ALTON
Town Council

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Town Clerk: Pat Harris

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

30th April 2025

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 7th May 2025 at 7.00pm** at the Town Hall when the under mentioned business will be transacted.

Yours faithfully

Patricia M Harris

Pat Harris
Interim Town Clerk

To: All Town Councillors

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

ALTON TOWN COUNCIL – WEDNESDAY 7th MAY 2025
TOWN HALL, ALTON – AGENDA

1. Apologies for absence

2. Town Mayor's announcements

3. Minutes of the Full Council meeting held on 9th April 2025 for approval.

4. Declaration of Interest and Requests for Dispensations - Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of or vote on any matter in which you have a pecuniary interest. You must withdraw when the meeting discusses and votes on the matter

5. Correspondence received and Questions to the Council.

6. Planning Applications
   (i) EHDC-25-0363-Full - Westbrook House, 17 Howards Lane, Holybourne, Alton, GU34 4HH
   (ii) EHDC-25-0135-Full & Listed Building Consent – 6 High Street, Alton, GU34 1BT
   (iii) EHDC-25-0057-FUL Full Planning Consent – 21 Winchester Road, Alton GU34 1RU

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

8. Statement of Governance 2024/25

9. Statement of Accounts to Financial Year end 31st March 2025

10. Conflict of Interest form and confirmation of the dates of the Notice of Exercise of Public Rights.

11. Re-appointment of Internal Auditor

12. Statement of Accounts from 1st – 30th April 2025

13. Appointment of a RFO on a temporary basis to cover the period 1st-23rd June 2025

14. Town Hall Refurbishment including secondary glazing, roofing & guttering and external decoration

15. Purchase of equipment for the Grounds Team: Roller Mower attachment

16. Landlords Consent:
    (i) Alton Social Bowls Club, Chawton Park Road – installation of solar panels on roof
    (ii) 1 Jubilee Bungalows – installation of a log burner and upgrade to kitchen

17. Alton Town Council Business Continuity Plan

18. To approve Terms of Reference for the Climate Change Committee, Planning Committee & Staffing Committee and Scheme of Delegation for Planning

19. Staff Handbook for approval

20. Event & Project Grants applications

ALTON TOWN COUNCIL
FULL COUNCIL – 7th MAY 2025

REPORTS PREPARED BY THE TOWN CLERK

ITEM 5 CORRESPONDENCE RECEIVED **FOR INFORMATION**

The following correspondence has been received:

1. Letter of acknowledgement from Tony Souter for flying the Ukranian flag at the Town Hall – circulated to all councillors
2. E-mail received from Mr. Paul Taroni on the question of Devolution, circulated to all councillors

ITEM 6 : PLANNING APPLICATIONS **FOR DECISION**

There are four applications which are not covered under the current Scheme of Delegation to be considered: two of these are for the same property but relate to a Full Planning Application and Listed Building Consent. Details of the planning applications were circulated to all councillors ahead of the publication of the Full Council agenda to provide councillors with additional time to review each of the applications.

1. EHDC-25-0363-FUL – Westbrook House, 17 Howards Lane, Holybourne, Alton, Hampshire, GU34 4HH
Proposal: One detached dwelling and garage with associated works including access drive and landscaping
East Hants | East Hampshire District Council | Application | 180300
Full details and documents circulated to all councillors on 11th April 2025
Extension to deadline for comments secured (deadline now 8th May 2025)

Officer comments – Councillors will recall that an application came forward to put three houses on this site in April 2024, to which ATC submitted a response of 'no objection'.

2. EHDC-25-0135-FUL – 6 High Street, Alton, GU34 1BT
Proposal: Conversion and Change of Use from office to 4 no. 1 and 2 Bed apartments
East Hants | East Hampshire District Council | Application | 180330
Full details and documents circulated to all councillors on 15th April 2025
Extension to deadline for comments secured (deadline now 8th May 2025)

Officer comments – This is the former Bookers and Bolton offices. There have been 5 planning applications previously for this site but these related to trees, signage and internal partitions. There have been no previous applications for a change of use or to convert this building to residential.

3. EHDC-25-0396-LBC – 6 High Street, Alton, GU34 1BT
Proposal: Conversion and Change of Use from office to 4 no. 1 and 2 Bed apartments
East Hants | East Hampshire District Council | Application | 180336
Full details and documents circulated to all councillors on 15th April 2025
Extension to deadline for comments secured (deadline now 8th May)

Officer comments – This application is the Listed Building Consent application to accompany application 2 above.

4. EHDC-25-0057-FUL - 21 Winchester Road, Chawton, Alton, Hampshire, GU34 1RU
Proposal: 26 dwellings with access via Rye Lane.

Deadline for comments: 8th May 2025
East Hants | East Hampshire District Council | Application | 180363
Full details of the application circulated to all councillors on 22nd April 2025.

Officer comments – This is classed as Selborne Road, Alton Phase 2. With access to this proposed development now coming from the adjacent phase 1 development (via Rye Lane) this now appears straightforward. A previous application for three houses on this site was withdrawn.

RECOMMENDATION: Members are requested to review the applications before them and format their response to the Planning Authority for each of the applications.

ITEM 7: INTERNAL AUDITORS REPORT FOR FINANCIAL YEAR END AND REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT FOR DECISION

The internal auditor appointed by the Town Council, Mark Mulberry (Mulberry Local Authority Services Ltd) attended the Town Hall on Wednesday, 23rd April 2025 to undertake the final year-end audit of the council's finances.

1. The final 2024/25 report from the Internal Auditor covering the period to the 31st March 2025 is enclosed within Members bundles. Members are requested to receive the report and approve its content.
2. The review of effectiveness of the internal audit is also enclosed in Councillor bundles.

RECOMMENDATION: Members are requested to approve:

1. **The content of the Internal Auditor as tabled covering the period to the 31st March 2025**
2. **The review of effectiveness of internal audit**

ITEM 8: STATEMENT OF GOVERNANCE 2024/25 FOR DECISION

Members are requested to read the statement of governance (Section 1 of the AGAR) included in their bundles and satisfy themselves that there is a sound system of internal control including the preparation of the accounting statements. This requires signing by the Town Clerk and the Mayor.

RECOMMENDATION: Members are invited to approve the statement of governance (Section 1 of the AGAR) and witness signatures of both the Town Clerk and the Mayor.

ITEM 9: STATEMENT OF ACCOUNTS TO FINANCIAL YEAR END 31st MARCH 2025 FOR DECISION

Members are requested to scrutinise the accounts and accompanying reports following final year end entries and closing of the financial year end to 31st March 2025.

Balance Sheet as at 31st March 2025

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

Income & Expenditure

Attached is the Statutory Income and Expenditure Report for the Year Ended 31st March 2025; this illustrates the Operating Income and Expenditure for the council's financial year ending 31st March 2025 against the 2024 figures for the same period.

Bank Reconciliation Statement as at 31st March 2025

The Bank Reconciliation Statements are as presented with a closing balance of £167,820.65 (Unity), £1,738,733.39 (CCLA) and £180.98 (Petty cash). These reports have previously been signed off at the meeting of the Full Council on 9th April and are re-presented for information only.

Payments over £500

The attached report includes all payments over £500, issued between 1st April 2024 and 31st March 2025 in respect of invoices and grant cheques and covers the full financial year which is published on the Council's website.

Accountability and Governance Annual Return (AGAR) Section 2

The completed AGAR is enclosed in Members bundles for approval noting that Section 2 requires signing at the meeting. Section 2 is signed in advance by the Town Clerk and at the meeting by the Mayor.

Public Works Loan Board Statement

The statement to 31st March 2025 is enclosed in Members bundles for information.

RECOMMENDATION: Members are requested to confirm their approval of:

1. **The balance sheet dated 31st March 2025**
2. **The Income and Expenditure account to 31st March 2025**
3. **The bank reconciliations for the Unity Account and the CCLA Deposit Account as at 31st March 2025 (as approved at the Full Council meeting on 9th April 2025)**
4. **The Payments over £500 covering 1st April 2024 to the 31st March 2025**
5. **The Accountability and Governance Annual Return (AGAR) Section 2 duly signed by the Town Clerk and the Mayor.**
6. **PWLB Statement to 31st Marc 2025.**

ITEM 10: CONFLICT OF INTEREST FORM AND CONFIRMATION OF THE DATES OF THE NOTICE OF EXERCISE OF PUBLIC RIGHTS. **FOR DECISION**

Enclosed in Members bundles is the BDO conflict of interest form and a copy of the Notice of the Exercise of Public Rights.

RECOMMENDATION: Members are requested to confirm:

1. **There are no conflicts of interest with BDO LLP.**

2. **The dates for the publication of the notice of the exercise are Tuesday 3rd June 2025 to Monday 14th July 2025**

ITEM 11: RE-APPOINTMENT OF THE INTERNAL AUDITOR FOR 2025/26

Enclosed in Members Bundles is the acceptance of contract letter from the Town Council's appointed internal auditor, Mulberry & Co for the accounting periods up to and including 31st March 2026 (the 2025/26 Council year). Members are required to ratify the re-appointment of Mulberry in accordance with the terms of appointment for the 2025/26 financial year as well as confirming that they have considered the independence of the appointed auditor.

RECOMMENDATION: Members are requested to

1. **Ratify the appointment of Mulberry at a cost of £1,700 plus travel at 45p per mile for the forthcoming financial year.**
2. **Confirm that they have considered the independence of the appointed auditor**

ITEM 12: STATEMENT OF ACCOUNTS TO 30th APRIL 2025 FOR DECISION

Members are requested to note the financial papers as enclosed in Councillors bundles. and are requested to scrutinise the accounts and accompanying documents and reports and to submit any questions they may have to the Town Clerk in advance of the meeting.

Balance Sheet as at 30th April 2025

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 – 30th April 2025

Bank Reconciliation Statement as at 30th April 2025

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.

Payments over £500

The report includes all payments over £500, issued between 1st – 30th April 2025 in respect of invoices and grant cheques.

Direct Debits

The current list of standing payments authorised on the bank account which includes Direct Debits and Standing Orders is presented to Council for approval noting the inclusion of Castle Water.

RECOMMENDATION: Members are requested to confirm their approval of:

1. **The balance sheet dated 30th April 2025**
2. **The Income and Expenditure account to 30th April 2025**
3. **The bank reconciliations for the Unity Account**
4. **The Payments over £500 covering 1st- 30th April 2025**
5. **The standing items on the Bank Account which includes Direct Debits & Standing Orders as at 30th April**

ITEM 13 TO APPOINT A RESPONSIBLE FINANCIAL OFFICER (RFO) FOR THE PERIOD 1ST- 23RD JUNE 2025 FOR DECISION

With the current Town Clerk retiring on 31st May and the new incoming Clerk not taking up their position until Monday, 23rd June, under s.151 of the LGA 72, a council is required to appoint an officer who is responsible for the administration of its financial affairs. For Alton Town Council the RFO is the Clerk.

To cover the period when a Clerk will not be in post, the Staffing Committee recommends to Full Council the appointment of the Deputy Town Clerk to this role on a temporary basis to cover the period 1st-23rd June after which time the responsibility will revert to the incoming Town Clerk.

RECOMMENDATION: Members are requested to approve the appointment of the Deputy Town Clerk to the role of RFO on a temporary basis to cover the period 1st-23rd June 2025

ITEM 14: TOWN HALL REFURBISHMENT INCLUDING SECONDARY GLAZING, ROOFING & GUTTERING AND EXTERNAL DECORATION FOR DECISION

Councillors are aware that the Town Hall requires maintenance of its external appearance which includes painting as well as guttering works and replacement of tiles which had become dislodged during the winter months. In addition, and to meet some of the Climate Change Committee objectives, there are improvements required when a review of its energy efficiency was undertaken.

The Town Hall is a Grade II Listed building, and it is not possible to get up to the roof or gutters to inspect closely until scaffolding is in place. Initial assessments have been done by drone and viewing from the ground has also been undertaken. Quotes had been secured to replace the current gutting with seamless aluminium but following advice from the Heritage Team they advised that it is unlikely planning permission would be granted for this, therefore the quotes have not been included but it is important for councillors to be aware that an alternative solution was investigated.

Mitchell and Dickinson have already been commissioned to fit the secondary double-glazing units and at the same time will be undertaking all necessary repairs to the sash windows. This is a specialist company, and it has therefore not been possible to get a second quote. The work was approved on 27th April 2022 (minute reference 336) but at that time it was not possible to secure funding for the works. The quote was therefore revised in 2024 and following the pre-installation survey they undertook on 26th and 27th March 2025 we are awaiting a final update. Councillors had previously approved funding from Neighbourhood CIL and therefore these works are fully funded. Councillors received all the relevant detailed information at the time when the CIL application was approved. (5th February 2025 - minute reference 115.2.3)

In addition to these works roof and gutter repairs, including fascia's, must be undertaken, and repainting of the exterior of the building. With regards to all works, a 10% contingency will need to be built in.

The works are being coordinated to save on scaffolding costs. It is estimated the scaffolding will be required for up to twelve weeks.

Option 1

Contractor A scaffolding (12 weeks)	£14,550.00
Contractor A roof repairs (up to 50 replacement tiles)	£749.00
Contractor A guttering repairs	£2,500.00
Contractor A exterior painting	£16,226.00
	£34,025.00

Option 2

Contractor B scaffolding (4 weeks) and roof (up to 50 replacement tiles)	£25,609.96
Contractor B extended scaffolding (£1,161/wk x 8 weeks)	£9,288.00
Contractor B gutter repairs	£4,443.86
Contractor C exterior painting	£14,800.00
	£54,141.82

Option 3

Contractor B scaffolding (4 weeks) and roof (up to 50 replacement tiles)	£25,609.96
Contractor B extended scaffolding (£1,161/wk x 8 weeks)	£9,288.00
Contractor B gutter repairs	£4,443.86

Contractor A exterior painting	£16,226.00
	£55,567.82

Option 4

Contractor A scaffolding	£14,550.00
Contractor A roof repairs (up to 50 replacement tiles)	£749.00
Contractor A guttering replacement (cast iron)	£14,400.00
Contractor A Exterior painting	£16,226.00
	£45,925.00

RECOMMENDATION: Members are requested to

(i) Re-affirm the continued appointment of Mitchell and Dickinson to undertake the fitting of secondary glazing and undertake all necessary repairs to the sash windows

(ii) to appoint Contractor A to undertake all the maintenance work as per Option 1 at a cost of £34,025 with a 10% contingency (£3,402.50).

ITEM 15: PURCHASE OF EQUIPMENT FOR THE GROUNDS TEAM: ROLLER MOWER

FOR DECISION

The current Major mower (Model TDR16000 Roller Mower) was purchased by the Council in April 2012 for £19,950 and at that time the Head Groundsman was confident the mower would be able to cut and maintained both sports sites (Anstey Park and Jubilee Playing Fields) plus other open spaces including Flood Meadows and The Butts.

However, with other open spaces being added to the ground's portfolio, namely Barley Fields, Treloar Heights & Will Hall Meadow additional capability and machinery capacity is now required. The recommendation before council is that a new towed mower is added to the inventory of mowing machinery which will allow two operators to undertake mowing on our larger sites at the same time making better use of both staff and equipment. By purchasing this additional piece of kit, it will build further resilience in the grounds team.

As has proven to be the case for the past 13 years, a towed mower has fewer mechanical parts to go wrong with it, servicing requirements are minimal in comparison and, of course, being a towed piece of machinery it is more environmentally friendly.

The Head Groundsman remains of the same opinion in that a towed mower is the preferred option to add both capacity, capability and, therefore, improve the efficiency of the grounds team. It is, therefore, the intention that the Major mower be retained having recently had it fully serviced, and blades sharpened at a cost of £800.

Quotations were sought from 3 known suppliers of machinery. The machine from Supplier A has a slightly larger mowing width but the machine from suppliers B and C are the same. All quotes include a spare wheel and extended (5 year) warranty.

Funding for the mower would come from operating budget grounds maintenance at Anstey Park of £16,000 and the remainder from Earmarked Reserves for Barley Fields, Treloar Heights and Will Hall Meadow. It is officers' recommendation that Supplier B is able to provide best value to the Town Council and this machine was made available to the grounds team on trial for half a day to assess its performance. On balance Supplier B is able to provide a machine that has the recommendation of the Head Groundsman for its performance and effectiveness to undertake the tasks for which it is intended.

RECOMMENDATION: Members are requested to endorse officers' recommendation and approve Supplier B to supply

ITEM 16: LANDLORDS CONSENT: FOR DECISION

1. ALTON SOCIAL BOWLS CLUB – INSTALLATION OF SOLAR PANELS ON ROOF

A request has been received from the President of the Alton Social Bows Club seeking Landlords Consent for the installation of solar panels on the roof of their clubhouse in Chawton Park Road as follows:

Dear Mrs Harris,

Alton Social bowling Club is seeking permission to install solar panels on the roof of the club house as an enabler to widen the use of the club house. The project is to extend and grow the use of the club house at Alton Social Bowling Club, which at presents predominately used between April and Mid-September and during those periods typically afternoons and evenings.

The project aims to

1. *Introduce short mat Bowls during the winter months doing so grow the membership of the club.*
2. *Open the building to other clubs for potential regular hire and/or*
3. *Open the building to other community organisations for hire.*

Installation of solar panels will not only mitigate the increased costs with utilising the building outside of the current period but help towards achieving of Alton Town Council's "Climate Change Strategy".

The quote attached below shows the panels that we intend to fit to the roof of the Bowls Club, other equipment would be attached to the rear wall as per latest recommendations. The company we have chosen at the moment is the one that EHDC recommended to East Hants Tenants as part of its current campaign to install Solar Panels to reduce emissions which is part of the green initiatives across the country.
Kind regards,

George Roberts
President Alton Social Bowling Club

RECOMMENDATION: Members are requested to consider the application received to grant Landlords Consent to the Alton Social Bowls Club to permit the installation of solar panels on the roof of their clubhouse at Chawton Park Road

2. NO. 1 JUBILEE BUNGALOWS – INSTALLATION OF WOOD BURNER AND UPGRADE TO KITCHEN

The tenant, who is the Head Groundsman for Alton Town Council has requested permission to install a wood burner stove at his own expense and is seeking Landlords Consent to install. They have researched several firms and obtain quotes but are seeking approval to proceed with Hampshire Stoves – the details of the quote being included in supplementary papers for councillors' consideration noting that the tenant is not seeking any council contribution towards the cost of installing.

The tenants are also looking to upgrade the kitchen which they believe to be around 40 years old and have obtained quotes from Howdens for the supply of kitchen furniture at a cost of £1,709.33 and from an independent contractor to instal at a cost of £850 making a total of £2,559.33. Whilst the tenant has not expanded upon a contribution from council for the upgrade to the kitchen, it has been suggested that a 50% contribution should be provided given the age of the current kitchen.

RECOMMENDATION: Members are requested to consider

(i) Granting Landlords Consent for the installation of a log burner at No. 1 Jubilee Bungalows

(ii) approving a contribution towards the cost of renewing the kitchen at No. 1 Jubilee Bungalows in the sum of £1, 280 (one thousand, two hundred and eighty pounds)

ITEM 17: ALTON TOWN COUNCIL BUSINESS CONTINUITY PLAN FOR DECISION

The Business Continuity Plan included in Members bundles has been reviewed and is tabled for approval by Members.

RECOMMENDATION: Members are requested to approve the Alton Town Council Business Continuity Plan as tabled.

