ALTON
Town Council

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Town Clerk: Pat Harris

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

3rd July 2024

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 10th July2024 at 7.00pm** at the Town Hall when the under mentioned business will be transacted.

There will be a pre-meeting Councillor only briefing at 5.45 for a 6.00 p.m. prompt start with **David Harding**, Customer and Stakeholder Manager – Home Counties, Thames Water Utilities Ltd

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 Doug Richards
Councillor Barbara Tansey
Councillor Janice Treacher
Councillor Peter Wadman
Councillor Jonathan Waugh

ALTON TOWN COUNCIL – WEDNESDAY 10th JULY 2024
TOWN HALL, ALTON – AGENDA

1. Apologies for absence

2. Town Mayor's announcements

3. Minutes of the Full Council meetings held on 5th June 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. To receive a report from and ask questions of County & District Councillors

7. Neighbourhood CIL applications

8. Planning Application: 38290/002 Site Address: 2 William Way, Alton, GU34 2UW

9. Statement of Accounts to 30th June 2024 including transfer of funds between Current and Deposit Accounts and Internal Auditors Report dated 3rd July 2024.

10. Alton Concert Band: Event Grant application

11. Request for Landlords Consent:
    (1) Alton Assembly Rooms – Dementia Friendly
    (2) Alton Mens Shed

12. Review of Alton Town Council Policies & Regulations:
    (1) Standing Orders
    (2) Documentation Retention Policy
    (3) The Publication Scheme
    (4) LGPS Employers Discretions Policy

Confidential

13. Finnimore Pavilion Lease Arrangements:
    (i) Alton Rugby Club – Licence to Occupy – Ground floor Changing Rooms
    (ii) Jane Bryant Fine Art – first floor

14. Capra Esresso Ltd – Public Gardens Kiosk and Anstey Park Trailer

ALTON TOWN COUNCIL
FULL COUNCIL – 10th JULY 2024

ITEM 4 DECLARATION OF INTEREST FORMS FOR ACTION

The Monitoring Officer at EHDC has requested that Elected Members review their existing Register of Interests form to assure themselves the information contained within it is up to date and accurate. This is required under the annual review that EHDC undertake. Members are, therefore, requested to confirm to the Town Clerk in writing that they have duly check and either, that their submission as published on the EHDC website IS correct and up-to-date, or that amendment is required. Where such amendment is required, Councillors are requested to visit the Town Hall in order that such amendments are made before forwarding to EHDC for counter signature.
https://easthants.moderngov.co.uk/mgParishCouncilDetails.aspx?ID=261&LS=6

RECOMMENDATION: Members are requested to note the above requirement and request from the Monitoring Officer at EHDC and submit to the Town Clerk confirmation in writing that their published Declaration of Interest is up to date or that amendment is required and that they will take the necessary action in updating their Declaration of Interest form for submission to EHDC.

ITEM 5 CORRESPONDENCE RECEIVED FOR INFORMATION

E-mail correspondence circulated to Councillors in advance of the meeting had been received from

- the Farnborough Noise Group and circulated to Councillors in advance of the meeting:
- Villages Oppose Warehouses – advising of a public meeting which was being held on 25th June in Hartley Wintney

ITEM 7 NEIGHBOURHOOD CIL APPLICATIONS FOR DECISION

The Neighbourhood CIL funding window opened on 1st April 2024 and closed on 30th April 2024. This is for local groups and organisations as well as Alton Town Council to submit applications for infrastructure related projects which benefit the local community. All applications received were reviewed at a CIL Councillor Workshop held on Monday, 24th June 2024 with details of all applications being sent to Councillors in advance via e-mail.

The Town Council must use CIL money to support the development of the local council's area, by funding:

(a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
(b) anything else that is concerned with addressing the demands that development places on an area.

Typically, there are three broad categories of infrastructure:

(a) Social infrastructure: e.g. art and culture, sports halls, education, health, social care, emergency services, community centres,
(b) Physical infrastructure: e.g. pavements, cycleways, flood defences, highways, transport links
(c) Green infrastructure: e.g. play areas, public open space, woodlands

The available fund currently sits at £248,868.13 which is made up of £1,556.07 carried forward from CIL allocations ending March 2023, plus CIL allocations received in April 2023 of £103,014.35 and in October 2023 of £235,197.72 less those applications approved in January 2024 totalling £90,900 which leaves £248,868.13 available.

A total of 9 bids were received totalling £**352,259** and all were initially reviewed and scored independently by EHDC & Alton Town Council officer's way of

(i) verifying whether applicants met the laid down criteria
(ii) independent scoring of those applications that qualified
(iii) all applications were further reviewed with recommendation to put to councillors using a scoring matrix as below:
   - those scoring above 39 should be recommended for granting
   - those between 34-38 should be considered for further evaluation
   - those below 33 rejected as not meeting criteria for either recommendation or further discussion

Applications received during the April funding window were:

Applicant A	First Friends Day Nursery	Additional early years childcare capacity at Wootey Infant School	£7,500
Applicant B	Bushy Leaze	Bushy Leaze Family Support Garden	£15,441
Applicant C	Alton Tennis Club	Padel Tennis Club	£25,000
Applicant D	Alton Town Council	Path improvements at Jubilee	£50,762
Applicant E	Alton Town Council	Refurbishment of Pavilions	£150,000
Applicant F	Alton Community Centre	Solar panels on roof	£10,000
Applicant G	Alton Maltings	Solar panels on roof	£50,000
Applicant H	REHAB	New outdoor exercise area	£35,836
Applicant I	Alton Trampoline Club	New trampoline	£7,720

Three applications failed to achieve a score of 34 or above and were not recommended, although were included and subsequently discussed fully at the Councillor workshop session alongside all the other applications.

RECOMMENDATION: Members are requested to consider which qualifying Neighbourhood CIL applications are to be approved.

ITEM 8: PLANNING APPLICATION 38290/002: 2 WILLIAM WAY, ALTON

FOR DECISION

In accordance with the approved Alton Town Council Scheme of Delegation – Planning Committee (Minute reference 8/2024 refers), this planning application is brought to Full Council under *Developments of 1 or more new build residential units"* for decision. Full details of the application can be found by following the link as detailed below:

Full Planning Application
38290/002 Site Address: 2 William Way, Alton, GU34 2UW
Proposal: Sub-division of plot to allow for a detached dwelling following demolition of attached garage
http://planningpublicaccess.easthants.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=_EHANT_DCAPR_255954

History:

A previous application by the applicant to build a three-storey house on the site (application 38290/001). was REFUSED on the grounds that:

1. The proposal would result in an undesirable and unacceptable form of development of this inadequate plot resulting in a cramped and confined development, such that the proposed dwelling would result in the loss of useable amenity space which contributes to the character of the area resulting in an adverse effect upon the character of the area in general. Furthermore, the size and

form of the house is not reflective of those within the immediate locality. The proposal would conflict with the requirements of policy DE2 of the Alton Neighbourhood Plan and policy CP29 of the EHDC Joint Core Strategy and Section 12: 'Achieving Well Designed Places' paragraph 130 (b) and (c) of the NPPF.

2. The means of access is inadequate to serve this development and cannot be improved within the land owned or controlled by the applicant with the result that the proposal would be detrimental to highway safety. The proposal would conflict with the requirements of the EHDC Joint Core Strategy, policy CP31.
3. The proposal incorporates inadequate car parking provision within the site clear of the highway with the result that it would obstruct use of the footway to the detriment of pedestrian safety. The proposal would therefore conflict with Policy TR5 of the Alton Neighbourhood Plan.

Officer Evaluation:

While the new proposal is a smaller dwelling, the issue of parking remains. There is no change to the parking provision between this application and the previous one. Policy TR5 of the current Alton Neighbourhood Plan states that 2 off-street parking spaces should be provided for a 2 or 3 bedroom dwelling. It appears that by demolishing the garage there is in fact a reduction in the parking provision for the existing dwelling to one space.

In addition, the Highways Authority objected to the previous application on the grounds that the access to the sites would be unsafe. As, there are no changes proposed by the applicant to the access in this application it can be safely assumed that the Highways Authority will repeat their previous comments on the question of access to the sites.

RECOMMENDATION: Members are requested to consider the planning application before them and confirm its response to EHDC in the capacity of a Statutory Consultee in the planning process.

ITEM 9: STATEMENT OF ACCOUNTS TO 30th JUNE 2024 INCLUDING TRANSFER OF FUNDS FROM CURRENT ACCOUNT TO DEPOSIT ACCOUNT AND INTERNAL AUDITORS REPORT DATED 3RD JULY 2024 FOR DECISION

Members are requested to scrutinise the accounts and accompanying documents and reports to 30th June 2024.

Balance Sheet as at 30th June 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 period 1st May-30th June 2024

Bank Reconciliation Statement as at 30th June 2024

The Bank Reconciliation Statements are as presented with a closing balance of £461,689.97 (Unity), £1,470,480.11 (CCLA as at 31st May 2024) and £81.14 (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 May to 30th June 2024 in respect of invoices and grant cheques.

Transfer of funds

Given the balance on the Current Account, officers recommend the transfer of £150,000 (one hundred and fifty thousand pounds) to the Unity Bank Deposit Account. Members are advised that transfers to and from these accounts are instantaneous and no notice is required.

Internal Auditors Report

The Internal Audit Report dated 3rd July to cover the period to 30th June 2024 is included in Members bundles which noted 2 minor requirements:

- Councillors to initial cheque stubs when signing cheques
- Consent to Electronic Distribution of Agendas, Minutes and other papers relating to Town Council Meetings to be completed by all Councillors

Members are requested to approve the Internal Auditors Report as tables

RECOMMENDATION: Members are requested to confirm their approval of:

1. **The balance sheet dated 30th June 2024**
2. **The Income and Expenditure account to 30th June 2024**
3. **The bank reconciliations for the Unity Account and the CCLA Deposit Account**
4. **The Payments over £500 covering 1st May to 30th June 2024**
5. **The transfer of £150,000 from the Unity Bank Current Account to the Unity Bank Deposit Account.**
6. **The Internal Auditors Report for the period ending 30th June 2024**

ITEM 10: ALTON CONCERT BAND FOR DECISION

Enclosed in members bundles is a grant application from the organising committee of the Alton Concert Band in the sum of £894.97 to purchase music rights to perform at various events which will then be retained in their "music library". Full details of the music to be purchased are detailed in the annex to their application.

