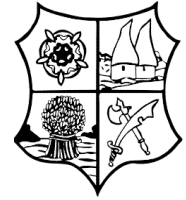


ALTON Town Council



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

Town Clerk: Pat Harris

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

22nd May 2024

Dear Councillor

You are hereby summoned to the **ANNUAL GENERAL MEETING of ALTON TOWN COUNCIL** at the **TOWN HALL** on **Wednesday 29th May 2024 at 7:00pm** when the under-mentioned business will be transacted.

Yours faithfully

Patricia M Harris

Mrs Pat Harris
Town Clerk

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

ANNUAL GENERAL MEETING OF ALTON TOWN COUNCIL

29th MAY 2024 at 7.00 p.m. at the Town Hall

AGENDA

- 1 To elect the Town Mayor for 2024/25
- 2 To receive the Town Mayor's Declaration of Acceptance of Office
- 3 Presentations to the outgoing Town Mayor
- 4 Town Mayor to announce the name of their Consort, Chaplain and Town Mayor's Charity for the year
- 5 Apologies for absence
- 6 To elect the Deputy Town Mayor
- 7 Co-option of Councillor for vacant seat – Eastbrooke Ward
- 8 To approve the Draft Terms of Reference for the Planning Committee and Planning Scheme of Delegation
- 9 Committees Structure and appointments of Champions
- 10 To approve the calendar of meetings for 2024/25
- 11 General Power of Competence

ALTON TOWN COUNCIL
ANNUAL GENERAL MEETING OF THE COUNCIL – 29th MAY 2024

REPORTS BY THE TOWN CLERK

ITEM 1 & 6: ELECTION OF TOWN MAYOR (CHAIR)

FOR DECISION

The first business conducted at the annual meeting of the Council shall be the election of the Mayor (Chair) and Deputy Mayor (Vice-Chair) of the Council.

Please note, that in accordance with Standing Orders, in an election year, as the current Mayor of the Council has not been re-elected as a member of the Council, she shall preside at the annual meeting until a successor Mayor of the Council has been elected. The current Mayor (Chair) of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

In accordance with Standing Order 8 *“Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting”*.

This process will be repeated for Item 6

RECOMMENDATION: The Council is requested to elect a Mayor (Chair) of the Council for the forthcoming municipal year.

ITEM 7 CO-OPTION TO VACANT SEAT: EASTBROOKE WARD

FOR DECISION

Following the publication of the nominees for the elections on the 11th April for the vacant Eastbrooke Ward seat and EHDC advising that no nominations had been received, the Clerk duly published details of the co-option vacancy notices with a deadline of 6th May 2024 for nominees. Only one nomination has been received.

The candidate is: Mr Doug Richards.

Councillors have been invited to an informal session in the Council Chamber in advance of this Full Council meeting to meet Mr. Richards.

Co-option procedure at the meeting

The candidate will be asked to briefly introduce themselves to the Council, detailing the ward they are standing for, why they would like to join the council and any relevant information which they think would be helpful to Members in coming to a decision.

Following confirmation from the Town Clerk as to the names of the candidate, councillors present at the meeting must then decide if they wish to nominate the person named at the meeting.

Only councillors present at the meeting may nominate, second or vote to fill the vacancy.

There is no obligation upon any councillor to nominate the applicant if they do not consider the person suitable for the office of councillor.

The candidate must be nominated by a councillor, and provided the nomination is then seconded, that person can be voted upon.

Voting should be by a show of hands unless the council has adopted Standing Orders which allow another form of voting. The chairman of the meeting may exercise their casting vote in the event there is an equality of votes.

The successful candidate will be requested to sign the Declaration of Acceptance of Office and confirm that they have read and understood the Code of Conduct adopted by the council to be able to attend the next Full meeting of the council.

The clerk will inform the District Authority Returning Officer of the name of the successful candidate.

A new councillor must, within 28 days of election to office, register their interests with the District Council or Unitary Authority Monitoring Officer. Forms are usually supplied by the Monitoring Officer or by the clerk.

RECOMMENDATION: Following a vote, the process of which is detailed above, the Council is asked to resolve to approve the appointment of the candidate as a Town Councillor for Eastbrooke Ward.

