dates being agreed by Full Council as part of the annual meeting calendar. The agenda for each meeting will be published by the Council, advertised on the Town Hall notice board and uploaded to the website. All meetings will be held in public.

DRAFT

ALTON TOWN COUNCIL CLIMATE CHANGE COMMITTEE
TERMS OF REFERENCE

7. Communications

Meeting minutes will be provided as a matter of record and are subject to approval. The outcomes from the meetings will be reported out by the Town Clerk or other Town staff in reports to Council as necessary from time to time. Meeting minutes will be provided on the Town's website.

DRAFT

Alton Town Council
Auto Speed Watch Camera Policy

Introduction

This document sets out the policy for the operation of the Auto Speed Watch system within the town. Auto Speed Watch is a system of ATC-owned roadside speed cameras that provide community-assisted support of local authority/police speed enforcement. The operation of Auto Speed Watch is a collaboration of parties, each of which has responsibilities and obligations for appropriate use; this document sets out the policy for those within this town.

Community Speed watch

Community Speed watch schemes are typically operated in built environments where there is a known persistent road speeding problem and are used as a means of reducing the frequency and severity of dangerous driving in built environments. Such schemes typically operate in conjunction with local authorities or police forces who may use the information supplied by the community team to take follow-up road safety action. Community Speed watch schemes tend to use non-Home-Office type approved equipment for the purposes of speed enforcement and, even if a police officer was present, cannot provide sufficient evidence for the issuing of fines. Instead, these schemes notify the relevant authority with information only. The authority/police force may subsequently deploy an officer using Home Office approved measuring equipment to provide offence evidence of a form suitable for legal action.

Auto Speed Watch

This is a tool supplied and partially operated by Auto Speed Watch Limited. When using Auto Speed Watch, the community own and deploy one or more “Roadside Unit” camera(s) in known speeding locations. Much like “yellow box” enforcement cameras, these roadside cameras contain a stills camera with a narrow angle lens that aims to capture the minimum information required to achieve the purpose of a Community Speed Watch; colour and vehicle registration mark, in addition to date & time and speed.
The system improves the intelligence to the community and police about speeding issues; primarily which specific vehicles speed at high speeds, are persistently speeding, and are speeding whilst without tax or MOT.
The system does not use continuous surveillance video (CCTV) and is not an ‘ANPR system’ as defined by the National Police Chiefs (NPCC). ANPR systems automatically recognise and log every numberplate passing the camera, and therefore records law-abiding vehicles. Auto Speed Watch is more like a “yellow box” speed camera, in that it only takes still pictures of vehicles that are speeding. Each picture is manually checked and the VRN

confirmed by registered users. These validated records may then be passed (only) to the local authority/police force who may choose to use them as part of their enforcement of speed legislation.
The system does not know about individuals (drivers, keepers, owners, occupants), only the vehicles that are speeding. It is up to the police, if they so wish, to determine who is associated with that vehicle and how they wish to follow up on vehicles reported to them.
The Roadside Unit camera is a fixed position, fixed field-of-view, daytime-only camera pointing at the roadway.

The cameras take pictures of the rear of the vehicle to avoid the capturing of identifiable individuals. The purpose of this system is to record the speeding of the vehicle, not the identity of the individuals in the vehicle. The narrow field-of-view of the rear of the vehicle helps ensure identities are not captured.

The cameras cover road carriageways only at known speeding areas where other speed management techniques have been considered, and where practicable deployed.

Images of speeding vehicles are captured by the Roadside Units and immediately securely transferred to a central server managed by Auto Speed Watch Limited. These images are deliberately not stored on the Roadside Units themselves. Server records (comprising the location, time, and speed data associated with the image), are restricted to only those registered and authorised to view it under the terms of use of the system. Those people are:

• Auto Speed Watch Limited server administration staff for the purposes of data control and management

• Registered community coordinators acting as an interface to police forces or local authority

• Registered community team members acting on behalf of the coordinator and approved by Alton Town Council officers (Clerk / Deputy Clerk)

• Police Officers and Local Authority Officers for the purposes of speed management and law enforcement.

Need for use of Roadside Unit Cameras

The need for use of these roadside units is evidenced by:

• Approximately 220 UK deaths a year where the cause is directly attributable to speeding, and a recognition that this road has a known persistent speeding problem.

• Residents within Alton have supported the efforts of Alton Town Council to reduce the speed of vehicles travelling through the town.

• This effort is supportive of better management of the safety threat caused by speeding to our residents.

• Other measures, such as road calming engineering, installation of further Vehicle Activated Signs, and increased presence of Road Traffic Officers being encouraged and actively pursued by Alton Town Council and the Community Speed Watch Group.