RECOMMENDATION: Members are requested to determine this grant application in the sum of £894.97

ITEM 11: LANDLORDS CONSENT: FOR DECISION

1. **Alton Assembly Rooms:**

   Dementia Friendly, Alton (Tenant of the Alton Assembly Rooms) have submitted a formal request for permission to issue a Licence to Occupy to the Primary Care Network to permit:

   - Access to rear rooms at Alton Assembly Rooms via the Rear Door
   - Negotiated use of the suite of rear rooms to deliver a range of health care services and/or consultations

The intention is for the Primary Care Network (representing the Wilson Practice, Chawton Park Surgery and Boundaries Surgery) to enter into an agreement with Dementia Friendly to occupy the space located in the Assembly Rooms behind the stage (currently used as dressing rooms and a room occupied by Wey Valley Radio). This space would be converted into a 'Health Hub', focussing on preventative health initiatives. The PCN social prescribing team would be based there, along with other staff as appropriate.

The exact timings of the occupancy are still to be agreed, but it is likely that August would be the best time for their team to move in. This allows us some time to co-ordinate the move of the social prescribers from the Community Centre, and for Dementia Friendly to refurbish the spaces.

Assuming that Dementia Friendly are successful in their CIL bid, the aim is to then further refurbish the spaces to include at clinical space suitable for the provision of services like NHS health checks and vaccinations - thus increasing access to health care for their patients.

It is also the intention of the Primary Care Network representing the local surgeries as detailed above to work alongside Dementia Friendly to provide a series of regular talks and workshops to support preventative health initiatives and to provide support and advice to different groups in line with national, regional and local campaigns.

Members are requested to note that it is intended to issue the Licence to Occupy following Wey Valley Radio vacating their current space at the Assembly Rooms which took place on 30th June.

2. **Alton Mens Shed:**

   Alton Men's Shed have submitted a written request seeking Landlord's Consent to erect a sign on Edgar Hall in a similar design to that of Brazilian Jujitsu that was approved by Full Council on 1st May 2024.

   In accordance with Clause 5.6.2 of the Alton Men's Shed Lease Agreement Dated 3rd April 2024 permission is required to affix signage to Edgar Hall. Alton Men's Shed have obtained the professionally manufactured sign from the same supplier as Brazilian Jujitsu and propose that it be fitted in a similar manner minimising the impact on the building brickwork.

   A photograph of the proposed sign is included in the supplementary papers.

RECOMMENDATION: Members are requested to grant Landlords Consent to:

1. **Dementia Friendly to issue a Licence to Occupy to Primary Care Network**
2. **Alton Men's Shed for the erection of signage at Edgar Hall**

ITEM 12: REVIEW OF ALTON TOWN COUNCIL POLICIES & REGULATIONS:
FOR DECISION

The following Policies are tabled for review by Members with officers' recommended changes as detailed below for ease of reference.

(1) Standing Orders –The amendments made to Standing Orders for adoption at the meeting on 10th July are as follows:

- Several grammatical and punctuation corrections throughout, plus alignment of text and numbering and making all text a uniform size.
- 13e and 13g – removal of bracketed options to make points clearer
- 13xiv – The words 'or electronic form' have been added

- 13xv – removal of bracketed sections and the insertion of the words ‘which cannot be dealt with under the Scheme of Delegation’
- 19a, 19b, 19c and 19d – removal of brackets and change of wording to ‘Staffing Committee’ rather than ‘sub-committee’
- 23b – removal of brackets

(2) .Documentation Retention Policy

- Paragraph 2 – ‘in the course of’ changed to ‘while’
- Under ‘Planning Applications’ the update “in connection with applications which fall outside it’s Scheme of Delegation” has been added
- Incorporation of detail under ‘Planning Applications’ section into a table
- Removal of “Digital recordings of Council Meeting

From April 2020 – May 2021 all remote Full Council and Committee Meetings were recorded for auditing purposes. We have been advised by the Internal Auditor that these records can be deleted after the conclusion of the period for the exercise of public rights for the relevant auditing year. This period is legally defined as 14th June to 23rd July for 2021. (30 working days to include the first 10 working days of July.)

Any future meetings recorded by the Council will also adhere to this retention policy as listed above.

Disposal procedures: all documents that are no longer required for administrative reasons should be shredded and disposed of.” as it is no longer relevant.

(3) The Publication Scheme

1. The ‘Publication Scheme’ is the model one from the Information Commissioners Office (ICO) with no amendments.
2. The ‘Information available under the Publication Scheme’ has the following amendments:
   a. Introduction added
   b. Change from landscape to portrait format and removal of third column in table as charges are simplified at the end
   c. Removal of “named contacts where possible with telephone number and email address” from ‘Contact details’ in Class 1
   d. Removal of “Quality Status” and “Local Charters drawn up in accordance with DCLG guidelines” from Class 3 (as they were N/A)
   e. Addition of Alton Neighbourhood Development Plan 2011-2028 in Class 3
   f. Clarification that some pieces of information can be ‘website, email and hard copy’ rather than it just saying ‘Town Hall’
   g. Addition of address and telephone number in new section titled “How to make a request for information” near the end of the document
   h. Removal of ‘Other’ from Schedule of charges (as there are none)

(4) LGPS Employers Discretions Policy

Hampshire Pensions Scheme have contacted the Town Council to advise that it has come to their attention that the Discretions Policy on file for Alton Town Council is not current.

The LGPS Regulations require that all employers in the LGPS must publish a written Discretions Policy document, setting out what decisions they will make under LGPS regulations where they have discretion to do so. This should then be reviewed every 3 years and a newly signed Policy then needs to be sent through to them as a replacement.

The Policy has been updated to reflect the most up to date figures under (1) and (2) of the Policy and that Alton Town Council allows flexible retirement.

RECOMMENDATION: Members are requested to approve the individual Policies as tabled

1. **Standing Orders**
2. **Documentation Retention Policy**
3. **The Publications Scheme**
4. **LGPS Employers Discretions Policy**

01/07/2024

10:34

Alton Town Council

Balance Sheet as at 30/06/2024

31/03/2024					31/03/2025
		Current Assets			
17,000		Debtors	8,807		
38,172		Vat Control	15,044		
1,457,727		CCLA Deposit Fund	1,470,480		
223		Petty Cash	81		
130,433		Unity Trust Bank : Current A/c	461,690		
0		PAYE+NI Due	0		
1,643,555				**1,956,102**	
	1,643,555	**Total Assets**			**1,956,102**
		Current Liabilities			
7,228		Creditors control ac	27,043		
40,008		Accruals	0		
6,770		Receipts in Advance	0		
54,006				**27,043**	
	1,589,549	**Total Assets Less Current Liabilities**			**1,929,059**
		Represented By			
	29,204	Working Capital			368,714
	229,681	EMR Open Spaces (inc King Pond			229,681
	94,898	EMR 3G Interest			94,898
	28,179	Economic Development Reserve			28,179
	203,107	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
	374,039	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
	30,000	EMR Pension			30,000
	90,197	EMR Will Hall Meadow			90,197
	10,073	Climate Change Grant Fund			10,073
	152,039	EMR CALA Community Build (CIL)			152,039
	1,589,549				**1,929,059**

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3 Cost Centre Report

		Actual Current Mth	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	0	0	60	60			0.0%	
	Corporate Management :- Income	0	0	60	60			0.0%	0
4088	Newsletter	32	53	6,133	6,080		6,080	0.9%	
4101	Bank Charges	86	114	539	425		425	21.2%	
4111	Professional Fees	500	7,988	18,000	10,012	280	9,732	45.9%	
4112	Audit Fees	0	222	4,200	3,978		3,978	5.3%	
4117	David Whitmarsh Award	0	0	60	60		60	0.0%	
4999	Funds to CCLA	0	0	22,116	22,116		22,116	0.0%	
	Corporate Management :- Indirect Expenditure	618	8,377	51,048	42,671	280	42,391	17.0%	0
	Net Income over Expenditure	(618)	(8,377)	(50,988)	(42,611)				
102	**Democratic Representation**								
4121	Mayors Allowance	41	41	4,000	3,959		3,959	1.0%	
4122	Election costs	0	0	5,000	5,000		5,000	0.0%	
4124	Public Consultations	0	0	2,000	2,000		2,000	0.0%	
4125	Councillor Expenses	183	183	1,200	1,017		1,017	15.3%	
	Democratic Representation :- Indirect Expenditure	225	225	12,200	11,975	0	11,975	1.8%	0
	Net Expenditure	(225)	(225)	(12,200)	(11,975)				
105	**Central Support-Admin Costs**								
1009	Insurance Payout	4,721	4,721	0	(4,721)			0.0%	
1010	Other Income	0	755	0	(755)			0.0%	
	Central Support-Admin Costs :- Income	4,721	5,475	0	(5,475)				0
4001	Salaries	19,822	60,657	265,932	205,275		205,275	22.8%	
4002	Employers NI	2,003	6,174	27,125	20,951		20,951	22.8%	
4003	Employers Pension	3,217	9,977	56,999	47,022		47,022	17.5%	
4005	Pension Enhancements	0	0	1,122	1,122		1,122	0.0%	
4008	Staff Training	146	(264)	2,600	2,864		2,864	(10.2%)	
4009	Staff Travel & Welfare	14	2,250	2,840	590		590	79.2%	
4026	Other Expenditure	209	471	2,625	2,154		2,154	17.9%	
4071	Telephone and IT	943	2,800	15,383	12,583		12,583	18.2%	
4072	Mobile Phones	229	678	2,683	2,005		2,005	25.3%	
4075	Stationery & Printing	92	493	2,106	1,613		1,613	23.4%	
4076	Postage	0	0	1,158	1,158		1,158	0.0%	
4080	Subscriptions & Publications	0	2,420	3,308	888		888	73.2%	
4085	Insurance	0	24,076	24,536	460		460	98.1%	
4087	Advertising	0	0	683	683		683	0.0%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4155	Equipment	0	(1,608)	2,100	3,708		3,708	(76.6%)	
4157	Furniture	0	0	1,050	1,050		1,050	0.0%	
	Central Support-Admin Costs :- Indirect Expenditure	26,676	108,124	412,250	304,126	0	304,126	26.2%	0
	Net Income over Expenditure	(21,955)	(102,648)	(412,250)	(309,602)				
106	Central Support-Town Hall								
1002	Shop Rents	331	991	3,960	2,969			25.0%	
1010	Other Income	0	9,090	0	(9,090)			0.0%	
	Central Support-Town Hall :- Income	331	10,081	3,960	(6,121)			254.6%	0
4021	Rates	651	1,920	7,430	5,510		5,510	25.8%	
4022	Water Charges	8	71	748	677		677	9.5%	
4024	Gas	32	302	2,436	2,134		2,134	12.4%	
4025	Electricity	266	860	3,304	2,444		2,444	26.0%	
4030	Cleaning	200	483	2,112	1,629		1,629	22.9%	
4140	Building Maintenance	79	1,721	75,000	73,279	587	72,693	3.1%	
	Central Support-Town Hall :- Indirect Expenditure	1,236	5,357	91,030	85,673	587	85,086	6.5%	0
	Net Income over Expenditure	(905)	4,724	(87,070)	(91,794)				
107	Operating Income & Exp.								
1005	Market Income	1,000	3,000	14,000	11,000			21.4%	
1176	Precept	0	500,000	851,976	351,976			58.7%	
1190	Interest Received	6,276	17,031	50,000	32,969			34.1%	
	Operating Income & Exp. :- Income	7,276	520,031	915,976	395,945			56.8%	0
4501	Grants-Neighbourhood CIL	4,950	4,950	0	(4,950)		(4,950)	0.0%	
	Operating Income & Exp. :- Indirect Expenditure	4,950	4,950	0	(4,950)	0	(4,950)		0
	Net Income over Expenditure	2,326	515,081	915,976	400,895				
108	Other Properties								
1001	Rents	0	3,000	12,000	9,000			25.0%	
	Other Properties :- Income	0	3,000	12,000	9,000			25.0%	0
4411	Buildings Maintenance Tannery	0	0	2,100	2,100		2,100	0.0%	
4412	Public Works Loan Board repay	4,705	4,705	9,411	4,706		4,706	50.0%	
	Other Properties :- Indirect Expenditure	4,705	4,705	11,511	6,806	0	6,806	40.9%	0
	Net Income over Expenditure	(4,705)	(1,705)	489	2,194				

