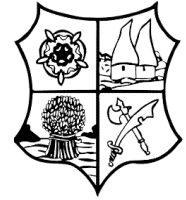


ALTON Town Council



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

Town Clerk: Pat Harris

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

2nd January 2025

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 8th January 2025 at 7.00pm** at the **ASSEMBLY ROOMS**, when the under mentioned business will be transacted.

Yours faithfully

Patricia M Harris

Pat Harris
Interim Town Clerk

To: All Town Councillors

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

ALTON TOWN COUNCIL – WEDNESDAY 8TH JANUARY 2025
THE ASSEMBLY ROOMS, HIGH STREET, ALTON
AGENDA

1. Suspension of Alcohol Licence – to determine that the sale of alcohol is not appropriate to the event and authority for its sale is suspended for the duration of the meeting, in accordance with paragraph 10 of Schedule 12 of the Local Government Act 1972.
2. Apologies for absence
3. Town Mayor's announcements
4. Minutes of the Full Council meeting held on 6th November 2024 for approval.
5. 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.
6. **Members are reminded that as per Financial Regulations 3.4, any Member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
7. Correspondence received and questions to the Council: Members of the public are invited to make representations.
8. Kings Pond: (i) To agree approach to explore options (ii) To agree Terms of Reference for establishing a Kings Pond Task & Finish Group to be known as Kings Pond Stage 1 Steering Group
9. Budget & Precept 2025/2026
10. Tree Works: Retrospective approval of emergency tree works carried out at The Dell, Ashdell Road
11. Alton Mens Shed: EHDC Community Climate Action Fund Grant Award Terms & Conditions
12. Statement of Accounts to 31st December 2024
13. Events Grant Applications: (i) Alton Jane Austen Group (ii) Victorian Cricket
14. Review of Alton Town Council Policies
 1. Bribery & Corruption for Staff Policy

Confidential

15. Recruitment
16. Code of Conduct complaints - update

**ALTON TOWN COUNCIL
FULL COUNCIL – 8th JANUARY 2025**

ITEM 7: CORRESPONDENCE RECEIVED

FOR INFORMATION

The following correspondence has been received:

1. E-mail from Jenny Griffiths on behalf of AVLAN/ACAN:

Could you please ensure that the statement below is seen by Alton Town Councillors ahead of your meeting on 8th January.

Many thanks, Jenny Griffiths (Alton Climate Action Network)

King's Pond – The Way Forward

Statement from Alton and Villages Local Action for Nature (AVLAN), the nature group of Alton Climate Action Network

For Alton Town Council meeting 8th January 2025

AVLAN volunteers appreciated the detailed and very informative briefing sessions presented by Cllr Don Hammond in November on the possible options and next steps for deciding the way forward for King's Pond.

Of the two main options that were presented at the briefing sessions, Alton Town Council is clear that it is already committed to conducting the technical and financial assessment of the Dredging option. AVLAN would strongly support a decision by the Town Council to conduct, at the same time, the technical and financial assessment of the alternative Pond & River option. We note that much of the work to be done is common to both options and they would be worked on in parallel.

AVLAN considers it important to maintain a respectful conversation about the future of a much-cherished amenity that is vital for both people and nature in the town, a conversation which needs good-quality information to support it.

As AVLAN said in its statement published in November 2022, the condition of King's Pond and the condition of the River Wey, a precious chalk stream, are intimately linked. We want local people and visitors to enjoy King's Pond as:

- *a lovely amenity for people of all ages and abilities to enjoy.*
- *a healthy habitat for thriving and diverse wildlife.*
- *a space that isn't going to cost a fortune to maintain.*

Undertaking technical and financial assessments of both the Dredging option and the Pond & River option is the obvious next step towards ensuring that a decision on the best outcome, for both people and nature, is based on the best possible information.

2. E-mail from residents - Mr & Mrs Smith

Dear Alton Town Council,

Please find herewith a representation to be included on the agenda for the January 2025 meeting in the section for questions to the council.

As pensioners, we have lived in Alton for longer than most, we brought up our children here and have seen a lot of change. We were here when Kings Pond became a public amenity and we even remember when it was fenced off as private land. In that time, like many Altonians, we have come to love the space and its wildlife. We strongly oppose any further council resources being wasted on the pond and river/ offline plan. It was rejected in 2017, again in 2022/23 by townsfolk - why must you keep rehashing plans we don't want when there is so much more you could be doing!

Democracy has failed in Alton - the desire of the council to disregard resident opinions and to keep pushing until they get their way is not what British values are built on. Whether its Kings Pond, the neighbourhood plan or just about any other matter, you ignore residents. Our parents fought in the war against Nazi Germany, they fought for democracy, Michael's father died in the RAF for the liberties we have today. The constant neglectful attitude shown by our councillors towards democracy is an insult to those who fought for it, especially those who died. Democracy isn't about forcing through your ideologies - that is a dictatorship!

To summarise, our first question to the council: We ask that the council commits to retaining Kings Pond as it is with silt removal works conducted as they have been before. We ask that this is responded to at the meeting with a clear rejection of alternative plans.

On a separate note, we contacted our ward councillors Mr Churn and Mr Kellernan earlier this year, requesting that Anthony Furnival be formally recognised and receive a mayoral award for his efforts in clearing blanket weed during the summer - the gentleman spent hours at the pond pulling out absolute mountains it and enabled water levels to go from flooding the path to normal. Day in and day out he was there for hours on end.

Both councillors committed in one way or another to exploring an award on emails dated 28th and 27th August respectively, however neither elected to feedback their findings to us - our request was forgotten about, just like Anthony's efforts.. A review of minutes show it wasn't even discussed by the council! What good are councillors who say they'll do something and then don't? Further, why when a resident gives up their time is it acceptable not to formally acknowledge these efforts? Is it the case that the council won't recognise a person who does not align to the ideology to remove the pond from the river?

To summarise this point, We therefore ask again that these efforts are acknowledged and that he receives a mayoral award for these efforts. Will the mayor publicly acknowledge the efforts and confirm that some kind of award will be forthcoming?

We look forward to your responses at the meeting. We would kindly request that this email is included in the agenda as a resident question to the council, as we would like to hear from our council as a group of elected representatives on these matters rather than the view of administrative staff who maintain these inboxes.

Many thanks and with the warmest wishes for 2025

Linda & Michael Smith

3. The following correspondence was received from Farnborough Noise Group:

Happy New Year to everyone.

2025 will be an important year for this area with decisions on Farnborough and Gatwick Airport's proposed expansion and the government's plans to introduce new flightpaths over us. The impact of these decisions will be felt by future generations in terms of pollution and climate change but more

immediately in house prices and noise disturbance. For those of you who have not closely followed developments in 2024:

- Farnborough Airport's plans to double the number of flights is due for decision by Rushmoor Borough Council early in the New Year.
- Gatwick Airport's plans to start operating a second runway are in consultation.
- The government's plans to double the number of UK commercial flights by 2030, introduce much more dense flightpaths over the south east by 2027, as well as more night flights and holding stacks at 3,000ft over places like Petersfield and Farnham is at the final stages of consultation.

It is hard to understand how the government's legally binding commitment to deliver net zero by 2050 is achievable. Especially while the aviation industry plans to double the number of flights by 2030 at the same time it has said it will reduce aviation's emissions by 15% vs 2019 (FYI, they are still growing). Unrealistic and unsubstantiated goals set by governments do little to enhance their credibility and no wonder the public lose (or have lost) faith in elected authorities. Nobody with an unbiased perspective who has looked at the aviation industry's plans for Sustainable Aviation Fuel, electric or hydrogen powered aircraft believe they are credible or achievable, and that includes the government's Climate Change Committee.

The new Labour government has already jumped on the bandwagon of "growth at all costs" without understanding that is a 20th century response to a 20th century problem. The world isn't that simple anymore and when the money from such growth ends up in the pockets of corporates and the very wealthy, few "normal" people buy it. The situation with our rivers is a case in point and the owners of Farnborough Airport are the ex-owners of Thames Water and now Southern Water. Do we really expect such businesses to make decisions that benefit the population?

The reality in 2025 will be that growth will have to be balanced by the social and environmental impact of such growth and we can expect the courts to decide what is appropriate rather than governments. This has already been demonstrated by the Supreme Court who ruled in 2024 that all emissions must be included in Environmental Impact Assessments and so coal mining and oil drilling in the UK were stopped. Environmental Impact Assessments are also required for aviation's proposed expansion and so all emissions from flights will now have to be included in expansion plans....

Tickets available at: <https://www.zerocarbondguildford.org/event-details/farnborough-airport-expansion>

ITEM 8: KINGS POND: (i) TO AGREE THE APPROACH TO EXPLORE OPTIONS (ii) TO AGREE TERMS OF REFERENCE FOR ESTABLISHING A KINGS POND TASK & FINISH GROUP TO BE KNOWN AS KINGS POND STAGE 1 STEERING GROUP

FOR DECISION

Alton Town Council at an Extraordinary meeting held on 18th January 2023 took several decisions in respect of the future of Kings Pond (Minute reference 162:2023/2024) as follows:

1. Set aside £250,000 to create an ear marked reserve for Kings Pond future works, made up of £170,000 Neighbourhood CIL and £80,000 from Alton Town Council Reserves
2. Conduct a technical and financial assessment of the dredging option
3. Conduct a technical and financial assessment of removing the outlet weir to enable an offline option to be considered further

4. Defer consideration of the technical and financial assessment of the offline option until the outcome of the technical and financial assessment of the removing the outlet weir is known.
5. Funding of up to £25,000 to be set aside to fund the approved technical and financial assessments
6. Appoint a Project Manager (fee up to £2,500) to design and run the invitation to tender process for the approved technical and financial assessments bringing the results of the tender process to the first Full Council meeting following the Annual Meeting of the (new) Council in May
7. To put the revised Draft Management Plan and results of studies back to public consultation

Actions under Resolutions 1, 2, 3, 4 & 5 have been undertaken with all survey results having been published on the Town Council's website and are, therefore, deemed as in the public domain. There has been no appointment of a project manager, however initially two councillors had offered to assist the Town Clerk (due to work commitments this reduced to one councillor) in designing and running an invitation to quote process for undertaking the required surveys and feasibility as to whether the weir could be removed.

Following the results of the surveys and outcome of the feasibility of the removal of the weir study (subject to planning permissions and environmental licences) three interactive public engagement sessions were arranged which consisted of a presentation detailing the options to be considered and providing residents with the opportunity to engage via question and answers throughout. These engagement sessions were arranged at three different locations in the town (Royal British Legion at Anstey Park (afternoon), the Assembly Rooms in the town centre (evening) and the Social Bows Club in Chawton Park Road (afternoon) and albeit each were held on a Tuesday, over 150 residents attended. Full details of the feedback received are attached under Supplementary Papers. The Town Council has also placed the presentation on its website and is also available on You Tube.

As a result of the previous investigations and survey works undertaken, Council approved further funding of up to £15,000 to carry out the required ecological surveys (Minute reference 81 refers) and the first of these surveys commenced on Monday, 16th December with PEA and Wintering Birds surveys being undertaken by the approved contractor Ecology Partnerships. A breakdown of the quotations received to undertake the immediate ecology surveys can be found under supplementary papers.

The Council is now being requested to consider conducting a technical and financial assessment of the Pond and River option in parallel with the technical and financial assessment of the dredging option previously agreed.

To achieve Stage 1 as set out in the Draft Terms of Reference, it is estimated that costs will be in excess of £50,000 to explore both options (Dredging and Pond & River). However, if exploring only the dredging option this could save in the region of £20,000, again best guestimates at this stage, as in exploring both options there are many synergies which rely on the same work being undertaken.

In addition, Council is asked to consider the establishing of a Kings Pond Task & Finish Group to be named: Kings Pond Stage 1 Steering Group to operate under the draft Terms of Reference (TofR) as tabled which sets out its purpose, the scope of the Stage 1 task, membership and the roles and responsibilities assigned to the group. In addition, a target timetable has been included although this may need to be adjusted to enable completion of the work that the group will be undertaken. Administration for the group is also detailed in the draft TofR which includes a proposed meeting schedule, written progress reporting, the administrative support to the group as well as dispute resolution (should this be required) and full recording of the work undertaken by the group in minutes which will be published.

Councillors are asked to note that individual residents or representatives of local organisations will be given the opportunity to apply to be on the Steering Group and that all applications received will be considered based on their being able to make a useful contribution to the group in being able to achieve the objectives set in its Terms of Reference. All recommendations to be a member of the group are subject to ratification by Full Council to appoint.

RECOMMENDATION: Members are requested:

- 1. To determine to conduct a technical and financial assessment of the Pond and River option in parallel with the technical and financial assessment of the Dredging option**
- 2. To form a Task & Finish Group to take the project forward and adopt the draft Terms of Reference as tabled**
- 3. To receive nominations, seconders and appoint Town Councillors to the Task & Finish Group**
- 4. To reaffirm that the outcome of the technical and financial assessments of the Dredging and Pond & River options will go to public consultation before any decision is taken to proceed further**
- 5. To commit to having a full, engaged and transparent process involving the people of Alton and to maintain regular progress reports and information on the Alton Town Council website**

ITEM 9: BUDGET & PRECEPT 2025/2026

FOR DECISION

Members bundles contain the proposed budget and precept for 2025/26, drafted after the specific Budget Workshop meeting held on 11th December when Councillors considered the level of increase in the precept to support the budget to be approved at the 8th January 2025 Full Council Meeting. Also included within the spreadsheet was the mid-year revised budget for 2024/25, a supplementary explanations sheet and a copy of the current balance sheet.

The mid-year budget reflects several adjustments between cost codes within the approved budget which are required to accurately reflect the likely actuals for each cost code for the remainder of the year and to assist with future budgeting (in accordance with Financial Regulation 4.2).

The proposed budget for 2025/26 represents an increase of 3% on a Band D. This equates to £116.99 per household (or £2.25 per week) an increase of £3.41 per annum or 6.6p per week and this equates to an overall precept request of £890,180.

RECOMMENDATION: Members are requested to:

- (i) Approve the budget and precept request for 2025/26 in the sum of £890,180.**
- (ii) Approve the revised budget for 2024/25 to enable the appropriate virements to be actioned.**

ITEM 10: TREE WORKS: RETROSPECTIVE APPROVAL OF EMERGENCY TREE WORKS – THE DELL, ASHDELL ROAD

FOR DECISION

Background:

Alton Town Council contract the services of Gristwood & Toms to undertake Tree Surveys across all its sites and these are published on the Alton Town Council website. Under normal circumstances, planning applications are submitted to enable tree works to be undertaken on those sites which are governed by Tree Preservation Orders or where the sites are within a Conservation Area. Sites not subject to planning where tree works are required can be carried out in line with the recommendations contained within these surveys. Urgent, Public Safety work is carried out whereas High Priority or Desirable are subject to budget.

Where work is identified as being required to be undertaken an Invitation to Tender will be raised and published and in the case of the 2024 Tree Surveys, the following report was issued to all councillors on 20th November 2024 for information:

The Council has recently received the Year 3 Tree Survey Reports from its appointed contractor Gristwood & Toms (of the contracted 3 years) for its open space sites. The recommendations for works required are recorded under 4 categories:

Red – Urgent, Public Safety - works should be completed within the next 3 months

Blue - High Priority – recommended that works should be completed within the next 18 months

Yellow - Desirable – recommended that works that should be completed in the next 36 months

Green - No Action Required – there is no works required.

A synopsis of the Emergency Works required are detailed below and Planning Applications have been submitted for the urgent and high priority works required as detailed below for the trees covered by Tree Preservation Orders (TPOs) or in a Conservation Area. High priority works, i.e. those requiring work within the next 18 months will be estimated in order that councillors are able to set a budget that will accommodate such works.

The 2024/25 approved budget for tree works is £25,000 of which £6,459 has been expensed leaving a budget of £18,541 available. Officers will be required to obtain quotes for the works to ensure best value before coming back to Full Council for determination to confirm the successful contractor to undertake the works, ensuring that the required permissions, where applicable, have been obtained from EHDC. Any additional works which are required more than the approved budget will need to come back to Council for approval.

The Tree Survey reports for each site have been published on the Council's website and a synopsis of the work required under the definition of Urgent, Public Safety by site is detailed below. (If a site is not mentioned, then no work under this definition is required). Where planning permission is required, then applications have been submitted to East Hampshire.

The Invitation to Tender document was published with the following timescales:

Procurement Stage	Dates
Publication of advertisement	21 st November 2024
Clarification questions to be submitted by	20 th December 2024
Clarification responses to be issued by	10 th January 2025
Bid Deadline	24 th January 2025
Evaluation	27-31 January 2025
Intention to award	5 th February 2025
Contract start	10 th February 2025

The next tree surveys will not be undertaken until the Spring of 2026 and therefore any work highlighted will need to be accounted for in the 2026/27 budget.

Details of the Urgent – Public Safety works required in the October 2024 Surveys are:

Anstey Park - Planning application submitted for those trees which fall within the Conservation Area

- 1 fell to ground

Anstey Park Extension (Diggers) - No planning permissions required for this site

- 2 remove dead and diseased wood
- 3 fell to ground

The Butts - Planning application submitted for all works on this site

- 1 fell to ground
- 2 crown lift
- 1 crown re-shape / reduction
- 1 basal / epicormic growth removal and remove dead and diseased wood
- 1 aerial / climbing inspection required to check for Massaria disease

The Dell, Ashdell Road - Planning application submitted for all works on this site

- 5 crown reshape / reduction / lifts
- 12 fell to ground

Flood Meadow - Planning application submitted for those trees which fall within the Conservation Area

- 1 remove dead and diseased wood and squirrel-damaged limbs

King's Pond - No planning permission required for this site

- 1 fell to ground level
- 1 remove dead and diseased wood
- 1 pollard

Public Gardens - Planning application submitted for all trees on this site

- 5 crown lift / remove dead and diseased wood
- 1 remove dead and diseased wood

Treloar Heights (39 Connaught Way) - Planning application has been submitted for all work required on this site

- 3 trees reduce and reshape crown

Current Situation:

However, following the high winds and saturated ground and a regular visual inspection it was observed that at The Dell in Ashdell Road, further deterioration rendered the situation being so serious that there was a danger of trees potentially falling onto the highway. Given the location, the tree works required were not straightforward. Under advisement from the Council's current contractor (Green Frontiers) who visited the site, the further damage was the lifting of the roots of an ash tree, which was fortunately prevented from falling across Ashdell Road by a sycamore. How long the sycamore could hold was unclear.

The contractor further advised that with the heavy costs associated in bringing in both the crane equipment and the grapple saw together with the cost of traffic management that it would be, in their professional opinion, beneficial to undertake all of the urgent tree works at this location at the same time thus avoiding duplication of costs.

There was a budget of £25,000 allocated for tree works in the 2024/25 budget of which was £18,541 remaining. The quote received for these tree works required was broken down to cover the 2 trees (with justification) which comes in at £2,950 for the two trees but if all of the work was done as per the schedule attached, the total cost is £11,900. There would be the additional cost associated with the traffic management whichever option was eventually decided upon.