ITEM 8 DRAFT TERMS OF REFERENCE FOR THE PLANNING COMMITTEE AND PLANNING SCHEME OF DELEGATION FOR DECISION

Included in Members bundles are the Draft Terms of Reference for the Planning Committee and the Scheme of Delegation.

RECOMMENDATION: Members are requested to approve the Draft Terms of Reference for the Planning Committee and the Scheme of Delegation as tabled.

ITEM 9 COMMITTEE STRUCTURE & APPOINTMENT OF CHAMPIONS FOR DECISION

Under the current council structure, which was agreed at the Full Council meeting on 1st February 2023 (Minute 193 refers), all decision-making business goes through Full Council (Minute 193,9 refers) apart from the following exceptions for the Planning and Transport Committee (Minute 193.8 refers), Climate Change Committee and the Staffing Committee (Minute 193.6 refers).

Appointments to each of these three Committees were confirmed at the Full Council meeting held on 14th June 2023 (Minute 16 refers) as was the appointment of Champions.

Current Committee membership:

The Planning Committee (to consist of all members)

The Climate Change Committee (to consist of up to 4 Town Councillor members)

Councillor Barbara Tansey (Chair)
Councillor Matthew Kellermann
Councillor Don Hammond
Councillor Janice Treacher

The Staffing Committee (to consist of 3 members)

Councillor Matthew Bayliss (Chair)
Councillor Graham Hill
Councillor Annette Eyre

Whilst the role of a Champion comes with no executive authority, its purpose is to identify councillors who have a particular interest or skill set in a particular area for which the Council has a remit and are happy to lead discussion on their respective subject matter at Full Council meetings as appropriate.

The following Champions were appointed:

Councillor Matthew Bayliss	-	Allotments
Councillors Annette Eyre & John Chubb	-	Neighbourhood Plan
Councillor Barbara Tansey	-	Community Events
Councillor Matthew Kellermann	-	Open Spaces
Councillor Barbara Tansey	-	Local Cycling and Walking Infrastructure Plan

RECOMMENDATION: Members are requested to:

1. Approve the appointments of Councillors to the:
 - a. Climate Change Committee (3 councillors)
 - b. Staffing Committee (3 councillors)
2. Appoint a Chair for each of each of the three committees
3. Review the requirement for Champions to the areas listed or make any proposals for changes to
4. Appoint Champions as appropriate

ITEM 10: TO APPROVE THE CALENDAR OF MEETING 2024/25 FOR DECISION

The calendar of meetings for the forthcoming municipal year 2024/25 had previously been approved at the Full Council meeting on 7th February (Minute 92 refers). However, at that time the Chair of the Climate Change Committee advised that she would be proposing an amendment so that the Climate Change Committee did not meet on the same day as the Full Council. The revised Council Calendar of Meetings is included in Members bundles which takes into account the requested amendment for the Climate Change Committee and is tabled for approval.

RECOMMENDATION: Members are requested to approve the Council calendar as tabled.

ITEM 11: LOSS OF GENERAL POWER OF COMPETENCE FOR DECISION

The Council first attained accreditation under the General Power of Competence on the 17th May 2017 and is required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the council to confirm that it still meets the criteria (if it does). A 'relevant' annual meeting is the annual meeting of the council after the next ordinary election has taken place (i.e. the next 'relevant' date for Alton Town Council is May 2024).

Eligibility remains in place until the 'relevant' annual meeting even if the conditions of the eligibility criteria have changed. If the council loses its qualified clerk or has insufficient elected councillors it must also record its ineligibility at the next 'relevant' meeting.

The three conditions for eligibility are as follows:

1. Resolution: the council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.
2. Electoral mandate: at the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).
3. Qualified clerk: At the time that the resolution is passed, the clerk must hold a recognised professional qualification (e.g. Certificate in Local Council Administration) AND pass the 2012 CiLCA module relating to the general power of competence.

Alton Town Council is no longer able to satisfy condition 3 of the above and, therefore, loses its General Power of Competence for the forthcoming year and will be subject to the conditions applicable under the Local Government Act (s137).

Expenditure under the Local Government Act (s137) is limited and has to be budgeted for separately. Expenditure is restricted in that it cannot be used to give money to individuals and the amounts must be commensurate with the benefit. Section 137 is a power of last resort.