ITEM 18: TERMS OF REFERENCE: ALTON TOWN COUNCIL CLIMATE CHANGE, PLANNING & STAFFING COMMITTEES FOR DECISION

Included in Members bundles are:

(i) **The Terms of Reference of the Climate Change Committee** which were reviewed at their meeting held on 23rd April 2025 and are tabled without amendment for ratification by Full Council. They remain unaltered.

(ii) **The Terms of Reference for the Planning Committee and Scheme of Delegation.** Whilst it is recommended that no changes are required to the Terms of Reference, officers are seeking an amendment to the Scheme of Delegation to include development of 1 new build residential units and change of use from non-residential to residential development where full planning permission is required (i.e not a prior notification or permitted development).

Under the current Scheme, any new single dwelling build and conversion to flats requires that the applications are taken to Full Council for decision. Officers are seeking their inclusion within the Scheme of Delegation as Councillors are reminded that the Planning List is circulated to all councillors for comment and, therefore, any councillor can request that a planning application is "called in" for referral to Full Council for decision.

(iii) **The Terms of Reference for the Staffing Committee** are tabled by the Staffing Committee with several amendments which are recommended for approval. The amendments are as follows:

- STATUS – to read, Subject to the Terms of Reference below, the Staffing Committee is formally constituted as a committee of the Full Council, with delegated powers for all staffing matters in accordance with the Terms of Reference (removing "including the management of the Town Clerk and to hear and decide upon grievances, if requested to do so.
- Terms of Reference
    - 1 – to read (in italics additional wording) To draft and keep under review such policies as are delegated to them by the Full Council *including the council's Disciplinary Policy, Grievance Policy, Member Officer Protocol and Anti-Corruption and Bribery Policy for staff* and to submit any amended or proposed policies.
    - 2 – to read To review Job Descriptions and staffing structure (removing "Person Specifications, pay and grading whenever a vacancy occurs and") at least annually (removing "in any event") and including "*making recommendations to the Full Council for approval in case of significant changes"*
    - 3 – (new) to read To manage Town Clerk recruitment, making recommendations to the Full Council for approval

- 4 – to read To *“oversee the”* recruitment, induction, training and probation of all new staff (removing is professionally carried out) in accordance with (*“applicable council policies and legal requirements)* (removing particularly the Public Sector Equality Duty, as well as following any guidance issued by the council. To review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that staff are informed of them).
- 5 – to read To draft and review *“with appropriate”*consultation (remove “with the staff”) criteria for redundancy, *making recommendations to* (removing for approval by) the Full Council *“for approval”*
- 6 – to read (remove With the Town Clerk) To “*oversee staff performance*”, staff training and staff development needs *“in the context of the council’s”* annual appraisal process. (remove including any discretionary elements of pay and making appropriate budget recommendations to the Full Council.
- 7 – to read To “*review staff*” (removing “recommend annual and longer term budgets for”) salaries and other personnel costs “*making budget recommendations to the full Council for approval”*.
- 8 – to read To (removing “act with delegated authority”) manage the Town Clerk (removing “on behalf of the council”) including (remove” taking”) “*any*” disciplinary action *“involving the Town Clerk”* and hearing *“any”*grievances *“from the Town Clerk”*
- 9 – to read To *“implement the council’s Grievance Policy, Disciplinary Policy and Anti-Colrruption and Bribery Policy and, as applicable to the Staffing Committee, the council’s Member Officer Protocol.* (removing “consider requests that a grievance should not be dealt with by the Town Clerk and to hear and decision upon such grievances, where the committee agrees that there are genuine reasons for this not be done by the Town Clerk)
- 10 – to read “10” To review these Terms of Reference annually.

RECOMMENDATION: Members are requested to approve the Terms of Reference for
(i) the Climate Change Committee (unaltered)
(ii) Planning Committee (unaltered) and the amended Scheme of Delegation to include single new build dwelling and conversions
(iii) Staffing Committee as tabled (as amended)

ITEM 19: STAFF HANDBOOK FOR APPROVAL FOR DECISION

An updated Staff Handbook, circulated to councillors only, is tabled for approval by Full Council following the inclusion of several new and amended policies which have previously gained approval for adoption by Full Council. These policies are:

8th Jan 2025 – Minute reference 104 Bribery and Corruption policy for staff

4th Sept 2024 – Minute reference 52
Flexible working policy
Paternity Leave policy
Carers in the Workplace
Recruitment of ex-offenders

There have also been some formatting issues undertaken.

RECOMMENDATION: Members are requested to approve the Staff Handbook for adoption and publication to all members of staff.

ITEM 20: EVENT & PROJECT GRANT APPLICATIONS FOR DECISION

Event Grant:

Mr Stephen Smiley has organised the Carols Around the Tree event at Christmas for the last 16 years and is approaching the Town Council to award an Event grant to enable the printing of a Carols hymn book for distribution at the event which has grown in popularity over the years.

Project Grant:

Alton Art Society have submitted a project grant application in the sum of £100 towards a project costing £150 primarily to buy art materials for use by the public to produce a large jointly produced painting on canvas by adults and painting on paper by children.

RECOMMENDATION: Members are requested to determine the following grant applications.

(i) Event Grant application from Steve Smiley who organises Carols around the Tree in the sum of £350

(ii) Alton Art Society Project Grant application in the sum of £100

MINUTES OF THE MEETING HELD ON
WEDNESDAY 9TH APRIL 2025 AT 7.00PM AT THE TOWN HALL

Present: **Councillor** **Annette Eyre (Town Mayor)**
Matthew Bayliss
Don Hammond
Graham Hill
Matthew Kellermann
Nick O'Brien
Barbara Tansey
Janice Treacher
Peter Wadman

In attendance: **Pat Harris - Town Clerk**
Hayley Carter - Deputy Clerk
3 Members of the public and press
County Councillor Andrew Joy

155 **Apologies for Absence**

Apologies were received from Councillors Mark Boyce-Churn, John Chubb, Doug Richards, and Jonathan Waugh.

156 **Town Mayor's Announcements**

The Town Mayor:

1. Welcomed both councillors and members of the public to the meeting.

2. Reminded all those attending that in accordance with the Council's published Recording of Meetings Policy, as displayed on the doors and the table at the back of the hall, anyone wishing to make any recording of a meeting must let the Chair of the meeting know prior to or at the start of the meeting. If anyone does not wish to be recorded, they must make the Chair of the meeting aware. No filming of any member of the public is allowed without their consent, or of any child or vulnerable person without the consent of them and their parent, guardian or carer.

   In accordance with the Local Government Act 1972 Schedule 12 paragraph 41 (1) only the official signed minutes of the council and its committees will be recognised as the formal, statutory and legally binding record of a meeting.

157 **Minutes of the Full Council Meetings held on 5th March 2025 and the Extraordinary Meeting held on 10th March 2025 for approval**

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

RESOLVED
to APPROVE the minutes of the Full Council meeting held on 5th March 2025

Councillor Kellermann requested a recorded vote.

In favour: Councillors Eyre, Bayliss, Hammond, Hill, O'Brien, Tansey, Treacher and Wadman
Against: Councillor Kellermann

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

RESOLVED
to APPROVE the minutes of the Extraordinary Council meeting held on 10th March 2025

Councillor Kellermann requested a recorded vote.

In favour: Councillors Eyre, Bayliss, Hammond, Hill, O'Brien, Tansey, Treacher and Wadman
Against: Councillor Kellermann

158 **Declarations of Interest and Requests for Dispensations**

No Declarations of Interest were noted.

159 **Correspondence Received and Questions to the Council**

Correspondence received:

159.1 E-mail correspondence from 3 residents (Mr. Tony Souter dated 4th March, Mr. Peter Field dated 12th March & Mr. Giles Lock dated 24th March) sent directly to councillors and copied into the Town Clerk, seeking a response from councillors as to why the Ukrainian flag in support of the Ukrainian people is not being flown in the town

159.2 Further e-mail correspondence from Mr. Souter to the Town Clerk requesting that it be included in full in the agenda papers:

Pat,

I'm unable to attend the full council meeting on 9th but I would be grateful if you would include this email in the agenda notes.

My request to fly the Ukrainian flag alongside the Union flag at the Cairn was first raised with the town clerk on 4th March. The intention, in the wake of the appalling treatment of President Zalenskyii at the White House, was to express solidarity with our Ukrainian guests at the start of talks to negotiate a temporary ceasefire in the region.

These developments have re-traumatised Ukrainians all over again....to them, this was reminiscent of the beginning of the war in February 2022 when the whole future of the country was on the brink.

Quite why a simple display of humanity and solidarity in the form of the Ukrainian flag needs a full council debate is a mystery...no-one has taken the trouble to explain the rationale, least of all the full compliment of councillors to whom I wrote personal letters.

The issues around this subject clearly haven't troubled our Prime minister who writes on social media:

"In February 2022 we raised the Ukrainian flag above 10 Downing Street. It has continued to fly alongside the Union flag ever since.

The war continues and Ukrainians continue to pay the devastating price of it. Our unity and resolve of ensuing Ukraine has what it needs to resist the Russian onslaught remains as pressing as ever. If Putin wins in Ukraine, all our freedoms are under threat.

That is why we have stepped up support to Ukraine this year, and why the Ukrainian flag will continue to fly above Downing Street – as a symbol of our enduring commitment to Ukraine, its people, and the defence of freedom and democracy itself."

What is it about this sentiment that this council has a problem with? We've lost nearly six weeks but now the council has an opportunity to correct an egregious oversight and, albeit late in the day, do the right thing.

Yours etc.,
Tony Souter

159.3 E-mail from Linda & Michael Smith dated 31st March:

Dear Mrs Harris and Mrs Brown,

Please include, in full, our letter (herewith) to the council in the agenda for the next full council meeting. Please let it be known that we require a public response and should we not be present at the meeting that such a response is duly recorded in the minutes.

We previously corresponded in advance of the January full council meeting whereby my husband and I requested that our questions to the council be included on the agenda under the appropriate section for questions from the public. As an elderly couple we are not sufficiently mobile to guarantee our attendance at meetings and even with our best will, the inclement weather was a prohibiting factor to our *attendance that evening. A friend did however attend and relayed to us that Mayoress Ayre merely cited that we had sent in a letter and said nothing of its content nor provided councillors with a chance to respond.*

We were very disappointed to hear this and believe that Mayoress Ayre's conduct was inappropriate chairing of a public meeting. Written questions should receive the same level of engagement as those presented by those physically in attendance, we are all residents after all! Such an approach disadvantages the elderly and disabled who are less able to attend your meetings to ask such questions. To discriminate in such a manner whether intentionally or not is unacceptable. Michael suggested that maybe a response would be forthcoming in a following meeting, but the meeting minutes for February and March show that this was not the case.

We were further upset when we saw that another person who had emailed ahead of your Wednesday 10th March meeting regarding flying of the Ukranian flag had his representation put on a future meeting for discussion, was duly notified and that this action was documented in the minutes. We are seeing double standards where some residents are heard, and others are not. This is not an appropriate approach when a council is duly elected to represent all constituents of Alton.

We have been ignored and shunned by Mayoress Ayre and feel that she should publicly account for her behaviour and apologise. Elderly residents' questions should not be ignored through being less mobile and unable to easily attend meetings. Are we less important than more physically able residents? Do our views and questions matter less? Do the old folk of Alton really not matter?

We therefore firstly request a full public apology from Mayoress Ayre at the next full council meeting and ask that this is minted should we be unable to attend. We ask that Mayoress Ayre addresses this failure of leadership and commits to ensuring that such behaviour is not normalised in council proceedings.

Whilst our Kings Pond question was not directly addressed, the vote that evening indirectly answers what we asked and feared, what was not addressed even remotely was our request that Anthony Furnival be publicly acknowledged and considered for a mayoral award for the many hours and days he spent clearing the blanket weed at Kings Pond last year.

As per our original email in January, this matter was raised with both of our ward councillors at the time who both committed to exploring some form of recognition for Anthony however failed to do so. Neither councillor got back to us or put this on an agenda. Come January, we pursued this by contacting you both to ask that our question was put on the agenda with a clear caveat that we wanted an answer provided publicly and minuted which you acknowledged. Whilst you did add this to the agenda, our question was ignored by Mayoress Ayre (as per above) and further the matter has not been added to an agenda for discussion since. Equally no correspondence has been received from the council on this matter.

The effort Anthony put in was extraordinary, voluntary and I believe at his own expense. He worked for many hours, at no expense to the council in hot weather. He worked alone, unaided by any councillor or council employee. A public thank you should have come naturally without it having to be requested by residents, yet *councillors did not even manage this! A mayoral award should be embraced as a way to reward those who go above and beyond for the town - we do not know what this might look like, however we know that a budget must be available. It would have been a good opportunity for the council to show that it values residents who give their time for our beautiful town. We still maintain that such an award should be forthcoming and we will continue to champion this until such a time that the matter is publicly addressed.*

This should not have been overlooked and we cannot help but think that a refusal to acknowledge his efforts most likely pertain to his opposition to council plans for the future of Kings Pond. This is unacceptable - regardless of views, this should have been judged on merit alone.

To summarise this point, We therefore ask YET AGAIN that these efforts are acknowledged and that he receives a mayoral award to reward what he has done. Will the mayor publicly acknowledge the efforts and confirm that some kind of award will be forthcoming? We require that this is addressed publicly.

With warm regards
Linda & Michael Smith.

159.4 County Councillor Joy, speaking in a personal capacity, stated that he had read the correspondence received in the agenda and found it quite worrying the tone with which some people were contacting the council. People who volunteer and give up their time to help and support their communities in the way councillors do should be treated with respect and if people put their hand up to criticise them in this way they will end up with no one wanting to do this job.

159.5 The Town Mayor, with the backing of the other councillors, then read out the following response to Mr and Mrs Smith to be recorded in the minutes:

"Mrs Harris, Town Clerk, acknowledged receipt of the e-mail from Mr. & Mrs Smith and confirmed it would be included as requested under "Correspondence Received"

With reference to their correspondence received in advance of the January Full Council meeting the Town Clerk confirmed that this was included, in full, with the agenda papers for the meeting on 8th January as well as being recorded in the Minutes of that meeting. Agenda papers are published in advance of meetings (on this occasion being published on 2nd January 2025) and as such all councillors had full sight of their correspondence in advance of the meeting and whilst I as Mayor chair the meeting, all councillors who are present at the meeting have the opportunity to comment and/or respond to any item on the agenda. The Minutes can only reflect what took place and no comments were recorded as there was no response from any councillor to your correspondence on the evening.

The Town Clerk has confirmed to me that no written correspondence regarding the Ukrainian flag was recorded as being received when the agenda for the Full Council meeting on 5th March was published. However, it is acknowledged that an e-mail was received on 4th March, although it was not opened by the Clerk until after the meeting on 5th March. Equally, it was not included on the agenda papers issued for the extra-ordinary meeting as these were published on 3rd March. The clerk,

therefore, took the earliest opportunity to raise the matter with councillors and this was verbally at the extra-ordinary meeting held on 10th March. Councillors instructed the clerk to place it on the agenda of the next available meeting so a decision could be made.
I can assure Mr & Mrs Smith that residents comments are taken seriously when they are received at the Town Hall and indeed their previous correspondence was included on the agenda and as such, there are no grounds, based on the fact that their correspondence was included on the agenda that supports their assertion that I ignored or shunned Mr & Mrs Smith and, therefore, I cannot be accused of a failure of leadership.

Regarding their comments about Mr. Anthony Furnival, I can again assure them that both the Town Clerk, and the deputy were in constant dialogue during the period when algae was a big problem at Kings Pond during August of last year and huge thanks were extended at the time to Mr. Furnival. I again, thanked him at the meeting on 4th September. Prior to the Town Clerk going on leave, contingency plans were put in place for twice daily clearance of the weir by the ground teams, but unfortunately the "perfect storm" hit and the situation quickly become so overwhelming despite the heroic efforts of not only Anthony, but also the entire grounds team and Councillor Hammond having to remove mountains of algae not only from the pond itself, but also having to cart it from site and disposing of it, that immediately upon the Clerk's return from annual leave on 22nd August she engaged an external contractor to clear the algae with mechanical aids as the situation deteriorated.

I would advise that I hold a Civic Reception each year to which members of the public, representatives of charitable and voluntary organisations are invited along with members of the public who carry out and give of their time to a number of community activities at which each and every one of them are thanked for their services. This reception is normally held in March/April of each year.

In terms of their further comments that councillors have not responded to their correspondence, I will leave it with them to respond."

Councillor Kellermann then spoke, saying that he was raising a point of order, that the chronology in which Alton Town Council deals with items on the agenda is incorrect and that an item should be proposed and seconded before any item is discussed. The Town Clerk read out the standing orders and stated that the motion was the item that had been placed on the agenda. The Mayor clarified that discussion on each motion on the agenda is invited from councillors before a proposer and seconder is sought to allow councillors to understand, debate and make any amendments as necessary to each item before it is progressed to a vote. Councillor Bayliss stated that while Councillor Kellermann raises an interesting point, it is something that needs careful consideration from councillors outside of a meeting and rather than springing it on them in this way, Councillors Hammond and Hill requested that Councillor Kellermann puts his concerns in writing to be taken to a subsequent meeting.

160 **Flying of the Ukrainian Flag**

Councillors discussed at length the flying of various flags in the town. A summary of points raised:

- There had been other requests to fly flags of countries at conflict in the past which had been declined, notably the flag of Israel. There are 144 countries in conflict at present so this could set a precedent and how do you choose which flags to fly and how can you refuse one and fly another.
- While there are many refugees from Ukraine, there are also residents and refugees from other countries, including Russia, who could feel victimised by the Ukrainian flag being flown.
- Supporting one side in an international conflict is beyond the purview of a town council, and while all individuals are welcome and even encouraged to express their support in whatever way they choose, the town council should be careful to represent all of its residents and should not as an organisation be taking sides.
- The tone of Mr Souter's email was felt to be rather aggressive and councillors felt that it was less about support for Ukraine and more about the reception that President Zelensky had received from President Trump.
- The UK has already declared its support for Ukraine and is helping them in whatever way it can.
- Alton is home to many Ukrainian refugees who have escaped their country because it has been invaded by an aggressor.
- Several councillors felt the flag should be flown.
- EHDC is already flying the flag.
- It was generally felt that it should not be flown over the cairn; that this location should be only for the military and Union Flag, but that other flags could be flown from Council buildings; in this case the Town Hall.

It was pointed out that you cannot fly another country's flag over an official building unless the Union Flag is also flown, therefore an amendment to the motion on the agenda was proposed by Councillor Hill and seconded by Councillor O'Brien, that the Ukrainian flag be flown under the Union Flag on the Town Hall for a period of four weeks. Councillors Hammond, Hill, O'Brien, Treacher and Wadman voted in favour of the amendment; Councillors Bayliss, Kellermann and Tansey voted against it and Councillor Eyre abstained, therefore the amendment was carried.

Thus, on the proposal of Councillor Hill, seconded by Councillor O'Brien, it was

RESOLVED
that the Ukrainian flag should be flown under the Union Flag on the Town Hall in Market Square for a period of four weeks.

Councillor Kellermann requested a recorded vote.

In favour: Councillors Hammond, Hill, O'Brien, Treacher and Wadman
Against: Councillors Bayliss, Kellermann and Tansey
Abstained: Councillor Eyre

161 **Event Grants**

161.1 **Alton Art Society**

Councillors felt that this was an internal celebration for the Alton Art Society rather than for the public benefit and as such should not be supported using public money. However, they stressed that if it is just that the public benefit has not been made clear in the application then the Alton Art Society would be welcome to reapply. There being no proposer for approval of the grant the application was therefore unsuccessful.