Given the potential risk of the trees coming down on the highway, ATC approached EHDC (Planning Authority) for emergency works to be undertaken notwithstanding that a planning application had been submitted but it was felt that ATC could not wait for the determination under normal planning requirements.

EHDC lifted the TPO on trees 3 and 5, but they were not willing to give us the go-ahead to do the other work on the site before the end of the public consultation period on the application (19th December). However, EHDC stated that if Alton Town Council felt that the work was a matter of public safety, it could go ahead, making sure that we take photos and document everything, *although doing so would be at the council's risk should the planning application not be subsequently approved.*

However, eventually EHDC confirmed that permission to undertake all the required work at The Dell was granted under an Exemption and ATC managed to secure Green Frontiers to do the work and the associated TRRO that was required (traffic management). The combined total being £ 16,618.

As the combined total was more than Discretionary Powers under the Council's Final Regulations, all councillors were appraised in detail of the tree works required and the "why" and were requested to grant permission to the Clerk to arrange for a Purchase Order to be raised in order to undertake the work under emergency measures, which would be subject to retrospective approval at the next Full Council meeting in January 2025. Twelve councillors responded to the request by the Town Clerk to approve the raising of the Purchase Order and the work was subsequently scheduled to be undertaken on 10th/11th December.

RECOMMENDATION: Members are requested to grant retrospective approval of the tree works undertaken at The Dell at a total cost of £16,618 (sixteen thousand, six hundred and eighteen pounds).

ITEM 11: ALTON MENS SHED: EHDC COMMUNITY CLIMATE ACTION FUND FOR DECISION

Alton Mens Shed have advised the Town Council that they have been successful in securing grant funding from the EHDC Community Climate Action Fund in the sum of £9,000 towards the cost of supply and installation of double glazing, insulation and carbon reduction initiatives.

However, under the terms of the grant approval, EHDC have advised that although the Community Climate Action Team agree that their current 6-year lease is sufficient, they have advised that the EHDC Legal Team have stipulated that they require the Council to confirm it intends to lease the property for community use for at least 10 years.

RECOMMENDATION: Members are, therefore, requested to consider the requirement placed on Mens Shed to satisfy the terms under which EHDC have agreed the grant and confirm that it intends to lease the property known as Edgar Hall for community use for at least 10 years.

ITEM 12: STATEMENT OF ACCOUNTS TO 31st DECEMBER 2024 FOR DECISION

Members are requested to scrutinise the accounts and accompanying documents and reports to 31st December 2024 and to submit any questions they may have to the Town Clerk in advance of the meeting.

Balance Sheet as at 31st December 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

The Statutory Income and Expenditure Report for the period 1st November – 31st December 2024

Bank Reconciliation Statement as at 31st December 2024

The Bank Reconciliation Statements require 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.

CCLA: Deposit & Property Fund Account Statements

The statements for both the Council's accounts held with CCLA are tabled.

Payments over £500

The report includes all payments over £500, issued between 1st November -31st December in respect of invoices and grant cheques.

CCLA: Local Authority Property Fund

Members attention is drawn to the letter received from CCLA in respect of the Local Authority Property Fund held by Alton Town Council and the implementation of the Financial Conduct Authority's (FCA) sustainability Disclosure Requirements.

RECOMMENDATION: Members are requested to confirm their approval of:

- 1. The balance sheet dated 31st December 2024**
- 2. The Income and Expenditure account to 31st December 2024**
- 3. The bank reconciliations for the Unity Account and the CCLA Deposit & Property Fund Accounts**
- 4. The Payments over £500 covering 1st November-31st December 2024**
- 5. To note the CCLA letter in respect of the Local Authority Property Fund held by ATC and the implementation of the FCA sustainability disclosure requirements**

ITEM 13: EVENT GRANTS:

FOR DECISION

(i) ALTON JANE AUSTEN GROUP

A grant application has been submitted on behalf of the newly formed Alton Jane Austen Group and a copy of their constitution and account is enclosed on behalf of Pat Lerew, chair of the newly formed 'Alton Jane Austen Group',

The application is submitted in supplementary papers; however, Members are requested to note that the newly formed group are unable to enclose a set of accounts because "we have been forced to start from scratch". They are running events in January (the Jane Austen Birthday Ball Weekend) that will bring a cash flow to their new bank account for use towards coming JARW events.

(ii) VICTORIAN CRICKET

This is a well-established event in the Town's event calendar which is staged in June of each year on The Butts and raises funds for local charities by organising a Victorian Cricket Tournament for the community to enjoy. Alton Town Council has, along with a number of local businesses, supported this event over the past few years and the organising committee is looking to the Town Council to continue to support the event.

RECOMMENDATION: Members are requested to determine the event grant applications received:

- (i) on behalf of the Alton Jane Austen Group in the sum of £500**
- (ii) from Victorian Cricket in the sum of £400**

ITEM 14: REVIEW OF COUNCIL POLICIES: THE BRIBERY & CORRUPTION POLICY FOR STAFF FOR DECISION

This item is being re-tabled for adoption following Council's decision to defer and refer the Policy back to the Staffing Committee for further consideration on two points:

- (i) appropriate wording for what constitutes "normal and appropriate hospitality". (Minute reference 74.1 refers) and
- (ii) to amend the wording of the Policy to include the wording as Resolved by Full Council as to who the policy for staff referred to read: "This policy applies to all individuals working at all levels and grades, including the Town Clerk, employees (whether permanent, fixed term or temporary), consultants, contractors, trainees, seconded staff, casual workers, agency staff, volunteers, interns, wherever located (collectively referred to as workers in this policy)."

The Staffing Committee considered what wording would be appropriate in terms of gifts and hospitality and concluded that the Policy should adopt the wording on gifts as contained in the Gov.uk document entitled Gifts & hospitality policy updated 14 January 2021 as follows:

The acceptance of gifts from interested business parties could be presented as promoting a conflict of interest that might arguably have compromised the impartiality of staff in the decisions that they were required to make.

- Gifts or offers of gifts over £25 for any one gift should be reported to the Town Clerk.
- Gifts or offers of gifts to the Town Clerk over £25 for any one gift should be reported to the Staffing Committee. If any gift is of any significant value, it should be declined.

It is not possible to put forward hard and fast rules for when gifts may be accepted, since in practice this will depend upon the circumstances.

The general principles for the acceptance of gifts are:

- The gift must be of a nominal or notional value. Typically, a gift should not be accepted if the cumulative value from any one organisation or individual exceeds £100 in any 12-month period or £25 for any one gift.
- The gift must be given for an appropriate reason.
- The gift must be given at an appropriate time (e.g. not in advance of the issuing of an opinion or determination, or in advance of the award of a contract).
- The gift must be of a "one-off" or irregular nature (i.e. that could not be viewed as a regular source of income by HMRC for personal taxation purposes).
- The details of all gifts accepted or declined must be recorded in the Gifts and Hospitality Register. The details required in the Register must be completed as fully as possible without delay.

RECOMMENDATION: Members are requested to adopt the Bribery & Corruption Policy for Staff as recommended and tabled by the Staffing Committee.

SUPPLEMENTARY PAPERS

Happy New Year to everyone.

2025 will be an important year for this area with decisions on Farnborough and Gatwick Airport's proposed expansion and the government's plans to introduce new flightpaths over us. The impact of these decisions will be felt by future generations in terms of pollution and climate change but more immediately in house prices and noise disturbance.

Zero Carbon Guildford. 7.30pm 16th Jan
What aviation is planning, its impact on
us and what we can do about it

For those of you who have not closely followed developments in 2024:

- Farnborough Airport's plans to double the number of flights is due for decision by Rushmoor Borough Council early in the New Year.
- Gatwick Airport's plans to start operating a second runway are in consultation.
- The government's plans to double the number of UK commercial flights by 2030, introduce much more dense flightpaths over the south east by 2027, as well as more night flights and holding stacks at 3,000ft over places like Petersfield and Farnham is at the final stages of consultation.

It is hard to understand how the government's legally binding commitment to deliver net zero by 2050 is achievable. Especially while the aviation industry plans to double the number of flights by 2030 at the same time it has said it will reduce aviation's emissions by 15% vs 2019 (FYI, they are still growing). Unrealistic and unsubstantiated goals set by governments do little to enhance their credibility and no wonder the public lose (or have lost) faith in elected authorities. Nobody with an unbiased perspective who has looked at the aviation industry's plans for Sustainable Aviation Fuel, electric or hydrogen powered aircraft believe they are credible or achievable, and that includes the government's Climate Change Committee.

The new Labour government has already jumped on the bandwagon of "growth at all costs" without understanding that is a 20th century response to a 20th century problem. The world isn't that simple anymore and when the money from such growth ends up in the pockets of corporates and the very wealthy, few "normal" people buy it. The situation with our rivers is a case in point and the owners of Farnborough Airport are the ex-owners of Thames Water and now Southern Water. Do we really expect such businesses to make decisions that benefit the population?

The reality in 2025 will be that growth will have to be balanced by the social and environmental impact of such growth and we can expect the courts to decide what is appropriate rather than governments. This has already been demonstrated by the Supreme Court who ruled in 2024 that all emissions must be included in Environmental Impact Assessments and so coal mining and oil drilling in the UK were stopped. Environmental Impact Assessments are also required for aviation's proposed expansion and so all emissions from flights will now have to be included in expansion plans.....

Tickets available at: <https://www.zerocarbonguildford.org/event-details/farnborough-airport-expansion>

KINGS POND – IMMEDIATE ECOLOGY SURVEYS

SUMMARY OF QUOTATIONS RECEIVED

3rd December 2024

Consultant	How do we know them?	Quotations		Adjustments	Total Quotation Figure for Comparison	Comments
		PEA	Wintering Birds			
COMPANY “A”	Web search only	£1,689	?	Add for data search. £350?	PEA only £2,039	Will not quote for Wintering Bird Survey until they have done the PEA
COMPANY “B”	Referrals from SE Rivers Trust and from Water Environment Ltd	£1,750	£2,500	Add for February Survey £1,250	£5,500	
COMPANY “C”	Previously undertaken work for ATC	£1,090	£8,077	-	£9,167	PEA fee is low because of previous work undertaken on site
COMPANY “D”	River Wey Catchment Partnership and Friends of River Wey	£3,252	£3,825	-	£7,055	It was hard work getting clarity on their quote!

Successful Award to Company B: The Ecology Partnership, Leatherhead, Surrey KT22 8JB

Details of survey works to be carried out:

We would be happy to carry out a PEA for these works, as Alice says, the project looks very interesting, and we are keen to be involved. Please consider the contents of this email as your official fee proposal for works.

The first stage will of course be the site visit. This will cost £ 500 excl. VAT. We will then produce the report, at a cost of £ 900 excl. VAT.

As part of the desktop study during the reporting, we will request a 2km local biological records search, which will be charged at £350 excl. VAT. This is based on the latest costing information provided by the biological information centre.

Regarding the potential for future surveys, a sensitive aquatic site like this obviously does have potential for a range of protected species to be using it. I cannot provide any certainties at this stage, on what may yet be needed. However, a site like this may have the potential to support species such as great crested newt, water voles, otters, white-clawed crayfish and wintering birds, as you say.

When we have completed the site visit, I will update you ASAP about the need for any immediately time constrained surveys (i.e. winter birds if needed).

If we do need to conduct further wintering bird surveys, seeing as we look to be outside of the range of any functionally similar SACs/SPAs designated for wintering birds, we could take a precautionary scoping approach, opposed to a full raft of surveys. We could conduct a survey in December and January, to identify usage by wintering birds. We can do this and produce the report for £2500 excl. VAT.

If we find notable species or significant signs of wintering usage etc, we will need to amend this and add the final February survey, which can be costed then. As I say, we don't know yet that this will be necessary at all, until we visit site and get a look at the records.

King's Pond Briefings – Statistics

WEBSITE STATISTICS - 11TH NOVEMBER TO 9TH DECEMBER 2024

3K – Active Users

2.9K – New Users

630 Views - King's Pond Feasibility Studies Page

PRESS RELEASES – Community News

87 Views - King's Pond Briefing Sessions: The Next Steps

WEEKLY ALTONIAN

Week 39

371 - Subscribers

60% - Open

20 - Schools and Nurseries

30% - Open

Week 40

378 - Subscribers

60 % - Open

20 - Schools and Nurseries

35 % - Open

Week 40 - UPDATE

378 - Subscribers

56.3 % - Open

Week 41

383 - Subscribers

64.5 % - Open

20 - Schools and Nurseries

45% - Open

Week 42

437 - Subscribers

62.5% - Open

20 - Schools and Nurseries

Open 40%

Week 43

493 - Subscribers

64.8% - Open

20 - Schools and Nurseries

33.3% - Open

Week 44

517 - Subscribers

63.9% - Open

20 - Schools and Nurseries

40% - Open

Week 45

523 - Subscribers

63.3% - Open

20 - Schools and Nurseries

42.1% - Open

FACEBOOK – 4.4K Followers

24th October – Deciding The Way Forward

8234 - Views

3900 - Reach

4140 - Impressions

24th October – Altonian

3,116 - Views

1601 - Reach

1737 - Impressions

31st October – Altonian

3224 - Views

1624 - Reach

1775 - Impressions

7th November – Altonian

Link removed by Facebook!

11th November – Press Release

3158 - Views

1652 - Reach

1733 – Impressions

13th November – Presentation Reminder

2357 - Views

1345 - Reach

1494 – Impressions

14th November – Altonian

2849 - Views

1545 - Reach

1658 – Impressions

18th November – Presentation Reminder

523 - Views

226 - Reach

251 – Impressions

21st November – Altonian

2788 - Views

1349 - Reach

1517 – Impressions

26th November – Second Briefing Reminder (Event)

300 - Views

151 - Reach

177 – Impressions

26th November – Second Briefing Reminder

1860- Views

1066 - Reach

1153 – Impressions

28st November – Altonian

2222 - Views

1220 - Reach

1270 – Impressions

2nd December - Reminder

1360 - Views

838 - Reach

895 – Impressions

2nd December – Reminder (Event)

398 - Views

167 - Reach

183 – Impressions

5th December – Altonian

2591 - Views

1355 - Reach

1455 – Impressions

10th December – Online Presentation

2840 - Views

1358 - Reach

1397 – Impressions

INSTAGRAM – 1.2 K FOLLOWERS

24th October – Altonian

80 - Views

80 - Reach

75 – Impressions

24th October – Next Steps Release

480 - Views

379 - Reach

403 – Impressions

7th November – Altonian

105 - Views

84 - Reach

87 – Impressions

11th November – Presentation Reminder

248 - Views

209 - Reach

221 – Impressions

18th November – Presentation Reminder

219 - Views

172 - Reach

184 – Impressions

21st November – Altonian

106 - Views

86 - Reach

91 – Impressions

26th November – Second Briefing Reminder

272- Views

195 - Reach

241 – Impressions

28st November – Altonian

102 - Views

79 - Reach

86 – Impressions

2nd December - Reminder

223 - Views

170- Reach

202 – Impressions

5th December – Altonian

317 - Views

216 - Reach

270 – Impressions

10th December – Online Presentation

317 - Views

216 - Reach

270 – Impressions

Printed Altonian – November 2024

We included a short article inside the printed Altonian to inform residents work was continuing with the way forward with King's Pond and included details on how they can find the latest information and how to sign up to receive updates. There was also a mention of King's Pond updates on the front cover.

The printed Altonian was delivered to 15,000 households.

Alton Herald

Press releases are sent to the Alton Herald and have been tagged into social media posts.

Wey Valley Radio

Every Friday morning the weekly Altonian is discussed on the radio. Wey Valley Radio also share our Facebook Post and share our press releases and events on various shows throughout the day.

FM signal has a coverage of 25,000

Online Listeners over 24hrs 3000

Facebook – 2621 followers

Alton Natural History Society - report

On 25th Oct, I forwarded to the Alton Natural History Society (ANHS) page the ATC Facebook post of 24th Oct about the consultation. It reached 74, there were 5 likes and 5 people clicked the link.

On 12th Nov, I shared on the ANHS page the ATC event link for the briefing on 19th Nov, with a covering comment from me urging people to attend one of the briefings. It reached 56, with 4 likes and 2 clicks on the link.

On 18th Nov, I posted to say that I'd attended the briefing on 17th Nov where I'd learned very few people had so far submitted comments to the consultation. I shared the link for doing so, reminded them of the deadline and urged them to comment. That got 8 likes and was shared (mostly by me!) to at least 4 other pages including Worldham Community, Binsted Community, Blacknest Fields and AVLAN.

The Alton Society – Report

Alton Society Facebook page on 11th November.

Post reach - **72**

Engagement - **6**

Post impressions – **83**

ACAN – Report

Newsletter stats for November – which included details about the briefings

Deliveries: 780

Opens: 473

ACAN website – Included details about the briefings

During the month of November, the website had 481 visitors who looked at 1145 pages.