Objectives for the use of Auto Speed Watch

The objectives for the use of Auto Speed Watch system / Roadside Units are to:

1. Improve road safety by deterrence of speeding by the very presence of the system.

2. Improve road safety by reducing speeding by assisting the police and local authorities in enforcement activities by:

• providing “meta-data” on when and where speeding tends to occur, so as to improve policing efficiencies, and

• providing specific vehicle information describing when and where they are repeatedly noted as generating a road safety threat.

3. Notify enforcement authorities of speeding vehicles that are also not roadworthy or have other safety concerns (un-taxed, without-MOT, and those on the SORN register).

Parties involved in using Auto Speed Watch cameras:

1. Alton Town Council by procuring and gaining permission for installing and operating the speed watch cameras

2. Auto Speed Watch Limited; By committing to Roadside Unit camera production and providing the system infrastructure for operating, storing & processing the information produced. Collating that information into road safety intelligence.

3. The local Police Force/Local Authority; receiving the intelligence produced by the system to help in the effective deployment of speed enforcement measures.

Policy

Auto Speed Watch Limited policy

The published policy of Auto Speed Watch Limited in regard to Auto Speed Watch is:

• to not survey law abiding public

• to reduce surveillance of law-breaking to the minimum required to capture dangerous events

• to only capture vehicles, rather than individuals

• to actively seek to not capture information relating to specific individuals / keeper / owners / operators or other personal sensitive information covered by the Protection of Freedoms Act, the Data Protection Act, GDPR, and the guidelines and codes of practice from the Information Commissioners Office and the Surveillance Camera Commissioner

• to support community desire to help law enforcement of serious road risks without monitoring law abiding citizens

• to limit the access to, the storage, and the use of any collected data to the minimum required to assist the function of the police or local authorities in management of road safety

• to remove images and the related data as soon as practicable.

Alton Town Council's policy

The policy of this council is consistent with the camera providers 'policy. In addition, the policy is:

• to only deploy cameras where speeding is known to be persistent and considered a threat to safety and/or amenity

• to install cameras such that they do not raise safety risks, or invade personal privacy

• to operate the cameras only for the purpose of supporting the enforcement of speeds

• to nominate a responsible Auto Speed Watch coordinator for operational management of the Auto Speed Watch cameras and the associated data.

• operate within the Code-of-Practice of the Surveillance Camera Commissioner and the Information Commissioners Office codes of practice

• to maintain, and periodically (annually) review, a publicly available privacy impact assessment for the use of Auto Speed Watch Cameras

• to remain aware of, and operate within the Auto Speed Watch terms of usage protecting privacy

• to remove cameras where they are deemed to be no longer needed.

The town is not a local authority for the purposes of GDPR but may need to assign a Data Protection Officer if requested by the Police or Hampshire CC (seehttps://ico.org.uk/for-organisations/data-sharing-information-hub/sharing-personal-data-with-law-enforcement-authorities/)

Privacy impact assessment

Each proposed camera deployment should be assessed for it's potential to impact privacy. The assessment is to be updated at least annually and as need for amendment demands, respecting any amendments and clarifications of relevant legislation. The assessment should follow the template as provided by the Surveillance Camera Commissioner and mitigate risks appropriately.

☐ I confirm that I have read the Alton Town Council Auto Speed Watch Camera Policy and hereby agree to abide by it.

First Name	
Family Name	
Address	
E-mail	
Mobile Number	
Signature	
Date	

ALTON TOWN COUNCIL GRANT APPLICATION

PART 1 – YOUR ORGANISATION

NAME OF ORGANISATION

ALTON LIONS CLUB (CIO) REG NO: 1174502

NAME OF CONTACT

Mr Mike Baker

ADDRESS OF CONTACT

[redacted]
Alton,
GU34 1PG

TELEPHONE NO: DAYTIME [redacted]

EVENING [redacted]

EMAIL ADDRESS: [redacted]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Alton Lions Club (CIO) is part of Lions Clubs International, established to enable men and women to volunteer to serve their local communities. The UK Lions Club (CIO) constitutional objects are Advancement of citizenship; promoting the Voluntary Sector for the public benefit; promoting volunteering; the relief of poverty and relief of those in need; advancement of health and the saving of lives; promoting the conservation, protection, and improvement of the physical and natural environment; promoting community participation in healthy recreation.

PLEASE GIVE NUMBERS IN THE ORGANISATION WHO ARE

A) PAID -	None
B) VOLUNTEERS -	33

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN ALTON

28 in Alton; 5 in villages

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 500.00

WHAT IS THE TOTAL COST OF THE PROJECT/ITEM/SERVICE?