The Town Clerk was asked to write to the Alton Art Society to explain why, and explain that if it were for the benefit of the community then councillors would support it.

161.2 **Alton Lions**

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

RESOLVED
to approve a grant for The Alton Lions in the sum of £500 (five hundred pounds).

Councillor Kellermann requested a recorded vote.

In favour: Councillors Eyre, Bayliss, Boyce-Churn, Chubb, Hammond, Hill, O'Brien, Richards, Tansey, Treacher, Wadman and Waugh
Against: Councillor Kellermann.

162 **County and District Councillor Reports**

The following report was received prior to the meeting from District Councillor Graham Hill:

EHDC District Councillor report for Full Council 9 April 2025:

2025/2026 Budget
EHDC has approved at Full Council a balanced budget for 2025/2026.
The net cost of services will be £14.033m which is an increase of £528,000 compared to 2024/25. District will receive £364,000 less from central government in 2025/26 compared to 2024/25.
There will be a 3.4% increase to council tax resulting in an annual charge of £152 for a Band D property i.e. increase of £5 per year. In England over 30 councils have been granted exceptional financial support. Some have been granted increases in council tax of up to 10% to avoid bankruptcy.

Councillor Grants increase
From April this year each of the 43 Councillors across the District will have £7,000 per year available to fund community projects within their wards. This is a 100% increase from previous years and for Alton means that in total £49,000 is now available in 2025/26.

In addition to this £3,000 per councillor will be available towards the continuation of the Community Climate Action Fund totalling £129,000 across the EHDC this year Also any unused councillor grant funds can be transferred to the Community Climate Action Fund. Altogether £430,000 will be allocated across the EHDC for community projects through Councillors.

Projects
Approximately £9.3m will be spent on capital projects across the EHDC on new waste collection vehicles, the wet side addition to the Whitehill and Bordon Leisure Centre and ongoing maintenance to the investment property portfolio.
£100,000 has also been set aside for improving car park maintenance and buying digital speed cameras.
£100,000 has also been allocated for additional enforcement officers within the district. This covers many areas, including parking, littering and other such enforcements.

Councillor Grant application system
A new online system will start in April. This will enable charities, community groups etc to directly apply for Councillor grant funding. Councillors will be notified of an application to enable them to assess the request and authorise.

Whitehill and Bordon
As part of developing the infrastructure in the town a new 16,000 square feet Sainsbury's supermarket will be opening in summer 2026. Also following a campaign by EHDC and Damian Hinds MP a new banking hub is set to open in April.

Local Government award
EHDC has been shortlisted from 1,000 entries in the 'Most Improved Council' category at the 2025 Local Government Awards for excellence in local government. The winners will be announced on 11 June 2025.

Housing numbers
EHDC continues to fight for fair recognition of its unique housing numbers. Matthew Pennycook, Minister of State for Housing, Communities and Local Government, met with EHDC officers (Simon Jenkins and Adam Harvey) and Damian Hinds MP on10 March. He agreed that the district faces a unique situation with more than half of it protected from housing development because it is in the South Downs National Park and therefore it needs an exceptional way to calculate housing numbers.

Affordable housing consultation
EHDC has produced a draft Supplementary Planning Document (SPD) that is available for public consultation from Monday**,** 31 March, to the end of Monday, 28 April 2025. The web link is [Current planning consultations | East Hampshire District Council]

Corporate Peer Challenge
EHDC has worked with a team of senior councillors and officers from other authorities to review its operations, interview staff and councillors, and determine what it is going well and what can be improved. The team spent three days with the council in January quizzing staff and councillors and robustly challenging the council's way of working.
The report published last week, hailed EHDC as 'strong and sustainable', with 'passionate staff, who are committed to the council and residents'.

The report is the result of a process called a Corporate Peer Challenge. It saw a team of senior local government councillors and officers undertaking a comprehensive review of key finance, performance, and governance information at the council.
EHDC is a 'well-run' council that can 'deliver on its priorities', according to the overwhelmingly positive report by the local government experts.

Councillor Kellermann thanked Councillor Hill for taking the time to write the report. Councillors asked about the Local Plan and were given a brief update on figures which are yet to be published from Councillor Tansey. Councillor Bayliss commented that he was surprised to read about the award, and he suspected many people in Alton may have a different opinion if asked.

County Councillor Andrew Joy then gave a verbal report, saying that he had been to the Holybourne Village Association meeting the previous night and there were strong feelings and quite a strong campaign to get a 20mph limit through the village. He stated that the road is very congested with parking through the village. Councillor Joy suggested that the 20mph zone in Alton Town Centre should be expanded to include Holybourne and indeed more of Alton in order to make the roads safer.

A council has to be the one making the application. Councillor Joy stated that to register an initial application is only £175, but there are then substantial costs (typically around £30,000) involved, which has to be funded by the council making the application. It is all about where safety is crucial and if there are accident records for the location then that does allow for some funding from outside.

A detailed brief of how to apply has been sent through to the Town Clerk and Councillor Hill is doing a walk-round of the town next week with the Highways engineer.

Councillor Hill added that there has been talk of a 20mph speed limit in Holybourne for many years – at least since 2016 to his knowledge – but it has never progressed. He said that this time around we need to progress it very, very strongly.

Councillors thanked County Councillor Joy for his report.

163 **Model Standing Orders – update for adoption**

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

RESOLVED
to adopt the updated Standing Orders as tabled.

Councillor Kellermann requested a recorded vote.

In favour: Councillors Eyre, Bayliss, Hammond, Hill, O'Brien, Tansey, Treacher and Wadman
Abstained: Councillor Kellermann

164 **Alton Town Council Assets: quotations to undertake building valuations**

The Town Clerk had recommended appointing the cheapest contractor, but Councillors Hammond and Kellermann stated they did not see how the valuations could be done as a desk-top exercise and would prefer someone to visit each property to ensure they were accurate for insurance purposes. The Town Clerk pointed out that there was no money allocated in the budget for this so whatever was agreed would be coming out of reserves.

Councillor Kellermann proposed an amendment to the motion on the agenda to appoint Contractor C. This was seconded by Councillor Hammond with Councillors Eyre, Bayliss, Hammond, Kellermann, O'Brien, Tansey, Treacher and Wadman voting in favour and Councillor Hill voting against.

Thus, on the proposal of Councillor Kellermann, seconded by Councillor Hammond, it was

RESOLVED
to approve Company C (Eddisons) to provide rebuild valuations for insurance purposes of the Council's owned buildings at a cost of £7,500 (Seven thousand, five hundred pounds) +VAT.

Councillor Kellermann requested a recorded vote.

All in favour.

165 **Flood Meadows: restoration of riverside pathway**

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

RESOLVED
to approve Company A (Amenity Water Management) as its preferred contractor at a cost of £13,627 (thirteen thousand, six hundred and twenty seven pounds) +VAT, subject to successful site visit and terms being agreed for site compound and approval of working methodology.

Councillor Kellermann requested a recorded vote.

All in favour.

166 **Security Patrols of open spaces and ad hoc attendance at ATC events**

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

RESOLVED
to approve re-engagement of DGCS under delegated authority to:
(i) conduct security patrols of the Council's open spaces and undertake locking and unlocking of the Public Gardens within the approved budget limit for 2025/26 & 2026/27

(ii) provide road closure event security and first aid at Alton Town Council events: Remembrance Service and Christmas Lights Switch-on

Councillor Kellermann requested a recorded vote.

All in favour.

167 **Legal Agreements: Alton Cricket Club Licence to Occupy**

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

RESOLVED
to agree to a further 5 Year Licence to Occupy to Alton Cricket Club for the exclusive use of the Harry Baker pavilion at a fee of £750 per annum

Councillor Kellermann requested a recorded vote.

All in favour.

168 **King's Pond Task & Finish Group: Terms of Reference for approval and receiving of the meeting notes of the meeting held on 25th March 2025**

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

RESOLVED
to
(i) approve the amended Terms of Reference for the Kings Pond Task & Finish Technical Group
(ii) receive the meeting notes of the inaugural meeting of the group

Councillor Kellermann requested a recorded vote.

In favour: Councillors Eyre, Bayliss, Hammond, Hill, O'Brien, Tansey, Treacher and Wadman
Against: Councillor Kellermann

169 **Statement of Accounts to 31st March 2025**

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

RESOLVED
to confirm approval of:

1. The bank reconciliations for the Unity Account as at 31st March 2025
2. Petty Cash balance as at 31st March 2025
3. The Payments over £500 covering 1st- 31st March 2025

4. CCLA Deposit and Property Fund statements

Councillor Kellermann requested a recorded vote.

In favour: Councillors Eyre, Bayliss, Hammond, Hill, O'Brien, Tansey, Treacher and Wadman
Abstained: Councillor Kellermann

170 **<u>Appointment to an outside body: Jalsa Salana</u>**

Councillors Wadman and Kellermann declined to stand again. Councillor Kellermann said he did not feel any value to them being there – they were just told what was going on and given food and drink; they were not asked to contribute anything. There being no other volunteers it was agreed that the Clerk would write to them to explain that while Alton Town Council values the Jalsa Salana and the value they bring to the town, their invitation to be part of the community group must be declined at this time. However, she would write to those councillors who were not in attendance to enquire as to whether they wished to put their names forward.

171 **<u>Consultations</u>**

171.1 Hampshire and the Solent Devolution Consultation – opened on 17th February and will close on 13th April 2025
It was noted that this consultation is now open.

171.2 Hampshire County Council Future Services Consultation – Spring 2025 which has opened and closes on 7th May 2025
It was noted that this consultation is now open.

171.3 East Hampshire District Council draft affordable housing supplementary planning document (SPD) consultation opens 31st March until 28th April
It was noted that this consultation is now open.

The meeting closed at 20.51pm

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

23rd April 2025

Dear Pat

Re: Alton Town Council
Internal Audit Year Ended 31 March 2025 – Year-End Audit report

Executive summary

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

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

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk. The systems and processes in place are a model of good practice.

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

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

Regulation

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

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

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

Independence and competence

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

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

Engagement Letter

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

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

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

Year-End Audit

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

Table of contents

Interim 2023/24 Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
VAT	I have reviewed a sample of sales invoices drawn at random and a sample of invoices to charities. I remind council that it is important to obtain a certificate of exemption from the charity in order to be able to zero rate the sales invoice to them. In the absence of a valid certificate of exemption VAT must be charged on invoices to charities. The certificates should be retained in the Vat permanent folder. I have provided the Assistant Clerk with the links to the HMRC website for pro form exemption certificates.	Completed
Budget	Cost Centre 320 Allotments is showing as over budget by £3,984. I understand council is given the income and expenditure report on a monthly basis so will have had sight of this; however, I recommend that for the avoidance of doubt the minutes show that council have been made aware of this and the implications. In addition to this, the minute would show that council gives approval for continued spending, otherwise it could be argued that further spending would be against financial regulations.	Completed
Fixed Assets	We had a discussion regarding improving the register to make it more of a working document that would assist in ensuring council can make proper provision for replacing and repairing its fixed assets. I would recommend the production of a fixed asset capitalisation policy to dovetail with the financial regulations, to provide officers and councillors with clear guidance of what constitutes a fixed asset or not. Please see appendix for an example. This should be tailored to the councils own requirements.	On-going

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

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

Audit findings

Analysis of the council's year-end income and expenditure report shows total income for the year reported as 136% and total expenditure as 105%.

I have reviewed the income and expenditure against budget and note the additional unbudgeted income is due in the main to CIL. All other line items exhibit only minor variances, this suggests that the council budget was set appropriately and has been carefully monitored throughout the year.

At the end of the financial year, the council held circa £1,664,373 in earmarked reserves (EMR) and a further £129,491 in the general reserve. The earmarked reserves are listed and appear to be for bonafide ongoing projects.

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

The general reserve balance is within the recommended range.

I am satisfied the requirements of this control objective were met for 2024/25.

F. PETTY CASH

Internal audit requirement

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

Audit findings

The council continues to maintain a minimal petty cash float and records the entries in a separate cashbook as well as populating the Rialtos bookkeeping package. A review of the entries shows that the petty cash is used appropriately for incidental expenditure, and the amounts are inconsequential to the overall finances of the council.

I tested the petty cash at March 2025 and agreed it back to the cashbook and the cash analysis. There were no errors.

I am of the opinion that petty cash is properly maintained and supported by underlying receipts.

G. PAYROLL

Internal audit requirement

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

Audit findings

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

I am satisfied the requirements of this control objective were met for 2024/25.

H. ASSETS AND INVESTMENTS

Internal audit requirement

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

Audit findings

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR. **I recommend a reconciliation schedule is drawn up to show the movements from the prior year to the current year as the external auditor can ask for this as a follow up.**

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

I am satisfied the requirements of this control objective were met for 2024/25.

I. BANK AND CASH

Internal audit requirement

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

Audit findings

I reviewed the March 2025 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and cashbooks and found no errors. The balances agreed to the end of year AGAR.

The council does not benefit from the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS). The council has an adopted investment strategy on its website.

I am satisfied the requirements of this control objective were met for 2024/25.

J. YEAR END ACCOUNTS

Internal audit requirement

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

Audit findings

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

Section 1 – Annual Governance Statement

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

	Annual Governance Statement	*'Yes', means that this authority*	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*	**YES** – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*	**YES** – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*	**YES** – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*	**YES** – the requirements and timescales for 2023/24 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	*considered and documented the financial and other risks it faces and dealt with them properly.*	**YES** – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*	**YES** – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	*responded to matters brought to its attention by internal and external audit.*	**YES** – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this	*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*	**YES** – no matters were raised during the internal audit visits.

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

Section 2 – Accounting Statements

AGAR box number		2023/24	2024/25	Internal Auditor notes
1	Balances brought forward	1,049,931	1,587,852	Agrees to 2023/24 carry forward (box 7)
2	Precept or rates and levies	826,979	851,976	Figure confirmed to central precept record
3	Total other receipts	1,099,126	726,160	Agrees to underlying accounting records
4	Staff costs	505,927	513,500	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	9,411	9,411	Confirmed to PWLB documents
6	All other payments	872,846	849,213	Agrees to underlying accounting records
7	Balances carried forward	1,587,852	1,793,864	Casts correctly and agrees to balance sheet

8	Total value of cash and short-term investments	1,588,383	1,906,735	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long-term investments and assets	3,092,603	3,082,953	Matches asset register total and changes from previous year have been traced
10	Total borrowings	182,280	176,904	Confirmed to PWLB documents

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

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with a box 7 and 8 reconciliation properly completed.

It was noted there is a significant accrual of £70k for the path works at flood meadows. This is a project which will be funded out of CIL monies received in part during the year. The project was tendered prior to the year end. I have discussed this with the Finance Officer because there is an alternative accounting treatment whereby the expenditure is not accrued, and the reserves of the council are increased. The expenditure then being recognised in a future year. On the basis this project was budgeted for in the current year, the corresponding receipt was received in the current year, and the tenders were out in the current year, I am content to leave this as an accrual, thereby recognising the expense as a 2025 expense.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2023/24 and published on the council website.

The variance analysis has been completed to explain the variances where required. It was explained to me that at the end of the 2024 year end, that three invoices and a credit note were posted to the system after the 2024 AGAR reports had been produced and signed off. Therefore these transactions totalling £1,697.44 should have been reported in the 2024/25 council year. The RBS packaging due to timing has reported them into 2023/24. A manual adjustment was made to the AGAR to ensure correct treatment and timing. I am in agreement with the adjustment made and confirm there is no error and reserves remain correct.

I am satisfied the requirements of this control objective were met for 2024/25.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations.

(During the 2024/2025 AGAR period, were public rights in relation to the 2023/2024 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).

Audit findings

Inspection – key dates	2023/24	2024/25 Proposed
Date AGAR signed by council	1st May 2024	7th May
Date inspection notice issued	27th May 2024	TBC before 3rd June and after 7th may
Inspection period begins	3rd June 2024	3rd June 2025
Inspection period ends	12th July 2024	14th July 2025
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2023/24, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

I was able to confirm that the proposed dates for 2024/25 meet the statutory requirements.

I am satisfied the requirements of this control objective were met for 2024/25.

Achievement of control assertions at year-end audit date

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

	INTERNAL CONTROL OBJECTIVE	**YES**	**NO**	**NOT COVERED**
A	Appropriate accounting records have been properly kept throughout the financial year	☑		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	☑		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	☑		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	☑		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	☑		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	☑		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	☑		
H	Asset and investments registers were complete and accurate and properly maintained.	☑		
I	Periodic bank account reconciliations were properly carried out during the year.	☑		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	☑		
K	If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")*			☑ N/a
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	☑		
M	M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations. (During the 2024/2025 AGAR period, were public rights in relation to the 2023/2024 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	☑		
N	The authority has complied with the publication requirements for 2023/24 AGAR.	☑		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			☑ N/a

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

Yours sincerely

M Mulberry

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

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

None at the year end

Audit Point	Audit Findings	Council comments
Fixed Assets	I recommend a reconciliation schedule is drawn up to show the movements from the prior year to the current year as the external auditor can ask for this as a follow up.	

ALTON TOWN COUNCIL REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT CONTROLS

Reviewed for the Financial Year by Full Council on the 7th May 2025

In accordance with the Governance and Accountability for Smaller Authorities in England Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements March 2025, Alton Town Council (hereafter referred to as "the Council") is required to carry out a review of the effectiveness of the internal audit of the Council's accounting, financial and other operations. Regulation 6 of the Accounts and Audit Regulations 2015 requires the Council to conduct each financial year a review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement. The Regulations require that the review of the effectiveness of the system of internal audits precedes the annual governance review.