ACAN Facebook page - **57 views**

POSTERS

Town Hall

Public Gardens

2 noticeboards

King's Pond

3 noticeboards and 3 leaflet dispensers

Around Town

7 – noticeboards

Assembly Rooms

Library

Community Centre

Esquires

Goldfinch

Online Presentation King's Pond Briefings – Statistics
10TH DECEMBER 2024 TO 1ST JANUARY 2025

WEBSITE STATISTICS – 10th December to 1st January

1.7K – Active Users

1.5K – New Users

429 Views - King's Pond Feasibility Studies Page

PRESS RELEASES – Community News

29 Views - King's Pond Online Presentation

WEEKLY ALTONIAN

Week 46

528 - Subscribers

63% - Open

20 - Schools and Nurseries

35% - Open

Week 47

537 - Subscribers

64 % - Open

20 - Schools and Nurseries

35 % - Open

FACEBOOK – 4.4K Followers

10th December – PRESS RELEASE Online Presentation

4777 - Views

2099 - Reach

12th December – Altonian

3457 - Views

1794 - Reach

19th December – Altonian

2999 - Views

1621 - Reach

30th December – Reminder about online presentation feedback Survey

11,064 - Views

6487 - Reach

INSTAGRAM – 1.2 K FOLLOWERS

10th December – PRESS RELEASE Online Presentation

467 - Views

314 - Reach

19th December – Altonian

132 - Views

102 - Reach

30th December – Reminder about online presentation feedback Survey

374 - Views

298 - Reach

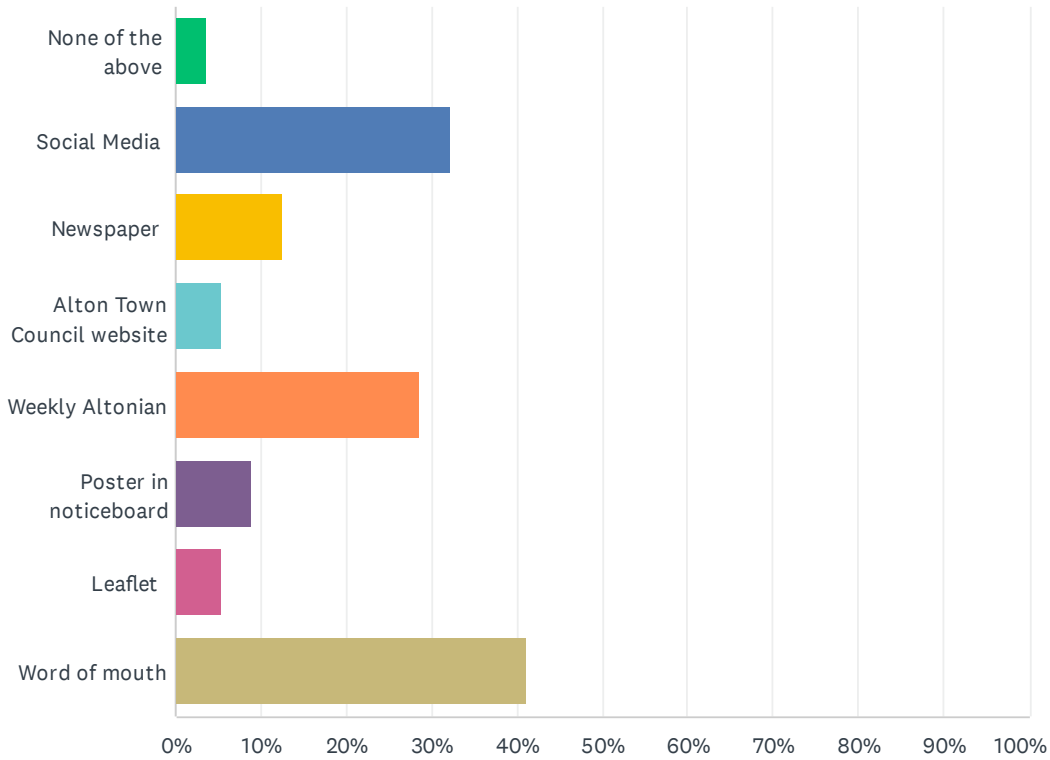
YOU TUBE – Link from our webpage

189 - Views

10 minutes 13 Seconds - Average View Duration

Q3 How did you hear about the briefing

Answered: 56 Skipped: 0



ANSWER CHOICES	RESPONSES
None of the above	3.57% 2
Social Media	32.14% 18
Newspaper	12.50% 7
Alton Town Council website	5.36% 3
Weekly Altonian	28.57% 16
Poster in noticeboard	8.93% 5
Leaflet	5.36% 3
Word of mouth	41.07% 23
Total Respondents: 56	

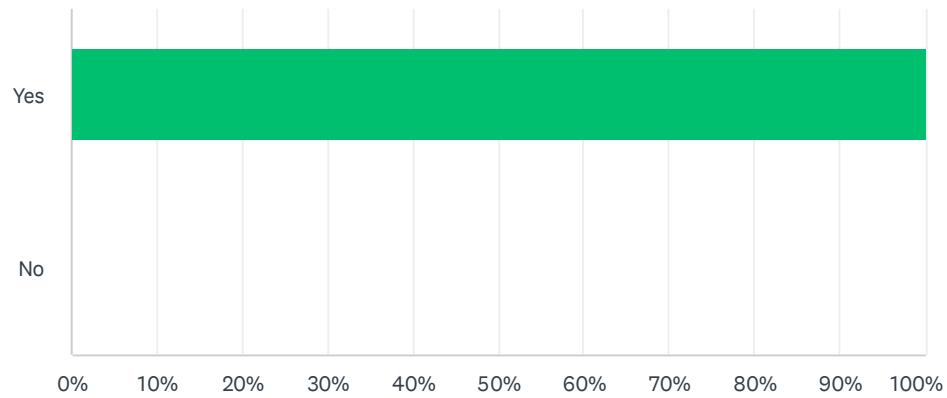
#	PLEASE SPECIFY WHERE	DATE
1	Contact re use of the bowls club	12/10/2024 10:21 AM
2	High St	12/10/2024 10:12 AM
3	Facebook, "Alton Herald"	12/10/2024 10:06 AM
4	Alton Climate Action Network (ACAN) Email Newsletter	12/9/2024 5:24 PM

King's Pond Briefing Sessions: The Next Steps

5	A friend. Very poorly advertised. So many people said they didn't know about it.	12/9/2024 3:13 PM
6	It was mentioned at my bookclub meeting	12/5/2024 3:54 PM
7	From my wife, who learned of it from your website.	12/4/2024 8:59 AM
8	Kings pond	12/3/2024 3:56 PM
9	Instagram	12/3/2024 3:42 PM
10	ATC	12/3/2024 3:41 PM
11	AVLAN	12/1/2024 1:20 PM
12	ACAN Newsletter	11/29/2024 4:35 PM
13	Facebook	11/29/2024 2:04 PM
14	From a friend who emailed the details	11/29/2024 1:47 PM
15	ACAN website	11/29/2024 1:45 PM
16	King's Pond work party. Emily Messenger	11/29/2024 11:38 AM
17	British Legion - Anstey Park	11/29/2024 10:31 AM
18	Local conversation	11/26/2024 9:23 PM
19	Facebook - Alton News page, link was buried behind a post from Dr Willis, or on a comment responding to his post.	11/26/2024 9:18 PM
20	ACAN Newsletter	11/20/2024 10:58 AM
21	Instagram	11/19/2024 3:48 PM
22	Friend	11/19/2024 3:30 PM
23	Can't remember	11/19/2024 3:26 PM

Q4 Did you find the presentation informative?

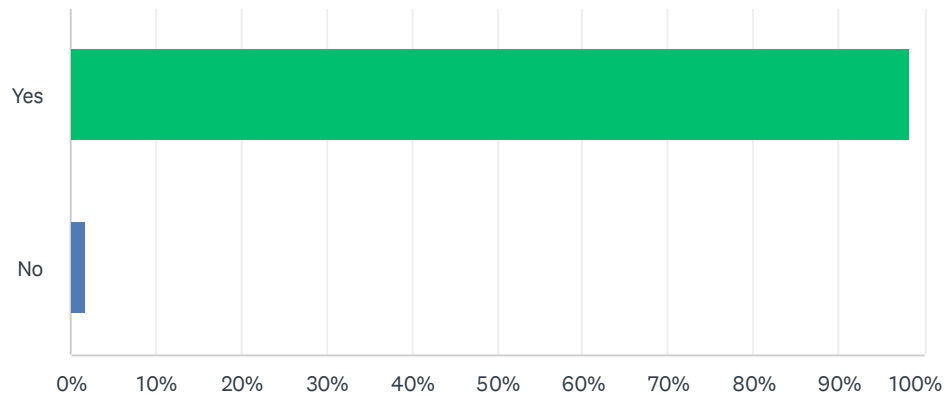
Answered: 56 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	56
No	0.00%	0
TOTAL		56

Q5 Was the information provided easy to understand?

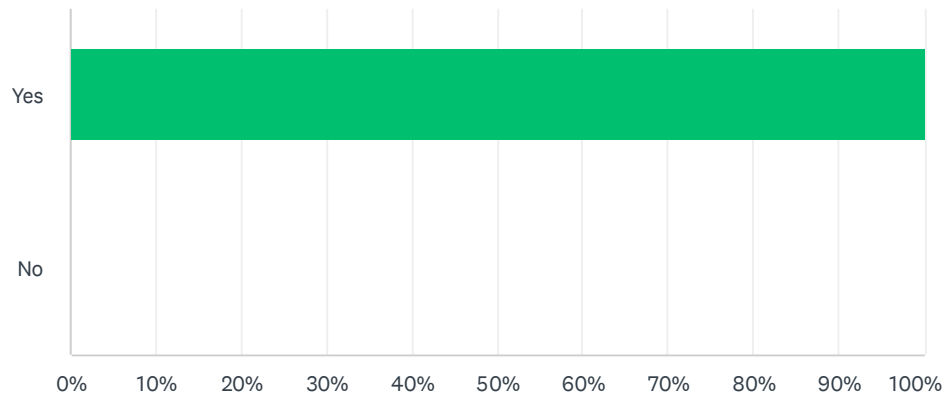
Answered: 56 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	98.21%	55
No	1.79%	1
TOTAL		56

Q6 Did you feel that you were able to ask questions?

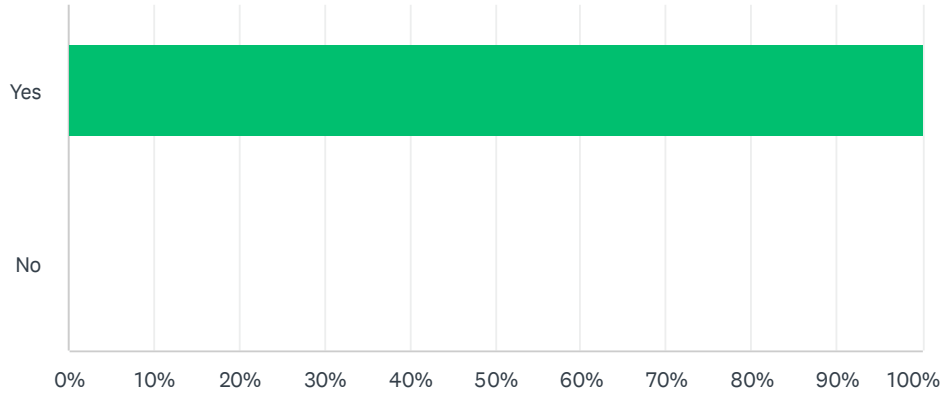
Answered: 56 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	56
No	0.00%	0
TOTAL		56

Q7 Do you feel that you understand the options that the Council are considering?

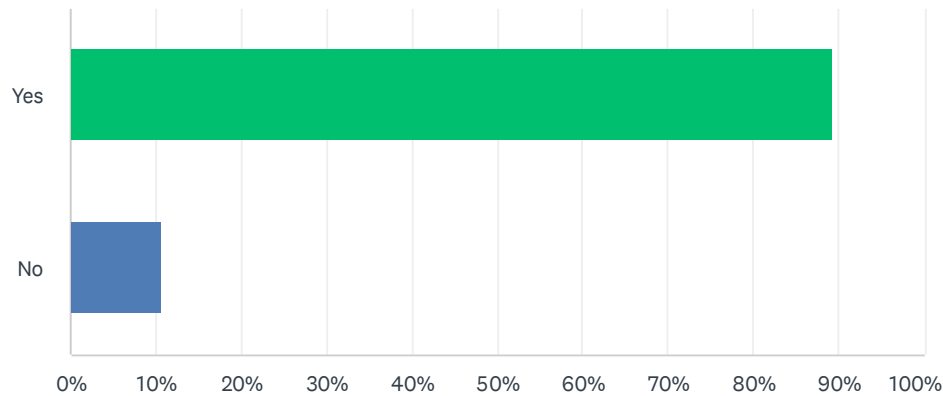
Answered: 56 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	56
No	0.00%	0
TOTAL		56

Q8 Do you have any comments to add?

Answered: 56 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	89.29%	50
No	10.71%	6
TOTAL		56

#	IF YES, PLEASE ENTER YOU COMMENT HERE	DATE
1	Please when the pond is finished maintain a good path surrounding the pond and access route for visitors plus cut the grass and cancel no mow April, May, June. So it looks 'nice' for visitors.	12/10/2024 10:21 AM
2	The important thing is that it is sustainable and given value for money and is not gimiky.	12/10/2024 10:16 AM
3	my preference for the pond would be the R.Wey re-instated & a small pond & wetlands perhaps with a boardwalk (as Thursley Common award winning area).	12/10/2024 10:12 AM
4	Extremely clear and non-confrontational format. I appreciate the idea of holding it in 3 different venues. I think we are very lucky to have Don Hammond willing to lead on this very difficult project.	12/10/2024 10:06 AM
5	I think we need to be informed how the project is progressing during each phase.	12/10/2024 10:02 AM
6	I was worried that not everyone who is seriously concerned about the fate of the pond was able to attend. An article in the Herald might help. A summary posted on the board at the pond definitely help.	12/10/2024 10:00 AM
7	I prefer the 'dredging' option; Alton is an expanding town and can ill-afford to lose its only large expanse of water: a visual treasure and practical amenity of inestimable value. Any other option is of greater overall cost, uncertainty of outcome and impossible to "turn the clockback". Unforseen consequences loom...	12/10/2024 9:54 AM
8	Excellent presentation. I have confidence in the Councils approach. Please do not put this to referendum - no way of ensuring participants are informed.	12/10/2024 9:43 AM
9	Speaker needs to face the audience all the time and the people asking questions need to stand up so that the audience can hear. I feel the chalk stream in the Brewery Site and the chalk stream in the Brewery Site and the chalk stream after weir need to join to make a feature. Hampshire is known for Chalk Streams and could be an asset for Alton. A pond for ducks etc could be another feature - Chalk Stream would bring in new wildlife	12/10/2024 9:41 AM

King's Pond Briefing Sessions: The Next Steps

10	As part of the data gathering schedule site visits to 2 existing river/pond projects at: Anton Lakes - Andover (Hants Wildlife Trust) done summer 2023 Letcombe Regis - Oxon leaflet online, done C.10 years ago. Investigate some pond dredging - Midhurst South Pond 2 years ago	12/10/2024 9:26 AM
11	It was a very informative briefing and I am pleased to see that the heat has been taken from the debate.	12/10/2024 9:18 AM
12	Could be more positive about the benefits of wetland (and indeed Chalk-stream habitats) as was pointed out by a member of the audience but I do understand the feelings around not being biased.	12/10/2024 9:14 AM
13	While waiting for permission to proceed with a plan, can we have fallen trees removed from the pond & deadwood cleared around the pond.	12/9/2024 5:29 PM
14	Don Hammonds ability to relate to the technical and social aspects - previously from related personal or professional experience - helped to keep people's trust. The Time, space and prepared information worked well.	12/9/2024 5:24 PM
15	We have a very special and very rare chalk stream habitat running through the town and should most definitely take this opportunity to restore it by taking the pond offline.	12/9/2024 5:13 PM
16	Please utilise members of the public who have knowledge plus plus Please be innovative with future of Kings Pond - Rich Resource - make its own income - promote River Wey Chalk Stream	12/9/2024 3:13 PM
17	Unfortunately my friends and myself could not hear a lot of the questions being put forward and Don did not repeat some of them, so we missed a lot of the important information.	12/9/2024 3:09 PM
18	I do not agree with the short term option of dredging silt from the pond. Far better to spend the money on a long term solution. I feel strongly that the better option for the river, its ecology and surrounding habitats is The Pond & River Option: a restored river running through the site with ponds and wetland areas. I understand this would need further research into exactly how the river would be restored, also assessment of flood control systems upstream and possible upgrading of flood control. Appropriate preparations would also have to be made downstream! I know some local residents value the pond as it is and do not want to see change. But if people could SEE pictures rather than plans of how the site might look when restored to the Pond and River Option in future, this would help to assure them that this beautiful, peaceful recreation area will be not just restored but enhanced long term by restoring the river. I'm sure a series of computer generated images could give an idea of how the Pond and River Option would appear. An alternative set of picture could also show what a mess dredging would make by contrast! Not much mention has been made, unless I missed it, of how long each of the alternatives for Kings Pond would take to reach full potential. I would value that.	12/5/2024 3:54 PM
19	I believe firmly that dredging is the wrong option and that ATC should carry out technical and financial assessment of the alternative Pond & River option.	12/5/2024 11:48 AM
20	The briefing was really excellent. It increasingly commanded a supportive and attentive response from the audience, who, though they had a range of views, seemed united in valuing the clear method and thinking. It also seemed to me that a river + a still reasonably large pond but offline might command a consensus.	12/4/2024 8:59 AM
21	Excellent presentation, well done for gripping this thorny issue and understanding that clear communication at every stage is the key to a successful outcome (for people and the environment). I was struck by the need for the dredging option to fulfil Environment Act 2021 requirements, including 10% BNG. I find it hard to understand how dredging (even with the 'plus') could possibly achieve that... so I'm sure ATC should pursue both options to the next stage, otherwise you'll risk ending in a cul de sac and have wasted months getting there. Personally I favour the Pond and River option for ecological reasons. The existing site is a disaster for aquatic plants and invertebrates, aside from the excessive Canada Goose population, terrapins etc. But if that's the option finally chosen, I'm sure you should aim for a design that retains as large a pond as possible in order to garner maximum public support, even if that means an ecologically less than perfect design for the river and surrounding wetland areas. A large body of water has an effect on the brain and relaxation that is much more valuable for wellbeing than a small one - and failure to recognise and accommodate this would be the single biggest thing to generate opposition to any redesign. The trees badly need sorting out, whichever solution is chosen...but beware disturbing the bat population unduly (Daubenton's, Natterer's, Common Pipistrelles and Soprano Pipistrelle's all active at the Alton	12/3/2024 4:57 PM

King's Pond Briefing Sessions: The Next Steps

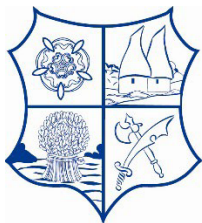
Natural History Society field meeting there in late Aug 2024 and Brown Long-eared bats recorded at another time). Impossible to say if they're roosting in the pond area or coming from further afield, though endoscopic surveys of tree cavities might provide some info. Good luck!

22	Well presented and balanced	12/3/2024 3:56 PM
23	Thank you! We feel much better informed now.	12/3/2024 3:43 PM
24	The presentation was clear, concise and professionally done in a calm and very informative way.	12/3/2024 3:42 PM
25	Great, well thought out and informative presentation. Everyone in town should have access to it to enable them to understand what are the issues and hopefully the way forward for King's Pond.	12/3/2024 3:41 PM
26	Although I had read some of the articles available online, I found the presentation very helpful and well explained by Don. A great pity that only a small proportion of townsfolk have been to briefings! Personally I am now open to fully considering alternatives and suspect that going offline might be better in the long term so long as a pond of significant size can be retained. I suspect that most people would wish to maintain the status quo, but I think it most important to progress all options at this stage in spite of the cost.	12/3/2024 3:39 PM
27	I strongly support the pond & river idea and for the council to proceed with the technical & financial assessment for this. It appears to be a sustainable option, better for biodiversity and an overall enhancement to the environment in the longer term.	12/1/2024 1:20 PM
28	Please investigate both options	11/29/2024 4:35 PM
29	Please tell all that this presentation will be on the ATC website and the date it will appear together with the feed back form. Encourage all to read it AND then feedback their preferred option to ATC and their ward councillors.	11/29/2024 4:01 PM
30	Very interesting to see plans. Would like some size measurement area.	11/29/2024 2:06 PM
31	I think it is important that residents understand what the Council will be considering on 8th January ie whether to explore the pond and river option AS WELL. Residents need to know so that they have the opportunity to lobby councillors. I understand Don's concern that this might get hijacked but to have considered it an important enough issue to publicise options and then not to publicise widely the 'next step' ie. what the council will be deciding on, seems wrong, inconsistent, Just my view.	11/29/2024 2:04 PM
32	Excellent presentation, demonstrates the huge amount of work that has been done so far - very exciting times for our town.	11/29/2024 1:47 PM
33	Very informative - thank you!	11/29/2024 1:45 PM
34	A well structured presentation which certainly gave e=me a better appreciation of the consideration / constrictions involved in this project and influenced my thinking.	11/29/2024 12:10 PM
35	Option4a with the curves for the river looks the best to me. Its attractive and the best ecological option for the river.	11/29/2024 11:58 AM
36	It was imformative and the pond is going forward for the future and there is a brighter future for King's Pond.	11/29/2024 11:38 AM
37	Very much in favour of ecological options, ie 'offline' pond alongside meandering river and wet land areas perhaps similar to Flood Meadows. Many residents I have spoken to have initial reaction to 'leave it as it is' without understanding of these issues. This was a very informative session and I appreciate the opportunity to attend. Many thank to those involved.	11/29/2024 10:31 AM
38	The council should accede to the wishes of the majority of residents by retaining the pond as close as possible to what it is now, thus retaining a valuable local amenity. It should resist attempts by the Environment agency to impose a top down agenda in biodiversity grounds.	11/29/2024 10:22 AM
39	A town referendum on the choices would be good I believe due to so many passionate views on the future of the pond.	11/27/2024 8:25 AM
40	From conversations with other members of the public I don't think these presentations were advertised as well as they should have been. I also think that the Briefing Paper should have been made available more widely. There seems too much reliance on the internet and social	11/27/2024 12:23 AM

King's Pond Briefing Sessions: The Next Steps

media to inform particularly older members of the public. I am grateful for the extensive work of the councillors on this project. However, there is still a sizeable group of people who perceive the council with great suspicion and prejudice over the plans for Kings Pond and I think a targeted publicity campaign is required to dispell the misinformation spread by this group who contend that the council has already decided to take the pond offline.