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Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3 Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201	**Anstey Park**								
1000	Fees and Charges	2,817	4,414	19,759	15,345			22.3%	
1001	Rents	4,727	13,794	55,445	41,651			24.9%	
1010	Other Income	0	7,835	0	(7,835)			0.0%	
1016	Alton FC Holding Funds	0	0	22,116	22,116			0.0%	
	Anstey Park :- Income	7,544	26,043	97,320	71,277			26.8%	0
4021	Rates	147	448	1,675	1,227		1,227	26.8%	
4022	Water Charges	1,243	1,317	2,007	690		690	65.6%	
4024	Gas	1,129	804	2,743	1,939		1,939	29.3%	
4025	Electricity	850	3,207	10,133	6,926		6,926	31.7%	
4030	Cleaning	854	2,562	10,760	8,198		8,198	23.8%	
4071	Telephone and IT	53	158	649	491		491	24.4%	
4140	Building Maintenance	0	943	8,400	7,457		7,457	11.2%	
4141	Grounds Maintenance	325	2,351	41,531	39,180	2,250	36,930	11.1%	
	Anstey Park :- Indirect Expenditure	4,601	11,791	77,898	66,107	2,250	63,857	18.0%	0
	Net Income over Expenditure	2,944	14,252	19,422	5,170				
202	**Jubilee Playing Fields**								
1000	Fees and Charges	1,719	1,842	17,263	15,421			10.7%	
1001	Rents	1,735	6,515	21,404	14,889			30.4%	
	Jubilee Playing Fields :- Income	3,454	8,357	38,667	30,310			21.6%	0
4021	Rates	174	517	2,343	1,826		1,826	22.1%	
4022	Water Charges	0	117	2,646	2,529		2,529	4.4%	
4025	Electricity	68	68	4,879	4,811		4,811	1.4%	
4071	Telephone and IT	15	46	189	143		143	24.3%	
4140	Building Maintenance	62	488	2,100	1,612	4,575	(2,963)	241.1%	
4141	Grounds Maintenance	815	4,401	8,517	4,116	1,927	2,189	74.3%	
4143	Skatepark Maintenance	0	0	500	500		500	0.0%	
4150	Fuel Costs	0	0	1,560	1,560		1,560	0.0%	
	Jubilee Playing Fields :- Indirect Expenditure	1,134	5,636	22,734	17,098	6,502	10,596	53.4%	0
	Net Income over Expenditure	2,320	2,721	15,933	13,212				
301	**Grounds Maintenance Team**								
1010	Other Income	225	1,027	0	(1,027)			0.0%	
	Grounds Maintenance Team :- Income	225	1,027	0	(1,027)				0
4001	Salaries	11,031	33,091	152,078	118,987		118,987	21.8%	
4002	Employers NI	777	2,370	14,447	12,077		12,077	16.4%	

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4003	Employers Pension	1,463	4,501	32,545	28,044		28,044	13.8%	
4010	Uniforms	23	160	525	365		365	30.4%	
4031	Refuse Collection	171	3,398	19,173	15,775		15,775	17.7%	
4139	Pot holes/Roadway resurfacing	0	(9,030)	7,500	16,530		16,530	(120.4%)	
4141	Grounds Maintenance	0	2,563	6,471	3,908	1,719	2,189	66.2%	
4144	Play Equipment Inspections	0	1,150	14,707	13,557		13,557	7.8%	
4145	Tree Maintenance	5,159	6,009	25,000	18,991		18,991	24.0%	
4146	Bedding Plants	126	126	500	374		374	25.2%	
4147	Dog Bins	0	317	1,680	1,363		1,363	18.9%	
4148	Play Equipment Maintenance	575	1,600	11,550	9,950		9,950	13.9%	
4149	Vehicle Costs	338	724	6,718	5,994		5,994	10.8%	
4150	Fuel Costs	580	1,769	9,391	7,622		7,622	18.8%	
4153	Locking & Unlocking	3,184	3,184	11,466	8,282		8,282	27.8%	
4155	Equipment	103	5,980	20,512	14,532	3,890	10,642	48.1%	
	Grounds Maintenance Team :- Indirect Expenditure	23,529	57,913	334,263	276,351	5,609	270,742	19.0%	0
	Net Income over Expenditure	(23,304)	(56,886)	(334,263)	(277,378)				
310	The Butts								
1000	Fees and Charges	630	1,530	2,200	670			69.5%	
	The Butts :- Income	630	1,530	2,200	670			69.5%	0
4022	Water Charges	0	0	55	55		55	0.0%	
	The Butts :- Indirect Expenditure	0	0	55	55	0	55	0.0%	0
	Net Income over Expenditure	630	1,530	2,145	615				
311	Public Gardens								
1001	Rents	899	5,855	16,397	10,542			35.7%	
	Public Gardens :- Income	899	5,855	16,397	10,542			35.7%	0
4022	Water Charges	0	0	546	546		546	0.0%	
4025	Electricity	256	748	3,098	2,350		2,350	24.1%	
4140	Building Maintenance	0	0	1,323	1,323		1,323	0.0%	
4141	Grounds Maintenance	0	0	3,032	3,032		3,032	0.0%	
	Public Gardens :- Indirect Expenditure	256	748	7,999	7,251	0	7,251	9.3%	0
	Net Income over Expenditure	643	5,108	8,398	3,290				
312	Windmill Hill								
1001	Rents	0	0	4,400	4,400			0.0%	
	Windmill Hill :- Income	0	0	4,400	4,400			0.0%	0
	Net Income	0	0	4,400	4,400				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
313	Kings Pond								
1001	Rents	577	1,800	7,200	5,400			25.0%	
	Kings Pond :- Income	577	1,800	7,200	5,400			25.0%	0
4140	Building Maintenance	0	80	0	(80)		(80)	0.0%	
4141	Grounds Maintenance	0	165	12,000	11,835	2,291	9,544	20.5%	
	Kings Pond :- Indirect Expenditure	0	245	12,000	11,755	2,291	9,464	21.1%	0
	Net Income over Expenditure	577	1,555	(4,800)	(6,355)				
314	Holybourne Play Area								
4200	Ground Rent	0	0	265	265		265	0.0%	
	Holybourne Play Area :- Indirect Expenditure	0	0	265	265	0	265	0.0%	0
	Net Expenditure	0	0	(265)	(265)				
315	Chawton Park Road								
1001	Rents	6,250	8,150	27,150	19,000			30.0%	
	Chawton Park Road :- Income	6,250	8,150	27,150	19,000			30.0%	0
	Net Income	6,250	8,150	27,150	19,000				
316	Greenfields								
1001	Rents	0	0	500	500			0.0%	
	Greenfields :- Income	0	0	500	500			0.0%	0
	Net Income	0	0	500	500				
317	Flood Meadows								
4025	Electricity	82	232	504	272		272	46.0%	
4141	Grounds Maintenance	0	73	70,000	69,927		69,927	0.1%	
	Flood Meadows :- Indirect Expenditure	82	305	70,504	70,199	0	70,199	0.4%	0
	Net Expenditure	(82)	(305)	(70,504)	(70,199)				
318	Other Open Spaces								
4156	Parish Paths	0	0	500	500		500	0.0%	
4179	Lower Field Will Hall Farm	28	28	0	(28)		(28)	0.0%	
	Other Open Spaces :- Indirect Expenditure	28	28	500	472	0	472	5.7%	0
	Net Expenditure	(28)	(28)	(500)	(472)				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
320	Allotments								
1001	Rents	60	5,735	7,050	1,315			81.3%	
1003	Allotment affiliation fees	12	30	200	170			15.0%	
	Allotments :- Income	72	5,765	7,250	1,485			79.5%	0
4022	Water Charges	119	256	1,260	1,004		1,004	20.3%	
4033	Allotment affiliation fees	0	1,110	0	(1,110)		(1,110)	0.0%	
4141	Grounds Maintenance	0	25	2,625	2,600		2,600	1.0%	
	Allotments :- Indirect Expenditure	119	1,392	3,885	2,493	0	2,493	35.8%	0
	Net Income over Expenditure	(47)	4,373	3,365	(1,008)				
321	Barley Fields								
1010	Other Income	0	325	0	(325)			0.0%	
	Barley Fields :- Income	0	325	0	(325)				0
	Net Income	0	325	0	(325)				
401	Community								
1014	Other Events Income	(10)	140	3,000	2,860			4.7%	
1072	Donations/Sponsorship Received	300	2,884	3,000	116			96.1%	
1075	Town Crier Donations	20	40	0	(40)			0.0%	
1080	Grant Income	0	0	1,000	1,000			0.0%	
	Community :- Income	310	3,064	7,000	3,936			43.8%	0
4304	Town Crier	0	1,200	1,200	0		0	100.0%	
4305	3rd Party Event Costs	0	0	2,100	2,100		2,100	0.0%	
4306	Tourism	252	3,863	12,000	8,137	806	7,331	38.9%	
4307	Town Centre Events	557	1,856	18,900	17,044	700	16,344	13.5%	
4308	Youth Expenditure	0	10,000	20,000	10,000		10,000	50.0%	
4312	Events Grants	3,000	3,250	4,000	750		750	81.3%	
4314	CCTV	3,956	3,956	2,990	(966)		(966)	132.3%	
4317	Climate Change Actions/Strateg	47	4,429	15,000	10,571		10,571	29.5%	
	Community :- Indirect Expenditure	7,812	28,554	76,190	47,636	1,506	46,130	39.5%	0
	Net Income over Expenditure	(7,502)	(25,490)	(69,190)	(43,700)				
403	Christmas Lights								
4300	Christmas Lights	0	0	22,000	22,000	7,310	14,690	33.2%	
	Christmas Lights :- Indirect Expenditure	0	0	22,000	22,000	7,310	14,690	33.2%	0
	Net Expenditure	0	0	(22,000)	(22,000)				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
404	**Alton in Bloom**								
1070	Alton in Bloom-Income	0	656	0	(656)			0.0%	
	Alton in Bloom :- Income	0	656	0	(656)				0
4302	Alton in Bloom Expenditure	974	1,311	1,500	190		190	87.4%	
	Alton in Bloom :- Indirect Expenditure	974	1,311	1,500	190	0	190	87.4%	0
	Net Income over Expenditure	(974)	(654)	(1,500)	(846)				
420	**Grants**								
4500	Grants-Empowered	0	13,230	30,000	16,770		16,770	44.1%	
	Grants :- Indirect Expenditure	0	13,230	30,000	16,770	0	16,770	44.1%	0
	Net Expenditure	0	(13,230)	(30,000)	(16,770)				
503	**Assembly Rooms**								
1000	Fees and Charges	2,837	2,927	0	(2,927)			0.0%	
1001	Rents	1,010	3,030	12,889	9,859			23.5%	
	Assembly Rooms :- Income	3,847	5,957	12,889	6,932			46.2%	0
4006	Management contract	0	0	8,000	8,000		8,000	0.0%	
4022	Water Charges	308	410	0	(410)		(410)	0.0%	
4024	Gas	0	201	0	(201)		(201)	0.0%	
4025	Electricity	488	506	0	(506)		(506)	0.0%	
4026	Other Expenditure	0	0	750	750		750	0.0%	
4031	Refuse Collection	60	137	0	(137)		(137)	0.0%	
4040	Licences	0	89	0	(89)		(89)	0.0%	
4071	Telephone and IT	45	136	0	(136)		(136)	0.0%	
4140	Building Maintenance	1,275	1,275	0	(1,275)		(1,275)	0.0%	
	Assembly Rooms :- Indirect Expenditure	2,176	2,755	8,750	5,995	0	5,995	31.5%	0
	Net Income over Expenditure	1,671	3,203	4,139	936				
601	**Street Furniture**								
1008	Bus shelter adverts income	425	1,375	0	(1,375)			0.0%	
1072	Donations/Sponsorship Received	0	117	3,360	3,243			3.5%	
	Street Furniture :- Income	425	1,492	3,360	1,868			44.4%	0
4021	Rates	91	279	1,321	1,042		1,042	21.1%	
4600	Public Seats/Bins	0	0	2,000	2,000		2,000	0.0%	
4601	Bus Shelters	35	(1,054)	1,814	2,868		2,868	(58.1%)	
4602	Notice Boards/street furniture	98	122	2,000	1,878	98	1,780	11.0%	
	Street Furniture :- Indirect Expenditure	224	(653)	7,135	7,788	98	7,690	(7.8%)	0
	Net Income over Expenditure	201	2,145	(3,775)	(5,920)				