PART 1: Scope of the Internal Audit

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

Was the scope of the Internal Audit for 2024/25 adequate? **YES**

PART 2: Independence of the Internal Auditor

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

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

PART 3: Competence of the Internal Auditor

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

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

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

PART 4: Relationships with the Clerk and the authority

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

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

PART 5: Audit Planning and Reporting

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

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

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:
- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices.*
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025.** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2025
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2024/25

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

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

Publication Requirements

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

Before 1 July 2025 authorities **must** publish:
- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:
- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at **31 March 2025** been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2024/25

Alton Town Council

www.alton.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")*			✓ N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

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

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

Date(s) internal audit undertaken: 03/07/2024 02/10/2025 08/01/2026

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

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

Date: 16/04/2025

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

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

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Alton Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

	Yes	No	N/A	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.			✓	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

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

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

07/05/2025

and recorded as minute reference:

MINUTE REFERENCE

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

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

www.alton.gov.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

Alton Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	1,049,931	1,587,852	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	826,979	851,976	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	1,099,126	726,160	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	505,927	513,500	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	9,411	9,411	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	872,846	849,213	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	1,587,852	1,793,864	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	1,588,383	1,906,735	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	3,092,603	3,088,953	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	182,280	176,904	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date 07/05/2025

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

07/05/2025

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of Alton Town Council

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YYYY

Alton Town Council

Balance Sheet as at 31/03/2025

31/03/2024					31/03/2025
		Current Assets			
17,000		Debtors	22,525		
38,172		Vat Control	25,122		
1,457,727		CCLA Deposit Fund	1,738,733		
223		Petty Cash	181		
130,433		Unity Trust Bank : Current A/c	167,821		
1,643,555				**1,954,381**	
	1,643,555	**Total Assets**			1,954,381
		Current Liabilities			
7,228		Creditors control ac	2,681		
40,008		Accruals	151,020		
6,770		Receipts in Advance	6,816		
54,006				**160,517**	
	1,589,549	**Total Assets Less Current Liabilities**			1,793,864
		Represented By			
	29,204	Working Capital			27,406
	229,681	EMR Open Spaces (inc King Pond			211,304
	94,898	EMR 3G Interest			222,673
	28,179	Economic Development Reserve			28,179
	203,107	EMR Capital Reserve			243,862
	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			248,970
	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			40,000
	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
	0	EMR PTMC			2,905
	0	EMR Jubilee Pavilion project			148,125
	0	EMR Assembley Rooms			20,000

Alton Town Council

Balance Sheet as at 31/03/2025

31/03/2024		31/03/2025
1,589,549		**1,793,864**

The above statement represents fairly the financial position of the authority as at 31/03/2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman ______________________ Date : ______________

Signed :
Responsible
Financial ______________________ Date :______________

Alton Town Council

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12 Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Corporate Management								
1010	Other Income	0	20,500	60	(20,440)			34166.7	(11,972)
	Corporate Management :- Income	0	20,500	60	(20,440)			34166.7	(11,972)
4088	Newsletter	1,925	4,883	6,133	1,250		1,250	79.6%	
4101	Bank Charges	43	521	539	18		18	96.7%	
4111	Professional Fees	1,938	31,344	18,000	(13,344)		(13,344)	174.1%	
4112	Audit Fees	0	3,181	4,200	1,019		1,019	75.7%	
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	3,905	39,930	51,048	11,118	0	11,118	78.2%	0
	Net Income over Expenditure	(3,905)	(19,430)	(50,988)	(31,558)				
6001	less Transfer to EMR	(11,972)	(11,972)	0	11,972				
	Movement to/(from) Gen Reserve	8,067	(7,458)	(50,988)	(43,530)				
102	Democratic Representation								
1010	Other Income	0	170	0	(170)			0.0%	
	Democratic Representation :- Income	0	170	0	(170)				0
4121	Mayors Allowance	2,039	4,000	4,000	(0)		(0)	100.0%	
4122	Election costs	0	0	5,000	5,000		5,000	0.0%	
4124	Public Consultations	0	246	2,000	1,755	5,100	(3,346)	267.3%	
4125	Councillor Expenses	800	1,133	1,200	67		67	94.4%	
	Democratic Representation :- Indirect Expenditure	2,839	5,379	12,200	6,821	5,100	1,721	85.9%	0
	Net Income over Expenditure	(2,839)	(5,209)	(12,200)	(6,991)				
105	Central Support-Admin Costs								
1009	Insurance Payout	0	5,621	0	(5,621)			0.0%	
1010	Other Income	0	4,106	0	(4,106)			0.0%	
	Central Support-Admin Costs :- Income	0	9,726	0	(9,726)				0
4001	Salaries	21,806	259,960	265,932	5,972		5,972	97.8%	
4002	Employers NI	2,277	27,146	27,125	(21)		(21)	100.1%	
4003	Employers Pension	4,385	50,731	56,831	6,100		6,100	89.3%	
4005	Pension Enhancements	0	1,201	1,200	(1)		(1)	100.1%	
4008	Staff Training	100	658	1,600	942		942	41.1%	
4009	Staff Travel & Welfare	36	3,334	3,840	506		506	86.8%	
4026	Other Expenditure	92	1,957	2,625	668		668	74.6%	
4071	Telephone and IT	3,620	15,383	15,383	0		0	100.0%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4072	Mobile Phones	236	2,790	2,683	(107)		(107)	104.0%	
4075	Stationery & Printing	252	4,188	2,106	(2,082)		(2,082)	198.9%	
4076	Postage	8	656	1,158	502		502	56.6%	
4080	Subscriptions & Publications	0	2,520	3,308	788		788	76.2%	
4085	Insurance	32	24,103	24,536	433		433	98.2%	
4087	Advertising	257	257	683	426		426	37.6%	
4155	Equipment	3,010	2,242	2,100	(142)		(142)	106.7%	
4157	Furniture	0	0	1,050	1,050		1,050	0.0%	
	Central Support-Admin Costs :- Indirect Expenditure	36,109	397,126	412,160	15,034	0	15,034	96.4%	0
	Net Income over Expenditure	(36,109)	(387,400)	(412,160)	(24,760)				
106	Central Support-Town Hall								
1002	Shop Rents	330	3,961	3,960	(1)			100.0%	
1010	Other Income	0	15,791	0	(15,791)			0.0%	
	Central Support-Town Hall :- Income	330	19,752	3,960	(15,792)			498.8%	0
4021	Rates	634	7,610	7,430	(180)		(180)	102.4%	
4022	Water Charges	55	569	748	179		179	76.1%	
4024	Gas	460	2,516	2,436	(80)		(80)	103.3%	
4025	Electricity	1,582	3,696	3,304	(392)		(392)	111.9%	
4030	Cleaning	220	2,123	2,112	(11)		(11)	100.5%	
4140	Building Maintenance	1,493	9,776	75,000	65,224		65,224	13.0%	
	Central Support-Town Hall :- Indirect Expenditure	4,444	26,290	91,030	64,740	0	64,740	28.9%	0
	Net Income over Expenditure	(4,114)	(6,538)	(87,070)	(80,532)				
107	Operating Income & Exp.								
1005	Market Income	1,000	12,000	14,000	2,000			85.7%	
1081	CIL	0	230,469	0	(230,469)			0.0%	132,367
1176	Precept	0	851,976	851,976	(0)			100.0%	44,000
1190	Interest Received	13,502	97,852	50,000	(47,852)			195.7%	91,659
	Operating Income & Exp. :- Income	14,502	1,192,297	915,976	(276,321)			130.2%	268,026
4504	Neighbourhood CIL Grants	24,592	84,805	0	(84,805)		(84,805)	0.0%	
	Operating Income & Exp. :- Indirect Expenditure	24,592	84,805	0	(84,805)	0	(84,805)		0
	Net Income over Expenditure	(10,089)	1,107,491	915,976	(191,515)				
6001	less Transfer to EMR	315,483	268,026	0	(268,026)				
	Movement to/(from) Gen Reserve	(325,572)	839,466	915,976	76,510				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
108	Other Properties								
1001	Rents	0	12,000	12,000	0			100.0%	
	Other Properties :- Income	0	12,000	12,000	0			100.0%	0
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	0	9,411	9,411	0		0	100.0%	
	Other Properties :- Indirect Expenditure	0	10,170	11,511	1,341	0	1,341	88.3%	0
	Net Income over Expenditure	0	1,830	489	(1,341)				
201	Anstey Park								
1000	Fees and Charges	1,248	15,864	19,759	3,895			80.3%	
1001	Rents	5,752	56,126	55,445	(681)			101.2%	
1010	Other Income	0	2,541	0	(2,541)			0.0%	
1016	Alton FC Holding Funds	0	22,116	22,116	0			100.0%	22,116
	Anstey Park :- Income	7,000	96,647	97,320	673			99.3%	22,116
4021	Rates	147	1,771	1,675	(96)		(96)	105.8%	
4022	Water Charges	6	2,056	2,007	(49)		(49)	102.4%	
4024	Gas	200	1,745	2,743	998		998	63.6%	
4025	Electricity	1,229	11,824	10,133	(1,691)		(1,691)	116.7%	
4030	Cleaning	854	10,221	10,760	539		539	95.0%	
4071	Telephone and IT	62	679	649	(30)		(30)	104.7%	
4140	Building Maintenance	0	3,835	8,400	4,565		4,565	45.6%	
4141	Grounds Maintenance	23,711	32,342	41,531	9,189	9,190	(1)	100.0%	
	Anstey Park :- Indirect Expenditure	26,208	64,473	77,898	13,425	9,190	4,236	94.6%	0
	Net Income over Expenditure	(19,208)	32,174	19,422	(12,752)				
6001	less Transfer to EMR	22,116	22,116	0	(22,116)				
	Movement to/(from) Gen Reserve	(41,324)	10,058	19,422	9,364				
202	Jubilee Playing Fields								
1000	Fees and Charges	1,510	15,819	17,263	1,444			91.6%	
1001	Rents	1,770	22,445	21,404	(1,041)			104.9%	
	Jubilee Playing Fields :- Income	3,280	38,264	38,667	403			99.0%	0
4021	Rates	174	2,083	2,343	260		260	88.9%	
4022	Water Charges	0	293	2,646	2,353		2,353	11.1%	
4025	Electricity	551	5,259	4,879	(380)		(380)	107.8%	
4030	Cleaning	0	239	0	(239)		(239)	0.0%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4071	Telephone and IT	18	218	189	(29)		(29)	115.5%	
4140	Building Maintenance	0	11,074	2,100	(8,974)		(8,974)	527.4%	
4141	Grounds Maintenance	828	8,862	8,517	(345)	323	(668)	107.8%	
4143	Skatepark Maintenance	0	0	500	500		500	0.0%	
4150	Fuel Costs	0	936	1,560	624		624	60.0%	
	Jubilee Playing Fields :- Indirect Expenditure	1,572	28,965	22,734	(6,231)	323	(6,554)	128.8%	0
	Net Income over Expenditure	1,709	9,299	15,933	6,634				
301	Grounds Maintenance Team								
1000	Fees and Charges	0	1,200	0	(1,200)			0.0%	
1010	Other Income	1,013	3,840	0	(3,840)			0.0%	
	Grounds Maintenance Team :- Income	1,013	5,040	0	(5,040)				0
4001	Salaries	11,251	144,642	152,078	7,436		7,436	95.1%	
4002	Employers NI	796	10,054	14,447	4,393		4,393	69.6%	
4003	Employers Pension	1,358	17,649	32,545	14,896		14,896	54.2%	
4010	Uniforms	0	495	525	30		30	94.2%	
4031	Refuse Collection	1,971	19,281	19,173	(108)		(108)	100.6%	
4139	Pot holes/Roadway resurfacing	15,050	7,500	7,500	0		0	100.0%	
4141	Grounds Maintenance	0	10,739	6,471	(4,268)		(4,268)	166.0%	
4144	Play Equipment Inspections	0	8,271	14,707	6,437	455	5,982	59.3%	
4145	Tree Maintenance	70	24,652	25,000	348		348	98.6%	
4146	Bedding Plants	76	813	500	(313)		(313)	162.7%	
4147	Dog Bins	258	1,430	1,680	250		250	85.1%	
4148	Play Equipment Maintenance	9,243	11,550	11,550	(0)		(0)	100.0%	
4149	Vehicle Costs	85	2,802	6,718	3,916	0	3,916	41.7%	
4150	Fuel Costs	408	6,350	9,391	3,041		3,041	67.6%	
4153	Locking & Unlocking	0	11,456	11,466	10		10	99.9%	
4155	Equipment	504	26,289	20,512	(5,777)		(5,777)	128.2%	
	Grounds Maintenance Team :- Indirect Expenditure	41,069	303,973	334,263	30,290	455	29,835	91.1%	0
	Net Income over Expenditure	(40,057)	(298,933)	(334,263)	(35,330)				
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	200	55	(145)		(145)	363.5%	
4031	Refuse Collection	0	1,095	0	(1,095)		(1,095)	0.0%	
	The Butts :- Indirect Expenditure	0	1,295	55	(1,240)	0	(1,240)	2355.3%	0
	Net Income over Expenditure	0	1,135	2,145	1,010				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
311	Public Gardens								
1001	Rents	2,357	16,449	16,397	(52)			100.3%	
1010	Other Income	30,854	32,572	0	(32,572)			0.0%	(13,712)
	Public Gardens :- Income	33,211	49,021	16,397	(32,624)			299.0%	(13,712)
4022	Water Charges	6	6	546	540		540	1.0%	
4025	Electricity	320	3,703	3,098	(605)		(605)	119.5%	
4140	Building Maintenance	0	1,940	1,323	(617)		(617)	146.6%	
4141	Grounds Maintenance	44,000	44,473	3,032	(41,441)		(41,441)	1466.8%	
	Public Gardens :- Indirect Expenditure	44,326	50,120	7,999	(42,121)	0	(42,121)	626.6%	0
	Net Income over Expenditure	(11,115)	(1,099)	8,398	9,497				
6001	less Transfer to EMR	(14,294)	(13,712)	0	13,712				
	Movement to/(from) Gen Reserve	3,179	12,613	8,398	(4,215)				
312	Windmill Hill								
1001	Rents	0	4,417	4,400	(17)			100.4%	
	Windmill Hill :- Income	0	4,417	4,400	(17)			100.4%	0
	Net Income	0	4,417	4,400	(17)				
313	Kings Pond								
1001	Rents	646	7,269	7,200	(69)			101.0%	
	Kings Pond :- Income	646	7,269	7,200	(69)			101.0%	0
4140	Building Maintenance	0	80	0	(80)		(80)	0.0%	
4141	Grounds Maintenance	1,204	4,000	4,000	(0)		(0)	100.0%	
	Kings Pond :- Indirect Expenditure	1,204	4,080	4,000	(80)	0	(80)	102.0%	0
	Net Income over Expenditure	(558)	3,189	3,200	11				
314	Holybourne Play Area								
4200	Ground Rent	0	265	265	0		0	100.0%	
	Holybourne Play Area :- Indirect Expenditure	0	265	265	0	0	0	100.0%	0
	Net Expenditure	0	(265)	(265)	0				
315	Chawton Park Road								
1001	Rents	6,250	27,150	27,150	0			100.0%	
	Chawton Park Road :- Income	6,250	27,150	27,150	0			100.0%	0
	Net Income	6,250	27,150	27,150	0				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
316	Greenfields								
1001	Rents	0	508	500	(8)			101.6%	
	Greenfields :- Income	0	508	500	(8)			101.6%	0
	Net Income	0	508	500	(8)				
317	Flood Meadows								
4025	Electricity	678	1,766	504	(1,262)		(1,262)	350.4%	
4141	Grounds Maintenance	69,852	70,000	70,000	(0)		(0)	100.0%	
	Flood Meadows :- Indirect Expenditure	70,530	71,766	70,504	(1,262)	0	(1,262)	101.8%	0
	Net Expenditure	(70,530)	(71,766)	(70,504)	1,262				
318	Other Open Spaces								
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)				
320	Allotments								
1001	Rents	(5,406)	7,832	7,050	(782)			111.1%	
1003	Allotment affiliation fees	0	1,058	200	(858)			529.0%	
1004	Key Deposits	0	15	0	(15)			0.0%	
	Allotments :- Income	(5,406)	8,905	7,250	(1,655)			122.8%	0
4022	Water Charges	4	2,333	1,260	(1,073)		(1,073)	185.1%	
4033	Allotment affiliation fees	0	1,110	0	(1,110)		(1,110)	0.0%	
4141	Grounds Maintenance	0	3,558	2,625	(933)		(933)	135.6%	
	Allotments :- Indirect Expenditure	4	7,001	3,885	(3,116)	0	(3,116)	180.2%	0
	Net Income over Expenditure	(5,410)	1,904	3,365	1,461				
321	Barley Fields								
1010	Other Income	0	1,225	0	(1,225)			0.0%	
	Barley Fields :- Income	0	1,225	0	(1,225)				0
	Net Income	0	1,225	0	(1,225)				
401	Community								
1014	Other Events Income	(170)	2,945	3,000	55			98.2%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1072	Donations/Sponsorship Received	0	4,716	3,000	(1,716)			157.2%	1,773
1075	Town Crier Donations	0	40	0	(40)			0.0%	
1080	Grant Income	0	0	1,000	1,000			0.0%	
	Community :- Income	(170)	7,701	7,000	(701)			110.0%	1,773
4001	Salaries	0	1,639	0	(1,639)		(1,639)	0.0%	
4002	Employers NI	0	156	0	(156)		(156)	0.0%	
4003	Employers Pension	0	322	0	(322)		(322)	0.0%	
4304	Town Crier	0	1,180	1,200	20		20	98.3%	
4305	3rd Party Event Costs	0	2,100	2,100	0		0	100.0%	
4306	Tourism	1,018	6,716	12,000	5,284		5,284	56.0%	
4307	Town Centre Events	0	6,044	18,900	12,856		12,856	32.0%	
4308	Youth Expenditure	0	20,000	20,000	0		0	100.0%	
4312	Events Grants	0	2,945	4,000	1,055		1,055	73.6%	
4314	CCTV	0	3,956	2,990	(966)		(966)	132.3%	
4317	Climate Change Actions/Strateg	5,051	15,000	15,000	0		0	100.0%	
	Community :- Indirect Expenditure	6,069	60,058	76,190	16,132	0	16,132	78.8%	0
	Net Income over Expenditure	(6,239)	(52,358)	(69,190)	(16,832)				
6001	less Transfer to EMR	0	1,773	0	(1,773)				
	Movement to/(from) Gen Reserve	(6,239)	(54,131)	(69,190)	(15,059)				
403	Christmas Lights								
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	(263)	20,508	22,000	1,492		1,492	93.2%	
	Christmas Lights :- Indirect Expenditure	(263)	20,508	22,000	1,492	0	1,492	93.2%	0
	Net Income over Expenditure	263	(19,008)	(22,000)	(2,992)				
404	Alton in Bloom								
1070	Alton in Bloom-Income	0	756	0	(756)			0.0%	550
	Alton in Bloom :- Income	0	756	0	(756)				550
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	0	(686)	(1,500)	(814)				
6001	less Transfer to EMR	0	550	0	(550)				
	Movement to/(from) Gen Reserve	0	(1,237)	(1,500)	(263)				

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
420	**Grants**								
4500	Grants-Empowered	0	24,730	30,000	5,270		5,270	82.4%	
	Grants :- Indirect Expenditure	0	24,730	30,000	5,270	0	5,270	82.4%	0
	Net Expenditure	0	(24,730)	(30,000)	(5,270)				
503	**Assembly Rooms**								
1000	Fees and Charges	48	9,786	0	(9,786)			0.0%	
1001	Rents	1,060	12,370	12,889	519			96.0%	
	Assembly Rooms :- Income	1,108	22,156	12,889	(9,267)			171.9%	0
4006	Management contract	0	7,016	8,000	984		984	87.7%	
4022	Water Charges	149	1,460	0	(1,460)		(1,460)	0.0%	
4024	Gas	528	1,155	0	(1,155)		(1,155)	0.0%	
4025	Electricity	858	5,230	0	(5,230)		(5,230)	0.0%	
4026	Other Expenditure	0	316	750	434		434	42.1%	
4031	Refuse Collection	66	710	0	(710)		(710)	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	6,600	12,993	0	(12,993)	6,381	(19,374)	0.0%	
4155	Equipment	(20)	433	0	(433)		(433)	0.0%	
	Assembly Rooms :- Indirect Expenditure	8,181	30,104	8,750	(21,354)	6,381	(27,734)	417.0%	0
	Net Income over Expenditure	(7,073)	(7,948)	4,139	12,087				
601	**Street Furniture**								
1008	Bus shelter adverts income	140	7,689	0	(7,689)			0.0%	
1072	Donations/Sponsorship Received	0	1,958	3,360	1,402			58.3%	
	Street Furniture :- Income	140	9,647	3,360	(6,287)			287.1%	0
4021	Rates	91	1,098	1,321	223		223	83.1%	
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	396	1,348	2,000	652		652	67.4%	
	Street Furniture :- Indirect Expenditure	487	4,806	7,135	2,329	150	2,179	69.5%	0
	Net Income over Expenditure	(347)	4,841	(3,775)	(8,616)				
602	**Neighbourhood Plan**								
1080	Grant Income	0	0	0	0			0.0%	(9,906)
	Neighbourhood Plan :- Income	0	0	0	0				(9,906)

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4026	Other Expenditure	18,750	30,000	30,000	0		0	100.0%	
	Neighbourhood Plan :- Indirect Expenditure	18,750	30,000	30,000	0	0	0	100.0%	0
	Net Income over Expenditure	(18,750)	(30,000)	(30,000)	0				
6001	less Transfer to EMR	0	(9,906)	0	9,906				
	Movement to/(from) Gen Reserve	(18,750)	(20,094)	(30,000)	(9,906)				
702	Projects								
1085	Developer Contributions/S106	0	39,358	0	(39,358)			0.0%	(50,762)
	Projects :- Income	0	39,358	0	(39,358)				(50,762)
4401	Jubilee Playing Fields	550	83,934	0	(83,934)		(83,934)	0.0%	
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	0	8,481	0	(8,481)	829	(9,311)	0.0%	
4417	Kings Pond Project	7,147	8,000	8,000	0		0	100.0%	
	Projects :- Indirect Expenditure	7,697	104,592	48,000	(56,592)	829	(57,421)	219.6%	0
	Net Income over Expenditure	(7,697)	(65,234)	(48,000)	17,234				
6001	less Transfer to EMR	0	(50,762)	0	50,762				
	Movement to/(from) Gen Reserve	(7,697)	(14,472)	(48,000)	(33,528)				

	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	61,905	1,576,439	1,156,329	(420,110)			136.3%	
Expenditure	297,724	1,372,124	1,323,627	(48,497)	22,428	(70,925)	105.4%	
Net Income over Expenditure	(235,819)	204,315	(167,298)	(371,613)				
less Transfer to EMR	311,333	206,112	0	(206,112)				
Movement to/(from) Gen Reserve	(547,152)	(1,797)	(167,298)	(165,501)				

Alton Town Council

Current T2

60–83–01 • 20302775

Balances are correct as of 08:50 on 01 Apr 2025.