41	An excellent presentation by Don Hammond, with a very balanced view as to the options. The opportunity to make something very special exists but it will need to have full support from the people in the town and its environs. There are clearly a range of opinions and people need to be convinced and reassured that the more radical scheme will benefit all.	11/26/2024 9:26 PM
42	1. First, communication and public notification about these events is poor. I had no idea about this until I was told this evening. If you want engagement you need to provide better visibility, posters in shop fronts maybe? Not everybody sits looking at the town council website. 2. From a sustainability perspective has any revenue generation been considered for ongoing support costs? I have seen similar projects where a community building has been provided as part of a nature reserve, this allows community engagement like schools etc to view wildlife, serve drinks etc... if this was owned by the council it could create a revenue stream if done correctly. The grass area could maybe considered for this, sure the outlay is more but it could bring income. Plus it provides something else for the community.	11/26/2024 9:23 PM
43	I was disappointed to learn that, despite a commitment by ATC to public consultation (which I value), no commitment/decision has been made as to whether the residents of Alton will contribute to the final decision on the future of Kings Pond. This makes me lose faith in the consultation process somewhat. Also, the current pond has a public amenity value which I felt was acknowledged but mostly dismissed. We already have Flood Meadows, and the offline pond/river option seems on paper very similar to Flood Meadows. People visit and value King's Pond precisely for the different experience it offers. Pond (and river) need to be valued equally. The pond has its own ecosystem which supports species other than pesky pooing geese.	11/26/2024 9:18 PM
44	An invaluable briefing, and a balanced and considered presentation. Thank you ATC for shedding more light than heat on the various options for Kings Pond. Two other observations: 1) a handheld mic would have been helpful for questions from the floor, which were often difficult to hear. 2) to broaden councillors' and residents' understanding of wetlands environments (Pond and River Option) and their benefits to biodiversity, I'd suggest (sooner than later) more attention to similar river restoration projects around the country, to find what can learnt from comparable schemes, and to illustrate what can be achieved.	11/26/2024 9:18 PM
45	Please investigate both options	11/20/2024 10:58 AM
46	I would like to urge ATC to consider both options at their meeting in January and not just the dredging option	11/19/2024 4:18 PM
47	The full meeting of the town Council in January should vote to consider both dredging, and pond and river options. If ultimately a decision is made to proceed with the pond and river option, it is only worth doing if the weir is entirely removed to increase the fall in the river level to maximise the water flow rate.	11/19/2024 3:49 PM
48	The full council should consider both options but consider costs going forward and consider what is best for the environment and the wild life. Also they should consider the amount of maintenance that will be needed in the future and put money aside for it.	11/19/2024 3:48 PM
49	Would dredging the pond leave sufficient material to build the proposed pond and river scheme? Flood meadows is a good comparison for an ecologically diverse river and pond solution. The stream in flood meads can run dry for months at a time despite numerous springs. Is this related to the amount of water removed from the aquifer for drinking water, as mentioned early in the presentation? Would the proposed river at king pond run dry? Consider watercourse credits for raising money. These are very much in demand. The circular walk is uninteresting, compared to the network at flood meadows. Would a board walk or features such as bird watching huts help improve interest and public amenity? The proposal Involved Thank you for the excellent talk.	11/19/2024 3:30 PM
50	I want to see the river and pond option included at the council meeting in January	11/19/2024 3:26 PM
51	Very well presented, thank you. I have a much better understanding.	11/18/2024 1:56 PM



KING'S POND TASK & FINISH GROUP TERMS OF REFERENCE

This Terms of Reference (ToR) document is for the **Kings Pond Task & Finish Group: Stage 1 Steering Group** and defines the group's purpose, structure, the scope of its activities and the limitations on its authority.

1. Purpose

The role of the Group is to prepare and Implement an Action Plan to progress the King's Pond Project through Stage 1, up to and including public consultation.

2. Roles and responsibilities

- The key function of the group is to investigate appropriate resources, make enquiries, analyse quotations and proposals and to make recommendations to Full Council as regards actions, appointment of consultants and expenditure.
- The group will ensure that regular progress reports and information updates are maintained on the ATC website.
- Scope of Stage 1:
 - Identify, Investigate and make enquiries of suitable consultants for the management, design and costing of the project. Select and appoint consultants.
 - Complete Pre-application consultations with the planning authority and the Environment Agency.
 - Carry out Ecological surveys and environmental impact assessments as required by the planning authority and the Environment Agency.
 - Complete the Engineering and Landscape Design and Specification of the scheme options nominated by Full Council to sufficient detail for costing and for clear presentation to residents.
 - Public consultation.
 - Council decision to proceed to Stage 2.

3. Delegated Authority

The group has no delegated authority to commit to expenditure or to issue instructions. The procedures for management and control of expenditure are per the Council's Standing Orders and Financial Regulations.

4. Membership

Membership of the Task & Finish Group will be composed of:

- Up to Four (4) Town Councillors – to be appointed by Full Council – one of whom will be instructed by Full Council to act as Chair to the group.
- Individual residents or representatives of local organisations that the Steering Group consider can make a useful contribution – appointments subject to ratification by Full Council
- The Town Clerk (or appointed officer in her absence)
- The Group may invite consultees, contractors or other local stakeholders to attend the meetings as required.

5. Target Timetable

- Appointment of key consultants – March 2025
- Completion of Stage 1 Design, Consultations and Costings – June / July 2025
- Public Consultation – September 2025

6. Meetings

The Task & Finish Group will be responsible for organising its own meetings. For guidance, these are likely to be every two weeks.

7. Reporting:

The Task & Finish group must submit a written progress report in advance of each Full Council Meeting and at least one of the councillor members of the Group must attend each meeting to answer questions.

8. Administrative support:

- Notification of meetings
- Notes of meetings
- Maintaining a database of consultants and contacts
- Document control - information and records.
- Sending out enquiries, receiving the tender responses and fee proposals and collating for consideration by the group.
- Communications support – press/media releases, maintaining information on the ATC website.
- Responding to questions or comments from residents either directly or indirectly by referring to other group members and co-ordinating communications.

9. Dispute resolution:

If there is a dispute within the group any councillor member of the group can require that it be brought to Full Council for resolution.

10. Decision recording:

The group will record minutes of its meetings.

All decisions on allocation of funds and appointments of consultants will be recorded in the minutes of the relevant Full Council Meetings.

2023/24	2022/23			2024/25	2024/25		2025/26	2026/27	2027/28
ACTUAL	ACTUAL			APPROVED	To 31/12	REVISED	DRAFT	DRAFT	DRAFT
REVENUE INCOME AND EXPENDITURE									
		101	<u>Corporate Management</u>						
£8,238	£6,955	4088	Newsletter	£6,133	£2,852	£5,665	£6,440	£6,762	£7,100
£690	£682	4101	Bank Charges	£539	£345	£424	£566	£594	£624
£15,509	£52,200	4111	Professional Fees	£18,000	£14,965	£18,000	£18,540	£19,096	£19,669
£3,126	£3,589	4112	Audit Fees	£4,200	£2,895	£3,600	£4,410	£4,631	£4,862
£0	£70	4117	David Whitmarsh Award	£60	£0	£60	£60	£60	£60
£0	£12,165	4026	Other expenditure	£0	£0	£0	£0	£0	£0
£0	£33,318	4999	Funds to CCLA Property Fund	£22,116	£0	£0	£0	£0	£0
£27,563	£108,979		Corporate Management :- Expenditure	£51,048	£21,057	£27,749	£30,015	£31,142	£32,314
£275,000	£3,058	1010	Corporate Management:- income	£60	£0	£60	£60	£60	£60
-£247,437	£105,921		Net Expenditure over Income	£50,988	£21,057	£27,689	£29,955	£31,082	£32,254
		102	<u>Democratic Representation</u>						
£4,000	£4,642	4121	Mayors Allowance	£4,000	£1,961	£4,000	£4,000	£4,000	£4,000
£4,389	£7,073	4122	Election expenses	£7,000	£0	£7,000	£7,000	£7,000	£20,000
£0	£134	4124	Public Consultations /Other	£2,000	£56	£2,000	£2,000	£2,000	£2,000
£710	£0	4125	Councillor Expenses	£1,200	£333	£800	£1,000	£1,000	£1,000
£9,099	£11,849		Democratic Representation :- Expenditure	£14,200	£2,350	£13,800	£14,000	£14,000	£27,000
£42	£8,060	1010	Democratic Representation :- Income	£0	£120	£0	£0	£0	£0
£9,057	£3,789		Net Expenditure over Income	£14,200	£2,230	£13,800	£14,000	£14,000	£27,000
		105	<u>Central Support-Admin Costs</u>						
£253,184	£223,926	4001	Salaries	£265,932	£196,384	£264,566	£308,940	£324,387	£340,606
£27,529	£25,756	4002	Employers NI	£27,125	£20,511	£26,995	£38,309	£40,224	£42,235
£49,376	£46,617	4003	Employers Pension	£56,909	£38,044	£49,895	£66,113	£69,419	£72,890
£1,124	£1,023	4005	Pension enhancements	£1,122	£600	£1,200	£1,260	£1,323	£1,389
£3,200	£346	4008	Training	£2,600	£493	£2,600	£2,730	£2,867	£3,010
£519	£600	4009	Staff Travel	£2,840	£3,088	£3,500	£4,000	£4,200	£4,410
£1,918	£3,221	4026	Other Expenditure	£2,625	£1,551	£2,625	£2,756	£2,894	£3,039
£11,969	£25,529	4071	Telephone and IT	£15,383	£8,893	£15,383	£16,152	£16,959	£17,807
£2,743	£2,543	4072	Mobile Phones	£2,683	£2,065	£2,806	£2,817	£2,958	£3,106
£1,881	£2,164	4075	Stationery & Printing	£2,106	£1,626	£2,106	£2,212	£2,322	£2,438
£974	£742	4076	Postage	£1,158	£647	£1,158	£1,216	£1,277	£1,341
£2,669	£2,460	4080	Subscriptions & Publications	£3,308	£2,520	£3,308	£3,473	£3,647	£3,829
£23,821	£21,271	4085	Insurance	£24,536	£24,071	£24,071	£25,272	£26,030	£26,811
£978	£0	4087	Advertising	£683	£0	£1,683	£717	£752	£790
£2,000	£517	4155	Equipment	£2,100	-£1,608	£2,100	£12,205	£2,315	£2,431
£1,071	-£861	4157	Furniture	£1,050	£0	£1,050	£1,103	£1,158	£1,216
£384,956	£355,854		Central Support-Admin Costs :- Expenditure	£412,159	£298,885	£405,046	£489,273	£502,731	£527,347
£0	£0	1009	Insurance payout	£0	£5,621	£5,621	£0	£0	£0
£984	£3,672	1010	Other income	£0	£3,856	£2,406	£0	£0	£0
£984	£3,672		Central Support-Admin Costs :- Income	£0	£9,477	£8,027	£0	£0	£0
£383,972	£352,182		Net Expenditure over Income	£412,159	£289,408	£397,019	£489,273	£502,731	£527,347

2023/24	2022/23			2024/25	2024/25		2025/26	2026/27	2027/28
ACTUAL	ACTUAL			APPROVED	To 31/12	REVISED	DRAFT	DRAFT	DRAFT
		106	<u>Central Support-Town Hall</u>						
£7,073	£6,737	4021	Rates	£7,430	£5,708	£7,608	£7,988	£8,388	£8,807
£486	£547	4022	Water Charges	£748	£458	£748	£785	£824	£865
£3,075	£2,767	4024	Gas	£2,436	£1,016	£2,436	£2,558	£2,686	£2,820
£4,036	£3,005	4025	Electricity	£3,304	£1,856	£3,304	£3,470	£3,643	£3,825
£2,080	£2,040	4030	Cleaning	£2,112	£1,363	£2,112	£2,217	£2,328	£2,444
£6,934	£6,016	4140	Building Maintenance	£75,000	£7,680	£10,000	£75,000	£10,000	£10,000
£23,684	£21,111		Central Support-Town Hall :- Expenditure	£91,029	£18,081	£26,208	£92,018	£27,869	£28,762
£4,539	£7,348	1002	Shop Rents	£3,960	£2,971	£3,961	£3,960	£3,960	£3,960
£40	£15,328	1010	Other	£0	£15,791	£202	£0	£0	£0
£4,579	£22,676		Central Support-Town Hall :- Income	£3,960	£18,762	£4,163	£3,960	£3,960	£3,960
£19,105	£1,564		Net Expenditure over Income	£87,069	-£681	£22,045	£88,058	£23,909	£24,802
		107	<u>Operating Income & Exp.</u>						
£0	£13,000	4504	Neighbourhood CIL Grants	£0	£54,914	£54,914	£0	£0	£0
£0	£13,000		Operating Income & Exp :- Expenditure						
£12,000	£14,630	1005	Market Income	£14,000	£9,000	£12,000	£14,000	£14,000	£14,000
£338,212	£381,044	1081	CIL	£0	£4,892	£54,914	£0	£0	£0
£826,979	£781,195	1176	Precept	£851,976	£851,976	£851,976	£890,180	£921,337	£953,584
£80,781	£29,503	1190	Interest Received	£50,000	£65,792	£75,000	£60,000	£50,000	£40,000
£1,257,972	£1,206,372		Operating Income & Exp. :- Income	£915,976	£931,660	£993,890	£964,180	£985,337	£1,007,584
-£1,257,972	-£1,193,372		Net Expenditure over Income	-£915,976	-£876,746	£938,976	-£964,180	-£985,337	-£1,007,584
		108	<u>Other Properties</u>						
£1,189	£0	4140	Building maintenance	£0	£0	£0	£0	£0	£0
£1,776	£621	4411	Building Maintenance Bartlett & Butcher	£2,100	£455	£2,100	£2,205	£2,315	£2,431
£9,411	£9,411	4412	Public Works Loan Board repayments	£9,411	£9,411	£9,411	£9,411	£9,411	£9,411
£0	£70	4026	13 Market Square	£0	£304	£500	£0	£0	£0
£12,376	£10,102		Other Properties :- Expenditure	£11,511	£10,170	£12,011	£11,616	£11,726	£11,842
£12,000	£19,750	1001	Rents	£12,000	£9,000	£12,000	£12,000	£12,000	£12,000
£0	£0	1010	other income	£0	£0	£0	£0	£0	£0
£12,000	£19,750		Other Properties :- Income	£12,000	£9,000	£12,000	£12,000	£12,000	£12,000
£376	£9,648		Net Expenditure over Income	-£489	£1,170	£11	-£384	-£274	-£158
		201	<u>Anstey Park</u>						
£1,762	£1,595	4021	Rates	£1,675	£1,330	£1,771	£1,860	£1,953	£2,050
£745	£777	4022	Water Charges	£2,007	£1,707	£2,007	£2,107	£2,212	£2,323
£4,159	£2,705	4024	Gas	£2,743	£1,090	£2,743	£2,880	£3,024	£3,175
£10,174	£10,443	4025	Electricity / Electricals	£10,133	£7,706	£10,133	£10,639	£11,171	£11,730
£10,276	£279	4030	Cleaning	£10,760	£6,818	£9,380	£11,298	£11,863	£12,457
£633	£464	4071	Telephone and IT	£649	£493	£634	£681	£715	£751
£8,701	£45,966	4140	Building Maintenance	£8,400	£3,469	£8,400	£8,820	£9,261	£9,724
£7,051	£40,114	4141	Grounds Maintenance	£41,531	£8,630	£41,531	£7,350	£7,718	£8,103
£43,501	£102,342		Anstey Park :- Expenditure	£77,897	£31,243	£76,599	£45,635	£47,917	£50,313