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Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
602	Neighbourhood Plan								
4026	Other Expenditure	0	3,900	30,000	26,100	9,750	16,350	45.5%	
	Neighbourhood Plan :- Indirect Expenditure	0	3,900	30,000	26,100	9,750	16,350	45.5%	0
	Net Expenditure	0	(3,900)	(30,000)	(26,100)				
702	Projects								
1085	Developer Contributions/S106	0	0	288,000	288,000			0.0%	
	Projects :- Income	0	0	288,000	288,000			0.0%	0
4401	Jubilee Playing Fields	0	925	388,000	387,075		387,075	0.2%	
4402	Anstey Park	0	0	40,000	40,000		40,000	0.0%	
4414	Grow Up Fund	759	4,112	0	(4,112)	47	(4,159)	0.0%	
4415	Jane Austen Garden	8	8	0	(8)		(8)	0.0%	
4416	DFA Assembly Room Refurbishmen	0	5,162	0	(5,162)		(5,162)	0.0%	
	Projects :- Indirect Expenditure	767	10,207	428,000	417,793	47	417,746	2.4%	0
	Net Income over Expenditure	(767)	(10,207)	(140,000)	(129,793)				
	Grand Totals:- Income	36,561	608,610	1,444,329	835,719			42.1%	
	Expenditure	80,112	269,100	1,711,717	1,442,617	36,230	1,406,388	17.8%	
	Net Income over Expenditure	(43,550)	339,510	(267,388)	(606,898)				
	Movement to/(from) Gen Reserve	(43,550)	339,510						

Alton Town Council

Balance Sheet as at 30/06/2024

31/03/2024	**31/03/2025**

The above statement represents fairly the financial position of the authority as at 30/06/2024 and reflects its Income and Expenditure during the year.

Signed : Chairman ______________________ Date : ______________

Signed : Responsible Financial ______________________ Date : ______________

Bank Reconciliation Statement as at 30/06/2024
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	30/06/2024		461,689.97
			461,689.97
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			461,689.97
Unpresented Receipts (Plus)			
		0.00	
			0.00
			461,689.97
		Balance per Cash Book is :-	461,689.97
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 30/06/2024
for Cashbook 2 - CCLA Deposit Fund

Bank Statement Account Name (s)	Statement Date	Page No	Balances
CCLA Deposit Fund	06/06/2024		1,470,480.11
			1,470,480.11

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		1,470,480.11

Unpresented Receipts (Plus)		
	0.00	
		0.00
		1,470,480.11

Balance per Cash Book is :- 1,470,480.11

Difference is :- 0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 30/06/2024
for Cashbook 4 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	30/06/2024		81.14
			81.14

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		81.14

Unpresented Receipts (Plus)		
	0.00	
		0.00
		81.14
	Balance per Cash Book is :-	81.14
	Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

01/07/2024

10:18

Alton Town Council

Cashbook transactions totalling £500.00 or more
for the period 01/05/2024 to 30/06/2024

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Unity Trust Bank : Current	2	07/05/2024	Rates	East Hampshire District Counci	634.00
1	Unity Trust Bank : Current	2	10/05/2024	DD	Lloyds Credit Card	2,279.88
1	Unity Trust Bank : Current	2	10/05/2024	DD	Lloyds Caredit Card	1,171.34
1	Unity Trust Bank : Current	2	15/05/2024	DD	Live pay	24,478.92
1	Unity Trust Bank : Current	2	16/05/2024	BACS036	Voller Urban Design	1,110.00
1	Unity Trust Bank : Current	2	16/05/2024	BACS037	WP Group	726.60
1	Unity Trust Bank : Current	2	16/05/2024	BACS035	Turfleet Hire	888.00
1	Unity Trust Bank : Current	2	16/05/2024	BACS029	Sawscapes Play	1,920.00
1	Unity Trust Bank : Current	2	16/05/2024	BACS027	Rod Gaskin Farm Equipment Limi	4,753.65
1	Unity Trust Bank : Current	2	16/05/2024	BACS025	Mid Hants Mowers Limited	985.60
1	Unity Trust Bank : Current	2	16/05/2024	BACS024	Hampshire Pension Fund	617.59
1	Unity Trust Bank : Current	2	16/05/2024	BACS023	HM Revenue & Customs	7,799.96
1	Unity Trust Bank : Current	2	16/05/2024	BACS019	Ellack Cleaning Contractors Lt	1,024.64
1	Unity Trust Bank : Current	2	16/05/2024	BACS020	Green Frontiers Garden Care Li	660.00
1	Unity Trust Bank : Current	2	16/05/2024	BACS018	Elec-trixx - Lee Rodwell	930.00
1	Unity Trust Bank : Current	2	16/05/2024	BACS017	Dataprint Limited	662.40
1	Unity Trust Bank : Current	2	16/05/2024	BACS015	Complete Weed Control South	1,159.87
1	Unity Trust Bank : Current	2	16/05/2024	BACS014	Chalvington Communications Lim	1,233.18
1	Unity Trust Bank : Current	2	16/05/2024	BACS004	Bureau 14 Marketing Services	780.00
1	Unity Trust Bank : Current	2	16/05/2024	BACS001	Alton Allotment Association Ma	1,110.00
1	Unity Trust Bank : Current	2	16/05/2024	BACS024	Hampshire Pension Fund	5,520.00
1	Unity Trust Bank : Current	2	29/05/2024	E3E271F2	E.ON	1,999.04
1	Unity Trust Bank : Current	2	29/05/2024	B993102D	E.ON	782.12
1	Unity Trust Bank : Current	2	30/05/2024	BACS019	Veolia Environmental Services	2,186.47
1	Unity Trust Bank : Current	2	30/05/2024	BACS007	Fuelgenie Business Account	595.42
1	Unity Trust Bank : Current	2	30/05/2024	BACS001	Alton Climate Action & Netwrok	1,237.00
1	Unity Trust Bank : Current	2	30/05/2024	BACS003	Biffa Waste Services	1,778.46
1	Unity Trust Bank : Current	2	30/05/2024	BACS006	Ellack Cleaning Contractors Lt	1,009.52
1	Unity Trust Bank : Current	2	30/05/2024	BACS014	Sparkx	2,970.00
1	Unity Trust Bank : Current	2	30/05/2024	BACS011	Dave Parsons- Town Crier	1,200.00
1	Unity Trust Bank : Current	3	03/06/2024	Rates	East Hampshire District Counci	1,046.00
1	Unity Trust Bank : Current	3	11/06/2024	DD	Lloyds Bank	988.65
1	Unity Trust Bank : Current	3	11/06/2024	DD	Lloyds Bank	645.64
1	Unity Trust Bank : Current	3	14/06/2024	DD	Livepay	24,523.70
1	Unity Trust Bank : Current	3	18/06/2024	BACS032	Sawscapes Play	1,020.00
1	Unity Trust Bank : Current	3	18/06/2024	BACS001	Alton Victorian Cricket	500.00
1	Unity Trust Bank : Current	3	18/06/2024	BACS023	HM Revenue & Customs	7,780.96
1	Unity Trust Bank : Current	3	18/06/2024	BACS002	Alton Art Society	2,000.00
1	Unity Trust Bank : Current	3	18/06/2024	BACS018	Flint Construction Limited	1,452.00
1	Unity Trust Bank : Current	3	18/06/2024	BACS020	Green Frontiers Garden Care Li	5,290.80
1	Unity Trust Bank : Current	3	18/06/2024	BACS015	Chalvington Communications Lim	1,247.14
1	Unity Trust Bank : Current	3	18/06/2024	BAC016	DGCS - Digidrop Group	3,820.80
1	Unity Trust Bank : Current	3	18/06/2024	BACS033	Tudor Environmental	937.28
1	Unity Trust Bank : Current	3	18/06/2024	BACS019	Fuelgenie Business Account	696.56
1	Unity Trust Bank : Current	3	18/06/2024	BACS024	Martin Cashmore Fencing Limite	912.00
1	Unity Trust Bank : Current	3	18/06/2024	BACS009	Castle Water	1,450.02
1	Unity Trust Bank : Current	3	18/06/2024	BACS034	Turfleet Hire	900.00
1	Unity Trust Bank : Current	3	18/06/2024	BACS022	Hampshire Pension Fund	6,008.05