Date	Description	Paid in	Paid out	Balance
31/03/25	Service Charge		**-22.35**	**167,820.65**

Date: 01/04/2025

Time: 09:34

Alton Town Council

Page 1

User: WENDY

Bank Reconciliation Statement as at 31/03/2025
for Cashbook 4 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	31/03/2025		180.98
			180.98

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		180.98

Unpresented Receipts (Plus)		
	0.00	
		0.00
		180.98

Balance per Cash Book is :- **180.98**

Difference is :- **0.00**

Signatory 1:

Name Cllr G Hill Signed Date 9/4/25

Signatory 2:

Name Signed PETER WAXMAN Date 9/4/25

Date: 01/04/2025

Time: 09:32

Alton Town Council

Page 1

User: WENDY

Bank Reconciliation Statement as at 31/03/2025
for Cashbook 1 - Unity Trust Bank : Current A/c

Bank Statement Account Name (s)	**Statement Date**	**Page No**	**Balances**
Unity Trust Bank: Current A/C	31/03/2025		167,820.65
			167,820.65
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			167,820.65
Unpresented Receipts (Plus)			
		0.00	
			0.00
			167,820.65
		Balance per Cash Book is :-	**167,820.65**
		Difference is :-	**0.00**

Signatory 1:

Name Cllr G Hill ....Signed G S Hill ....Date 9/4/25

Signatory 2:

Name Cllr J Treacher ....Signed J M Treacher ....Date 9/4/25

Bank Reconciliation Statement as at 31/03/2025
for Cashbook 2 - CCLA Deposit Fund

Bank Statement Account Name (s)	**Statement Date**	**Page No**	**Balances**
CCLA Deposit Fund	31/03/2025		1,738,733.39
			1,738,733.39
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			1,738,733.39
Unpresented Receipts (Plus)			
		0.00	
			0.00
			1,738,733.39
		Balance per Cash Book is :-	**1,738,733.39**
		Difference is :-	**0.00**

Signatory 1:

Name Cllr G Hill Signed G S Hill Date 9/4/25

Signatory 2:

Name M Treacher Signed M Treacher Date 9/4/25

CCLA
GOOD INVESTMENT

Statement of Account

Mrs Patricia M Harris
Alton Town Council
Markets Street
Alton
GU34 1HD

5 April 2025

Account name: **ALTON TOWN COUNCIL**
Account number: **PS3078535-001**
Statement period: **28/02/2025 to 31/03/2025**

Account summary

Total valuation as at 31 March 2025	**£1,738,733.39**
Total valuation as at last statement at 28 February 2025	**£1,732,540.44**

Holdings as at 31 March 2025

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	1,738,733.3900	£1.00	£1,738,733.39

Total value
£1,738,733.39

Transactions for the period from 28 February 2025 to 31 March 2025

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
04/03/2025	Income Reinvestment	6,192.9500	£1.0000	£6,192.95

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

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

The average Fund yield for this period was 4.50% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Mar 2025	02/04/2025	Reinvestment	£6,642.76	PS3078535-001

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

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

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

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

Alton Town Council

Cashbook transactions totalling £500.00 or more
for the period 01/04/2024 to 31/03/2025

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Unity Trust Bank : Current	1	19/04/2024	1100016689	East Hampshire District Counci	635.75
1	Unity Trust Bank : Current	1	02/04/2024	531581641	Zurich Municipal Management Se	24,035.93
1	Unity Trust Bank : Current	1	19/04/2024	49CC72EO	E.ON	578.32
1	Unity Trust Bank : Current	1	15/04/2024	DD	Payroll	25,287.63
1	Unity Trust Bank : Current	1	19/04/2024	BACS036	Alton Community Association	3,425.66
1	Unity Trust Bank : Current	1	19/04/2024	BACS023	Custom Made Web Design	600.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS022	Chalvington Communications Lim	1,233.28
1	Unity Trust Bank : Current	1	19/04/2024	BACS018	HM Revenue & Customs	8,337.76
1	Unity Trust Bank : Current	1	19/04/2024	BACS017	Hampshire Pension Fund	6,416.58
1	Unity Trust Bank : Current	1	19/04/2024	BACS016	Rigby Taylor Limited	3,442.40
1	Unity Trust Bank : Current	1	19/04/2024	BACS015	Hampshire Association of Local	2,290.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS014	Alton Climate Action & Netwrok	3,145.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS013	Chubb Electronic Security Syst	510.77
1	Unity Trust Bank : Current	1	19/04/2024	BACS011	RBS Software Solutions	2,360.40
1	Unity Trust Bank : Current	1	19/04/2024	BACS009	The Kings Arms	10,000.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS001	Alton Community Association	4,000.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS002	Alton Stroke Support Group	500.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS003	Bushy Leaze	5,000.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS004	Home Start Weywater	2,500.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS005	The Friendship Cafe	1,130.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS019	Dementia Friends Alton	1,841.28
1	Unity Trust Bank : Current	1	19/04/2024	BACS025	Salnor Roofing Services Limite	2,529.60
1	Unity Trust Bank : Current	1	19/04/2024	BACS035	All About Flooring Limited	1,770.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS038	Flint Construction Limited	20,058.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS008	Worknest	2,184.17
1	Unity Trust Bank : Current	1	19/04/2024	EC1E306B	E.ON	2,945.18
1	Unity Trust Bank : Current	1	19/04/2024	74E3BA86	E.ON	642.83
1	Unity Trust Bank : Current	1	19/04/2024	B993102D	E.ON	781.48
1	Unity Trust Bank : Current	1	09/04/2024	DD	Lloyds	635.64
1	Unity Trust Bank : Current	1	23/04/2024	E3E271F2	E.ON	764.32
1	Unity Trust Bank : Current	1	24/04/2024	BACS022	Tudor Environmental	1,804.16
1	Unity Trust Bank : Current	1	24/04/2024	BACS021	T H White Limited	1,169.58
1	Unity Trust Bank : Current	1	24/04/2024	BACS019	Rigby Taylor Limited	726.00
1	Unity Trust Bank : Current	1	24/04/2024	BACS015	Mascolo & Styles	2,640.00
1	Unity Trust Bank : Current	1	24/04/2024	BACS014	Hampshire County Council	1,800.00
1	Unity Trust Bank : Current	1	24/04/2024	BACS010	Flint Construction Limited	4,353.40
1	Unity Trust Bank : Current	1	24/04/2024	BACS007	Complete Weed Control South	1,227.54
1	Unity Trust Bank : Current	1	24/04/2024	BACS004	Bishops Printers Limited	806.00
1	Unity Trust Bank : Current	2	07/05/2024	Rates	East Hampshire District Counci	634.00
1	Unity Trust Bank : Current	2	10/05/2024	DD	Lloyds Credit Card	2,279.88
1	Unity Trust Bank : Current	2	10/05/2024	DD	Lloyds Caredit Card	1,171.34
1	Unity Trust Bank : Current	2	15/05/2024	DD	Live pay	24,478.92
1	Unity Trust Bank : Current	2	16/05/2024	BACS036	Voller Urban Design	1,110.00
1	Unity Trust Bank : Current	2	16/05/2024	BACS037	WP Group	726.60
1	Unity Trust Bank : Current	2	16/05/2024	BACS035	Turfleet Hire	888.00
1	Unity Trust Bank : Current	2	16/05/2024	BACS029	Sawscapes Play	1,920.00
1	Unity Trust Bank : Current	2	16/05/2024	BACS027	Rod Gaskin Farm Equipment Limi	4,753.65
1	Unity Trust Bank : Current	2	16/05/2024	BACS025	Mid Hants Mowers Limited	985.60

Alton Town Council

Cashbook transactions totalling £500.00 or more
for the period 01/04/2024 to 31/03/2025

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Unity Trust Bank : Current	2	16/05/2024	BACS024	Hampshire Pension Fund	617.59
1	Unity Trust Bank : Current	2	16/05/2024	BACS023	HM Revenue & Customs	7,799.96
1	Unity Trust Bank : Current	2	16/05/2024	BACS019	Ellack Cleaning Contractors Lt	1,024.64
1	Unity Trust Bank : Current	2	16/05/2024	BACS020	Green Frontiers Garden Care Li	660.00
1	Unity Trust Bank : Current	2	16/05/2024	BACS018	Elec-trixx - Lee Rodwell	930.00
1	Unity Trust Bank : Current	2	16/05/2024	BACS017	Dataprint Limited	662.40
1	Unity Trust Bank : Current	2	16/05/2024	BACS015	Complete Weed Control South	1,159.87
1	Unity Trust Bank : Current	2	16/05/2024	BACS014	Chalvington Communications Lim	1,233.18
1	Unity Trust Bank : Current	2	16/05/2024	BACS004	Bureau 14 Marketing Services	780.00
1	Unity Trust Bank : Current	2	16/05/2024	BACS001	Alton Allotment Association Ma	1,110.00
1	Unity Trust Bank : Current	2	16/05/2024	BACS024	Hampshire Pension Fund	5,520.00
1	Unity Trust Bank : Current	2	29/05/2024	E3E271F2	E.ON	1,999.04
1	Unity Trust Bank : Current	2	29/05/2024	B993102D	E.ON	782.12
1	Unity Trust Bank : Current	2	30/05/2024	BACS019	Veolia Environmental Services	2,186.47
1	Unity Trust Bank : Current	2	30/05/2024	BACS007	Fuelgenie Business Account	595.42
1	Unity Trust Bank : Current	2	30/05/2024	BACS001	Alton Climate Action & Netwrok	1,237.00
1	Unity Trust Bank : Current	2	30/05/2024	BACS003	Biffa Waste Services	1,778.46
1	Unity Trust Bank : Current	2	30/05/2024	BACS006	Ellack Cleaning Contractors Lt	1,009.52
1	Unity Trust Bank : Current	2	30/05/2024	BACS014	Sparkx	2,970.00
1	Unity Trust Bank : Current	2	30/05/2024	BACS011	Dave Parsons- Town Crier	1,200.00
1	Unity Trust Bank : Current	3	03/06/2024	Rates	East Hampshire District Counci	1,046.00
1	Unity Trust Bank : Current	3	11/06/2024	DD	Lloyds Bank	988.65
1	Unity Trust Bank : Current	3	11/06/2024	DD	Lloyds Bank	645.64
1	Unity Trust Bank : Current	3	14/06/2024	DD	Livepay	24,523.70
1	Unity Trust Bank : Current	3	18/06/2024	BACS032	Sawscapes Play	1,020.00
1	Unity Trust Bank : Current	3	18/06/2024	BACS001	Alton Victorian Cricket	500.00
1	Unity Trust Bank : Current	3	18/06/2024	BACS023	HM Revenue & Customs	7,780.96
1	Unity Trust Bank : Current	3	18/06/2024	BACS002	Alton Art Society	2,000.00
1	Unity Trust Bank : Current	3	18/06/2024	BACS018	Flint Construction Limited	1,452.00
1	Unity Trust Bank : Current	3	18/06/2024	BACS020	Green Frontiers Garden Care Li	5,290.80
1	Unity Trust Bank : Current	3	18/06/2024	BACS015	Chalvington Communications Lim	1,247.14
1	Unity Trust Bank : Current	3	18/06/2024	BAC016	DGCS - Digidrop Group	3,820.80
1	Unity Trust Bank : Current	3	18/06/2024	BACS033	Tudor Environmental	937.28
1	Unity Trust Bank : Current	3	18/06/2024	BACS019	Fuelgenie Business Account	696.56
1	Unity Trust Bank : Current	3	18/06/2024	BACS024	Martin Cashmore Fencing Limite	912.00
1	Unity Trust Bank : Current	3	18/06/2024	BACS009	Castle Water	1,450.02
1	Unity Trust Bank : Current	3	18/06/2024	BACS034	Turfleet Hire	900.00
1	Unity Trust Bank : Current	3	18/06/2024	BACS022	Hampshire Pension Fund	6,008.05
1	Unity Trust Bank : Current	3	18/06/2024	BACS005	Lions Club Alton	500.00
1	Unity Trust Bank : Current	3	20/06/2024	B993120D	E.ON	586.02
1	Unity Trust Bank : Current	3	24/06/2024	E3E271F2	E.ON	824.06
1	Unity Trust Bank : Current	4	01/07/2024	1100016689	East Hampshire District Counci	634.00
1	Unity Trust Bank : Current	4	05/07/2024	BACS008	Green Frontiers Garden Care Li	900.00
1	Unity Trust Bank : Current	4	05/07/2024	BACS013	Oneill Homer	4,680.00
1	Unity Trust Bank : Current	4	05/07/2024	BACS007	Flint Construction Limited	5,940.00
1	Unity Trust Bank : Current	4	05/07/2024	BACS001	ASDC Southern Limited	4,747.20
1	Unity Trust Bank : Current	4	05/07/2024	BACS014	Sawscapes Play	690.00
1	Unity Trust Bank : Current	4	10/07/2024	DD	Lloyds Bank	607.24

Cashbook transactions totalling £500.00 or more
for the period 01/04/2024 to 31/03/2025

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Unity Trust Bank : Current	4	15/07/2024	Loan	Public Works Loan Board	4,705.48
1	Unity Trust Bank : Current	4	15/07/2024	DD	Payroll	24,396.37
1	Unity Trust Bank : Current	4	16/07/2024	DD	Payroll	660.89
1	Unity Trust Bank : Current	4	23/07/2024	B993102D	E.ON	751.61
1	Unity Trust Bank : Current	4	23/07/2024	BACS028	Voller Urban Design	1,110.00
1	Unity Trust Bank : Current	4	23/07/2024	BACS026	Rod Gaskin Farm Equipment Limi	3,498.28
1	Unity Trust Bank : Current	4	23/07/2024	BACS024	Rigby Taylor Limited	1,540.30
1	Unity Trust Bank : Current	4	23/07/2024	BACS021	Hampshire Pension Fund	7,440.40
1	Unity Trust Bank : Current	4	23/07/2024	BACS020	HM Revenue & Customs	7,689.22
1	Unity Trust Bank : Current	4	23/07/2024	BACS018	Fuelgenie Business Account	849.73
1	Unity Trust Bank : Current	4	23/07/2024	BACS017	Ellack Cleaning Contractors Lt	1,009.52
1	Unity Trust Bank : Current	4	23/07/2024	BACS 006a	Biffa Waste Services	1,072.24
1	Unity Trust Bank : Current	4	23/07/2024	BACS002	Alton Concert Band	894.97
1	Unity Trust Bank : Current	4	23/07/2024	BACS001	CCLA Deposit Fund	150,000.00
1	Unity Trust Bank : Current	4	31/07/2024	BACS012	Rossair Limited	1,329.00
1	Unity Trust Bank : Current	4	31/07/2024	BACS015	Veolia Environmental Services	1,496.31
1	Unity Trust Bank : Current	4	31/07/2024	BACS004	Chalvington Communications Lim	1,239.95
1	Unity Trust Bank : Current	4	31/07/2024	BACS002	Alton Dental Practise	20,000.00
1	Unity Trust Bank : Current	4	31/07/2024	BACS008	Mogo Direct Limited	715.25
1	Unity Trust Bank : Current	4	31/07/2024	BACS001	Alton Climate Action & Netwrok	1,215.83
1	Unity Trust Bank : Current	5	01/08/2024	1100016689	East Hampshire District Counci	634.00
1	Unity Trust Bank : Current	5	01/08/2024	A18D6E38	E.ON	1,703.19
1	Unity Trust Bank : Current	5	09/08/2024	TRANSFER	Lloyds Credit Card	682.34
1	Unity Trust Bank : Current	5	09/08/2024	TRANSFER	Lloyds Credit Card	1,586.13
1	Unity Trust Bank : Current	5	15/08/2024	DD	Livepay	26,098.86
1	Unity Trust Bank : Current	5	15/08/2024	BACS035	WP Group	720.72
1	Unity Trust Bank : Current	5	15/08/2024	BACS031	Sawscapes Play	690.00
1	Unity Trust Bank : Current	5	15/08/2024	BACS029	Royal Mail Group Ltd	1,389.42
1	Unity Trust Bank : Current	5	15/08/2024	BACS023	Hampshire Pension Fund	7,111.34
1	Unity Trust Bank : Current	5	15/08/2024	BACS022	HM Revenue & Customs	8,119.78
1	Unity Trust Bank : Current	5	15/08/2024	BACS019	Glasdon UK Limited	3,214.51
1	Unity Trust Bank : Current	5	15/08/2024	BACS017	Ellack Cleaning Contractors Lt	1,024.64
1	Unity Trust Bank : Current	5	15/08/2024	BACS013	Chalvington Communications Lim	1,201.16
1	Unity Trust Bank : Current	5	15/08/2024	BACS005	Castle Water	1,252.47
1	Unity Trust Bank : Current	5	15/08/2024	BACS004	Biffa Waste Services	1,695.25
1	Unity Trust Bank : Current	5	29/08/2024	BACS014	Surrey Loams Limited	1,627.20
1	Unity Trust Bank : Current	5	29/08/2024	BACS015	Veolia Environmental Services	1,668.24
1	Unity Trust Bank : Current	5	29/08/2024	BACS008	Mid Hants Mowers Limited	735.88
1	Unity Trust Bank : Current	5	29/08/2024	BACS011	Sawscapes Play	690.00
1	Unity Trust Bank : Current	5	29/08/2024	BACS010	PM Plant Hire	3,000.00
1	Unity Trust Bank : Current	5	29/08/2024	BACS001	Bates Office Services	595.20
1	Unity Trust Bank : Current	6	02/09/2024	110016689	East Hampshire District Counci	634.00
1	Unity Trust Bank : Current	6	12/09/2024	BACS017	Hampshire Pension Fund	6,796.11
1	Unity Trust Bank : Current	6	12/09/2024	BACS016	HM Revenue & Customs	7,817.08
1	Unity Trust Bank : Current	6	12/09/2024	BACS015	Emergent Crown Furnishings Lim	660.48
1	Unity Trust Bank : Current	6	12/09/2024	BACS013	Ellack Cleaning Contractors Lt	1,024.64
1	Unity Trust Bank : Current	6	12/09/2024	BACS012	Complete Weed Control South	1,669.87
1	Unity Trust Bank : Current	6	12/09/2024	BACS003	BDO LLP	2,520.00