The Department for Levelling Up, Housing and Communities notified the National Association of Local Councils (NALC) that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2024/25 is £10.81 per number on the electoral role.

The amount is a result of increasing the amount of £9.93 for 2023/24 by the percentage increase in the retail index between September 2022 and September 2023 under Schedule 12B to the 1972 Act.

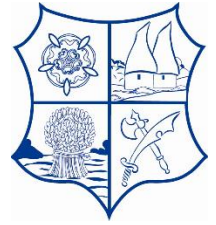
In responding to the notification, the Chair of NALC, said "I welcome this notification from the government on the increase to section 137 expenditure for England's 10,000 local councils. This enables the first tier of local government to spend a limited amount of money for purposes for which they have no other specific statutory power, helping them continue to invest their small share of council tax to support and improve their communities."

RECOMMENDATION: It is recommended that the members consider this report and pass the following resolution:

“The Town Council resolves from 29th May 2024, until the next relevant Annual Meeting of the Council on 21st May 2025 that it no longer satisfies all of the conditions to retain the General Power of Competence (Prescribed Conditions) Order 2012. Alton Town Council having not met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, will revert to operating under the specific powers (e.g. the provision of open spaces and recreational facilities) in addition to section 137 of the Local Government Act 1972, permitting the expenditure up to certain limits for “purposes not otherwise authorised”. Typically, the expenditure on grants is covered by section 137 of the Local Government Act, 1972.

Members are requested to remain in the Chamber for the annual Council photograph followed by light refreshments after the conclusion of the meeting

ALTON TOWN COUNCIL PLANNING COMMITTEE TERMS OF REFERENCE



Purpose of the Planning Committee

The committee is appointed to review and conclude planning matters on behalf of the council, where they cannot be done under the Scheme of Delegation.

These regulations are supplementary to, and do not override, the council's standing orders and/or financial regulations.

Terms of Reference

1. Membership

- a. The committee shall comprise of all council members who have completed their planning training.
- b. Committee meetings shall be subject to a quorum of 7 members.
- c. Members will be appointed at the annual meeting of the council or, in the case of the resignation of a member(s), at an ordinary council meeting.

2. Chairman

The council will elect a chairman at the annual meeting of the council.

3. Conduct of Meetings

- a. The committee should carry out all matters in accordance with the council's standing orders and any other related policies.
- b. All meetings of the committee will be minuted by the clerk, relevant committee clerk, or other appropriate staff member.
- c. All minutes of committee meetings will be provided to the full council.
- d. The committee will meet as and when required.
- e. Members of the press and public will be allowed to attend meetings and make representations in relation to advertised business items of the agenda in accordance with standing orders.
- f. The clerk is delegated powers to make a response to the planning authority in accordance with the decision resolved by the committee.

4. Delegated powers of the committee

- a. To have fully delegated powers under Section 101 of the Local Government Act 1972.
- b. The committee shall have delegated powers to consider all planning applications pertaining to the parish and to provide a response to East Hampshire District Council, South Downs National Park or Hampshire County Council as appropriate.
- c. Where the deadline for a response to a planning application falls outside of the dates for the next scheduled meeting, the clerk will request an extension to the deadline for a response.
- d. Any applications that cannot be considered due to their closing dates, or because an extension request has been declined, should be considered at the next full council meeting or at an extraordinary planning committee meeting.

- e. Councillors may carry out a site visit relating to an application, but no less than two members should attend together. Their findings should be presented to the remainder of the committee for consideration.
- f. The committee can elect a member to attend any meeting of the planning authority to represent the council's view of an application.
- g. The committee may seek advice from a local tree warden in relation to any tree applications.
- h. The committee shall have delegated powers to deal with other planning related matters, such as responding to consultations, on behalf of the council.
- i. The chairman of the planning committee is delegated the authority to communicate with the local planning authority over any planning matter under consideration by the Council.
- j. All correspondence shall be conducted through the clerk.



ALTON TOWN COUNCIL SCHEME OF DELEGATION – PLANNING COMMITTEE

1) All householder planning applications and similar or related types of applications including certificates of lawful use, prior notifications and prior approvals are delegated to the Town Clerk to respond, following consultation with Planning Committee members except for the following categories:

- Applications submitted by the Town Council or applications on Town council owned land, where the council is not the applicant,
- Applications submitted by or on behalf of members or employees of the council or their spouses.