Alton Town Council

Cashbook transactions totalling £500.00 or more
for the period 01/05/2024 to 30/06/2024

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Unity Trust Bank : Current	3	18/06/2024	BACS005	Lions Club Alton	500.00
1	Unity Trust Bank : Current	3	20/06/2024	B993120D	E.ON	586.02
1	Unity Trust Bank : Current	3	24/06/2024	E3E271F2	E.ON	824.06

Receipts

Cb No	Bank Account Name	Month	Date Banked	Amount Banked
1	Unity Trust Bank : Current	2	01/05/2024	2,539.00
1	Unity Trust Bank : Current	2	02/05/2024	20,080.24
1	Unity Trust Bank : Current	2	03/05/2024	3,863.26
1	Unity Trust Bank : Current	2	08/05/2024	2,120.00
1	Unity Trust Bank : Current	2	13/05/2024	2,000.00
1	Unity Trust Bank : Current	2	17/05/2024	1,800.00
1	Unity Trust Bank : Current	2	20/05/2024	1,200.00
1	Unity Trust Bank : Current	3	03/06/2024	975.00
1	Unity Trust Bank : Current	3	03/06/2024	1,055.00
1	Unity Trust Bank : Current	3	03/06/2024	1,240.00
1	Unity Trust Bank : Current	3	03/06/2024	1,000.00
1	Unity Trust Bank : Current	3	03/06/2024	2,500.00
1	Unity Trust Bank : Current	3	04/06/2024	905.24
1	Unity Trust Bank : Current	3	05/06/2024	750.00
2	CCLA Deposit Fund	3	02/05/2024	6,275.94
1	Unity Trust Bank : Current	3	07/06/2024	1,000.00
1	Unity Trust Bank : Current	3	11/06/2024	1,659.22
1	Unity Trust Bank : Current	3	12/06/2024	4,720.55
1	Unity Trust Bank : Current	3	19/06/2024	600.00
1	Unity Trust Bank : Current	3	21/06/2024	1,234.76
1	Unity Trust Bank : Current	3	25/06/2024	794.00
1	Unity Trust Bank : Current	3	27/06/2024	1,989.90

CCLA
GOOD INVESTMENT

Statement of Account

Mrs Harris
Alton Town Council
Markets Street
Alton
GU34 1HD

5 June 2024

Account name: **ALTON TOWN COUNCIL**
Account number: **PS3078535-001**
Statement period: **30/04/2024 to 31/05/2024**

Account summary

Total valuation as at 31 May 2024	**£1,470,480.11**
Total valuation as at last statement at 30 April 2024	**£1,464,204.17**

Holdings as at 31 May 2024

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	1,470,480.1100	£1.00	£1,470,480.11

Total value
£1,470,480.11

Transactions for the period from 30 April 2024 to 31 May 2024

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
02/05/2024	Income Reinvestment	6,275.9400	£1.0000	£6,275.94

The average Fund yield for this period was 5.21% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Apr 2024	02/05/2024	Reinvestment	£6,275.94	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**.

THE PUBLIC SECTOR DEPOSIT FUND

SUBSCRIPTION FORM

Only use this form when you wish to purchase shares for an existing account. Please request an application form if you require a new account.

On completion please email **scanning@ccla.co.uk** (pdf only).
Please call 0800 022 3505 if you have any questions completing this form.

Please complete this form in BLOCK CAPITALS, using **black ink**. One form should be used for a single transaction.

Mrs Leah Coney
Alton Town Council
Town Hall
Market Square
ALTON
Hampshire
GU34 1HD

ORGANISATION ID

ALTO00011659

SECTION 1 TRANSACTIONAL DETAILS

Name of client

ALTON TOWN COUNCIL

Account name (subtitle of account)

ALTON TOWN COUNCIL

Account number

00000001

Purchase shares to the value of £

£150,000.00

Amount in words

ONE HUNDRED AND FIFTY THOUSAND POUNDS ONLY

SECTION 2 PAYMENT DETAILS

Payment will arrive on:

DATE (dd/mm/yyyy) 12072024

Please send payment to the bank account detailed below.

Name: CCLA INVESTMENT MANAGEMENT LTD AS MANAGER OF THE PUBLIC SECTOR DEPOSIT FUND CURRENT ACCOUNT

Sort code: 400530

Account number: 74455479

Your reference number: ALTO00011659 (Please quote this number as a reference)

Failure to provide all of the above information may result in the transaction not being processed.

SECTION 3 AUTHORISATION

On behalf of the organisation, we agree to be bound by the terms and conditions of the Prospectus of The Public Sector Deposit Fund (including our obligation to advise you immediately of any changes).

In particular, we acknowledge and agree that, until the end of the business day following the date of receipt of our money, it is possible that CCLA will not hold our money as client money and therefore it will not be segregated under the FCA's client money rules. In addition, we acknowledge and agree that, where we request to redeem our Shares, it is possible that the redemption proceeds will not be held by CCLA as client money, and therefore will not be segregated under the FCA's client money rules, until the end of the business day following the day that CCLA receives our redemption proceeds from the Depositary.

Title: MRS

Forename: PATRICIA

Surname: HARRIS

Date (dd/mm/yyyy): 03072024

Signature

[redacted]

Title: MRS

Forename: HAYLEY

Surname: CARTER

Date (dd/mm/yyyy): 03072024

Signature

[redacted]

Contract Notes confirming the transaction will be sent to the main contact.

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 Clerk to the Council
Alton Town Council
Town Hall
Market Square
Alton
Hampshire
GU34 1HD

3rd July 2024

Dear Pat

Re: Alton Town Council
Internal Audit Year Ended 31 March 2025 – Interim Audit report 1 of 4 Q/E 30/06/2024

Executive summary

Following completion of our Interim internal audit on 3rd July 2024 we enclose our report for your kind attention and presentation to the council. The audit was 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 & Co, 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 & future assignments. Copies of this document are available on request. Revised 2024/25 Engagement letters will be issued shortly.

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.

Table of contents

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The audit was conducted on site with the clerk/RFO & Finance Manager. The RFO had prepared the information advised in advance of the visit other information was reviewed through a review of the council website https://www.alton.gov.uk/

The council continues to use the Rialtus accounting package for recording the day-to-day financial transactions of the council. This is an industry specific accounting package. In addition to this, the council uses spreadsheets to produce council reports. The system is used regularly to record transactions and produce management information reports for review at council meetings.

The system is cloud based and access is by secure log on to the local machine and a separate password for the cloud system. Passwords are not routinely prompted for change; however, the two factor authentication process provides secure access. In addition to this, the multiple access reduces the inherent risk of not being able to access the system. There are four users:

1. Town Clerk – oversight role
2. Finance Officer – all financial duties
3. Finance & Administration Manager – reconciliations
4. Administrator – pitch bookings and allotments

The system encompasses, sales ledger, purchase ledger and cashbook. It provides for reconciliation of key control accounts and regular reporting against budget. The system requires the population of key data fields to enable the user to record a transaction with sufficient detail to understand the nature and scope of the transaction. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered, the reports are easy to read and logically filed.

The finance department produces both soft and hard copy reports which are appropriately filed.

The system backs up regularly which is monitored by an external IT provider.

The financial package has a built in Purchase Order (PO) system which is set such that the originator of a PO cannot match a supplier invoice to the same transaction. This is the same as the bank system where by an originator of a payment cannot authorise the same payment. The technology provides a form of segregation of duties which reduces the inherent risk of error or misstatement.

A review of the offices and the filing systems shows that the council takes the finance function seriously and appropriate safeguards in in place to ensure documents are stored safely and securely.

My walk-through audit testing of receipts and payments to underlying documentation chosen at random showed that the referencing system can be relied upon, and that the source documents could be easily located in the council records. I make no recommendation to change in this system.

I tested the opening balances as at 1/4/24 by reviewing the balance brought forward on the receipts page on the Rialtus accounting package and confirmed it could be agreed back to the investment reconciliation for the audited accounts for 2023/24.

I am of the opinion that the council keeps appropriate records and uses the systems for the purpose for which they are intended

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 the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.

The 2023/24 AGAR is correctly published in draft on the website – approval was minuted in May 2024.

Confirm by sample testing that councillors sign statutory office forms.

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of councillors and their individual Register of Members' Interests Forms can be found on the district website.

It is noted that the new councillor will need to sign a declaration to receive information by electronic means.

Confirm that the council is compliant with GDPR.

The council is fully aware of GDPR and has undergone training. It was noted the council has established common .gov email addresses. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice and an accessibility statement.

Confirm that the council meets regularly throughout the year.

In addition to full council, the council has staffing and climate change committees.

A diary of future meeting dates is also published on the council website, along with historic agendas and minutes for council and committee meetings.

Check that agendas for meetings are published giving 3 clear days' notice.

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

Check the draft minutes of the last meeting(s) are on the council's website.

Draft minutes are uploaded to the council website, ordinarily within 10 days of the meeting taking place. I also note that not all of these are in accessible format.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The Standing Orders are based on the NALC model. These were reviewed in April 2024.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial Regulations are based on the current NALC model. The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council. These were reviewed in April 2024.

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

I reviewed the councils internal purchase ledger process which is summarised below.