Alton Town Council

Cashbook transactions totalling £500.00 or more
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Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Unity Trust Bank : Current	6	12/09/2024	BACS001	Alton Climate Action & Netwrok	1,292.85
1	Unity Trust Bank : Current	6	12/09/2024	BACS020	Robert W Smith Blacksmith	2,112.00
1	Unity Trust Bank : Current	6	12/09/2024	BACS021	Sawscapes Play	14,640.00
1	Unity Trust Bank : Current	6	12/09/2024	BACS004	Capra	600.00
1	Unity Trust Bank : Current	6	12/09/2024	BACS	Alton Lions	500.00
1	Unity Trust Bank : Current	6	13/09/2024	DD	Livepay	24,956.53
1	Unity Trust Bank : Current	6	12/09/2024	BACS002	Lions Club Alton	500.00
1	Unity Trust Bank : Current	6	26/09/2024	BACS014	Glasdon UK Limited	619.70
1	Unity Trust Bank : Current	6	26/09/2024	BACS022	R.C.D. Hoare (Selborne) Limite	3,747.40
1	Unity Trust Bank : Current	6	26/09/2024	BACS006	Chalvington Communications Lim	1,193.36
1	Unity Trust Bank : Current	6	26/09/2024	BACS009	Cottrells Window Services	5,400.00
1	Unity Trust Bank : Current	6	26/09/2024	BACS026	Veolia Environmental Services	1,608.80
1	Unity Trust Bank : Current	6	26/09/2024	BACS031	Sawscapes Play	690.00
1	Unity Trust Bank : Current	6	26/09/2024	BACS023	Oneill Homer	6,480.00
1	Unity Trust Bank : Current	6	26/09/2024	BACS021	Origin Amenity Solutions	1,077.12
1	Unity Trust Bank : Current	6	26/09/2024	BACS016	Logic Contract Services Limite	1,053.00
1	Unity Trust Bank : Current	7	01/10/2024	1100016689	East Hampshire District Counci	634.00
1	Unity Trust Bank : Current	7	01/10/2024	BACS029	Bushy Leaze	5,000.00
1	Unity Trust Bank : Current	7	01/10/2024	BACS030	Alton Community Association	4,000.00
1	Unity Trust Bank : Current	7	10/10/2024	BACS024	Roofix and Construction	9,500.00
1	Unity Trust Bank : Current	7	10/10/2024	BACS002	Axtell Surfacing and Groundwor	1,776.00
1	Unity Trust Bank : Current	7	10/10/2024	BACS014	Complete Weed Control South	815.18
1	Unity Trust Bank : Current	7	10/10/2024	BACS021	Rigour Survey	990.00
1	Unity Trust Bank : Current	7	10/10/2024	BACS023	Rod Gaskin Farm Equipment Limi	1,083.02
1	Unity Trust Bank : Current	7	10/10/2024	BACS018	Hampshire Pension Fund	599.73
1	Unity Trust Bank : Current	7	10/10/2024	BACS013	Chalvington Communications Lim	1,193.36
1	Unity Trust Bank : Current	7	10/10/2024	BACS017	Ellack Cleaning Contractors Lt	1,009.52
1	Unity Trust Bank : Current	7	10/10/2024	BACS026	The Kings Arms	10,000.00
1	Unity Trust Bank : Current	7	10/10/2024	BACS004	Biffa Waste Services	2,300.34
1	Unity Trust Bank : Current	7	10/10/2024	BACS001	Alton Allotment Association Ma	2,234.25
1	Unity Trust Bank : Current	7	10/10/2024	BACS027	Treloars Trust	10,000.00
1	Unity Trust Bank : Current	7	10/10/2024	BACS028	Howick & Sotiradi Ltd (HS Proj	1,646.40
1	Unity Trust Bank : Current	7	15/10/2024	DD	Livepay	24,968.62
1	Unity Trust Bank : Current	7	31/10/2024	Transfer	CCLA Deposit Fund	150,000.00
1	Unity Trust Bank : Current	7	18/10/2024	E3E271F2	E.ON	655.79
1	Unity Trust Bank : Current	7	22/10/2024	BACS009	Sawscapes Play	1,098.00
1	Unity Trust Bank : Current	7	22/10/2024	BACS008	Origin Amenity Solutions	570.00
1	Unity Trust Bank : Current	7	22/10/2024	BACS005	Hampshire Pension Fund	7,079.53
1	Unity Trust Bank : Current	7	22/10/2024	BACS003	D G Landscaping Limited	1,980.00
1	Unity Trust Bank : Current	7	29/10/2024	BACS003	Complete Weed Control South	2,385.36
1	Unity Trust Bank : Current	7	29/10/2024	BACS005	G B AUtos	550.00
1	Unity Trust Bank : Current	7	29/10/2024	BACS006	Hallmark Civil Engineering Lim	882.00
1	Unity Trust Bank : Current	7	29/10/2024	BACS016	Sawscapes Play	690.00
1	Unity Trust Bank : Current	7	29/10/2024	BACS011	MH Goals Limited	3,946.80
1	Unity Trust Bank : Current	7	29/10/2024	BACS009	HM Revenue & Customs	9,021.58
1	Unity Trust Bank : Current	8	01/11/2024	1100016689	East Hampshire District Counci	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

Cashbook transactions totalling £500.00 or more
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Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
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 Lt	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 Lim	1,374.44
1	Unity Trust Bank : Current	8	14/11/2024	BACS004	Blachere Illumination UK Limit	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 & Netwrok	1,492.90
1	Unity Trust Bank : Current	9	09/12/2024	Rates	East Hampshire District Counci	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
1	Unity Trust Bank : Current	10	02/01/2025	Rates	East Hampshire District Counci	1,046.00
1	Unity Trust Bank : Current	10	03/01/2025	!d49EB07	E.ON	987.83
1	Unity Trust Bank : Current	10	15/01/2025	DD	Livepay	24,645.34
1	Unity Trust Bank : Current	10	15/01/2025	1D49EB07	E.ON	573.88
1	Unity Trust Bank : Current	10	15/01/2025	Loan	Public Works Loan Board	4,705.48
1	Unity Trust Bank : Current	10	16/01/2025	BACS019	DGCS - Digidrop Group	9,926.40
1	Unity Trust Bank : Current	10	16/01/2025	BACS031	Rod Gaskin Farm Equipment Limi	6,888.44

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Unity Trust Bank : Current	10	16/01/2025	BACS002	ABC Fire Protection (Eurofire	3,323.62
1	Unity Trust Bank : Current	10	16/01/2025	BACS021	Ellack Cleaning Contractors Lt	1,024.64
1	Unity Trust Bank : Current	10	16/01/2025	BACS024	Hampshire Pension Fund	7,291.02
1	Unity Trust Bank : Current	10	16/01/2025	BACS016	Chalvington Communications Lim	2,082.92
1	Unity Trust Bank : Current	10	16/01/2025	BACS036	T H White Limited	3,232.20
1	Unity Trust Bank : Current	10	16/01/2025	BACS027	Logic Contract Services Limite	3,450.52
1	Unity Trust Bank : Current	10	16/01/2025	BACS005	Biffa Waste Services	784.44
1	Unity Trust Bank : Current	10	16/01/2025	BACS033	Sawscapes Play	840.00
1	Unity Trust Bank : Current	10	17/01/2025	B993102D	E.ON	765.26
1	Unity Trust Bank : Current	10	17/01/2025	E3E271F2	E.ON	1,317.31
1	Unity Trust Bank : Current	10	17/01/2025	885236C7	E.ON	568.55
1	Unity Trust Bank : Current	10	31/01/2025	BACS010	Mid Hants Mowers Limited	1,899.02
1	Unity Trust Bank : Current	10	31/01/2025	BACS005	Dementia Friends Alton	810.00
1	Unity Trust Bank : Current	10	31/01/2025	BACS002	Alton Allotment Association Ma	544.15
1	Unity Trust Bank : Current	10	31/01/2025	BACS019	T H White Limited	1,102.53
1	Unity Trust Bank : Current	10	31/01/2025	BACS009	Hornbeck Ltd t/as Landmark	963.60
1	Unity Trust Bank : Current	10	31/01/2025	BACS021	WP Group	1,699.71
1	Unity Trust Bank : Current	10	31/01/2025	BACS013	Robert W Smith Blacksmith	6,360.00
1	Unity Trust Bank : Current	10	31/01/2025	BACS008	HM Revenue & Customs	9,152.84
1	Unity Trust Bank : Current	10	31/01/2025	BACS016	Sparkx	3,004.60
1	Unity Trust Bank : Current	10	31/01/2025	BACS011	Oneill Homer	1,560.00
1	Unity Trust Bank : Current	10	31/01/2025	BACS014	Sawscapes Play	840.00
1	Unity Trust Bank : Current	11	03/02/2025	1100016689	East Hampshire District Counci	634.00
1	Unity Trust Bank : Current	11	10/02/2025	DD	Lloyds Credit Card	718.06
1	Unity Trust Bank : Current	11	10/02/2025	DD	lloyds Creidt Card	965.00
2	CCLA Deposit Fund	11	11/02/2025	Transfer	Unity Trust Bank : Current A/c	100,000.00
1	Unity Trust Bank : Current	11	13/02/2025	BACS023	Phillips Garage Ltd	661.29
1	Unity Trust Bank : Current	11	13/02/2025	BACS022	Page Executive International R	8,366.40
1	Unity Trust Bank : Current	11	13/02/2025	BACS021	Origin Amenity Solutions	651.60
1	Unity Trust Bank : Current	11	13/02/2025	BACS020	More Than Roofing Limited	780.00
1	Unity Trust Bank : Current	11	13/02/2025	BACS019	Mid Hants Mowers Limited	1,152.07
1	Unity Trust Bank : Current	11	13/02/2025	BACS018	Hampshire Pension Fund	7,420.00
1	Unity Trust Bank : Current	11	13/02/2025	BACS016	Ellack Cleaning Contractors Lt	1,009.52
1	Unity Trust Bank : Current	11	13/02/2025	BACS013	Chalvington Communications Lim	1,451.96
1	Unity Trust Bank : Current	11	13/02/2025	BACS004	Blachere Illumination UK Limit	3,012.00
1	Unity Trust Bank : Current	11	13/02/2025	BACS003	Biffa Waste Services	2,062.85
1	Unity Trust Bank : Current	11	14/02/2025	DD	Livepay	24,638.85
1	Unity Trust Bank : Current	11	19/02/2025	A18D6E38	E.ON	505.15
1	Unity Trust Bank : Current	11	19/02/2025	B993102D	E.ON	891.98
1	Unity Trust Bank : Current	11	19/02/2025	E3E271F2	E.ON	1,513.72
1	Unity Trust Bank : Current	11	18/02/2025	885236C7	E.ON	678.46
1	Unity Trust Bank : Current	11	27/02/2025	BACS017	HM Revenue & Customs	9,802.62
1	Unity Trust Bank : Current	11	27/02/2025	BACS011	Crimson Graphics	1,770.00
1	Unity Trust Bank : Current	11	27/02/2025	BACS019	Mid Hants Mowers Limited	549.22
1	Unity Trust Bank : Current	11	27/02/2025	BACS018	Intratest Limited	960.00
1	Unity Trust Bank : Current	11	27/02/2025	BACS012	Dementia Friends Alton	8,000.00
1	Unity Trust Bank : Current	11	27/02/2025	BACS021	PV Projects Limited t/a Pro Vi	983.71
1	Unity Trust Bank : Current	12	03/03/2025	1100016689	East Hampshire District Counci	634.00

Alton Town Council

Cashbook transactions totalling £500.00 or more
for the period 01/04/2024 to 31/03/2025

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Unity Trust Bank : Current	12	12/03/2025	DD	Lloyds Credit Card	740.99
1	Unity Trust Bank : Current	12	14/03/2025	DD	Livepay	24,637.81
1	Unity Trust Bank : Current	12	14/03/2025	BACS025	Surrey Loams Limited	1,185.60
1	Unity Trust Bank : Current	12	14/03/2025	BACS023	Roofix and Construction	6,600.00
1	Unity Trust Bank : Current	12	14/03/2025	BACS022	Richard Giles and Associates L	2,100.00
1	Unity Trust Bank : Current	12	14/03/2025	BACS021	Page Executive International R	6,000.00
1	Unity Trust Bank : Current	12	14/03/2025	BACS020	Mitchell and Dickinson	7,358.07
1	Unity Trust Bank : Current	12	14/03/2025	BACS019	Mid Hants Mowers Limited	569.40
1	Unity Trust Bank : Current	12	14/03/2025	BACS018	John Hughes Fencing & Landscap	5,396.94
1	Unity Trust Bank : Current	12	14/03/2025	BACS017	HM Revenue & Customs	9,809.50
1	Unity Trust Bank : Current	12	14/03/2025	BACS016	Hampshire Pension Fund	7,424.98
1	Unity Trust Bank : Current	12	14/03/2025	BACS015	Hampshire Pension Fund	601.20
1	Unity Trust Bank : Current	12	14/03/2025	BACS013	Ellack Cleaning Contractors Lt	1,009.52
1	Unity Trust Bank : Current	12	14/03/2025	BACS010	Chalvington Communications Lim	1,483.31
1	Unity Trust Bank : Current	12	14/03/2025	BACS004	Biffa Waste Services	647.52
1	Unity Trust Bank : Current	12	14/03/2025	BACS002	Alton Climate Action & Netwrok	2,592.50
1	Unity Trust Bank : Current	12	14/03/2025	BACS001	Alton Trampoline Club	7,720.00
1	Unity Trust Bank : Current	12	18/03/2025	B993102D	E.ON	1,029.73
1	Unity Trust Bank : Current	12	18/03/2025	EC1E306B	E.ON	633.71
1	Unity Trust Bank : Current	12	18/03/2025	E3E271F2	E.ON	1,130.69
1	Unity Trust Bank : Current	12	18/03/2025	885236C7	E.ON	552.35
1	Unity Trust Bank : Current	12	18/03/2025	3952	Chalvington Communications Lim	3,612.00
1	Unity Trust Bank : Current	12	28/03/2025	BACS005	First Friends	7,500.00
1	Unity Trust Bank : Current	12	28/03/2025	BACS014	Robert W Smith Blacksmith	3,888.00
1	Unity Trust Bank : Current	12	28/03/2025	BACS004	Enerveo Limited	720.00
1	Unity Trust Bank : Current	12	28/03/2025	BACS007	Hampshire Association of Local	960.00
1	Unity Trust Bank : Current	12	28/03/2025	BACS016	Sawscapes Play	937.20
1	Unity Trust Bank : Current	12	28/03/2025	BACS020	Veolia Environmental Services	2,444.22
1	Unity Trust Bank : Current	12	28/03/2025	BACS002	Dataprint Limited	1,728.00
1	Unity Trust Bank : Current	12	28/03/2025	BACS012	Origin Amenity Solutions	526.20
1	Unity Trust Bank : Current	12	31/03/2025	BACS017	Sovereign Design Play Systems	52,800.00

Receipts

Cb No	Bank Account Name	Month	Date Banked	Amount Banked
1	Unity Trust Bank : Current	1	02/04/2024	3,594.00
1	Unity Trust Bank : Current	1	03/04/2024	3,735.24
1	Unity Trust Bank : Current	1	04/04/2024	1,989.90
1	Unity Trust Bank : Current	1	08/04/2024	4,500.00
1	Unity Trust Bank : Current	1	10/04/2024	4,750.00
1	Unity Trust Bank : Current	1	10/04/2024	1,251.06
1	Unity Trust Bank : Current	1	10/04/2024	2,569.01
1	Unity Trust Bank : Current	1	11/04/2024	885.93
1	Unity Trust Bank : Current	1	11/04/2024	900.00
1	Unity Trust Bank : Current	1	18/04/2024	686.85
1	Unity Trust Bank : Current	1	04/04/2024	2,646.00
1	Unity Trust Bank : Current	1	12/04/2024	38,562.13
1	Unity Trust Bank : Current	1	19/04/2024	806.00
1	Unity Trust Bank : Current	1	22/04/2024	500,000.00

Alton Town Council

Cashbook transactions totalling £500.00 or more
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Receipts

Cb No	Bank Account Name	Month	Date Banked	Amount Banked
1	Unity Trust Bank : Current	1	24/04/2024	730.62
1	Unity Trust Bank : Current	1	29/04/2024	975.00
1	Unity Trust Bank : Current	1	30/04/2024	4,277.92
2	CCLA Deposit Fund	1	30/04/2024	6,477.54
1	Unity Trust Bank : Current	2	01/05/2024	2,539.00
1	Unity Trust Bank : Current	2	02/05/2024	20,080.24
1	Unity Trust Bank : Current	2	03/05/2024	3,863.26
1	Unity Trust Bank : Current	2	08/05/2024	2,120.00
1	Unity Trust Bank : Current	2	13/05/2024	2,000.00
1	Unity Trust Bank : Current	2	17/05/2024	1,800.00
1	Unity Trust Bank : Current	2	20/05/2024	1,200.00
2	CCLA Deposit Fund	2	03/04/2024	6,477.54
1	Unity Trust Bank : Current	3	03/06/2024	975.00
1	Unity Trust Bank : Current	3	03/06/2024	1,055.00
1	Unity Trust Bank : Current	3	03/06/2024	1,240.00
1	Unity Trust Bank : Current	3	03/06/2024	1,000.00
1	Unity Trust Bank : Current	3	03/06/2024	2,500.00
1	Unity Trust Bank : Current	3	04/06/2024	905.24
1	Unity Trust Bank : Current	3	05/06/2024	750.00
2	CCLA Deposit Fund	3	02/05/2024	6,275.94
1	Unity Trust Bank : Current	3	07/06/2024	1,000.00
1	Unity Trust Bank : Current	3	11/06/2024	1,659.22
1	Unity Trust Bank : Current	3	12/06/2024	4,720.55
1	Unity Trust Bank : Current	3	19/06/2024	600.00
1	Unity Trust Bank : Current	3	21/06/2024	1,234.76
1	Unity Trust Bank : Current	3	25/06/2024	794.00
1	Unity Trust Bank : Current	3	27/06/2024	1,989.90
1	Unity Trust Bank : Current	4	01/07/2024	2,792.31
1	Unity Trust Bank : Current	4	01/07/2024	1,240.00
1	Unity Trust Bank : Current	4	01/07/2024	1,000.00
1	Unity Trust Bank : Current	4	02/07/2024	1,055.00
1	Unity Trust Bank : Current	4	03/07/2024	2,500.00
1	Unity Trust Bank : Current	4	03/07/2024	975.00
1	Unity Trust Bank : Current	4	03/07/2024	900.00
1	Unity Trust Bank : Current	4	05/07/2024	15,043.82
1	Unity Trust Bank : Current	4	08/07/2024	815.00
2	CCLA Deposit Fund	4	04/06/2024	6,507.95
1	Unity Trust Bank : Current	4	08/07/2024	660.00
1	Unity Trust Bank : Current	4	09/07/2024	630.00
1	Unity Trust Bank : Current	4	09/07/2024	4,750.00
1	Unity Trust Bank : Current	4	10/07/2024	1,000.00
1	Unity Trust Bank : Current	4	15/07/2024	824.20
1	Unity Trust Bank : Current	4	16/07/2024	676.70
1	Unity Trust Bank : Current	4	17/07/2024	500.00
1	Unity Trust Bank : Current	4	19/07/2024	700.00
1	Unity Trust Bank : Current	4	22/07/2024	2,061.43
2	CCLA Deposit Fund	4	23/07/2024	150,000.00
1	Unity Trust Bank : Current	4	25/07/2024	1,500.00