£ 4120

HAS MATCHED FUNDING ALREADY BEEN SECURED? IF SO, PLEASE STATE VALUE

£ 2062

WHAT IS THE GRANT TO BE USED FOR?

To support Alton Lions Classic Car show, specifically live family entertainment on the day

HAS YOUR ORGANISATION APPLIED FOR A GRANT ELSEWHERE TOWARDS THIS PROJECT?

YES

IF YES, PLEASE GIVE DETAILS

SECURED / PENDING

Sponsorship is currently being sought from local sponsors to support the event which is also being seed funded of up to £1,700 by Alton Lions Club.

WHAT OTHER FUNDRAISING HAS BEEN DONE TOWARDS THIS ITEM/PROJECT?
EG CAKE STALL, COFFEE MORNING

Lions seed funding has in part been held over from the 2023 Alton Lions Classic Car Show and supplemented by funding from the Service Budget.
The event in the town centre is open to all, with no admission charge.
It is an event run by Alton Lions as an intergeneration event for the community and this year will be the fourth event since the withdrawal of The Herald local office. The event attracts exhibitors and visitors around the region and encourages participation from local performers including CJ Sounds with four local bands, the Rock Choir, Minden Rose, Mr Magic, and Baby Ballet.
The event raises the profile of the town and benefits local retail and hospitality outlets.

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING YOUR APPLICATION

The purpose of the Alton Lions Classic Car Show (ALCCS) is to stage an all-day event, held in Alton Town Centre that raises the profile of Alton, attracts exhibitors and visitors to the town and assists Alton Lions Club (CIO) to meet its charitable objects. As well as classic cars and car clubs, the event will include live music and family entertainment and is designed to be inclusive encouraging town centre businesses to take advantage of the event. The ALCCS is a significant event for the town involving time, know-how, investment and cost recovery with any surplus funds remaining after costs and seed funding for the following year will be donated to Lions charitable causes through Alton Lions Club. There is no entry fee for spectators and a nominal registration fee is levied from vehicle exhibitors, as well as a booking fee from any stall holders. The event has been held in the town since the turn of the century, every year except for the two Covid years and is supported by Alton Town Council. The ALCCS organisers will work with local businesses to secure sponsors either in kind or funds. This year’s event is scheduled for 31 August. Alton Lions Club (CIO) is managing this event with the support of local volunteers.

PART 3 – TO BE COMPLETED BY ALL APPLICANTS

PLEASE STATE BALANCES IN HAND AT THE END OF LAST FINANCIAL YEAR	£34,090 (Excluding grants, sponsorship & special donations.) (July to June 2022/23)
LEVEL OF UNALLOCATED RESERVES	**None**
HOW MUCH DID THE GROUP RAISE LAST YEAR (EG FUNDRAISING BY THE GROUP OTHER THAN BY GRANT APPLICATION)?	Balance on 30 June 2023 - £47,693

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION

CHECKLIST

- ☐ All relevant parts of the form completed √
- ☐ **Form signed** √
- ☐ **Most recent accounts (Audited or draft)** √
- ☐ **Constitution/Rules** √
- ☐ **Child Protection Policy (if applicable)** √

Copies of this completed form and any supporting papers will appear on a Town Council Committee Agenda and will be discussed by the Committee in the presence of the Press and Public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE ABOVE INFORMATION IS CORRECT. I ALSO DECLARE THAT ANY GRANT AWARDED WILL BE USED SOLELY FOR THE PURPOSES OUTLINED IN THIS APPLICATION AND I WILL COMPLETE A GRANT EVALUATION FORM WITHIN 6 MONTHS OF THE AWARD OF GRAT. I UNDERSTAND THAT ALTON TOWN COUNCIL RESERVES THE RIGHT TO RECLAIM THE GRANT IN THE EVENT OF IT NOT BEING USED FOR THE PURPOSE SPECIFIED.