- The council staff will agree through internal discussion if an expenditure item is required as per financial regulations 4.1 and 4.2 (shown below)
- The administrator raises a PO on the Rialtus system, which is printed and filed together with supporting documentation. This is verified by the Finance and Admin Manager.
- Supplier invoices received are posted by Finance Officer to Rialtus, the system recognises PO by supplier – checks are made to ensure invoice matches PO. Queries investigated. The invoice is stamped use to annotate invoice with key information and signature of person processing.
- Supplier invoices are filed in the "awaiting authorisation" folder.

- Finance and Admin Manager reviews outstanding invoices, for payment which is made twice monthly.
- The Finance Officer logs on to the bank system and posts the payments. New supplier set up requires dual authorisation from bank systems. Supplier invoice is date stamped "paid" and given unique internal code
- The Finance Officer scans invoices and emails to two councillors on a rotational basis – or councillors asked to attend site to review hard copies.
- Councillors log on to bank systems using their own personal log on to authorise the payment. Physical payment requires two authorisations.
- Supplier paid invoices are filed in date paid and then alphabetical order together with Rialtus payments list.

Direct debit invoices authorised and filed in same manner as above.

Financial Regulation Test
FR 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by the:

- *the council for items over £10,000; or*
- *a duly delegated committee of the council for all items over £5,000*
- *The clerk for any items below £5,000.*

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO and, where necessary, also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations

FR 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

Audit Results
Transactions Over £10k

- 02/04/2024 Zurich Municipal Management - Insurance £24,035.93 – agrees to invoice and minute ref 250 FC Feb 22
- 09/04/2024 The Kings Arms - Grant £10,000.00 – agrees to invoice and sla 15/10/19
- 09/04/2024 Flint Construction Ltd - Assembly Rooms £20,058.00 – agrees to invoice & minute ref 1/11/23 ref 61

Transactions over £5k

- 09/04/2024 Bushy Leaze - Grant £5,000.00 – agrees to schedule and minutes 10/1/24 ref 70
- 08/06/2024 – Green Frontiers Garden Car - Tree work £5,290.80 – agrees to 2 x invoices both under £5k

In respect of the Assembly rooms – a grant was preapproved at Full Council on the 1st November ref 61 that provided for £45,800 of works plus 10% contingency. A detailed spreadsheet is maintained to show how this is being extinguished, to ensure the budget is not exceeded. I have reviewed the spreadsheet and can confirm council is properly monitoring and approving this expenditure.

Financial Regulation Test
4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

Audit Results
I reviewed the minutes of the staffing committee for the 29th November 2023 Minute Ref 763 and noted approval of the salary budgets and signing off of the detail list of salary changes.

Financial Regulation Test
4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Audit Results
No such expenditure in the first quarter.

Financial Regulation Test
4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.

Audit Results
No tenders started in quarter 1. As noted above under FR 4.1, the council has a robust system of monitoring capital expenditure and use of capital budgets. There has been no earmarked reserve expenditure in Q1.

Financial Regulation Test
4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of 15% of the budget.

Audit Results
I reviewed the pack of information submitted to full council for the 5th June meeting and can confirm that income versus budget information is prepared and presented and that minutes show council approval/discussion of the same.

Financial Regulation Test
5.2. The Assistant to the Clerk will prepare a schedule of payments requiring authorisation, together with the relevant invoices, and present the schedule to at least two councillors for approval. The relevant councillors shall review the schedule for compliance and, having satisfied itself shall authorise payment via cheque or BACS. A detailed list of all payments over £500 shall be disclosed within or as an attachment to the agenda for the next meeting of the full council. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

Audit Results
I reviewed the pack of information submitted to full council for the 5th of June meeting and can confirm that a payments list of items over £500 is included for councillor approval.

The process of authorising payments is in accordance with regulation and I have noted evidence of councillor approval on the email system.

Financial Regulation Test
5.3. All invoices for payment shall be examined, verified, and certified by either the RFO or the Deputy Clerk to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

Audit Results
I reviewed the supplier invoices file and can confirm invoices are annotated with an approval stamp.

Financial Regulation Test
5.4. A record of regular payments made under 6.6 below shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

Audit Results
No separate record is made of the DD invoices – there is no evidence of any duplicate payments being made and supplier invoices are clearly marked if to be collected by DD.

Financial Regulation Test
5.5. In respect of grants full council shall approve expenditure within any limits set, and in accordance with any policy statement approved. Any Revenue or Capital Grant in excess of £10,000 shall before payment, be subject to ratification by resolution of the council.

Audit Results
Council pre approves Grants in an annual cycle. I have noted the November 2023 minutes approving the grant expenditure.

Financial Regulation Test
6.2 Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected in the first instance by Bank Transfer (BACS or CHAPS) provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories and evidence retained and any payments are reported to council as made.

Audit Results
Approved and annotated invoices due for payment (bi monthly payment run) are emailed to the councillors for payment approval, the payment run is then populated on the internet bank system and councillors emailed again to log on and approve the payment. This is a dual access system.

Financial Regulation Test
6.4. Where payment is required to be made by Cheque this shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

Audit Results
Only 1 cheque has been issued in the last 6 months for reimbursement of expenses. **I remind council to ensure the cheque stub is initialled twice.**

There is regular detailed financial reporting to council and committee meetings, and it is clear a large amount of work goes into producing reports for consideration by councillors. Financial reports are clear and provide enough information for councillors to make informed financial decisions.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £9.93 per elector.
The council no longer holds the GPC and confirmed this minute ref 11 on the 29th of May 2024. Council fully understands the consequences of this and the minute clearly states that council will revert to operating under the specific powers. Projects already started under GPC maybe allowed to continue, but no new projects may commence.

Check receipt of VAT refund matches last submitted VAT return.
The council is VAT registered and the last VAT return was for period ended 30th June 2024, showing a liability of £15,043.82. The council is up to date with its VAT submissions.

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.

To be tested at a later interim visit

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.

To be tested at a later interim visit

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

To be tested at a later interim visit

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The petty cash float of £81 was agreed to underlying schedule and physical cash. The petty cash book is written up in logical fashion with a running total. Receipts are kept in an envelope in the petty cash tin. Petty cash is used for milk, coffee, parking and small office sundries. There are about six or seven transactions per month.

I note that VAT is occasionally reclaimed but not on all items.

I have reviewed the Rialtus entries and can confirm they matched the petty cashbook and that these reconciliations are signed as part of the monthly bank reconciliation process.

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.

To be tested at a later interim visit

H. ASSETS AND INVESTMENTS

Internal audit requirement

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

To be tested at a later interim visit

I. BANK AND CASH

Internal audit requirement

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

Audit findings

Financial regulation 2.2 states "*On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Full Council"*

In accordance with FR 2.2, the council is preparing a monthly bank reconciliation for all accounts and petty cash. The reconciliations are printed in hard copy and are physically signed by two council members. There is evidence in the minutes of the bank reconciliations then being approved. [Minute ref 19, 05/06/2024)

I have reviewed the bank reconciliations for April, May and June 2024 – there were no errors.

I am of the opinion bank reconciliations are properly carried out and that this assertion has been met.

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 2023/24 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** – all 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	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	872,846	Agrees to underlying accounting records
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	£3,092,603	Matches asset register total
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 2023/24 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 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")

Audit findings

The council did not certify itself as exempt, 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/1153/model-publication-scheme.pdf & 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.

I reviewed the model publication scheme requirements and can confirm the council has a policy dated 2015 in place to cover the requirements and this is posted on the website alongside other GDPR and Public information policies. This is being reviewed in July 2024.

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 2023/24 inclusive.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority has demonstrated that during summer 2024 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

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

I am satisfied the requirements of this control objective were met for 2023/24.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority has complied with the publication requirements for 2023/24. 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.

Audit findings

I was able to confirm that the Notice of Public Rights is published on the council website along with the draft AGAR. I was able to confirm that the publication requirements for 2023/24 have been met.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts – this test does not apply.

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 financial 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 2023/24, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")*			✓
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 2023/24 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Yours sincerely

[redacted]

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

2023/24 Audit point cfwd

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.**	Completed July meeting

2024/25

Audit Point	Audit Findings	Council comments
Financial Reg 6.5	*To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.* **Audit Results** Only 1 cheque has been issued in the last 6 months for reimbursement of expenses. **I remind council to ensure the cheque stub is initialled twice.**	
Governance	*Confirm by sample testing that councillors sign statutory office forms.* I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of councillors and their individual Register of Members' Interests Forms can be found on the district website. **It is noted that the new councillor will need to sign a declaration to receive information by electronic means.**	

ALTON TOWN COUNCIL GRANT APPLICATION

PART 1 - YOUR ORGANISATION

NAME OF ORGANISATION

Alton Concert Band

NAME OF CONTACT

Tony Willman

ADDRESS OF CONTACT

[redacted]

TELEPHONE NO: DAYTIME [redacted]

EVENING [redacted]

EMAIL ADDRESS: [redacted]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Alton Concert Band was founded in 2010 and has grown from an original 6 members to the current strength of 40+.The band's playing standard, and ability has also grown significantly under the musical direction of the late Ian Morrish who died in November 2022 and, since then, under the leadership and professional skills of Ian's son Jeremy Morrish. The band comprises volunteers who are amateur musicians the majority of whom live in Alton or the surrounding villages such as Medstead, Four Marks etc. The band rehearses weekly in the Alton Community Centre on Thursdays and give between 5-6 concerts annually mainly to raise money for local charities such as HomeStart, Phyllis Tuckwell Hospice and in previous years, Cardiac Rehab and Bushey Leaze. The concerts include performing locally for the King's Coronation in May 2023, the annual Picnic in the Park (this year, 2 June) and we plan to perform in October to raise money for the RNLI to celebrate their 200 Anniversary. Band members pay a quarterly subscription amounting to £140 pa. Expenses including hiring the rehearsal venue, paying our professional Director of Music, refunding expenses for "deputies" who may be required for concerts to cover for absentee band members, insurance and, especially, new music. We endeavour to borrow music successfully from other bands offering our music in return as a quid pro quo. Nonetheless, it is important for the band to increase its music library both to offer fresh entertainment for our audiences and to challenge band members to learn new and, in some cases, more challenging music. In other words, to "raise the bar" of competence. We regard buying music as capital investment as the music library never dates.
We have increased subs twice during the past 18 months owing to increased costs. We also consider and make allowances for those members who struggle to pay subs through their own financial hardship.