Alton Town Council

Cashbook transactions totalling £500.00 or more
for the period 01/04/2024 to 31/03/2025

Receipts

Cb No	Bank Account Name	Month	Date Banked	Amount Banked
1	Unity Trust Bank : Current	4	29/07/2024	975.00
1	Unity Trust Bank : Current	4	31/07/2024	4,422.20
1	Unity Trust Bank : Current	5	01/08/2024	1,000.00
1	Unity Trust Bank : Current	5	01/08/2024	1,240.00
1	Unity Trust Bank : Current	5	02/08/2024	600.00
1	Unity Trust Bank : Current	5	02/08/2024	1,055.00
1	Unity Trust Bank : Current	5	05/08/2024	2,500.00
2	CCLA Deposit Fund	5	02/07/2024	6,313.37
1	Unity Trust Bank : Current	5	08/08/2024	935.00
1	Unity Trust Bank : Current	5	12/08/2024	1,000.00
1	Unity Trust Bank : Current	5	14/08/2024	1,854.16
1	Unity Trust Bank : Current	5	30/08/2024	975.00
1	Unity Trust Bank : Current	6	02/09/2024	1,055.00
1	Unity Trust Bank : Current	6	02/09/2024	1,240.00
1	Unity Trust Bank : Current	6	02/09/2024	1,000.00
1	Unity Trust Bank : Current	6	03/09/2024	2,500.00
2	CCLA Deposit Fund	6	02/08/2024	6,673.09
1	Unity Trust Bank : Current	6	06/09/2024	1,500.00
1	Unity Trust Bank : Current	6	09/09/2024	935.00
1	Unity Trust Bank : Current	6	10/09/2024	1,000.00
1	Unity Trust Bank : Current	6	13/09/2024	1,221.09
1	Unity Trust Bank : Current	6	20/09/2024	900.00
1	Unity Trust Bank : Current	6	20/09/2024	2,600.00
1	Unity Trust Bank : Current	6	23/09/2024	351,976.11
1	Unity Trust Bank : Current	6	25/09/2024	794.00
1	Unity Trust Bank : Current	6	30/09/2024	975.00
1	Unity Trust Bank : Current	7	01/10/2024	1,240.00
1	Unity Trust Bank : Current	7	01/10/2024	1,000.00
1	Unity Trust Bank : Current	7	02/10/2024	1,055.00
1	Unity Trust Bank : Current	7	03/10/2024	5,754.90
1	Unity Trust Bank : Current	7	03/10/2024	4,750.00
1	Unity Trust Bank : Current	7	04/10/2024	22,116.00
1	Unity Trust Bank : Current	7	07/10/2024	13,334.32
1	Unity Trust Bank : Current	7	07/10/2024	1,760.00
2	CCLA Deposit Fund	7	04/09/2024	7,015.30
1	Unity Trust Bank : Current	7	10/10/2024	1,000.00
1	Unity Trust Bank : Current	7	14/10/2024	1,604.82
2	CCLA Deposit Fund	7	31/10/2024	150,000.00
1	Unity Trust Bank : Current	7	21/10/2024	782.04
1	Unity Trust Bank : Current	7	22/10/2024	500.00
1	Unity Trust Bank : Current	7	28/10/2024	3,132.00
1	Unity Trust Bank : Current	7	31/10/2024	4,069.30
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

Cashbook transactions totalling £500.00 or more
for the period 01/04/2024 to 31/03/2025

Receipts

Cb No	Bank Account Name	Month	Date Banked	Amount Banked
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
2	CCLA Deposit Fund	8	02/10/2024	6,759.97
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
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
1	Unity Trust Bank : Current	10	02/01/2025	1,000.00
1	Unity Trust Bank : Current	10	02/01/2025	1,240.00
1	Unity Trust Bank : Current	10	02/01/2025	1,105.00
1	Unity Trust Bank : Current	10	02/01/2025	1,989.90
1	Unity Trust Bank : Current	10	03/01/2025	2,500.00
1	Unity Trust Bank : Current	10	03/01/2025	935.00
1	Unity Trust Bank : Current	10	03/01/2025	975.00
2	CCLA Deposit Fund	10	03/12/2024	7,147.84
1	Unity Trust Bank : Current	10	08/01/2025	34,386.50
1	Unity Trust Bank : Current	10	10/01/2025	1,000.00
1	Unity Trust Bank : Current	10	16/01/2025	636.58
1	Unity Trust Bank : Current	10	20/01/2025	1,217.03
1	Unity Trust Bank : Current	10	21/01/2025	504.00
1	Unity Trust Bank : Current	10	23/01/2025	4,750.00
1	Unity Trust Bank : Current	10	27/01/2025	1,500.00
1	Unity Trust Bank : Current	10	27/01/2025	2,700.00
1	Unity Trust Bank : Current	10	31/01/2025	4,075.34

Alton Town Council

Cashbook transactions totalling £500.00 or more
for the period 01/04/2024 to 31/03/2025

Receipts

Cb No	Bank Account Name	Month	Date Banked	Amount Banked
1	Unity Trust Bank : Current	11	03/02/2025	1,105.00
1	Unity Trust Bank : Current	11	03/02/2025	1,240.00
1	Unity Trust Bank : Current	11	03/02/2025	2,500.00
1	Unity Trust Bank : Current	11	03/02/2025	1,000.00
1	Unity Trust Bank : Current	11	03/02/2025	1,801.13
1	Unity Trust Bank : Current	11	03/02/2025	935.00
1	Unity Trust Bank : Current	11	04/02/2025	975.00
2	CCLA Deposit Fund	11	03/01/2025	7,334.28
1	Unity Trust Bank : Current	11	10/02/2025	1,000.00
1	Unity Trust Bank : Current	11	11/02/2025	100,000.00
1	Unity Trust Bank : Current	11	13/02/2025	225,577.19
1	Unity Trust Bank : Current	11	17/02/2025	1,479.25
1	Unity Trust Bank : Current	11	18/02/2025	1,088.06
1	Unity Trust Bank : Current	11	28/02/2025	672.00
1	Unity Trust Bank : Current	12	03/03/2025	1,000.00
1	Unity Trust Bank : Current	12	03/03/2025	1,105.00
1	Unity Trust Bank : Current	12	03/03/2025	1,240.00
1	Unity Trust Bank : Current	12	03/03/2025	2,500.00
1	Unity Trust Bank : Current	12	05/03/2025	935.00
1	Unity Trust Bank : Current	12	06/03/2025	975.00
2	CCLA Deposit Fund	12	04/02/2025	7,309.51
1	Unity Trust Bank : Current	12	10/03/2025	1,000.00
1	Unity Trust Bank : Current	12	11/03/2025	531.88
1	Unity Trust Bank : Current	12	11/03/2025	833.30
1	Unity Trust Bank : Current	12	18/03/2025	1,700.00
1	Unity Trust Bank : Current	12	24/03/2025	27,358.00
1	Unity Trust Bank : Current	12	25/03/2025	794.00
1	Unity Trust Bank : Current	12	27/03/2025	637.84
1	Unity Trust Bank : Current	12	28/03/2025	1,989.90
1	Unity Trust Bank : Current	12	31/03/2025	4,911.00
2	CCLA Deposit Fund	12	04/03/2025	6,192.95

OFFICIAL

United Kingdom Debt Management Office

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

PWLB lending facility

BALANCE OUTSTANDING AS AT 31 Mar 2025

7 April 2025

ALTON TOWN COUNCIL (HANTS)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
PW509524	15 Jan - 15 Jul	FIXED	ANNUITY	£176,903.66
		TOTAL OUTSTANDING BALANCE:		**176,903.66**
		TOTAL NUMBER OF LOANS:		**1**

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

CONFLICT OF INTEREST WITH BDO LLP

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

Name of Smaller Authority	Alton Town Council

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

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

____

____

____

____

____

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
Wednesday 7th May 2025	

Signed (Clerk/RFO)

Print Name: Patricia Harris

Signed (Chair)

Print Name: Annette Eyre

Name of Smaller authority: Alton Town Council

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

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

<table>
<tr><th>NOTICE</th><th>NOTES</th></tr>
<tr><td>
1. Date of announcement Tuesday 27th May 2025 (a)

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.
Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:

(b) Patricia Harris (Clerk)

Town Hall, Market Square, Market Street, Alton, GU34 1HD

01420 83986

townclerk@alton.gov.uk

commencing on (c) Tuesday 3rd June 2025

and ending on (d) Monday 14th July 2025

3. Local government electors and their representatives also have:

• The opportunity to question the appointed auditor about the accounting records; and

• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

BDO LLP
Arcadia House
Maritime Walk
Ocean Village
Southampton
SO14 3TL
✉ councilaudits@bdo.co.uk

5. This announcement is made by (e) Patricia Harris, Town Clerk
</td><td>
(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below

(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts

(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below

(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.

(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority
</td></tr>
</table>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

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

The basic position

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

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

The right to inspect the accounting records

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

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-12 July 2025 for 2024-25 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

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

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

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

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

The right to make objections at audit

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

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

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

A final word

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

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

Digitally Signed Document
Document ID: 6855844C27F956

Document Details:

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

Signature Details

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

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

Our Ref: MARK/ALT001

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

31 August 2023

Dear Ms Simson,

Engagement Letter – Local Authority

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

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

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

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

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

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

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

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

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

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

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

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

3. Scope of Audit

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

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

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

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

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

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

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

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

4. Electronic Publication

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

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

5. Communication

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

6. Other services

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

7. Limitation of liability

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

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

8. Fees

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

9. Cancellation of Services

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

c. All outstanding fees become payable

10. Agreement of terms

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

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

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

Yours faithfully,

M Mulberry

Mulberry & Co

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

ALTON TOWN COUNCIL
MINUTES OF THE MEETING HELD ON
WEDNESDAY 1ST MAY 2024 AT 7.00PM AT THE TOWN HALL

Present:	**Councillor**	**Annette Eyre (Town Mayor)**
		Matthew Bayliss
		John Chubb
		Don Hammond
		Graham Hill
		Matthew Kellermann
		Nick O'Brien
		Barbara Tansey
		Janice Treacher
		Peter Wadman
		Jonathan Waugh

In attendance:	**Pat Harris**	**-**	**Town Clerk**
	Hayley Carter	**-**	**Deputy Clerk**
	7 Members of the public		
	County Councillor Andrew Joy		

131 **Apologies for Absence**

Apologies were received from Councillor Mark Boyce-Churn.

132 **Town Mayor's Announcements**

The Town Mayor welcomed everyone to the meeting and commented on how the setting up of the film-set in Market Square and Market Street is starting to make the town look post-apocalyptic. It is a very exciting opportunity for the town and is already pulling in lots of curious people.

133 **Minutes of the Full Council Meeting held on 3rd April 2024**

On the proposal of Councillor Chubb, seconded by Councillor Wadman, it was

RESOLVED to approve the minutes of the Full Council meeting held on 3rd April 2024

In favour: Councillors Annette Eyre, Matthew Bayliss, John Chubb, Don Hammond, Graham Hill, Nick O'Brien, Barbara Tansey, Janice Treacher, Peter Wadman, Jonathan Waugh

Against: Councillor Matthew Kellermann

134 **Declarations of Interest and Requests for Dispensations**

Councillor Chubb declared a pecuniary and personal interest in Agenda item 7: 60102/001: Land adjacent to Westbrook House, 17 Howards Lane.

135 **Correspondence Received and Questions to the Council**

135.1 A letter was received from Alton United Charities re the Thomas Geale's Almshouses and had been circulated to all councillors prior to the meeting. Councillors Hammond, Kellermann and Hill said they would be happy to attend a meeting if the Town Clerk could please organise it.

135.2 Abigail Hills had submitted the following question to Councillors in advance: "I would like to ask what can be done to ensure critical infrastructure is in place prior to accepting any further development in Alton. We are at breaking point with our sewage works and health facilities."

135.3 Dr June Chatfield spoke about her letter she had published in the Alton Herald on 21st March. She said that there are limiting factors which must be looked at before planning large scale developments, and for Alton this includes the geology and the nature of the land. Alton is built on chalk, and whilst the upper strata of pure white chalk of the North and South Downs is both well-drained and consolidated, this does not apply to the Lower Grey chalk strata that underlie the main hollow of Alton. Alton is unusual is having so much grey chalk, the material characteristics of which are rarely understood by contractors and developers. The high clay content gives both poor drainage (compromising sustainable drainage solutions) as well as much fracturing, making vertical faces unstable. There are some very steep sites and as Highways insist on a 1:10 slope or less for access roads, this means digging deep into our hillsides, which causes instability on this heavily fractured chalk. Problems encountered in King's View off Ashdell Road need to be learned from.

The number of people has a drain on water supply and additional sewage must be dealt with. Sewage works in Alton also have to deal with the increased number of houses in Four Marks and Medstead, and this is already putting a huge strain on them.

135.4 Abigail Hills wished to comment on the reversal of the decision item on the agenda, stating that at the time the resolution was made it was well received, and that it would be very sad for the town if it were rescinded.

In response, councillors acknowledged the sensitivities surrounding the agenda item, but with a lack of brownfield sites they would have no choice but to allocate on greenfield sites in the Neighbourhood Plan. Therefore, in order that they at least have the option to put a Plan with site allocations to the residents of Alton at the next consultation, they would have to rescind.

Councillors also highlighted the fact that the council's objection to the Local Plan and the proposal for Neatham Down would not be affected by the decision to rescind the Statement of Principle.

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

The motion before Council was in two parts which were considered separately.

1. On the proposal of Councillor Bayliss, seconded by Councillor Treacher, it was

RESOLVED TO
Rescind Resolution 101(ii) as recorded in the Minutes of the Extra-ordinary meeting of the Full Council held on 28th February 2024 in accordance with Standing Order 7a (previous Resolutions) and the written notice as signed by Councillors Chubb, Bayliss, Hill, Eyre, Treacher, Hammond & Waugh

In favour: Councillors Annette Eyre, Matthew Bayliss, Don Hammond, Graham Hill, John Chubb, Janice Treacher, Peter Wadman, Jonathan Waugh
Against: Councillors Matthew Kellermann, Nick O'Brien and Barbara Tansey

2. There was no proposer for part 2 of this agenda item and therefore it was not carried.

137 **<u>Planning Application: 60102/001 Land adjacent to Westbrook House, 17 Howards Lane, Holybourne, Alton.</u>**

Councillor Chubb had already declared an interest in this item and Councillor Hill confirmed that he would be commenting as District Councillor and as such would take no part in the discussion or vote.

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

RESOLVED
to submit a response of NO OBJECTION to the planning application to build three detached houses with garages and associated new access road on land adjacent to Westbrook House, 17 Howards Lane, Holybourne.

In favour: Councillors Annette Eyre, Matthew Bayliss, Don Hammond, Nick O'Brien, Barbara Tansey, Janice Treacher, Peter Wadman, Jonathan Waugh

Abstained: Councillor Matthew Kellermann

138 **<u>Internal Auditors Report for Financial Year End and Review of Effectiveness of Internal Audit</u>**

Councillor Kellermann raised the issue of a repeat comment in the Internal Audit about how up to date the website was. Officers confirmed that having just moved the website over to a new platform a full review was currently underway.

Councillor Bayliss wished, on behalf of the Council, to extend its thanks to the officers and everyone involved with the huge amount of excellent work which had been undertaken, and Councillors Hill and Chubb commended the Town Clerk on a very healthy balance sheet.

1. On the proposal of Councillor Hill, seconded by Councillor Eyre, it was

RESOLVED to approve the content of the Internal Audit covering the period to the 31st March 2024.

All in favour

2. On the proposal of Councillor Bayliss, seconded by Councillor Hammond, it was

RESOLVED to approve the review of effectiveness of the internal audit

In favour: Councillors Annette Eyre, Matthew Bayliss, John Chubb, Don Hammond, Graham Hill, Nick O'Brien, Barbara Tansey, Janice Treacher, Peter Wadman, Jonathan Waugh

Abstained: Councillor Matthew Kellermann, who wished it to be recorded that he could not possibly know whether the Internal Auditor was independent or competent and whether they had any relationship with the Clerk.

139 **Statement of Governance 2023/24**

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

RESOLVED
to approve the statement of governance.

All in favour.

140 **Statement of Accounts to Financial Year End 31st March 2024**

On the proposal of Councillor Treacher, seconded by Councillor Chubb, it was

RESOLVED
To approve:
1. The balance sheet dated 31st March 2024
2. The Income and Expenditure account to 31st March 2024
3. The bank reconciliations for the Unity Account and the CCLA Deposit Account
4. The Payments over £500 covering 1st January to the 31st March 2024
5. The Accountability and Governance Annual Return Section 2.

All in favour.

141 **Conflict of Interest form and confirmation of the dates of the notice of exercise of public rights**

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

RESOLVED
to confirm:
1. **There are no conflicts of interest with BDO LLP.**
2. **The dates for the publication of the notice of the exercise are Monday 3rd June 2024 to Friday 14th July 2024**

All in favour.

142 **Re-appointment of Internal Auditor**

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

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

In favour: Councillors Annette Eyre, Matthew Bayliss, John Chubb, Don Hammond, Graham Hill, Nick O'Brien, Barbara Tansey, Janice Treacher, Peter Wadman, Jonathan Waugh

Abstained: Councillor Matthew Kellermann

143 **To approve the Draft Terms of Reference for the Climate Change Committee & Staffing Committee**

1. On the proposal of Councillor Hill, seconded by Councillor Kellermann, it was

RESOLVED
to approve the Draft Terms of Reference for the Climate Change Committee as tabled.

All in favour.

2. On the proposal of Councillor Bayliss, seconded by Councillor Chubb, it was

RESOLVED
to approve the Draft Terms of Reference for the Staffing Committee as tabled.