2023/24	2022/23			2024/25	2024/25		2025/26	2026/27	2027/28
ACTUAL	ACTUAL			APPROVED	To 31/12	REVISED	DRAFT	DRAFT	DRAFT
£18,400	£17,766	1000	Fees and Charges	£19,759	£12,353	£19,759	£20,747	£21,784	£22,873
£46,433	£25,626	1001	Rents	£55,445	£42,507	£52,836	£55,445	£55,445	£55,445
£625	£25,990	1010	Other Income inc grants	£0	£2,541	£2,541	£0	£0	£0
£22,116	£22,116	1016	Alton FC Holding Fund/Rent	£22,116	£22,116	£22,116	£22,116	£22,116	£22,116
£87,574	£91,498		Anstey Park :- Income	£97,320	£79,517	£97,252	£98,308	£99,345	£100,434
-£44,073	£10,844		Net Expenditure over Income	-£19,423	-£48,274	-£20,653	-£52,673	-£51,428	-£50,122
		202	<u>Jubilee Playing Fields</u>						
£2,079	£2,035	4021	Rates	£2,343	£1,561	£2,083	£2,187	£2,297	£2,411
£225	£338	4022	Water Charges	£2,646	£293	£1,646	£2,778	£2,917	£3,063
£5,237	£3,554	4025	Electricity / Electricals	£4,879	£3,255	£4,879	£5,122	£5,379	£5,648
£0	£236	4030	Cleaning	£0	£239	£400	£400	£420	£441
£156	£127	4071	Telephone and IT	£189	£144	£184	£198	£208	£219
£4,010	£4,557	4140	Building Maintenance	£2,100	£10,944	£12,000	£2,205	£2,315	£2,431
£22,640	£9,791	4141	Grounds Maintenance	£8,517	£8,034	£8,517	£8,942	£9,389	£9,859
£0	£0	4143	Skatepark Maintenance	£500	£0	£500	£500	£500	£500
£1,109	£0	4150	Fuel Costs (heating oil)	£1,560	£0	£1,560	£1,638	£1,720	£1,806
£35,456	£20,638		Jubilee Playing Fields :- Expenditure	£22,733	£24,470	£31,769	£23,972	£25,146	£26,378
£20,551	£18,931	1000	Fees and Charges	£17,263	£12,750	£17,263	£18,126	£19,032	£19,984
£19,615	£19,211	1001	Rents	£21,404	£17,135	£21,404	£22,504	£23,629	£24,811
£7,694	£6,218	1010	Other Income	£0	£0	£0	£0	£0	£0
£47,860	£44,360		Jubilee Playing Fields :- Income	£38,667	£29,885	£38,667	£40,630	£42,662	£44,795
-£12,404	-£23,722		Net Expenditure over Income	-£15,934	-£5,415	-£6,898	-£16,658	-£17,516	-£18,417
		301	<u>Grounds Maintenance Team</u>						
£138,844	£154,427	4001	Salaries	£152,078	£111,301	£150,272	£171,276	£179,840	£188,832
£10,698	£14,285	4002	Employers NI	£14,447	£7,700	£14,250	£21,238	£22,300	£23,415
£23,279	£28,108	4003	Employers Pension	£32,545	£13,627	£16,161	£34,172	£35,881	£37,675
£415	£739	4010	Uniforms & safety equipment	£525	£495	£525	£1,551	£600	£630
£17,967	£15,445	4031	Refuse Collection	£19,173	£15,799	£19,173	£20,132	£21,138	£22,195
£22,608	£0	4139	Pot holes/roadway resurfacing	£7,500	-£7,550	£0	£7,500	£7,875	£8,269
£6,997	£3,796	4141	Grounds Maintainence	£6,471	£10,098	£12,000	£6,795	£7,134	£7,491
£19,480	£4,589	4144	Play Equipment /open spaces inspection	£14,707	£6,915	£14,707	£15,443	£16,215	£17,026
£9,942	£56,046	4145	Tree / Hedge Maintenance	£25,000	£23,077	£40,000	£42,000	£44,100	£46,305
£1,223	£2,327	4146	Bedding Plants	£500	£737	£1,000	£1,050	£1,103	£1,158
£1,700	£1,590	4147	Dog Bin sacks	£1,680	£961	£1,680	£1,764	£1,852	£1,945
£27,715	£4,949	4148	Play Equipment / Maintenance	£11,550	£2,017	£11,550	£12,128	£12,734	£13,371
£2,332	£9,502	4149	Vehicle Costs	£6,718	£1,656	£6,718	£7,053	£7,406	£7,776
£6,103	£9,867	4150	Fuel Costs	£9,391	£4,863	£9,391	£9,861	£10,354	£10,871
£6,944	£7,084	4153	Security/ gate locking	£11,466	£11,456	£11,466	£12,039	£12,641	£13,273
£26,208	£52,891	4155	Equipment	£20,512	£16,117	£20,512	£30,000	£22,614	£23,745
£322,455	£365,645		Grounds Maintenance Team :- Expenditure	£334,264	£219,269	£329,405	£394,001	£403,786	£423,976
£0	£0	1000	Fees and charges	£0	£1,200	£1,200	£0	£0	£0
£5,989	£11,966	1010	Other income	£0	£2,377	£1,927	£0	£0	£0
£5,989	£11,966		Grounds Maintenance Team :- Income	£0	£3,577	£3,127	£0	£0	£0
£316,466	£353,679		Net Expenditure over Income	£334,264	£215,692	£326,278	£394,001	£403,786	£423,976

2023/24	2022/23			2024/25	2024/25		2025/26	2026/27	2027/28
ACTUAL	ACTUAL			APPROVED	To 31/12	REVISED	DRAFT	DRAFT	DRAFT
		310	<u>The Butts</u>						
£0	£32	4022	Water Charges	£55	£156	£200	£59	£59	£59
£0	£32		The Butts :- Expenditure	£55	£156	£200	£59	£59	£59
£2,210	£2,090	1000	Fees and Charges	£2,200	£2,430	£2,430	£2,200	£2,200	£2,200
£2,210	£2,090		The Butts :- Income	£2,200	£2,430	£2,430	£2,200	£2,200	£2,200
-£2,210	-£2,058		Net Expenditure over Income	-£2,145	-£2,274	-£2,230	-£2,141	-£2,141	-£2,141
		311	<u>Public Gardens</u>						
£1,513	£0	4022	Water Charges	£546	£0	£0	£573	£602	£632
£4,587	£3,734	4025	Electricity / Electricals	£3,098	£2,685	£3,098	£3,252	£3,415	£3,586
£578	£333	4140	Building Maintenance	£1,323	£1,940	£1,808	£1,389	£1,459	£1,532
£4,141	£929	4141	Grounds Maintenance	£3,032	£473	£3,032	£3,183	£3,343	£3,510
£10,819	£4,996		Public Gardens :- Expenditure	£7,998	£5,098	£7,938	£8,398	£8,818	£9,259
£15,876	£15,727	1001	Rents	£16,397	£11,836	£16,229	£16,397	£16,397	£16,397
£0	£1,822	1010	other income	£0	£630	£0	£0	£0	£0
£15,876	£17,549		Public Gardens :- Income	£16,397	£12,466	£16,229	£16,397	£16,397	£16,397
-£5,057	-£12,553		Net Expenditure over Income	-£8,399	-£7,368	-£8,291	-£7,999	-£7,579	-£7,138
		312	<u>Windmill Hill</u>						
£4,425	£4,417	1001	Rents	£4,400	£4,417	£4,400	£3,500	£3,500	£3,500
£1,000	£750	1010	Other income	£0	£0	£0	£0	£0	£0
£5,425	£5,167		Windmill Hill :- Income	£4,400	£4,417	£4,400	£3,500	£3,500	£3,500
-£5,425	-£5,167		Net Expenditure over Income	-£4,400	-£4,417	-£4,400	-£3,500	-£3,500	-£3,500
		313	<u>Kings Pond</u>						
£0	£0	4140	Building Maintenance	£0	£80	£80	£0	£0	£0
£19,362	£3,138	4141	Grounds Maintenance	£12,000	£2,746	£4,000	£12,000	£12,000	£12,000
£19,362	£3,138		Kings Pond :- Expenditure	£12,000	£2,826	£4,080	£12,000	£12,000	£12,000
£7,200	£7,200	1001	Rents	£7,200	£5,469	£7,062	£7,200	£7,200	£7,200
£0	£4,729	1010	Other income	£0	£0	£0	£0	£0	£0
£7,200	£11,929		Kings Pond :- Income	£7,200	£5,469	£7,062	£7,200	£7,200	£7,200
£12,162	-£8,791		Net Expenditure over Income	£4,800	-£2,643	-£2,982	£4,800	£4,800	£4,800
		314	<u>Holybourne Play Area</u>						
£265	£265	4200	Ground Rent	£265	£0	£265	£265	£265	£265
£265	£265		Holybourne Play Area :- Expenditure	£265	£0	£265	£265	£265	£265
-£265	-£265		Net Expenditure over Income	-£265	£0	-£265	-£265	-£265	-£265
		315	<u>Chawton Park Road</u>						
£27,150	£27,150	1001	Rents	£27,150	£20,900	£26,900	£27,150	£27,150	£27,150
£27,150	£27,150		Chawton Park Road :- Income	£27,150	£20,900	£26,900	£27,150	£27,150	£27,150
-£27,150	-£27,150		Net Expenditure over Income	-£27,150	-£20,900	-£26,900	-£27,150	-£27,150	-£27,150

2023/24	2022/23			2024/25	2024/25		2025/26	2026/27	2027/28
ACTUAL	ACTUAL			APPROVED	To 31/12	REVISED	DRAFT	DRAFT	DRAFT
		316	<u>Greenfields</u>						
£500	£500	1001	Rents	£500	£508	£500	£500	£500	£500
£500	£500		Greenfields :- Income	£500	£508	£500	£500	£500	£500
-£500	-£500		Net Expenditure over Income	-£500	-£508	-£500	-£500	-£500	-£500
		317	<u>Flood Meadows</u>						
£667	£887	4025	Electricity	£504	£919	£794	£529	£556	£583
£40,405	£316	4141	Grounds Maintenance	£70,000	£148	£70,000	£12,000	£12,000	£12,000
£41,072	£1,203		Flood Meadows :- Expenditure	£70,504	£1,067	£70,794	£12,529	£12,556	£12,583
£41,072	£1,203		Net Expenditure	£70,504	£1,067	£70,794	£12,529	£12,556	£12,583
		318	<u>Other Open Spaces</u>						
£100	£472	4156	Parish Paths	£500	£215	£500	£500	£500	£500
£43,859	£5,802	4179	Lower Field Will Hall Farm	£0	£28	£28	£0	£0	£0
£175	-£1,578	4315	Wey Walk	£0	£0	£0	£0	£0	£0
£0	£1,725	4318	Holybourne Pond	£0	£0	£0	£0	£0	£0
£44,134	£6,421		Other Open Spaces :- Expenditure	£500	£243	£528	£500	£500	£500
£44,134	£6,421		Net Expenditure	£500	£243	£528	£500	£500	£500
		319	<u>Closed Churchyard</u>						
£17,059	£10,000	4141	Path Maintenance	£0	£0	£4,000	£0	£0	£0
£17,059	£10,000		Closed Churchyard :- Expenditure	£0	£0	£4,000	£0	£0	£0
£17,059	£0	1010	Closed Churchyards :- Income	£0	£0	£0	£0	£0	£0
£0	£10,000		Net Expenditure	£0	£0	£4,000	£0	£0	£0
		320	<u>Allotments</u>						
£1,269	£648	4022	Water Charges	£1,260	£2,239	£2,000	£1,323	£1,389	£1,459
£5,645	-£4	4141	Grounds Maintenance	£2,625	£4,519	£6,000	£2,756	£2,894	£3,039
£0	£1,044	4033	Allotment affiliation fees to Allotment Association	£0	£1,110	£1,110	£0	£0	£0
£4,618	£2,210	4159	Allotment Improvements	£0	£0	£0	£0	£0	£0
£11,532	£3,898		Allotments :- Expenditure	£3,885	£7,868	£9,110	£4,079	£4,283	£4,497
£9,248	£7,161	1001	Rents	£7,050	£11,680	£7,050	£7,403	£7,773	£8,161
£1,109	£1,044	1003	Allotment Association Affiliation Fee	£200	£942	£200	£200	£200	£200
£5		1004	Key Deposits		£15	£15			
£6,665	£0	1010	Other Income (Grants)	£0	£0	£0	£0	£0	£0
£17,027	£8,205		Allotments :- Income	£7,250	£12,637	£7,265	£7,603	£7,973	£8,361
-£5,495	-£4,307		Net Expenditure over Income	-£3,365	-£4,769	£1,845	-£3,523	-£3,689	-£3,864
		321	<u>Barley Fields</u>						
£2,440	£6,191	4141	Grounds Maintenance	£0	£0	£0	£0	£0	£0
£2,440	£6,191		Barley Fields :- Expenditure	£0	£0	£0	£0	£0	£0
£650	£1,300	1010	Income	£0	£975	£1,300	£0	£0	£0
£650	£1,300		Barley Fields :- Income	£0	£975	£1,300	£0	£0	£0

2023/24	2022/23			2024/25	2024/25		2025/26	2026/27	2027/28
ACTUAL	ACTUAL			APPROVED	To 31/12	REVISED	DRAFT	DRAFT	DRAFT
£1,790	£4,891	Net Expenditure over Income		£0	-£975	-£1,300	£0	£0	£0
		401	Community						
£1,135	£0	4001	Events salaries	£0	£1,639	£1,639	£1,721	£1,807	£1,897
£0	£0	4002	Events Employer NI	£0	£156	£156	£164	£172	£181
£0	£0	4003	Events Employers Pension	£0	£322	£322	£338	£355	£373
£1,200	£1,060	4304	Town Crier	£1,200	£1,180	£1,200	£1,200	£1,200	£1,200
£1,003	£1,500	4305	3rd Party Event /additional officer hours	£2,100	£0	£2,100	£2,205	£2,315	£2,431
£13,553	£14,680	4306	Tourism / marketing	£12,000	£4,895	£12,000	£12,100	£12,100	£12,100
£22,632	£22,440	4307	Events expenditure (including Yuletide)	£18,900	£5,778	£18,900	£19,845	£19,845	£19,845
£20,000	£20,000	4308	Youth Provision	£20,000	£20,000	£20,000	£20,000	£20,000	£20,000
£3,584	£550	4312	Events Grants	£4,000	£4,645	£4,645	£4,000	£4,000	£4,000
£5,278	£2,711	4314	CCTV	£2,990	£3,956	£3,956	£4,000	£4,200	£4,410
£13,494	£4,826	4317	Climate Change Actions/ Strategy	£15,000	£8,671	£15,000	£15,750	£16,538	£17,364
£80,744	£67,767	Town Centre :- Expenditure		£76,190	£49,125	£77,801	£79,100	£80,198	£81,350
£5,328	£4,508	1014	Events income (including yuletide)	£3,000	£3,095	£3,000	£3,000	£3,000	£3,000
£6,274	£4,435	1072	Donations/Sponsorship received	£3,000	£5,034	£5,034	£3,000	£3,000	£3,000
£0	£0	1075	Town Crier Donations	£0	£40	£40	£0	£0	£0
£3,301	£5,123	1080	Grant Income	£1,000	£0	£1,000	£1,000	£1,000	£1,000
£0	£0	1089	Climate Change	£0	£0	£0	£0	£0	£0
£14,903	£14,066	Town Centre :- Income		£7,000	£8,169	£9,074	£7,000	£7,000	£7,000
£65,841	£53,701	Net Expenditure over Income		£69,190	£40,956	£68,727	£72,100	£73,198	£74,350
		403	Christmas Lights						
£28,677	£21,212	4300	Christmas Lights	£22,000	£14,957	£22,000	£22,000	£22,000	£22,000
£28,677	£21,212	Christmas Lights :- Expenditure		£22,000	£14,957	£22,000	£22,000	£22,000	£22,000
£0	£1,100	1071	Christmas Lights Income	£0	£1,500	£1,650	£0	£0	£0
£0	£1,100	Christmas Lights :- Income		£0	£1,500	£1,650	£0	£0	£0
£28,677	£20,112	Net Expenditure over Income		£22,000	£13,457	£20,350	£22,000	£22,000	£22,000
		404	Alton in Bloom						
£1,156	£5,938	4302	Alton in Bloom Expenditure	£1,500	£1,442	£1,500	£1,575	£1,654	£1,736
£1,156	£5,938	Alton in Bloom :- Expenditure		£1,500	£1,442	£1,500	£1,575	£1,654	£1,736
£0	£1,601	1070	Alton in Bloom :- Income	£0	£756	£656	£0	£0	£0
£0	£1,601	Alton in Bloom :- Income		£0	£756	£656	£0	£0	£0
£1,156	£4,337	Net Expenditure over Income		£1,500	£686	£844	£1,575	£1,654	£1,736
		420	Grants						
£30,000	£25,000	4500	Grants-Community (including S137)	£30,000	£24,730	£30,000	£30,000	£30,000	£30,000
£30,000	£25,000	Grants - Expenditure		£30,000	£24,730	£30,000	£30,000	£30,000	£30,000
£30,000	£25,000	Net Expenditure over Income		£30,000	£24,730	£30,000	£30,000	£30,000	£30,000
		503	Assembly Rooms						
£23,065	£20,491	4006	Management Contract	£8,000	-£984	£7,016	£8,000	£8,000	£8,000

2023/24	2022/23			2024/25	2024/25		2025/26	2026/27	2027/28
ACTUAL	ACTUAL			APPROVED	To 31/12	REVISED	DRAFT	DRAFT	DRAFT
£4,312	£6,487	4021	Rates	£0	£0	£0	£0	£0	£0
£854	£1,042	4022	Water Charges	£0	£1,087	£1,334	£1,401	£1,471	£1,544
£5,429	£5,297	4024	Gas	£0	£463	£793	£833	£874	£918
£8,106	£8,915	4025	Electricity	£0	£2,990	£3,050	£3,203	£3,363	£3,531
£170	£0	4026	Other Expenditure	£750	£316	£750	£0	£0	£0
£6,603	£0	4030	Cleaning	£0	£0	£0	£0	£0	£0
£787	£678	4031	Refuse Collection	£0	£501	£653	£686	£720	£756
£935	£650	4040	Licences	£0	£615	£89	£0	£0	£0
£544	£394	4071	Telephone and IT	£0	£175	£175	£0	£0	£0
£0	£0	4087	Advertising	£0	£0	£0	£0	£0	£0
£45,166	£6,319	4140	Building Maintenance	£0	£2,638	£1,370	£1,439	£1,510	£1,586
£0	£0	4155	Equipment	£0	£0	£0	£0	£0	£0
£0	£0	4157	Furniture	£0	£0	£0	£0	£0	£0
£95,971	£50,273		Assembly Rooms :- Expenditure	£8,750	£7,801	£15,230	£15,560	£15,938	£16,335
£32,019	£34,587	1000	Fees and Charges	£0	£6,946	£5,177	£6,112	£6,418	£6,738
£11,820	£11,520	1001	Rents	£12,889	£9,190	£12,120	£13,714	£14,328	£14,328
£3,068	£0	1009	Insurance payout	£0	£0	£0	£0	£0	£0
£46,907	£46,107		Assembly Rooms :- Income	£12,889	£16,136	£17,297	£19,826	£20,746	£21,066
£49,064	£4,166		Net Expenditure over Income	-£4,139	-£8,335	-£2,067	-£4,266	-£4,808	-£4,732
		601	<u>Street Furniture</u>						
£1,098	£1,198	4021	Rates	£1,321	£825	£1,098	£1,387	£1,456	£1,529
£1,525	£3,154	4600	Public Seats/bins/parasols	£2,000	£2,679	£2,679	£4,000	£4,000	£4,000
£1,750	£7,865	4601	Bus Shelters	£1,814	-£319	£1,814	£1,905	£2,000	£2,100
£7,880	£1,540	4602	Notice Boards / SLRS	£2,000	£122	£2,000	£2,250	£2,750	£2,750
£12,253	£13,757		Street Furniture :- Expenditure	£7,135	£3,307	£7,591	£9,542	£10,206	£10,379
£6,708	£0	1008	Bus Shelter Advert Income	£0	£6,244	£7,803	£5,000	£5,000	£5,000
£0	£3,420	1009	Insurance Payout	£0	£0	£0	£0	£0	£0
£2,993	£2,145	1072	Donations & Sponsorship Received	£3,360	£117	£117	£3,528	£3,634	£3,743
£9,701	£5,565		Street Furniture :- Income	£3,360	£6,361	£7,920	£3,528	£3,634	£3,743
£2,552	£8,192		Net Expenditure over Income	£3,775	-£3,054	-£329	£6,014	£6,572	£6,636
		602	<u>Neighbourhood Plan</u>						
£35,180	£5,445	4026	Other expenditure	£30,000	£9,950	£30,000	£10,000	£10,000	£0
£35,180	£5,445		Neighbourhood Plan :- Expenditure	£30,000	£9,950	£30,000	£10,000	£10,000	£0
£16,100	£4,400	1080	Grants Received	£0	£0	£0	£0	£0	£0
£16,100	£4,400		Neighbourhood Plan :- Income	£0	£0	£0	£0	£0	£0
£19,080	£1,045		Net Expenditure over Income	£30,000	£9,950	£30,000	£10,000	£10,000	£0
		702	<u>Developers Contribution Projects</u>						
£0	£0	4401	Jubilee Playing Fields	£388,000	£83,384	£86,192	£288,000	£0	£0
£2,078	£118,617	4402	Anstey Park (MUGA)	£40,000	£0	£0	£40,000	£0	£0
£0	£0	4404	Environmental Improvements	£0	£0	£0	£0	£0	£0
£8,267	£0	4414	Grow Up Project	£0	£4,112	£4,112	£0	£0	£0
£46,705	£0	4415	Jane Austen Garden	£0	£65	£65	£0	£0	£0
£41,385	£0	4416	DFA Assembly Rooms Refurbishment	£0	£8,481	£5,162	£0	£0	£0
		4417	Kings Pond Project	£0	£853	£8,000	£0	£0	£0