PLEASE GIVE NUMBERS IN THE ORGANISATION WHO ARE

A) PAID	1
B) VOLUNTEERS	42

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN ALTON

40 in the band + about 20 in Ancora and 40+ ACS

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£894.97

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

£ 894.97

£ 0

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

WHAT IS THE GRANT TO BE USED FOR?

Each year in December, the band joins forces with the Alton Choral Society (ACS) and the women's chamber choir, Ancora, to lead and present The Wonder of Christmas (WofC) concert which raises money for HomeStart. In 2023, we raised £1300. The joy of the WofC is that each participant choir and band perform on their own and within the concert, the band and the two choirs perform jointly and invite the audience to join in to sing carols.

The band has also requested funding for music that would be used by the band for concerts in the park for well-known themes such Last Night of the Proms, Picnic in the Park which almost matches the anniversary of the D Day landings (6 June). I have included a spreadsheet showing the breakdown of music needed both for the band and the joint WofC concert. Music bought doesn't have a "sell by date" and remains in the library permanently to be used in future concerts – it can be perceived to be a capital investment as it all adds to the overall value of the band and those who benefit from its role in performing to the people of Alton.

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

NO

IF YES, PLEASE GIVE DETAILS

SECURED / PENDING

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

Annual band members subscription amounting to £140 pa. When raising money for local charities, the band may take a modest amount of the takings to cover concert expenses. ATC and Medstead Fete give the band £250 for their respective concerts. A proportion of this money goes towards covering expenses of deputies to cover gaps caused by absentee band members. All money raised during the WofC concert goes to HomeStart.

During 2023/24, the band raised money for HomeStart (Wonder of Christmas (£1300) & Carols Round the Tree (£250)) and the Phyliss Tuckwell Hospice during an Ian Morrish Tribute Concert (together with the Lydian Singers and Woking Wind Orchestra) in October 2023 raising £3320. The Phyllis Tuckwell Hospice was chosen because they nursed the late Ian Morrish during his final weeks before he died in Nov 2022.

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

This application is mainly to help offset the costs of the The Wonder of Christmas annual concert which is a major feature in Alton's diary. The concerts are fully attended and those attending give generously to raise money for HomeStart. The performers give their time and talent free of charge. However, it would help the ACB finances if we were able to use part of the grant – if awarded – to invest in new music as outlined in the spreadsheet. It can be seen from the band's Account Summary that expenditure exceeds income and despite two recent increases in members' subs, the trend is downward. By helping to invest in new music, a grant would help significantly in rebalancing the account but, above all, to help with capital investment and the future of the band. Included with this application are:

The ACB's Account Summary for 2023

A spreadsheet showing a list of music to be purchased both for the WofC and the ACB.

PART 3 – TO BE COMPLETED BY ALL APPLICANTS

PLEASE STATE BALANCES IN HAND AT THE END OF LAST FINANCIAL YEAR

£4,243.83

LEVEL OF UNALLOCATED RESERVES

none

HOW MUCH DID THE GROUP RAISE LAST YEAR (EG FUNDRAISING BY THE GROUP OTHER THAN BY GRANT APPLICATION)?

HomeStart = £1550
Phyllis Tuckwell Hospice - £3320

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 Tony Willman

SIGNATURE [redacted]

POSITION Chairman Alton Concert Band... DATE...30/05/2024.

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

Analysis of ATC Grant Application

Title	Description	Cost in £	Source
Music to played during Picnic in the Park or similar concerts including "Last Night of the Proms"			
Pomp & Circumstance by Elgar	Band only	190	
Jerusalem (CHH Parry) arr Sparke	Band only	87.99	
1812 Overture (Tchaikovsky) arr Yoshihiro	Band only	194.99	
Sub total		472.98	
Music for Wonder of Christmas 2024 - joint band and choir			
Dream in the Silent Night (Toshio Mashima)	Band and joint choirs	124	Studio Music - De Haske Publications)
Go tell it to the mountains (arr Jay Dawson)	Band and joint choirs	72.99	Musicroom UK
Master in this Hall	Band and joint choirs	75	
Tomorrow shall be my dancing day (Noble & Rutter)	Band and joint choirs	75	
Shepherd Pipe's Carol (Noble & Rutter)	Band and joint choirs	75	SATB copies are £3.50 each and not included in costings
Sub total		421.99	
Grand total		894.97	

Alton Concert Band

Account Summary 2023.

	Previous year	30 June 2022	Last year	30 June 2023
	EXPENDITURE	**INCOME**	**EXPENDITURE**	**INCOME**
Membership subscription		£4,105.00		£3,917.00
Concerts and Performances				£349.29
Donations received		£93.06		£390.00
Ticket sales		£1,310.00		£1,410.00
Donations to charities made	£150.00			
Social Events				£206.00
Conductors' fees	£2,940.00		£4,440.00	
Room Hire	£2,481.00		£2,509.44	
Hire of Players	£660.00		£1,640.00	
Concert Costs				
Music	£819.90		£746.55	
Insurance	£235.00		£427.90	
Printing and Postage	£134.00		£75.50	
Food	£49.40			
Gift Aid				£595.39
Bank intrest				£12.66
Bank Charges	£101.50		£71.00	
Website	£101.00		£323.90	
Instrument Covers				£100.00
Grants	-			£300.00
	£7,671.80	£5,508.06	£10,234.29	£7,280.34
Surplus				
Excess of Income over Expenditure		-£2,163.74		-£2,953.95
Brought Forward previous year		£9,361.52		£7,197.78
Carried forward to next year		£7,197.78		£4,243.83
CURRENT ASSETS				
Cash in Bank		£7,197.78		£4,243.83

Signed T Willman....[redacted]..Chairman Date:- 20/7/23

REPORT OF THE EXAMINER TO THE MEMBERS OF ALTON CONCERT BAND

In my opinion the above income and expenditure account show a true and fair view of the funds as at the 30th June 2023 and the difference of expenditure over income for the year to that date.

Signed Robin Poulter [redacted] Hon.Examiner 7 Jul 23


Alton
Men's
Shed
www.altonmensshed.org

ALTON TOWN COUNCIL

MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED JULY 2024

ADOPTED 10th JULY 2024

INTRODUCTION

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

Alton Town Council endeavours to act in a manner which operates in a non-party political manner and as such these Standing Orders are based on the NALC model standing orders which are apolitical.

Members are encouraged to leave their politics outside of the Chamber acting in a spirit of collaboration, working together for the betterment of the community

1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.

h A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.

k One or more amendments may be discussed together if the chair of the meeting considers this expedient, but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

   i. to speak on an amendment moved by another councillor;

   ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;

   iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they consider has been breached or specify the other irregularity in the proceedings of the meeting he/she/they are concerned by.

q A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 10 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

● a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

● b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

● c **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting**

● ● d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend. The Chair is bound by standing order 3f to restrict the total time designated to 20 minutes in all normal circumstances and so must give priority to representations in respect of business on the agenda.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 20 minutes unless directed by the chair of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

i A person shall raise his/her/their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

● ● l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

● ● m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

● ● n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

● o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).**

● p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

● ● ● q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

● ● ● r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

● s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who have tendered apologies ;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

● ● ● u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**

● v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

● ● ● w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 2 hours and 30 minutes although it is expected that meetings shall not exceed 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three in a committee with four or more members, or two in a committee with three or less members;

ix. shall determine if the public may participate at a meeting of a committee;

x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**

f **The Chair of the Council, unless he/she/they have resigned or become disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**

g **The Vice-Chair of the Council, if there is one, unless he/she/they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current 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.**

i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business may include:

i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and other assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xv. Review of the Council's and/or staff subscriptions to other bodies;

xvi. Review of the Council's complaints procedure;

xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

xviii. Review of the Council's policy for dealing with the press/media;

xix. Review of the Council's employment policies and procedures;

xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

d If the chair of a committee [or sub-committee] does not call an extraordinary meeting within 3 days of having been requested to do so by 2 members of the committee [or sub-committee], any 2 members of the committee [or sub-committee] may convene an extraordinary meeting of the committee [or sub-committee]

7. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 7councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

a 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.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 3 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting (or the councillors who have convened the meeting), to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational**

measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

● ● ● e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than**

one month after the meeting has taken place.

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless he/she/they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they have a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

c Unless he/she/they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they have another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

f A dispensation request shall confirm:

- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**

i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**

ii. **granting the dispensation is in the interests of persons living in the Council's area; or**

iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

c The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee** or a sub-committee**,**

- **serve on councillors by delivery or post at their residences or by email**

authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and

- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his/her/their withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed;
(*see also standing order 23)*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose or electronic form;

xv. refer any planning application received by the Council, which cannot be dealt with under the scheme of delegation, to the Chair of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;

xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(s*ee also standing order 23).*

16. RESPONSIBLE FINANCIAL OFFICER

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 7 days prior to anticipated approval by the

Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

   i. the keeping of accounting records and systems of internal controls;

   ii. the assessment and management of financial risks faced by the Council;

   iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

   iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

   v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

   i. a specification for the goods, materials, services or the execution of works shall be drawn up;

   ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

   iii. the invitation to tender shall be advertised on the Council's website and in any other manner that is appropriate;

   iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

   v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of Council or the Staffing Committee is subject to standing order 11.

b The chair of the Staffing Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee.

c Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.

d Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by any staff member relates to the chair of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.

e Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

f In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

a The Council may appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

The above is applicable to a Council with a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

   i. inspect any land and/or premises which the Council has a right or duty to inspect; or

   ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council’s standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 7 councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council’s standing orders to a councillor as soon as possible.

d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

ALTON TOWN COUNCIL
RETENTION OF DOCUMENTS POLICY

Alton Town Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Town Council.

This policy applies to all records created, received or maintained by Alton Town Council while carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Town Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of Alton Town Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities
The Town Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Town Clerk who is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

Retention Schedule
Under the Freedom of Information Act 2000, the Town Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

The Town Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

Retention of Documents

Minutes	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank statements	7 years	Audit/management
Cheque book stubs	Last completed audit	Management
Paying in books	Last completed audit	Management
Quotations	7 years	Audit
Paid invoices	7 years	Audit/VAT
VAT records	7 years	Audit/VAT
Staffing/Salary records	7 years	Audit/legal
Tax & NI records	7 years	Audit
Insurance policies	Whilst valid	Audit
Cert of Employers Liability	40 years	Audit/legal
Cert of public liability	40 years	Audit/legal
Assets register	Indefinite	Audit
Deeds, leases	Indefinite	Audit
Booking policy	7 years	Management
Copies of bills to hirers	7 years	Management/audit

Planning Applications

All planning applications and relevant decision notices are available at East Hampshire District Council. There is no requirement to retain duplicates locally. All Town Council recommendations in connection with applications which fall outside it's Scheme of Delegation are recorded in the Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated below.