2) All Applications for planning or related permissions which constitute significant development as defined below are NOT delegated to the Town Clerk to respond and will be referred directly to the Planning Committee. This includes:

- developments of 1 or more new build residential units
- the change of use of a non-residential property to residential development where full planning permission is required (i.e not a prior notification or permitted development)
- any type of non-residential development
- applications relating to Grade I or II* Listed Buildings where the building is in the council's ownership, or in any case where an objection has been received from English Heritage or if any other significant objections are raised (following consultation with the chair and vice chair).
- The complete demolition of any listed building
- free standing towers or masts or similar structures, higher than 15 m
- Applications accompanied by an environmental impact assessment
- Any application to amend the application or vary conditions previously decided/imposed which in the view of the Town Clerk, constitute a major or significant change.
- Any other application which in the view of the Town Clerk should be considered by committee.

3) All tree applications within conservation areas or with TPOs, following consultation with the Council's appointed Tree Warden are delegated to the Town Clerk to respond, except where the Town Council is the applicant, in which case no comment will be returned.

4) All applications for advertising consent, Traffic Regulation Orders (TROs) licencing applications, road closures and pavement licences are delegated to the Town Clerk to respond, except where the Town Council is the applicant, in which case no comment will be returned.

How this will work in practice.

The committee is an agile one which can be convened on an as-needed basis to enable it to be more responsive as and when applications come forward. All committee members have the opportunity to comment on the live applications through the circulation of the planning list by email once every three to four weeks, before a response is returned on their behalf. If an application is received which cannot be dealt with under the Delegated Powers, it will, where possible, be put on the agenda for the next scheduled council meeting rather than adding another meeting to councillor and staff calendars. If deadlines for response, scale of development or any other factor do not allow for it to be added to a scheduled council meeting, a public meeting of the Planning Committee will be called.

Date of Adoption

This Scheme of delegation was adopted by Full Council on 29th May 2024 at the Annual Meeting



ALTON
TOWN COUNCIL

ALTON TOWN COUNCIL CALENDAR OF MEETINGS - 2024/2025

DATE	MEETING	DATE	MEETING
JUNE 2024		DECEMBER 2024	
5 June	Full Council	11 December	Budget Workshop
JULY 2024		JANUARY 2025	
10 July	Full Council	8 January	Full Council
10 July (5:30pm)	Staffing Committee	22 January (9:30am)	Climate Change Committee
24 July (9:30am)	Climate Change Committee		
AUGUST 2024	NO MEETINGS	FEBRUARY 2025	
		5 February	Full Council
SEPTEMBER 2024		MARCH 2025	
4 September	Full Council	5 March	Full Council
		19 March	Annual Electors Meeting
OCTOBER 2024		APRIL 2025	
9 October	Full Council	9 April	Full Council
16 October (9:30am)	Climate Change Committee	23 April (9:30am)	Climate Change Committee
NOVEMBER 2024		MAY 2025	
6 November	Full Council	7 May	Full Council
27 November (5:30pm)	Staffing Committee	21 May	Annual Meeting (AGM)

All meetings are held at 7:00pm in the Council Chamber unless specified.

Planning and Transport Committee is now agile, with no fixed dates for meetings.

Meetings will be called by the Committee Chair on an as needed basis where applications have been called in by members or officers



Department for Levelling Up,
Housing & Communities

Jonathan Owen
Chief Executive
National Association of Local Councils
109 Great Russell Street
LONDON
WC1B 3LD

19 January 2024

Dear Mr Owen,

SECTION 137 EXPENDITURE: LIMIT FOR 2024-2025

This is to notify you that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2024-25 is £10.81.

This is the amount as a result from increasing the amount of £9.93 for 2023-2024 by the percentage increase in the retail price index between September 2022 and September 2023, in accordance with Schedule 12B to the 1972 Act.

I am coping this letter to Rob Smith, Chief Executive of the Society of Local Council Clerks, Tony Crawley, Chief Officer of Public Sector Audit Appointments Limited and Annie Child, General Manager at Smaller Authorities Audit Appointments Limited.

Your sincerely,

Ben Greener
Deputy Director
Integration & Social Cohesion
Communities & Integration Directorate