2023/24	2022/23			2024/25	2024/25		2025/26	2026/27	2027/28
ACTUAL	ACTUAL			APPROVED	To 31/12	REVISED	DRAFT	DRAFT	DRAFT
£98,435	£118,617	Developers Contribution:- Expenditure		£428,000	£96,895	£103,531	£328,000	£0	£0
£55,097	£114,950	1080	Grant Income	£0	£0	£0	£0	£0	£0
£0	£0	1085	Developers Contribution S106/CIL	£288,000	£39,358	£90,120	£288,000	£0	£0
£0	£0	1088	Project Contributions (other grants)						
£55,097	£114,950	Developers Contribution;-Income		£288,000	£39,358	£90,120	£288,000	£0	£0
£43,338	£3,667	Net Expenditure over Income		£140,000	£57,537	£13,411	£40,000	£0	£0
£1,388,189	£1,353,673	Total Revenue Expenditure		£1,713,623	£905,904	£1,307,155	£1,634,137	£1,272,794	£1,328,896
£1,927,805	£1,673,091	Total Revenue Income		£1,444,269	£1,214,080	£1,343,108	£1,501,982	£1,239,603	£1,265,890
£539,616	£319,418	Surplus/deficit		-£269,354	£308,176	£35,953	-£132,155	-£33,191	-£63,006
Less									
£330,212	£0	Transfer to reserves (CIL)		£0	£0	£0	£0	£0	£0
£82,175	£1,521	Transfer to reserves (3G Interest)		£14,000	£0	£14,000	£10,500	£7,000	£7,000
£173,130	£0	Transfer to reserves (Capital)		£0	£0	£0	£0	£0	£0
£0	£203,208	Transfer to reserves (Open Space)		£0	£0	£0	£0	£0	£0
£0	£10,073	Transfer to reserves (Climate Change)		£0	£0	£0	£0	£0	£0
£10,000	£10,000	Transfer to reserves (pension reserve)		£10,000	£0	£10,000	£10,000	£10,000	£10,000
£0	£0	Transfer to reserves (Assembly Rooms)		£10,000	£0	£10,000	£10,000	£10,000	£10,000
£0	£152,039	Transfer to reserves (CALA Building)		£0	£0	£0	£0	£0	£0
£595,517	£376,841	net	Total transfer to reserves	£34,000	£0	£34,000	£30,500	£27,000	£27,000
£57,286	£81,518	plus	Transfer (from) reserves/CIL *	£279,296	£50,022	£50,022	£279,296	£45,000	£75,000
£27,817	£3,721	Opening Balance		£29,202	£29,202	£29,202	£81,177	£197,817	£182,627
£29,202	£27,816	Closing Balance		£5,144	£387,400	£81,177	£197,817	£182,627	£167,621

Enquiries to: Green Team
Email: climate@easthants.co.uk
Date: December 2024

Dear Alton Mens Shed,

**Ref: Grant Award Letter Community Climate Action Fund 2024
Alton Mens Shed**

I am pleased to inform you that East Hampshire District Council ("Council") has approved a payment of £9,000.00 ("Financial Contribution") towards Double glazing, insulation and carbon reduction ("Project") to you Alton Mens Shed (Recipient). This will be awarded via a payment schedule of which will be agreed and confirmed with yourselves, on return of the signed declaration at the bottom of this Grant Award Letter

The Project Period and Financial Contribution Term will be from the Commencement Date on return of the signed declaration to deliver your project within 12 months. Please confirm via email that you can still achieve your project within this timescale?

In your grant application form, you confirmed the total project cost was £9,000.00 ("Total Project Cost") for Double glazing, insulation and carbon reduction ("Project"). **You warrant that you own the freehold title or a leasehold interest where you have at least 10 years remaining at the end of the Project Period of all land forming part of the Site.** You agree that you will be responsible for carrying out and covering the cost of all ongoing maintenance of the Project including buildings and the Site and all safety inspections. You shall ensure that on completion of the Project any associated facilities or public use is available for use as set out in the Project. This includes the obligation to promote actively the existence and availability of the Project as appropriate, but this shall not oblige you to incur expenditure in advertising the facility where the Project is undertaken.

Double glazing, insulation and carbon reduction ("Project") will be available for use as set out in the grant application file for the general benefit and in the interests of the social welfare of East Hampshire residents ("Community Use"). You shall ensure that on completion of the Project that the Site and associated facilities are available for Community Use at all reasonable times.

Officers have assessed your application and determined that this award does not meet the eligibility criteria to be considered a subsidy as described in the subsidy control legislation. By signing the declaration at the bottom of this Grant Award Letter you are agreeing to our Ts & Cs, you agree to this assessment.

The approval is subject to specific project conditions:

- Please can you provide evidence that planning permission is not required?
- Please provide photos of your project as evidence of delivery to support your monitoring form.
- By signing the declaration at the bottom of this award letter you agree to adhere to the follow in regard to publicity;
 - a. With the prior approval of the Council the Recipient shall acknowledge the support of the Council for the Project in any materials that refer to the Project and in any written or spoken public presentations about the Project.
 - b. The Council will publish details of the Financial Contribution on its website and issue press notices if appropriate.
 - c. The parties may from time to time wish to undertake other publicity in connection with the Project. The Recipient shall not publicise the fact of the Council's involvement without first notifying the Council of the proposal for publicity, the parties will discuss the same in good faith.

Once the project specific conditions have been met, please contact the Climate@easthants.gov.uk to provide evidence of meeting the conditions and inform us of your intention to draw down funds on your project.

In order for the Council to make the award please sign and return the declaration at the bottom of this Grant Award Letter. By signing the declaration at the bottom of this Grant Award Letter you are agreeing to our Ts & Cs. We can arrange payment of the Financial Contribution to your organisation.

As you will have read in the application form guidance notes we will need to monitor the project and we will send you a grant monitoring form when required in accordance with clause 7 of the Ts & Cs. We may also request a monitoring visit to your organisation with officers from the Council. This allows us to see whether the project is meeting its aims and objectives, as well as ensuring that any grant conditions have been met and value for money has been achieved.

May I take this opportunity to wish you every success with your project.

Yours sincerely

Penny Brown
Strategy Manager - Sustainable Growth

Declaration

I (print name) have authority to agree to the terms within this Grant Award Letter on behalf of (name of Recipient) and the Ts & Cs which can be found here <https://www.easthants.gov.uk/climate/community-climate-action-fund>

Signed.....(insert your role title at the organisation)

Dated.....

02/01/2025

Alton Town Council

09:41

Balance Sheet as at 31/12/2024

31/03/2024

31/03/2025

Current Assets

17,000	Debtors	7,431
38,172	Vat Control	34,387
1,457,727	CCLA Deposit Fund	1,810,749
223	Petty Cash	378
130,433	Unity Trust Bank : Current A/c	70,997

1,643,555

1,923,941

1,643,555

Total Assets

1,923,941

Current Liabilities

7,228	Creditors control ac	27,968
40,008	Accruals	0
6,770	Receipts in Advance	0

54,006

27,968

1,589,549

Total Assets Less Current Liabilities

1,895,973

Represented By

29,204	Working Capital	385,650
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	324,017
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

1,895,973

Alton Town Council

Balance Sheet as at 31/12/2024

31/03/2025

Signed : _____
Chairman _____ Date : _____

Signed : _____
Responsible
Financial _____ Date : _____

	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	65	2,852	6,133	3,281		3,281	46.5%	
4101 Bank Charges	57	381	539	158		158	70.7%	
4111 Professional Fees	498	14,965	18,000	3,035		3,035	83.1%	
4112 Audit Fees	0	2,895	4,200	1,305		1,305	68.9%	
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	620	21,092	51,048	29,956	0	29,956	41.3%	0
Net Income over Expenditure	(620)	(21,092)	(50,988)	(29,896)				
102 Democratic Representation								
1010 Other Income	0	120	0	(120)			0.0%	
Democratic Representation :- Income	0	120	0	(120)				0
4121 Mayors Allowance	1,599	1,961	4,000	2,039		2,039	49.0%	
4122 Election costs	0	0	5,000	5,000		5,000	0.0%	
4124 Public Consultations	56	56	2,000	1,945		1,945	2.8%	
4125 Councillor Expenses	0	333	1,200	867		867	27.8%	
Democratic Representation :- Indirect Expenditure	1,654	2,350	12,200	9,850	0	9,850	19.3%	0
Net Income over Expenditure	(1,654)	(2,230)	(12,200)	(9,970)				
105 Central Support-Admin Costs								
1009 Insurance Payout	0	5,621	0	(5,621)			0.0%	
1010 Other Income	1,450	3,856	0	(3,856)			0.0%	
Central Support-Admin Costs :- Income	1,450	9,476	0	(9,476)				0
4001 Salaries	27,385	195,018	265,932	70,914		70,914	73.3%	
4002 Employers NI	3,106	20,381	27,125	6,744		6,744	75.1%	
4003 Employers Pension	6,105	37,762	56,999	19,237		19,237	66.3%	
4005 Pension Enhancements	0	600	1,122	522		522	53.5%	
4008 Staff Training	53	493	2,600	2,107		2,107	19.0%	
4009 Staff Travel & Welfare	41	3,088	2,840	(248)		(248)	108.7%	
4026 Other Expenditure	30	1,551	2,625	1,074		1,074	59.1%	
4071 Telephone and IT	1,069	8,893	15,383	6,490		6,490	57.8%	
4072 Mobile Phones	229	2,065	2,683	618		618	77.0%	
4075 Stationery & Printing	174	1,626	2,106	480		480	77.2%	
4076 Postage	122	647	1,158	511		511	55.9%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4080 Subscriptions & Publications	0	2,520	3,308	788		788	76.2%	
4085 Insurance	0	24,071	24,536	465		465	98.1%	
4087 Advertising	0	0	683	683		683	0.0%	
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	38,312	297,107	412,250	115,143	0	115,143	72.1%	0
Net Income over Expenditure	(36,862)	(287,630)	(412,250)	(124,620)				
<u>106 Central Support-Town Hall</u>								
1002 Shop Rents	330	2,971	3,960	989			75.0%	
1010 Other Income	0	15,791	0	(15,791)			0.0%	
Central Support-Town Hall :- Income	330	18,762	3,960	(14,802)			473.8%	0
4021 Rates	634	5,708	7,430	1,722		1,722	76.8%	
4022 Water Charges	60	458	748	290		290	61.2%	
4024 Gas	397	1,016	2,436	1,420		1,420	41.7%	
4025 Electricity	275	1,856	3,304	1,448		1,448	56.2%	
4030 Cleaning	200	1,363	2,112	749		749	64.5%	
4140 Building Maintenance	222	7,680	75,000	67,320	107	67,213	10.4%	
Central Support-Town Hall :- Indirect Expenditure	1,788	18,081	91,030	72,949	107	72,842	20.0%	0
Net Income over Expenditure	(1,458)	681	(87,070)	(87,751)				
<u>107 Operating Income & Exp.</u>								
1005 Market Income	1,000	9,000	14,000	5,000			64.3%	
1081 CIL	0	4,892	0	(4,892)			0.0%	(50,022)
1176 Precept	0	851,976	851,976	(0)			100.0%	
1190 Interest Received	0	65,792	50,000	(15,792)			131.6%	
Operating Income & Exp. :- Income	1,000	931,660	915,976	(15,684)			101.7%	(50,022)
4501 Grants-Neighbourhood CIL	0	54,914	0	(54,914)		(54,914)	0.0%	
Operating Income & Exp. :- Indirect Expenditure	0	54,914	0	(54,914)	0	(54,914)		0
Net Income over Expenditure	1,000	876,746	915,976	39,230				
6001 less Transfer to EMR	0	(50,022)						
Movement to/(from) Gen Reserve	1,000	926,768						
<u>108 Other Properties</u>								
1001 Rents	0	9,000	12,000	3,000			75.0%	
Other Properties :- Income	0	9,000	12,000	3,000			75.0%	0