Declarations of acceptance	Term of Office + 1 year	Management
Members register of interests' book	Term of office + 1	Management
Complaints	1 year	Management
General information	3 months	Management
Routine correspondence & e-mails	6 months	Management

ALTON TOWN COUNCIL
Information available under the Model Publication Scheme

Adopted: 10th July 2024
Review due: July 2026

Alton Town Council has adopted the Model Publication Scheme issued by the Information Commissioner's Office. This scheme commits the Council to make information available to members of the public. This document sets out details of the information available under this scheme and how the public can access it.

Any material published or accessed on the Council's website www.alton.gov.uk is provided free of charge. The Schedule of Costs at the end of this document sets out the charges made if information in hard copy is requested. Such a request may be made by contacting the Clerk (details at the end of this document).

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do *(Organisational info, structures, locations and contacts)* *Current information only*	
Who's who on the Council and its Committees	Website, email & hard copy
Contact details for Town Clerk and Council members	Website, email & hard copy
Location of main council office and accessibility details	Website, email & hard copy
Staffing structure	Website, email & hard copy
Class 2 – What we spend and how we spend it *(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)* *Current & previous financial year as a minimum*	*Some items may be available for inspection only*
Annual return form and report by auditor	Website, email & hard copy
Finalised budget	Website, email & hard copy
Precept	Website, email & hard copy
Borrowing Approval Letter	Town Hall
Financial Regulations	Website, email & hard copy
Grants given and received	Website, email & hard copy
List of current contracts awarded and value of contract	Town Hall
Members' allowances and expenses	Town Hall
Class 3 – What our priorities are and how we are doing *(Strategies and plans, performance indicators, audits, inspections and reviews)* *Current and previous year as a minimum*	
Corporate Strategy (current version)	Website, hard copy & email
Annual Report to Parish Meeting	Website, hard copy & email
Alton Neighbourhood Development Plan 2011-2028	Website, hard copy & email

Class 4 – How we make decisions *(Decision making processes and records of decisions)* *Current and previous year as a minimum*	
Timetable of meetings (Full Council and any committee / sub-committee and parish meeting)	Website, email & hard copy
Agendas of meetings (Full Council and any committee / sub-committee and parish meeting)	Website, email & hard copy
Minutes of meetings (Full Council and any committee / sub-committee and parish meeting) (excluding information that is properly regarded as private to the meeting)	Website, email & hard copy
Reports presented to meetings (excluding information that is properly regarded as private to the meeting)	Website, email & hard copy
Responses to consultation papers	Website, hard copy & email
Responses to planning applications	EHDC website (or appropriate authority if for a neighbouring parish)
Bye-laws	Email & hard copy
Class 5 – Our policies and procedures *(Current protocols, policies and procedures for delivering our services and responsibilities)* *Current information only*	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	 Website, email & hard copy Website, email & hard copy Website, email & hard copy Website, email & hard copy Website, email & hard copy
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and Diversity policy Health and Safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	 Website, email & hard copy Email & hard copy Email & hard copy Website, email & hard copy Website, email & hard copy Website, email & hard copy
Data Protection policy	Website, email & hard copy
Document Retention Policy	Website, email & hard copy
Schedule of charges (for the publication of information)	Website, email & hard copy

Class 6 – Lists and Registers *Currently maintained lists and registers only*	*Some information may only be available for inspection*
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	
Assets Register	Website, email & hard copy
Disclosure log (indicating the information that has been provided in response to requests) – recorded in the minutes of each committee	Website, hard copy & email
Register of members' interests	Website, email & hard copy
Register of gifts and hospitality	Website, hard copy & email

Class 7 – The services we offer *(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)* *Current information only*	*Some may be available for inspection only*
Allotments	Website, email & hard copy
Parks, playing fields and recreational facilities	Website, hard copy & email
Closed churchyards	Website, email & hard copy
Pavilions	Website, email & hard copy
Seating, litter bins, clocks, memorials and lighting	Website, email & hard copy
Playgrounds	Website, email & hard copy
Bus shelters	Website, email & hard copy
Markets	Website, email & hard copy
Public conveniences	Website, email & hard copy
Agency agreements	Town Hall

How to make a request for information

Requests for hard copy & email information should be made in writing/by email and will be dealt with within 28 days: By post: Alton Town Council, Town Hall, market Square, Alton, GU34 1HD

By email: info@alton.gov.uk

Telephone: 01420 83986

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @5p per sheet (black & white)	Cost incurred by ATC
	Photocopying @ 10p per sheet (colour)	Cost incurred by ATC
	Postage	Actual cost of Royal Mail standard 2nd class service
Statutory fee		In accordance with the relevant legislation (quote the actual statute)

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.
Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.
Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.
Current written protocols for delivering our functions and responsibilities.

Lists and registers.
Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

ALTON TOWN COUNCIL Local Government Pension Scheme (LGPS) DISCRETIONS POLICY

This document sets out the scheme employer's policy on the operation of each of the mandatory discretions (and optional discretions where chosen) available under the LGPS Regulations. It states whether or not discretions will be operated and the circumstances and criteria for applying for them.

DISCRETION & REGULATION	POLICY ON INDIVIDUAL DISCRETIONS
PART A Mandatory Discretions	
The following discretions apply to members who were actively paying into the scheme as at 1 April 2014 onwards	
1). Whether, at the full cost to the scheme employer, to grant extra annual pension of up to £7,579 (figure at 1 April 2023) to an active member or within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency (regulation 31 of the LGPS Regulations 2013)	*Additional pension will not be awarded in any circumstances*
2). Whether, where an active member wishes to purchase extra annual pension of up to £7,579 (figure as at 1 April 2023), by making additional pension contributions (APCs), to voluntarily contribute towards the cost of purchasing that extra pension via a shared cost additional pensions contribution (SCAPC) [regulations 16 (2e) and 16 (4d) of the LGPS Regulations 2013]. Note: this does not include instances where the employee is paying for ***lost*** pension via an APC where the election was madein the first 30 days (or longer if the employer allows) – in this circumstance the employer ***must*** pay two-thirds of the cost of such purchase.	*Additional pension will not be awarded in any circumstances*
3). Whether to allow flexible retirement for staff aged 55 or over who, with the agreement of the Scheme employer, reduce their working hours or grade [regulation 30(6) of the LGPS Regulations 2013] and, if so, as part of the agreement to allow flexible retirement: • **Whether, in addition to the benefits they built up prior to 1 April 2008 (which the member must draw), to allow the member to choose to draw:** **I. Part or none of the pension benefits they built up after 31 March 2008 and before 1 April 2014, and/or** **II. All, part or none of the pension benefits they built up after 31 March 2014 [regulations 11(2) and 11(3) of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014] and**	*i. Alton Town Council (ATC) will allow flexible retirement.* *ii. ATC will allow the member to choose to take part or none of the pension benefits they built up between 31 March 2008 and before 1 April 2014* *iii. ATC will allow the member to take all, part or none of the pension benefits they built up after 31 March 2014*

• **Whether to waive, in whole or in part, any actuarial reduction which would otherwise be applied to the benefits taken on flexible retirement before Normal Pension Age (NPA) [regulation 3(5) of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014, regulation 18(3) of the LGPS (Benefits, membership and Contributions) Regulations 20017, and regulations 30(6) and 30(8) of the LGPS Regulations 2013]**	*iv. ATC will not waive any actuarial reduction under any circumstances*
4). Whether to waive, in whole or in part, any actuarial reductions on benefits which a member voluntarily draws before Normal Pension Age (other than on the grounds of flexible retirement) [30(5) of the LGPS Regulations 2013].	*ATC will not waive the actuarial reduction in any circumstances*
5). Whether to 'switch on' the 85 year rule for a member voluntarily drawing benefits on or after age 55 and before age 60. [Paragraph 1(1)(c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014]	*ATC will not switch on the 85 year rule*
The following discretions apply to members who left the scheme between 1 April 2008 and 31 March 2014	
6). Whether to 'switch on' the 85 year rule for a member with deferred benefits voluntarily drawing benefits on or after age 55 and before age 60 [Paragraph 1(1)© and 1(2) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014]	*ATC will not switch on the 85 year rule*
6). Whether to 'switch on' the 85 year rule for a member with a suspended tier 3 ill-health pension voluntarily drawing benefits (on or after 14 May 2018) on or after age 55 and before age 60	*ATC will not switch on the 85 year rule*
7). Whether to waive, upon the early payment of deferred benefits, any actuarial reduction on compassionate grounds [regulation 30(5) of the LGPS (Benefits, Membership and Contributions) Regulations 2007 and paragraph 2(1) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014]	*ATC will not waive any actuarial reduction under any circumstances*
8). Whether to waive, upon the early payment of a suspended tier 3 ill-health pension, any actuarial reduction on compassionate grounds [regulation 30A(5) of the LGPS (Benefits, membership and Contributions) Regulations 2007 and paragraph 2(1) of Schedule 2 to the LGPS	*ATC will not waive any actuarial reduction under any circumstances*

(Transitional Provisions, Savings and Amendment) Regulations 2014]	
The following discretions apply to members who left the scheme between 1 April 1998 and before 1 April 2008	
9). Whether to 'switch on' the 85 year rule, upon the voluntary early payment of deferred benefits [paragraph 1(1)(f) and 1(2) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014]	*ATC will not switch on the 85 year rule*
10). Whether to grant applications for the early payment of pension benefits on or after age 50 and before age 55 [regulation 31(2) of the LGPS Regulations 1997]	*ATC will not grant applications for the early payment of pension benefits*
11). Whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to benefits [regulation 31(5) of the LGPS Regulations 1997 and paragraph 2(1) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014]	*ATC will not waive any actuarial reduction under any circumstances*
The following discretions apply to members who ceased active membership before 1 April 1998	
12). Whether to grant applications for early payment of deferred pension benefits on or after age 50 and before NRD on compassionate grounds [regulation D11(2)(c) of the LGPS Regulations 1995]	*ATC will not grant applications for early payment of pension benefits*
PART B Optional Discretions	
There are a range of optional discretions available	*ATC has chosen not to adopt any optional discretions.*

- **These policies may be subject to review from time to time. Any subsequent change in this Policy Statement will be notified to affected employees.**
- **If the employer decides to amend the policy, no change can come into effect until one month has passed since the date the amended policy was published.**
- **Any changes to this policy will be notified to the Hampshire Pension Services within one month of change.**

Adopted by Alton Town Council on 10th July 2024.