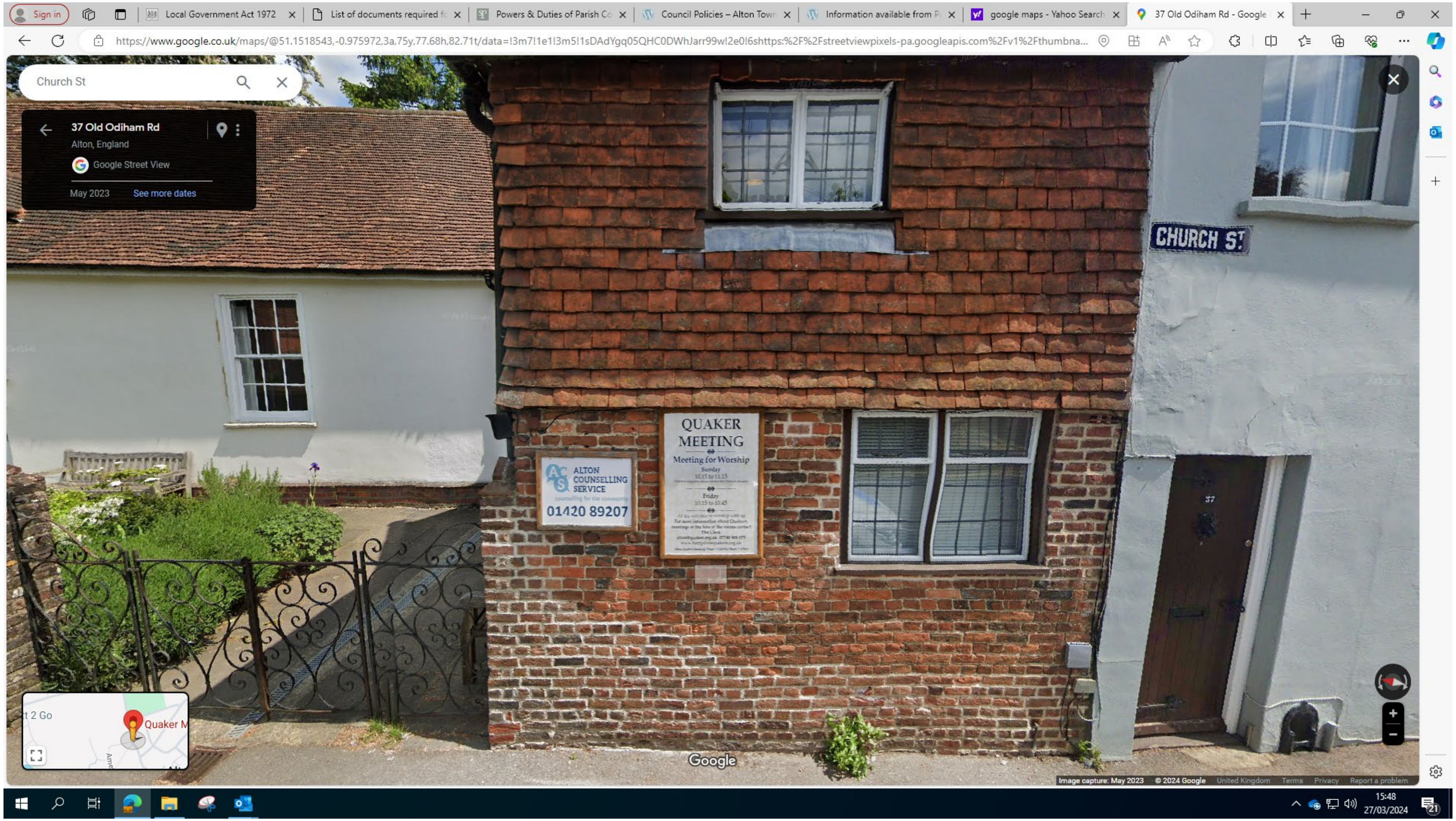
NAME ………Mike Baker…………………………………………………………

SIGNATURE ………[redacted]…………………………………………………………….

POSITION ……**Alton Lions Club Treasurer** DATE…**23…/ 02……/…2024…….**

Completed applications should be sent to: Alton Town Council, Town Hall, Market Square, Alton, Hampshire GU34 1HD

Applications are also available from our web site www.alton.gov.uk



Sign in
Local Government Act 1972
List of documents required fo
Powers & Duties of Parish Co
Council Policies – Alton Town
Information available from P
google maps - Yahoo Search
37 Old Odiham Rd - Google
https://www.google.co.uk/maps/@51.1518543,-0.975972,3a,75y,77.68h,82.71t/data=!3m7!1e1!3m5!1sDAdYgq05QHC0DWhJarr99w!2e0!6shttps:%2F%2Fstreetviewpixels-pa.googleapis.com%2Fv1%2Fthumbna...
Church St
37 Old Odiham Rd
Alton, England
Google Street View
May 2023
See more dates
CHURCH ST
QUAKER MEETING
Meeting for Worship
Sunday
10.15 to 11.15
Friday
10.15 to 10.45
ALTON COUNSELLING SERVICE
01420 89207
37
Quaker M
Google
Image capture: May 2023
© 2024 Google
United Kingdom
Terms
Privacy
Report a problem
15:48
27/03/2024

SIGNS OF THE TIMES
Quality Cast Signs

Q Ref: Q16527

Signs of the Times
01525 874185
April 2024

Drawings are provided as a guide only. Alterations may occur due to variations between our stock letters and computer generated letters.

Edgar Hall, Anstey Park

out side sign 1220mm x 2440mm