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4026 Other Expenditure	0	304	0	(304)		(304)	0.0%	
4411 Buildings Maintenance Tannery	0	455	2,100	1,645		1,645	21.7%	
4412 Public Works Loan Board repay	4,705	9,411	9,411	0		0	100.0%	
Other Properties :- Indirect Expenditure	4,705	10,170	11,511	1,341	0	1,341	88.3%	0
Net Income over Expenditure	(4,705)	(1,170)	489	1,659				
<u>201 Anstey Park</u>								
1000 Fees and Charges	1,102	12,353	19,759	7,406			62.5%	
1001 Rents	5,402	42,507	55,445	12,938			76.7%	
1010 Other Income	0	2,541	0	(2,541)			0.0%	
1016 Alton FC Holding Funds	0	22,116	22,116	0			100.0%	
Anstey Park :- Income	6,505	79,517	97,320	17,803			81.7%	0
4021 Rates	147	1,330	1,675	345		345	79.4%	
4022 Water Charges	6	1,707	2,007	300		300	85.0%	
4024 Gas	618	1,090	2,743	1,653		1,653	39.7%	
4025 Electricity	1,102	7,706	10,133	2,427		2,427	76.0%	
4030 Cleaning	854	7,660	10,760	3,100		3,100	71.2%	
4071 Telephone and IT	62	493	649	156		156	76.0%	
4140 Building Maintenance	797	3,469	8,400	4,931		4,931	41.3%	
4141 Grounds Maintenance	103	8,630	41,531	32,901	1,480	31,421	24.3%	
Anstey Park :- Indirect Expenditure	3,688	32,085	77,898	45,813	1,480	44,333	43.1%	0
Net Income over Expenditure	2,816	47,432	19,422	(28,010)				
<u>202 Jubilee Playing Fields</u>								
1000 Fees and Charges	1,441	12,750	17,263	4,513			73.9%	
1001 Rents	1,770	17,135	21,404	4,269			80.1%	
Jubilee Playing Fields :- Income	3,211	29,885	38,667	8,782			77.3%	0
4021 Rates	174	1,561	2,343	782		782	66.6%	
4022 Water Charges	57	293	2,646	2,353		2,353	11.1%	
4025 Electricity	1,017	3,255	4,879	1,624		1,624	66.7%	
4030 Cleaning	0	239	0	(239)		(239)	0.0%	
4071 Telephone and IT	18	144	189	45		45	76.0%	
4140 Building Maintenance	646	10,944	2,100	(8,844)		(8,844)	521.2%	
4141 Grounds Maintenance	0	8,034	8,517	483	82,061	(81,579)	1057.8%	
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	1,913	24,471	22,734	(1,737)	82,061	(83,798)	468.6%	0
Net Income over Expenditure	1,299	5,415	15,933	10,518				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Grounds Maintenance Team								
1000 Fees and Charges	0	1,200	0	(1,200)			0.0%	
1010 Other Income	225	2,377	0	(2,377)			0.0%	
Grounds Maintenance Team :- Income	225	3,577	0	(3,577)				0
4001 Salaries	14,258	111,028	152,078	41,050		41,050	73.0%	
4002 Employers NI	1,122	7,674	14,447	6,773		6,773	53.1%	
4003 Employers Pension	1,704	13,588	32,545	18,957		18,957	41.7%	
4010 Uniforms	0	495	525	30		30	94.2%	
4031 Refuse Collection	814	15,799	19,173	3,374		3,374	82.4%	
4139 Pot holes/Roadway resurfacing	0	(7,550)	7,500	15,050		15,050	(100.7%)	
4141 Grounds Maintenance	358	10,098	6,471	(3,627)		(3,627)	156.1%	
4144 Play Equipment Inspections	575	6,915	14,707	7,793	455	7,338	50.1%	
4145 Tree Maintenance	16,618	23,077	25,000	1,923		1,923	92.3%	
4146 Bedding Plants	0	737	500	(237)		(237)	147.4%	
4147 Dog Bins	0	961	1,680	719		719	57.2%	
4148 Play Equipment Maintenance	0	2,017	11,550	9,533		9,533	17.5%	
4149 Vehicle Costs	0	1,656	6,718	5,062		5,062	24.7%	
4150 Fuel Costs	314	4,863	9,391	4,528		4,528	51.8%	
4153 Locking & Unlocking	8,272	11,456	11,466	10		10	99.9%	
4155 Equipment	2,916	16,117	20,512	4,395	5,560	(1,165)	105.7%	
Grounds Maintenance Team :- Indirect Expenditure	46,951	218,931	334,263	115,332	6,015	109,317	67.3%	0
Net Income over Expenditure	(46,726)	(215,354)	(334,263)	(118,909)				
310 The Butts								
1000 Fees and Charges	0	2,430	2,200	(230)			110.5%	
The Butts :- Income	0	2,430	2,200	(230)			110.5%	0
4022 Water Charges	0	156	55	(101)		(101)	284.2%	
The Butts :- Indirect Expenditure	0	156	55	(101)	0	(101)	284.2%	0
Net Income over Expenditure	0	2,274	2,145	(129)				
311 Public Gardens								
1001 Rents	299	11,836	16,397	4,561			72.2%	
1010 Other Income	0	630	0	(630)			0.0%	
Public Gardens :- Income	299	12,466	16,397	3,931			76.0%	0
4022 Water Charges	0	0	546	546		546	0.0%	
4025 Electricity	346	2,685	3,098	413		413	86.7%	
4140 Building Maintenance	132	1,940	1,323	(617)		(617)	146.6%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4141 Grounds Maintenance	0	473	3,032	2,560		2,560	15.6%	
Public Gardens :- Indirect Expenditure	478	5,097	7,999	2,902	0	2,902	63.7%	0
Net Income over Expenditure	(179)	7,369	8,398	1,029				
<u>312 Windmill Hill</u>								
1001 Rents	4,417	4,417	4,400	(17)			100.4%	
Windmill Hill :- Income	4,417	4,417	4,400	(17)			100.4%	0
Net Income	4,417	4,417	4,400	(17)				
<u>313 Kings Pond</u>								
1001 Rents	715	5,469	7,200	1,731			76.0%	
Kings Pond :- Income	715	5,469	7,200	1,731			76.0%	0
4140 Building Maintenance	0	80	0	(80)		(80)	0.0%	
4141 Grounds Maintenance	0	2,746	12,000	9,254	2,210	7,044	41.3%	
Kings Pond :- Indirect Expenditure	0	2,826	12,000	9,174	2,210	6,964	42.0%	0
Net Income over Expenditure	715	2,643	(4,800)	(7,443)				
<u>314 Holybourne Play Area</u>								
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)				
<u>315 Chawton Park Road</u>								
1001 Rents	6,500	20,900	27,150	6,250			77.0%	
Chawton Park Road :- Income	6,500	20,900	27,150	6,250			77.0%	0
Net Income	6,500	20,900	27,150	6,250				
<u>316 Greenfields</u>								
1001 Rents	0	508	500	(8)			101.6%	
Greenfields :- Income	0	508	500	(8)			101.6%	0
Net Income	0	508	500	(8)				
<u>317 Flood Meadows</u>								
4025 Electricity	247	919	504	(415)	250	(665)	232.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4141 Grounds Maintenance	0	148	70,000	69,852		69,852	0.2%	
Flood Meadows :- Indirect Expenditure	247	1,067	70,504	69,437	250	69,186	1.9%	0
Net Expenditure	(247)	(1,067)	(70,504)	(69,437)				
<u>318 Other Open Spaces</u>								
4156 Parish Paths	0	215	500	285		285	43.0%	
4179 Lower Field Will Hall Farm	0	28	0	(28)		(28)	0.0%	
Other Open Spaces :- Indirect Expenditure	0	243	500	257	0	257	48.7%	0
Net Expenditure	0	(243)	(500)	(257)				
<u>320 Allotments</u>								
1001 Rents	3,675	11,980	7,050	(4,930)			169.9%	
1003 Allotment affiliation fees	560	980	200	(780)			490.0%	
1004 Key Deposits	0	15	0	(15)			0.0%	
Allotments :- Income	4,235	12,975	7,250	(5,725)			179.0%	0
4022 Water Charges	0	2,239	1,260	(979)		(979)	177.7%	
4033 Allotment affiliation fees	0	1,110	0	(1,110)		(1,110)	0.0%	
4141 Grounds Maintenance	0	4,519	2,625	(1,894)		(1,894)	172.2%	
Allotments :- Indirect Expenditure	0	7,869	3,885	(3,984)	0	(3,984)	202.5%	0
Net Income over Expenditure	4,235	5,106	3,365	(1,741)				
<u>321 Barley Fields</u>								
1010 Other Income	0	975	0	(975)			0.0%	
Barley Fields :- Income	0	975	0	(975)				0
Net Income	0	975	0	(975)				
<u>401 Community</u>								
1014 Other Events Income	0	3,095	3,000	(95)			103.2%	
1072 Donations/Sponsorship Received	0	5,034	3,000	(2,034)			167.8%	
1075 Town Crier Donations	0	40	0	(40)			0.0%	
1080 Grant Income	0	0	1,000	1,000			0.0%	
Community :- Income	0	8,169	7,000	(1,169)			116.7%	0
4001 Salaries	1,639	1,639	0	(1,639)		(1,639)	0.0%	
4002 Employers NI	156	156	0	(156)		(156)	0.0%	
4003 Employers Pension	322	322	0	(322)		(322)	0.0%	
4304 Town Crier	0	1,180	1,200	20		20	98.3%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4305 3rd Party Event Costs	0	0	2,100	2,100		2,100	0.0%	
4306 Tourism	42	4,895	12,000	7,105	693	6,412	46.6%	
4307 Town Centre Events	1,079	5,778	18,900	13,122		13,122	30.6%	
4308 Youth Expenditure	0	20,000	20,000	0		0	100.0%	
4312 Events Grants	0	4,645	4,000	(645)		(645)	116.1%	
4314 CCTV	0	3,956	2,990	(966)		(966)	132.3%	
4317 Climate Change Actions/Strateg	95	8,671	15,000	6,329		6,329	57.8%	
Community :- Indirect Expenditure	3,334	51,242	76,190	24,948	693	24,255	68.2%	0
Net Income over Expenditure	(3,334)	(43,073)	(69,190)	(26,117)				
<u>403 Christmas Lights</u>								
1071 Christmas Lights Income	0	1,500	0	(1,500)			0.0%	
Christmas Lights :- Income	0	1,500	0	(1,500)				0
4300 Christmas Lights	9,636	14,957	22,000	7,043	2,510	4,533	79.4%	
Christmas Lights :- Indirect Expenditure	9,636	14,957	22,000	7,043	2,510	4,533	79.4%	0
Net Income over Expenditure	(9,636)	(13,457)	(22,000)	(8,543)				
<u>404 Alton in Bloom</u>								
1070 Alton in Bloom-Income	100	756	0	(756)			0.0%	
Alton in Bloom :- Income	100	756	0	(756)				0
4302 Alton in Bloom Expenditure	0	1,442	1,500	58		58	96.2%	
Alton in Bloom :- Indirect Expenditure	0	1,442	1,500	58	0	58	96.2%	0
Net Income over Expenditure	100	(686)	(1,500)	(814)				
<u>420 Grants</u>								
4500 Grants-Empowered	2,500	24,730	30,000	5,270		5,270	82.4%	
Grants :- Indirect Expenditure	2,500	24,730	30,000	5,270	0	5,270	82.4%	0
Net Expenditure	(2,500)	(24,730)	(30,000)	(5,270)				
<u>503 Assembly Rooms</u>								
1000 Fees and Charges	2,261	6,946	0	(6,946)			0.0%	
1001 Rents	1,060	9,190	12,889	3,699			71.3%	
Assembly Rooms :- Income	3,321	16,136	12,889	(3,247)			125.2%	0
4006 Management contract	0	(984)	8,000	8,984		8,984	(12.3%)	
4022 Water Charges	120	1,087	0	(1,087)		(1,087)	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4024 Gas	0	463	0	(463)		(463)	0.0%	
4025 Electricity	702	2,990	0	(2,990)		(2,990)	0.0%	
4026 Other Expenditure	0	316	750	434		434	42.1%	
4031 Refuse Collection	59	501	0	(501)		(501)	0.0%	
4040 Licences	0	615	0	(615)		(615)	0.0%	
4071 Telephone and IT	0	175	0	(175)		(175)	0.0%	
4140 Building Maintenance	1,213	2,638	0	(2,638)	7,656	(10,294)	0.0%	
Assembly Rooms :- Indirect Expenditure	2,094	7,801	8,750	949	7,656	(6,707)	176.6%	0
Net Income over Expenditure	1,227	8,335	4,139	(4,196)				
601 Street Furniture								
1008 Bus shelter adverts income	802	6,244	0	(6,244)			0.0%	
1072 Donations/Sponsorship Received	0	117	3,360	3,243			3.5%	
Street Furniture :- Income	802	6,361	3,360	(3,001)			189.3%	0
4021 Rates	91	825	1,321	496		496	62.4%	
4600 Public Seats/Bins	0	2,679	2,000	(679)	150	(829)	141.4%	
4601 Bus Shelters	0	(319)	1,814	2,133		2,133	(17.6%)	
4602 Notice Boards/street furniture	0	122	2,000	1,878		1,878	6.1%	
Street Furniture :- Indirect Expenditure	91	3,307	7,135	3,828	150	3,678	48.5%	0
Net Income over Expenditure	711	3,054	(3,775)	(6,829)				
602 Neighbourhood Plan								
4026 Other Expenditure	1,300	11,250	30,000	18,750	2,400	16,350	45.5%	
Neighbourhood Plan :- Indirect Expenditure	1,300	11,250	30,000	18,750	2,400	16,350	45.5%	0
Net Expenditure	(1,300)	(11,250)	(30,000)	(18,750)				
702 Projects								
1085 Developer Contributions/S106	39,358	39,358	288,000	248,642			13.7%	
Projects :- Income	39,358	39,358	288,000	248,642			13.7%	0
4401 Jubilee Playing Fields	83,384	83,384	388,000	304,616		304,616	21.5%	
4402 Anstey Park	0	0	40,000	40,000		40,000	0.0%	
4414 Grow Up Fund	0	4,112	0	(4,112)		(4,112)	0.0%	
4415 Jane Austen Garden	0	65	0	(65)		(65)	0.0%	
4416 DFA Assembly Room Refurbishmen	3,319	8,481	0	(8,481)		(8,481)	0.0%	
4417 Kings Pond Project	0	853	0	(853)		(853)	0.0%	
Projects :- Indirect Expenditure	86,703	96,895	428,000	331,105	0	331,105	22.6%	0
Net Income over Expenditure	(47,346)	(57,537)	(140,000)	(82,463)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	72,467	1,214,417	1,444,329	229,912			84.1%	
Expenditure	206,014	908,084	1,711,717	803,633	105,532	698,101	59.2%	
Net Income over Expenditure	<u>(133,547)</u>	<u>306,333</u>	<u>(267,388)</u>	<u>(573,721)</u>				
less Transfer to EMR	0	(50,022)						
Movement to/(from) Gen Reserve	<u>(133,547)</u>	<u>356,355</u>						

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank: Current A/C	30/11/2024		212,587.40
			<u>212,587.40</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			212,587.40
<u>Unpresented Receipts (Plus)</u>			
11/11/2024 Christmas		20.00	
25/11/2024 Allotment		36.00	
29/11/2024 Allotments		102.00	
			<u>158.00</u>
			212,745.40
		Balance per Cash Book is :-	212,745.40
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank: Current A/C	31/12/2024		70,997.22
			<u>70,997.22</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			70,997.22
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			70,997.22
		Balance per Cash Book is :-	70,997.22
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/11/2024
for Cashbook 4 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	29/11/2024		152.84
			<u>152.84</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			152.84
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			152.84
		Balance per Cash Book is :-	152.84
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/12/2024
for Cashbook 4 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/12/2024		377.84
			<u>377.84</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			377.84
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			377.84
		Balance per Cash Book is :-	377.84
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/11/2024
for Cashbook 2 - CCLA Deposit Fund

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	30/11/2024		1,810,748.81
			<u>1,810,748.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,810,748.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,810,748.81
		Balance per Cash Book is :-	1,810,748.81
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/12/2024
for Cashbook 2 - CCLA Deposit Fund

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	30/11/2024		1,810,748.81
			<u>1,810,748.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,810,748.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,810,748.81
		Balance per Cash Book is :-	1,810,748.81
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

02/01/2025

Alton Town Council

09:43

Cashbook transactions totalling £500.00 or more
for the period 01/11/2024 to 30/11/2024

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	Unity Trust Bank : Current	8	01/11/2024	1100016689	East Hampshire District Council	634.00
1	Unity Trust Bank : Current	8	11/11/2024	DD	Lloyds Credit Card	779.18
1	Unity Trust Bank : Current	8	14/11/2024	BACS023	Mid Hants Mowers Limited	674.39
1	Unity Trust Bank : Current	8	14/11/2024	BACS022	Metro Rod (Reading)	567.00
1	Unity Trust Bank : Current	8	14/11/2024	BACS020	Hampshire Pension Fund	9,081.68
1	Unity Trust Bank : Current	8	14/11/2024	BACS018	Gristwood and Toms	6,129.52
1	Unity Trust Bank : Current	8	14/11/2024	BACS014	Ellack Cleaning Contractors Ltd	1,024.64
1	Unity Trust Bank : Current	8	14/11/2024	BACS012	Coomers	811.57
1	Unity Trust Bank : Current	8	14/11/2024	BACS010	Chalvington Communications Ltd	1,374.44
1	Unity Trust Bank : Current	8	14/11/2024	BACS004	Blachere Illumination UK Ltd	5,760.00
1	Unity Trust Bank : Current	8	14/11/2024	BACS003	Bishops Printers Limited	1,472.00
1	Unity Trust Bank : Current	8	14/11/2024	BACS002	Biffa Waste Services	1,368.66
1	Unity Trust Bank : Current	8	15/11/2024	DD	Livepay	30,726.55
1	Unity Trust Bank : Current	8	19/11/2024	B993102D	E.ON	609.34
1	Unity Trust Bank : Current	8	19/11/2024	E3E271F2	E.ON	914.26
1	Unity Trust Bank : Current	8	29/11/2024	BACS019	Veolia Environmental Services	1,935.90
1	Unity Trust Bank : Current	8	29/11/2024	BACS017	Sawscapes Play	1,254.00
1	Unity Trust Bank : Current	8	29/11/2024	BACS016	Quadient Finance UK Ltd	621.23
1	Unity Trust Bank : Current	8	29/11/2024	BACS014	The Play Inspection Company	886.20
1	Unity Trust Bank : Current	8	29/11/2024	BACS013	Oneill Homer	780.00
1	Unity Trust Bank : Current	8	29/11/2024	BACS012	HM Revenue & Customs	13,035.55
1	Unity Trust Bank : Current	8	29/11/2024	BACS009	Fuelgenie Business Account	659.07
1	Unity Trust Bank : Current	8	29/11/2024	BACS004	Biffa Waste Services	849.90
1	Unity Trust Bank : Current	8	29/11/2024	BACS002	Alton Climate Action & Network	1,492.90

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	Unity Trust Bank : Current	8	01/11/2024	1,240.00
1	Unity Trust Bank : Current	8	01/11/2024	1,000.00
1	Unity Trust Bank : Current	8	01/11/2024	2,541.00
1	Unity Trust Bank : Current	8	01/11/2024	975.00
1	Unity Trust Bank : Current	8	04/11/2024	935.00
1	Unity Trust Bank : Current	8	04/11/2024	1,105.00
1	Unity Trust Bank : Current	8	04/11/2024	2,500.00
1	Unity Trust Bank : Current	8	04/11/2024	500.00
1	Unity Trust Bank : Current	8	07/11/2024	1,500.00
1	Unity Trust Bank : Current	8	11/11/2024	1,000.00
1	Unity Trust Bank : Current	8	11/11/2024	856.52
1	Unity Trust Bank : Current	8	14/11/2024	1,493.10
1	Unity Trust Bank : Current	8	15/11/2024	720.00
1	Unity Trust Bank : Current	8	15/11/2024	500.00
1	Unity Trust Bank : Current	8	21/11/2024	504.00
1	Unity Trust Bank : Current	8	26/11/2024	500.00
1	Unity Trust Bank : Current	8	28/11/2024	514.79
1	Unity Trust Bank : Current	8	29/11/2024	516.00
2	CCLA Deposit Fund	8	04/11/2024	6,999.02

02/01/2025

Alton Town Council

09:43

Cashbook transactions totalling £500.00 or more
for the period 01/12/2024 to 31/12/2024

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	Unity Trust Bank : Current	9	09/12/2024	Rates	East Hampshire District Council	1,046.00
1	Unity Trust Bank : Current	9	12/12/2024	BACS015	HM Revenue & Customs	14,165.57
1	Unity Trust Bank : Current	9	12/12/2024	BACS020	Sound Co - Great sound every t	1,290.00
1	Unity Trust Bank : Current	9	12/12/2024	BACS014	Hampshire Pension Fund	9,665.01
1	Unity Trust Bank : Current	9	12/12/2024	BACS016	Home Start Weywater	2,500.00
1	Unity Trust Bank : Current	9	12/12/2024	BACS012	Ellack Cleaning Contractors Lt	1,024.64
1	Unity Trust Bank : Current	9	12/12/2024	BACS008	Chalvington Communications Lim	1,328.99
1	Unity Trust Bank : Current	9	12/12/2024	BACS005	Box Gardens	1,806.00
1	Unity Trust Bank : Current	9	12/12/2024	BACS011	Dementia Friends Alton	1,462.82
1	Unity Trust Bank : Current	9	13/12/2024	DD	Livepay	31,874.69
1	Unity Trust Bank : Current	9	17/12/2024	B993102D	E.ON	842.76
1	Unity Trust Bank : Current	9	17/12/2024	E3E271F2	E.ON	1,069.01
1	Unity Trust Bank : Current	9	17/12/2024	982E6FED	E.ON	741.62
1	Unity Trust Bank : Current	9	23/12/2024	BACS016	Sparkx	10,015.32
1	Unity Trust Bank : Current	9	23/12/2024	BACS015	Peter Johnson Entertainments L	700.00
1	Unity Trust Bank : Current	9	23/12/2024	BACS011	Green Frontiers Garden Care Li	19,941.60
1	Unity Trust Bank : Current	9	23/12/2024	BACS009	Flint Construction Limited	2,520.00
1	Unity Trust Bank : Current	9	23/12/2024	BACS008	Enerveo Limited	1,064.92
1	Unity Trust Bank : Current	9	23/12/2024	BACS004	Brown Mrs Samantha	1,507.74
1	Unity Trust Bank : Current	9	23/12/2024	BACS003	Blakedown Landscapes SE Limite	100,061.05

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	Unity Trust Bank : Current	9	02/12/2024	975.00
1	Unity Trust Bank : Current	9	02/12/2024	1,105.00
1	Unity Trust Bank : Current	9	02/12/2024	1,240.00
1	Unity Trust Bank : Current	9	02/12/2024	1,000.00
1	Unity Trust Bank : Current	9	03/12/2024	2,500.00
1	Unity Trust Bank : Current	9	03/12/2024	935.00
1	Unity Trust Bank : Current	9	06/12/2024	4,416.75
1	Unity Trust Bank : Current	9	09/12/2024	720.00
1	Unity Trust Bank : Current	9	10/12/2024	782.04
1	Unity Trust Bank : Current	9	10/12/2024	1,000.00
1	Unity Trust Bank : Current	9	16/12/2024	2,213.01
1	Unity Trust Bank : Current	9	16/12/2024	1,195.18
1	Unity Trust Bank : Current	9	06/12/2024	500.00
1	Unity Trust Bank : Current	9	23/12/2024	39,357.53
1	Unity Trust Bank : Current	9	23/12/2024	700.00
1	Unity Trust Bank : Current	9	23/12/2024	500.00
1	Unity Trust Bank : Current	9	27/12/2024	794.00

Dear investor,

The Local Authorities' Property Fund (the fund) and the implementation of the FCA's Sustainability Disclosure Requirements.

This letter is for your information. There is no need to take any action as a result.

CCLA manages investments in line with its Good Investment philosophy. As an asset manager, our aim is to meet our clients' financial objectives in a way that we believe aligns with their values. We believe we have a duty to go beyond the boundaries of traditional investor engagement and work with the industry to address systemic risks that threaten communities, the environment and ultimately investment markets.

The Financial Conduct Authority (FCA) has recently introduced a package of measures to improve the trust and transparency of sustainable investment products and reduce greenwashing called the Sustainability Disclosure Requirements (SDR). These new measures apply to asset managers, like CCLA, who offer sustainability-related investment products and services.

As part of the implementation of these new requirements we have made a number of amendments to the fund's scheme information. These amendments aim to more clearly set out our approach to sustainability and property investment more generally. We also explain why the fund does not use a sustainable investment label (these are labels introduced by the FCA to help investors find products that have a specific sustainability goal). An extract of the updated section is attached to this letter for your information.

It is important to note that there are no changes to the way in which the fund is managed or our approach to sustainability. The additional detail is for information only, which, we hope, will help investors to better understand CCLA's approach to sustainability and how it applies to property investment.

Do I need to take any action?

No. You do not need to do anything in connection with these changes. The revised scheme information and Key Information Document took effect from 2 December 2024 and are available on our website at www.ccla.co.uk.

We have also published a document on our approach to sustainability (consumer-facing disclosure), which is available on our website. This is a short document required under SDR which contains helpful summary information for investors.

Should you have any queries or require further information please contact our Client Services team at clientservices@ccla.co.uk or by calling 0800 022 3505 between the hours of 8:30am-5:30pm Monday to Friday.

Yours sincerely

Alison Jerney

Head of Client Services

www.ccla.co.uk

CCLA, One Angel Lane, London EC4R 3AB

CCLA Investment Management Limited (Registered in England No. 2183088) and CCLA Fund Managers Limited (Registered in England No. 8735639), whose registered address is: One Angel Lane, London EC4R 3AB, are authorised and regulated by the Financial Conduct Authority.

Extract of scheme information

Approach to Property Investment

The Fund is managed in line with CCLA's approach to property investment which is available at <http://www.ccla.co.uk/about-us/policies-and-reports/policies/our-approach-property-investment>. This approach outlines our property investment process, from pre-purchase due diligence to the ongoing management and sale of properties held by the Fund.

Sustainability Approach

This product does not have a UK sustainable investment label. Sustainable investment labels help investors find products that have a specific sustainability goal. The Fund does not use a sustainable investment label because it does not have a sustainability goal. However, the Fund is managed in accordance with values-based restrictions. As such, properties whose tenants meet the following restrictions are not eligible to be purchased for the Fund:

- **Oil and Gas Extraction:** deriving more than 5% of revenue from the extraction of tar sands and/or generating more than 10% of revenue from the extraction, production and/or refining of oil and/or gas.
- **Thermal Coal Extraction:** deriving more than 5% of revenue from the extraction of thermal coal and/or producing more than 10 million metric tonnes of coal (or have plans to expand coal production).
- **Tobacco:** having any involvement in the production of tobacco.
- **Controversial Weapons:** having any involvement in the production of Controversial Weapons (core weapons and components). These are defined as landmines, cluster munitions, chemical and/or biological weapons.

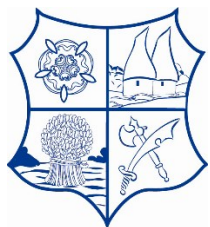
These restrictions are applied based upon data points selected by CCLA and in accordance with our values-based screening policy which sets out our approach for implementing restrictions across different asset classes and investment structures.

We continue to apply the Fund's values-based screens post investment. Where possible we review new tenants against the Fund's criteria and seek to avoid entering into leases with businesses that conduct activities that are proscribed by the Fund's values-based screens. However, as per standard practice in property investment management, we do not include restrictive clauses within the leases that are granted to tenants as they significantly impact upon the economic value of the asset. This means that existing tenants can pass on their lease to another business without our approval. For this reason, it is possible that, post-acquisition, a property can move into a position where it is no longer in compliance with the Fund's values-based screens.

The full values-based screening policy is available on our website at <http://www.ccla.co.uk/about-us/policies-and-reports>.

Recognising the importance of restrictions to Unitholders the Manager will perform a quarterly review of the Fund's tenants against the above restrictions, report on the number of tenants in and out of compliance and comment on any action taken or to be taken as a result of non-compliance. The number of new leases or sub-assignments that have been approved (or not) against the above restrictions will also be reported.

Please note. If you would like to receive a hard copy of any of the documents referred to above, please contact our Customer Services team.



ALTON TOWN COUNCIL GRANT APPLICATION

PART 1 - YOUR ORGANISATION

NAME OF ORGANISATION

Alton Jane Austen Group

NAME OF CONTACT

Mrs Pat Lerew

ADDRESS OF CONTACT

24 Complins
Holybourne
Alton
Hants. GU34 4EJ

TELEPHONE NO:

DAYTIME

01420 84205

EVENING

01420 84205

EMAIL ADDRESS:

patlerew@gmail.com

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

We run the annual Jane Austen Regency Week (JARW) in Alton; also other Jane Austen events from time to time throughout the year.

PLEASE GIVE NUMBERS IN THE

ORGANISATION WHO ARE

A) PAID	None
B) VOLUNTEERS	10

HOW MANY MEMBERS/BENEFICIARIES
LIVE WITHIN ALTON

18,000+

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£500

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

£1200

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

No

WHAT IS THE GRANT TO BE USED FOR?

Major costs of Regency Day: Mill Farm Cottage animals (£550), Horses and Carriage (£600), hire of gazebos and tables (£50). These are costs from June 2024.

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

YES

IF YES, PLEASE
GIVE DETAILS

PENDING. HCC Councillor Grant

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

Ticket sales for other events.

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

We work closely with the Town Council on the Regency Day events and the whole week is a major tourist draw to the town. Many visitors come from all over the country and from Europe, the USA and Australia.

This is our first year of running independently from either the Alton Chamber of Commerce or the Alton Community Association.

PART 3 - TO BE COMPLETED BY ALL APPLICANTS

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

N/A

LEVEL OF UNALLOCATED RESERVES

Nil

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

N/A

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION

CHECKLIST

- ☐ / All relevant parts of the form completed
- ☐ / Form signed
- ☐ N/A Most recent accounts (Audited or draft)
- ☐ / Constitution/Rules
- ☐ N/A 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 GRANT. 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 ...Mrs. Pat Lerew MBE.....

SIGNATURE

POSITIONChair of Management Committee DATE...14.../...12.../...24.....

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

Constitution for the Alton Jane Austen Group.

Name

The name of the group is Alton Jane Austen Group ('the Group').

Aims of the group

1. The Group has been formed with the express intention of running events to celebrate and champion the life and works of Jane Austen in Alton (Hampshire) and the surrounding villages.
2. The aims of the Group are to raise funds to run events, and then to run those events.
3. Should any profits be made from those events, the Group will use such profits for the funding of future events, or (if sufficient profits are held by the Group – as defined by the Group from time to time) to finance and administer a grants scheme to support local initiatives championing arts and culture in and around Alton (Hampshire).

Powers

4. To further these aims, the Group may exercise the following powers:
 - To raise funds and receive contributions, donations and otherwise, provided that the Group shall not undertake any permanent trading activity;
 - To bring together representatives of voluntary and statutory organisations, government departments and individuals;
 - To produce leaflets/posters to publicise the Group's activities;
 - To hold meetings;
 - To pay the necessary expenses involved in running the Group and its events;
 - To employ staff, when necessary, to carry out work;
 - To undertake any other lawful activity to further the Group's aims.

Membership

5. Membership of the Group shall be open to all persons in sympathy with the Group's aims and willing to abide by the Group's constitution. Each member will have one vote and will be eligible to stand for election onto the committee.
6. The Group will be non-party-political, non-sectarian and will be committed to non-discriminatory practices and equal opportunities.

Management committee

7. The group shall elect a committee of between three and seven members who will direct the policy and management of the Group. They shall be

elected to serve for one year after which time they may stand for re-election.

8. The chair will have a casting vote in the event of a tie.
9. The committee will have the power to co-opt members if it wishes to use this power.
10. The committee will meet a minimum of four times a year. The quorum level will be set at three members.
11. From amongst the committee, a chairperson, a secretary and a treasurer will be selected. Other members may be appointed to undertake particular responsibilities within the Group, eg fundraising.

Meetings

12. General meetings will be held as often as necessary and at *least* four times a year.
13. An annual general meeting (AGM) of the Group shall be held every year in the month of September. All members shall be notified not less than fourteen days before the meeting. An agenda will be circulated. Business of the AGM will include electing the committee; reporting on the activities during the year, amendments to the constitution and approval of the Group's accounts.
14. An extraordinary general meeting (EGM) can be held at the chair's discretion or by a written request to the chair of not less than five members. The meeting shall be called within twenty-one days of such a request and appropriate measures taken to inform all members. An EGM should only consider the business specified in the request.

15. Finances

- Any money raised shall be used to further the aims of the Group and for no other purpose;
- A bank account will be opened in the name of the Group;
- The account will require two signatures on any cheque or other bank document (except paying in slips). There will be four signatories available to the treasurer for signing cheques. The group shall decide the signatories to any account set up in the name of the Group.
- A simple written note of the Group's financial position, will be produced and available at the AGM;
- A statement of accounts verified by a competent person who is independent of the Group shall be tabled at the AGM;
- No member shall derive any financial benefit from the Group, except for payment of 'reasonable expenses';
- No money will be paid out in the name of the Group without a receipt being presented.

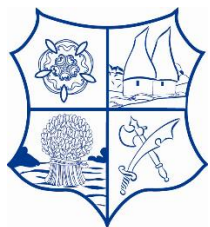
Amendments to the constitution

16. If amendment(s) to the constitution are necessary, members will be informed in writing and given the opportunity to consider and vote on the amendments. The amendment(s) will be made if there is a two-thirds majority vote of members.

Dissolution

17. If the committee, by a simple majority, deem it advisable to dissolve the group, it shall call a meeting of all the members of the Group, giving not less than 14 days notice. If such a decision is confirmed by a majority of those present, then all the assets of the group shall be transferred to another local voluntary group or community group with similar aims.

adopted on the 12th day of December 2024.



ALTON TOWN COUNCIL GRANT APPLICATION

PART 1 - YOUR ORGANISATION

NAME OF ORGANISATION

Victorian Cricket

NAME OF CONTACT

Peter Hicks

ADDRESS OF CONTACT

31 Shipley Close

TELEPHONE NO:

DAYTIME

07768 041 622

EVENING

07768 041 622

EMAIL ADDRESS:

peter.hicks63@gmail.com

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Raising funds for local charities by organising a Victorian Cricket Tournament for the community to enjoy.

PLEASE GIVE NUMBERS IN THE

ORGANISATION WHO ARE

A) PAID	
B) VOLUNTEERS	20

HOW MANY MEMBERS/BENEFICIARIES
LIVE WITHIN ALTON

All

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£400.00

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

£1000.00

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

£

WHAT IS THE GRANT TO BE USED FOR?

Paying for toilet hire and rubbish disposal

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

We will seek sponsorship from local businesses

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

To date we have donated approx.. £120,000 to various local charities that support the
community, and it is a longstanding family friendly community event that is enjoyed by the
residents of Alton.

PART 3 - TO BE COMPLETED BY ALL APPLICANTS

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

£737.71

LEVEL OF UNALLOCATED RESERVES

£737.71

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

£9,742.00

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 GRANT. 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 ...Peter Hicks.....

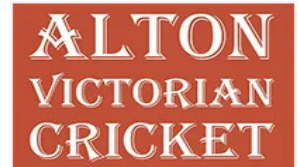
SIGNATURE

POSITION ...Treasurer..... DATE...28.../...12.../...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

Alton Victorian Cricket 2024 Balance Sheet



1 October 2023 Opening Balance (Bank)	£	2,764.91
Opening Balance (Cash)	£	60.00
Total (Opening)	£	2,824.91

Income

Sponsors	£	1,600.00
Team Fees	£	2,400.00
Stalls	£	665.00
Donations	£	339.35
Advertisers	£	305.00
Barrel Sponsors	£	1,645.00
Raffle	£	2,229.40
Bar Receipts	£	7,618.63
ATC Grant	£	500.00
Food Stalls	£	240.00
Sumup Test	£	7.84

Expenses

Garage Rental	£	656.79
Team fees Refund	£	600.00
Sundries	£	2,310.80
Advertising	£	228.00
Programmes	£	336.00
Raffle	£	62.00
Bar	£	2,664.04
Equipment	£	1,378.92
Other	£	1,104.07
Insurance/Licenses	£	40.00
St John Ambulance		£514.80
Donation to Charity		£9,742.00

Closing Balance (Bank)		£697.71
Closing Balance (Cash)	£	40.00

Total	£	20,375.13	£	20,375.13
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Signed _____
Peter Hicks

Dated 30 September 2024



ALTON TOWN COUNCIL ANTI CORRUPTION AND BRIBERY POLICY FOR STAFF

1. Policy statement

1.1 It is our policy to conduct all our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption, and we are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and in implementing and enforcing effective systems to counter bribery.

1.2 We will uphold all laws relevant to countering bribery and corruption. However, we remain bound by the laws of the UK, including the Bribery Act 2010.

1.3 The purpose of this policy is to:

- (a) set out our responsibilities and of those working for us, in observing and upholding our position on bribery and corruption; and
- (b) to provide information and guidance to those working for us on how to recognise and deal with bribery and corruption issues.

1.4 Bribery and corruption are punishable for individuals by up to ten years' imprisonment and if we are found to have taken part in corruption, we could face an unlimited fine, be excluded from tendering for public contracts and face damage to our reputation. We therefore take our legal responsibilities very seriously and we have conducted a risk assessment to identify any key areas which may potentially pose a particular risk to our organisation.

1.5 In this policy, third party means any individual or organisation you meet while you work for the Town Council, and includes actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, public bodies, including their advisors, representatives and officials, politicians and political parties.

2. Who is covered by the policy?

This policy applies to all individuals working at all levels and grades, including the Town Clerk, employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded staff, casual workers, agency staff, volunteers, interns, wherever located (collectively referred to as workers in this policy).

3. What is bribery?

A bribe is an inducement or reward offered, promised or provided to gain any commercial, contractual, regulatory or personal advantage.

4. Gifts and hospitality

4.1 Gifts

The acceptance of gifts from interested business parties could be presented as promoting a conflict of interest that might arguably have compromised the impartiality of staff in the decisions that they were required to make.

Gifts or offers of gifts over £25 for any one gift should be reported to the Town Clerk. Gifts or offers of gifts to the Town Clerk over £25 for any one gift should be reported to the Staffing Committee. If any gift is of any significant value, it should be declined.

It is not possible to put forward hard and fast rules for when gifts may be accepted, since in practice this will depend upon the circumstances.

The general principles for the acceptance of gifts are:

- The gift must be of a nominal or notional value. Typically, a gift should not be accepted if the cumulative value from any one organisation or individual exceeds £100 in any 12 month period or £25 for any one gift.
- The gift must be given for an appropriate reason.
- The gift must be given at an appropriate time (e.g. not in advance of the issuing of an opinion or determination, or in advance of the award of a contract).
- The gift must be of a “one-off” or irregular nature (i.e. that could not be viewed as a regular source of income by HMRC for personal taxation purposes).
- The details of all gifts accepted or declined must be recorded in the Gifts and Hospitality Register. The details required in the Register must be completed as fully as possible without delay.

4.2 Hospitality

Staff should not encourage business contacts to provide hospitality to them, or indirectly to other colleagues, friends or relatives.

Offers of hospitality should be reported to the Town Clerk. Offers of hospitality involving the Town Clerk should be reported to the Staffing Committee.

In the following circumstances, it may be considered appropriate to accept a working lunch, dinner or attendance at a stakeholder or community event, where it is:

- not lavish in nature;
- not a frequent occurrence; and
- there is no suspicion of a conflict of interest.

Details of all hospitality accepted or declined must be recorded in the Gifts and Hospitality Register. The details required in the Register must be completed as fully as possible without delay.

5. What is not acceptable?

It is not acceptable for you (or someone on your behalf) to:

- accept payment, gifts or hospitality from a third party that you know, or suspect is offered with the expectation that it will obtain a business advantage for them;
- threaten or retaliate against another worker who has refused to commit a bribery offence or who has raised concerns under this policy; or
- engage in any activity that might lead to a breach of this policy.

6. Facilitation payments and kickbacks

6.1 If you are asked to make a payment on our behalf, you should always be mindful of what the payment is for and whether the amount requested is proportionate to the goods or services provided. You should always ask for a receipt which details the reason for the payment. If you have any suspicions, concerns or queries regarding a payment, you should raise these with the Town Clerk.

6.2 Kickbacks are typically payments made in return for a business favour or advantage. All workers must avoid any activity that might lead to, or suggest, that a facilitation payment or kickback will be made or accepted by us.

7. Donations

We do not make contributions to political parties. We only make charitable donations that are legal and ethical under local laws and practices.

8. Your responsibilities

8.1 You must ensure that you read, understand and comply with this policy.

8.2 The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for us or under our control. All workers are required to avoid any activity that might lead to, or suggest, a breach of this policy.

8.3 Any employee who breaches this policy will face disciplinary action, which may result in dismissal. We reserve our right to terminate our contractual relationship with other workers and organisations if they breach this policy.

9. Record-keeping

9.1 We must keep financial records and have appropriate internal controls in place which will evidence the business reason for making payments to third parties.

9.2 You must declare and keep a written record of all hospitality or gifts accepted or offered in accordance with Alton Town Council's Financial Regulations. You must also ensure that all expenses claims relating to hospitality, gifts or expenses incurred to third parties are submitted in accordance with such regulations.

10. How to raise a concern

10.1 You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If you are unsure whether a particular act constitutes bribery or corruption, or if you have any other queries, these should be raised with the Town Clerk (or with the Staffing Committee in the case of the Town Clerk). You should raise a concern as soon as possible if you believe or suspect that a conflict with this policy has occurred or may occur in the future.

11. What to do if you are a victim of bribery or corruption

It is important that you tell the Town Clerk (or the Staffing Committee in the case of the Town Clerk) as soon as possible if you are offered a bribe by a third party, are asked to make one, suspect that this may happen in the future, or believe that you are a victim of another form of unlawful activity.

12. Protection

12.1 Workers who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

12.2 We are committed to ensuring no one suffers any detrimental treatment (including dismissal) as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place, or may take place in the future. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment and you are:

- (a) an employee, you should raise it formally using our Grievance Procedure, or
- (b) a person external to the organisation, you should raise it formally using our Complaints Procedure.

13. Who is responsible for the policy?

13.1 The Town Clerk has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

13.2 The Town Clerk has primary and day-to-day responsibility for implementing this policy, and for monitoring its use and effectiveness and dealing with any queries on its interpretation. They are responsible for ensuring those reporting to them are made aware of and understand this policy.

13.3 The Town Clerk will monitor the effectiveness and review the implementation of this policy, regularly considering its suitability, adequacy and effectiveness. Any

improvements identified will be made as soon as possible. Internal control systems and financial procedures will be subject to regular audits to promote best practice in countering bribery and corruption.

14.4 All workers are responsible for the success of this policy and should ensure they use it to disclose any suspected danger or wrongdoing.

Reviewed: Staffing Committee 27th November 2024
Adopted: Full Council 5th February 2025

Potential risk scenarios: "red flags"

The following is a list of possible red flags that may arise while you are working for the Town Council and which may raise concerns under various anti-bribery and anti-corruption laws.

The list is not intended to be exhaustive and is for illustrative purposes only.

If you encounter any of these red flags while working for the Town Council, please report them promptly:

- you become aware that a third party connected to the Town Council in some way engages in, or has been accused of engaging in, improper business practices
- a third party requests that payment is made to a country or geographic location different from where the third party resides or conducts business
- a third party requests an unexpected additional fee or commission to "facilitate" a service
- a third party requests that you provide employment or some other advantage to a friend or relative
- you receive an invoice from a third party that appears to be non-standard or customised
- a third party insists on the use of side letters or refuses to put terms agreed in writing
- you notice that we have been invoiced for a commission or fee payment that appears large given the service stated to have been provided
- a third party requests or requires the use of an agent, intermediary, consultant, distributor or supplier that is not typically used by or known
- you are offered an unusually generous gift or offered lavish hospitality by a third party