In favour: Councillors Annette Eyre, Matthew Bayliss, John Chubb, Graham Hill, Nick O'Brien, Barbara Tansey, Janice Treacher, Peter Wadman, Jonathan Waugh

Against: Councillor Matthew Kellermann

Abstained: Councillor Don Hammond

144 **To approve the Alton Town Council Auto Speed Watch Policy**

On the proposal of Councillor Treacher, seconded by Councillor Bayliss, it was

RESOLVED
to approve the Draft Auto Speed Watch Policy

In favour: Councillors Annette Eyre, Matthew Bayliss, John Chubb, Don Hammond, Graham Hill, Nick O'Brien, Barbara Tansey, Janice Treacher, Peter Wadman, Jonathan Waugh

Abstained: Councillor Matthew Kellermann

145 **To approve an Event Grant application from the Alton Lions: Classic Car Show**

On the proposal of Councillor Waugh, seconded by Councillor Chubb, it was

RESOLVED
to approve an event grant to the Alton Lions for the Classic Car Show for the sum of £500 (five hundred pounds)

In favour: Councillors Annette Eyre, Matthew Bayliss, John Chubb, Don Hammond, Graham Hill, Nick O'Brien, Barbara Tansey, Janice Treacher, Peter Wadman, Jonathan Waugh

Abstained: Councillor Matthew Kellermann

146 **Approval of a Blue Plaque at the Alton Quakers Meeting House in Church Street**

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

RESOLVED
to approve a Blue Plaque for Alton Quaker Meeting House in Church Street to be added to the Alton Town Council Blue Plaque scheme

In favour: Councillors Annette Eyre, Matthew Bayliss, John Chubb, Don Hammond, Graham Hill, Nick O'Brien, Barbara Tansey, Janice Treacher, Peter Wadman, Jonathan Waugh

Against: Councillor Matthew Kellermann

147 **Landlord's Consent for the erection of signage on Edgar Hall**

On the proposal of Councillor Kellermann, seconded by Councillor Bayliss, it was

RESOLVED
to approve the erection of a Brazilian Jujitsu sign on the outside of the building known as Edgar Hall.

All in favour.

148 **To receive a verbal report from and ask questions of County Councillor Andrew Joy**

County Councillor Andrew Joy spoke about how he has been taking notice of the increasing deterioration of the roads around the town. He said the highways team are very active, but they do rely on members of the public reporting as much as they possibly can, using either the website or the ourhants app. The app is very easy to use and any help to promote it and increase the use of it would be appreciated. As the weather warms up, the amount of work they can do to make the necessary repairs will increase, but this will inevitably cause some inconvenience to members of the public as roads, or sections of roads, may need to be closed while work takes place. Councillor Joy asked that people are patient and that they report as much as possible so that as much work as possible can be done in one go.

Councillor Joy also expressed his strong concerns about the future of the Curtis Museum due to funding issues. He was part of a group that had come up with a solution some years ago, bringing together the 'warring factions' and an excellent volunteer group, which led to the creation of the Hampshire Cultural Trust. The current situation is that Hampshire County Council have had to look at their grant funding to that trust, but they cannot determine where the money the trust do have will be spent/saved. It is therefore up to the HCT whether these places close, not HCC. The volunteer group has within it a number of people who are highly respected professionals and some of their opinions have not been met with approval from the trust. Some of these people were then sacked from their positions and Councillor Joy said that he is very much on the case and looking into this. The facilities the two places offer are too important to the town to just be let go.

The Mayor thanked Councillor Joy for his update and opened the floor for councillors questions.

Councillor Chubb asked whether it was possible to have a time stamp of the website so we can see when a pothole was reported and when it has been validated and scheduled for repair.

Councillor Bayliss thanked Councillor Joy for sitting through the whole meeting every month and questioned whether it would be possible to move his report up the agenda so there may still be other members of the public there. The Town Clerk confirmed this could be done if so requested by Councillor Joy.

The Town Clerk then asked whether engineers have yet inspected the splitting seam in Alton High Street. Councillor Joy responded to say that he has verbally reported it, but is unaware whether it has been taken further and cannot say whether anyone has also logged it on the app. The Town Clerk also asked for clarification about whether, when you have reported something and receive an email to say the matter is now closed, that means that the issue has actually been fixed, or whether it means it has been reported to their contractor. Councillor Joy said he would find out about this.

The meeting closed at 8.45pm.

Alton Town Council

Balance Sheet as at 30/04/2025

31/03/2024					31/03/2025
		Current Assets			
22,525		Debtors	84,901		
25,122		Vat Control	13,633		
1,738,733		CCLA Deposit Fund	1,738,733		
181		Petty Cash	162		
167,821		Unity Trust Bank : Current A/c	633,333		
0		PAYE+NI Due	10,185		
0		Superannuation Due	7,165		
0		Payroll Control	24,588		
1,954,381				2,512,700	
	1,954,381	Total Assets			2,512,700
		Current Liabilities			
2,681		Creditors control ac	81,429		
151,020		Accruals	0		
6,816		Receipts in Advance	0		
160,517				81,429	
	1,793,864	Total Assets Less Current Liabilities			2,431,271
		Represented By			
	27,406	Working Capital			664,813
	211,304	EMR Open Spaces (inc King Pond			211,304
	222,673	EMR 3G Interest			222,673
	28,179	Economic Development Reserve			28,179
	243,862	EMR Capital Reserve			243,862
	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
	248,970	EMR Neighbourhood CIL			248,970
	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
	40,000	EMR Pension			40,000
	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

31/03/2024		31/03/2025
2,905	EMR PTMC	2,905
148,125	EMR Jubilee Pavilion project	148,125
20,000	EMR Assembley Rooms	20,000
1,793,864		2,431,271

The above statement represents fairly the financial position of the authority as at 30/04/2025 and reflects its Income and Expenditure during the year.

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	79,422	79,422	60	(79,362)			132370.	
	Corporate Management :- Income	79,422	79,422	60	(79,362)			132370.	0
4088	Newsletter	1,003	1,003	6,440	5,437		5,437	15.6%	
4101	Bank Charges	35	35	566	531		531	6.2%	
4111	Professional Fees	9,277	9,277	18,540	9,263	7,803	1,460	92.1%	
4112	Audit Fees	174	174	4,410	4,236		4,236	3.9%	
4117	David Whitmarsh Award	0	0	60	60		60	0.0%	
	Corporate Management :- Indirect Expenditure	10,489	10,489	30,016	19,527	7,803	11,724	60.9%	0
	Net Income over Expenditure	68,933	68,933	(29,956)	(98,889)				
102	**Democratic Representation**								
4121	Mayors Allowance	(1,430)	(1,430)	4,000	5,430		5,430	(35.8%)	
4122	Election costs	0	0	7,000	7,000		7,000	0.0%	
4124	Public Consultations	0	0	2,000	2,000	5,100	(3,100)	255.0%	
4125	Councillor Expenses	0	0	1,000	1,000		1,000	0.0%	
	Democratic Representation :- Indirect Expenditure	(1,430)	(1,430)	14,000	15,430	5,100	10,330	26.2%	0
	Net Expenditure	1,430	1,430	(14,000)	(15,430)				
105	**Central Support-Admin Costs**								
1010	Other Income	25	25	0	(25)			0.0%	
	Central Support-Admin Costs :- Income	25	25	0	(25)				0
4001	Salaries	0	0	279,229	279,229		279,229	0.0%	
4002	Employers NI	0	0	34,624	34,624		34,624	0.0%	
4003	Employers Pension	0	0	59,755	59,755		59,755	0.0%	
4005	Pension Enhancements	0	0	1,260	1,260		1,260	0.0%	
4008	Staff Training	0	0	2,730	2,730		2,730	0.0%	
4009	Staff Travel & Welfare	2,272	2,272	3,500	1,228		1,228	64.9%	
4026	Other Expenditure	162	162	2,756	2,594		2,594	5.9%	
4071	Telephone and IT	2,270	2,270	16,152	13,882		13,882	14.1%	
4072	Mobile Phones	236	236	2,817	2,581		2,581	8.4%	
4075	Stationery & Printing	338	338	2,212	1,874		1,874	15.3%	
4076	Postage	11	11	1,216	1,205		1,205	0.9%	
4080	Subscriptions & Publications	0	0	3,473	3,473		3,473	0.0%	
4085	Insurance	26,712	26,712	25,272	(1,440)		(1,440)	105.7%	
4087	Advertising	0	0	717	717		717	0.0%	
4155	Equipment	0	0	12,205	12,205		12,205	0.0%	
4157	Furniture	0	0	1,103	1,103		1,103	0.0%	
	Central Support-Admin Costs :- Indirect Expenditure	32,000	32,000	449,021	417,021	0	417,021	7.1%	0
	Net Income over Expenditure	(31,975)	(31,975)	(449,021)	(417,046)				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106	Central Support-Town Hall								
1002	Shop Rents	330	330	3,960	3,630			8.3%	
	Central Support-Town Hall :- Income	330	330	3,960	3,630			8.3%	0
4021	Rates	636	636	7,988	7,352		7,352	8.0%	
4022	Water Charges	25	25	785	760		760	3.2%	
4024	Gas	350	350	2,558	2,208		2,208	13.7%	
4025	Electricity	1,043	1,043	3,470	2,427		2,427	30.1%	
4030	Cleaning	160	160	2,217	2,057		2,057	7.2%	
4140	Building Maintenance	238	238	75,000	74,762	62,532	12,230	83.7%	
	Central Support-Town Hall :- Indirect Expenditure	2,452	2,452	92,018	89,566	62,532	27,034	70.6%	0
	Net Income over Expenditure	(2,122)	(2,122)	(88,058)	(85,936)				
107	Operating Income & Exp.								
1005	Market Income	1,000	1,000	14,000	13,000			7.1%	
1176	Precept	500,000	500,000	881,795	381,795			56.7%	
1190	Interest Received	3,875	3,875	39,967	36,092			9.7%	
	Operating Income & Exp. :- Income	504,875	504,875	935,762	430,887			54.0%	0
4504	Neighbourhood CIL Grants	14,535	14,535	0	(14,535)		(14,535)	0.0%	
	Operating Income & Exp. :- Indirect Expenditure	14,535	14,535	0	(14,535)	0	(14,535)		0
	Net Income over Expenditure	490,339	490,339	935,762	445,423				
108	Other Properties								
1001	Rents	3,000	3,000	12,000	9,000			25.0%	
	Other Properties :- Income	3,000	3,000	12,000	9,000			25.0%	0
4026	Other Expenditure	0	0	500	500		500	0.0%	
4411	Buildings Maintenance Tannery	0	0	2,205	2,205		2,205	0.0%	
4412	Public Works Loan Board repay	0	0	9,411	9,411		9,411	0.0%	
	Other Properties :- Indirect Expenditure	0	0	12,116	12,116	0	12,116	0.0%	0
	Net Income over Expenditure	3,000	3,000	(116)	(3,116)				
201	Anstey Park								
1000	Fees and Charges	2,851	2,851	20,747	17,896			13.7%	
1001	Rents	5,860	5,860	55,445	49,585			10.6%	
1010	Other Income	290	290	0	(290)			0.0%	
1016	Alton FC Holding Funds	0	0	22,116	22,116			0.0%	
	Anstey Park :- Income	9,000	9,000	98,308	89,308			9.2%	0

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4021	Rates	149	149	1,860	1,711		1,711	8.0%	
4022	Water Charges	54	54	2,107	2,053		2,053	2.6%	
4024	Gas	192	192	2,880	2,688		2,688	6.7%	
4025	Electricity	231	231	10,639	10,408		10,408	2.2%	
4030	Cleaning	865	865	11,298	10,433		10,433	7.7%	
4071	Telephone and IT	0	0	681	681		681	0.0%	
4140	Building Maintenance	1,088	1,088	8,820	7,733		7,733	12.3%	
4141	Grounds Maintenance	(15,791)	(15,791)	7,350	23,141	9,190	13,951	(89.8%)	
	Anstey Park :- Indirect Expenditure	(13,213)	(13,213)	45,635	58,848	9,190	49,658	(8.8%)	0
	Net Income over Expenditure	22,213	22,213	52,673	30,460				
202	Jubilee Playing Fields								
1000	Fees and Charges	2,120	2,120	18,126	16,006			11.7%	
1001	Rents	3,613	3,613	22,504	18,891			16.1%	
	Jubilee Playing Fields :- Income	5,733	5,733	40,630	34,897			14.1%	0
4021	Rates	175	175	2,187	2,012		2,012	8.0%	
4022	Water Charges	35	35	2,778	2,743		2,743	1.3%	
4025	Electricity	579	579	5,122	4,543		4,543	11.3%	
4030	Cleaning	0	0	400	400		400	0.0%	
4071	Telephone and IT	0	0	198	198		198	0.0%	
4140	Building Maintenance	515	515	2,205	1,690		1,690	23.3%	
4141	Grounds Maintenance	3,715	3,715	8,942	5,227	323	4,904	45.2%	
4143	Skatepark Maintenance	0	0	500	500		500	0.0%	
4150	Fuel Costs	0	0	1,638	1,638		1,638	0.0%	
	Jubilee Playing Fields :- Indirect Expenditure	5,018	5,018	23,970	18,952	323	18,629	22.3%	0
	Net Income over Expenditure	715	715	16,660	15,945				
301	Grounds Maintenance Team								
1010	Other Income	825	825	0	(825)			0.0%	
	Grounds Maintenance Team :- Income	825	825	0	(825)				0
4001	Salaries	0	0	171,276	171,276		171,276	0.0%	
4002	Employers NI	0	0	21,238	21,238		21,238	0.0%	
4003	Employers Pension	0	0	34,172	34,172		34,172	0.0%	
4010	Uniforms	0	0	1,551	1,551		1,551	0.0%	
4031	Refuse Collection	723	723	20,132	19,409		19,409	3.6%	
4139	Pot holes/Roadway resurfacing	(15,050)	(15,050)	7,500	22,550		22,550	(200.7%)	
4141	Grounds Maintenance	1,750	1,750	6,795	5,045	6,259	(1,214)	117.9%	
4144	Play Equipment Inspections	0	0	15,443	15,443	6,780	8,663	43.9%	

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4145	Tree Maintenance	18,344	18,344	42,000	23,657		23,657	43.7%	
4146	Bedding Plants	180	180	525	345		345	34.2%	
4147	Dog Bins	0	0	1,764	1,764		1,764	0.0%	
4148	Play Equipment Maintenance	(9,243)	(9,243)	12,128	21,371		21,371	(76.2%)	
4149	Vehicle Costs	3,151	3,151	7,053	3,902	0	3,902	44.7%	
4150	Fuel Costs	527	527	9,861	9,334		9,334	5.3%	
4153	Locking & Unlocking	0	0	12,039	12,039		12,039	0.0%	
4155	Equipment	24	24	21,538	21,514		21,514	0.1%	
	Grounds Maintenance Team :- Indirect Expenditure	407	407	385,015	384,608	13,039	371,569	3.5%	0
	Net Income over Expenditure	418	418	(385,015)	(385,433)				
310	The Butts								
1000	Fees and Charges	900	900	2,200	1,300			40.9%	
	The Butts :- Income	900	900	2,200	1,300			40.9%	0
4022	Water Charges	5	5	59	54		54	8.5%	
4141	Grounds Maintenance	105	105	0	(105)		(105)	0.0%	
	The Butts :- Indirect Expenditure	110	110	59	(51)	0	(51)	186.4%	0
	Net Income over Expenditure	790	790	2,141	1,351				
311	Public Gardens								
1001	Rents	699	699	16,397	15,698			4.3%	
	Public Gardens :- Income	699	699	16,397	15,698			4.3%	0
4022	Water Charges	6	6	573	567		567	1.1%	
4025	Electricity	298	298	3,252	2,954	816	2,138	34.3%	
4140	Building Maintenance	0	0	1,389	1,389		1,389	0.0%	
4141	Grounds Maintenance	0	0	3,183	3,183		3,183	0.0%	
	Public Gardens :- Indirect Expenditure	304	304	8,397	8,093	816	7,277	13.3%	0
	Net Income over Expenditure	395	395	8,000	7,605				
312	Windmill Hill								
1001	Rents	0	0	4,400	4,400			0.0%	
	Windmill Hill :- Income	0	0	4,400	4,400			0.0%	0
	Net Income	0	0	4,400	4,400				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
313	Kings Pond								
1001	Rents	577	577	7,200	6,623			8.0%	
	Kings Pond :- Income	577	577	7,200	6,623			8.0%	0
4141	Grounds Maintenance	(1,204)	(1,204)	12,000	13,204		13,204	(10.0%)	
	Kings Pond :- Indirect Expenditure	(1,204)	(1,204)	12,000	13,204	0	13,204	(10.0%)	0
	Net Income over Expenditure	1,781	1,781	(4,800)	(6,581)				
314	Holybourne Play Area								
4200	Ground Rent	0	0	265	265		265	0.0%	
	Holybourne Play Area :- Indirect Expenditure	0	0	265	265	0	265	0.0%	0
	Net Expenditure	0	0	(265)	(265)				
315	Chawton Park Road								
1001	Rents	1,900	1,900	27,150	25,250			7.0%	
	Chawton Park Road :- Income	1,900	1,900	27,150	25,250			7.0%	0
	Net Income	1,900	1,900	27,150	25,250				
316	Greenfields								
1001	Rents	0	0	500	500			0.0%	
	Greenfields :- Income	0	0	500	500			0.0%	0
	Net Income	0	0	500	500				
317	Flood Meadows								
4025	Electricity	86	86	529	443		443	16.3%	
4141	Grounds Maintenance	(69,852)	(69,852)	12,000	81,852	13,627	68,225	(468.5%)	
	Flood Meadows :- Indirect Expenditure	(69,766)	(69,766)	12,529	82,295	13,627	68,668	(448.1%)	0
	Net Expenditure	69,766	69,766	(12,529)	(82,295)				
318	Other Open Spaces								
4156	Parish Paths	0	0	500	500		500	0.0%	
	Other Open Spaces :- Indirect Expenditure	0	0	500	500	0	500	0.0%	0
	Net Expenditure	0	0	(500)	(500)				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
320	Allotments								
1001	Rents	5,466	5,466	7,403	1,937			73.8%	
1003	Allotment affiliation fees	6	6	200	194			3.0%	
	Allotments :- Income	5,472	5,472	7,603	2,131			72.0%	0
4022	Water Charges	29	29	1,323	1,294		1,294	2.2%	
4033	Allotment affiliation fees	1,026	1,026	0	(1,026)		(1,026)	0.0%	
4141	Grounds Maintenance	0	0	2,756	2,756		2,756	0.0%	
	Allotments :- Indirect Expenditure	1,055	1,055	4,079	3,024	0	3,024	25.9%	0
	Net Income over Expenditure	4,417	4,417	3,524	(893)				
321	Barley Fields								
1010	Other Income	280	280	0	(280)			0.0%	
	Barley Fields :- Income	280	280	0	(280)				0
4141	Grounds Maintenance	0	0	0	0	280	(280)	0.0%	
	Barley Fields :- Indirect Expenditure	0	0	0	0	280	(280)		0
	Net Income over Expenditure	280	280	0	(280)				
401	Community								
1014	Other Events Income	20	20	3,000	2,980			0.7%	
1072	Donations/Sponsorship Received	2,450	2,450	3,000	550			81.7%	
1080	Grant Income	0	0	1,000	1,000			0.0%	
	Community :- Income	2,470	2,470	7,000	4,530			35.3%	0
4001	Salaries	0	0	1,721	1,721		1,721	0.0%	
4002	Employers NI	0	0	164	164		164	0.0%	
4003	Employers Pension	0	0	369	369		369	0.0%	
4304	Town Crier	0	0	1,200	1,200		1,200	0.0%	
4305	3rd Party Event Costs	210	210	2,205	1,996		1,996	9.5%	
4306	Tourism	0	0	12,100	12,100		12,100	0.0%	
4307	Town Centre Events	466	466	19,845	19,379		19,379	2.3%	
4308	Youth Expenditure	0	0	20,000	20,000		20,000	0.0%	
4312	Events Grants	1,400	1,400	4,000	2,600		2,600	35.0%	
4314	CCTV	0	0	4,000	4,000		4,000	0.0%	
4317	Climate Change Actions/Strateg	(3,523)	(3,523)	15,750	19,273		19,273	(22.4%)	
	Community :- Indirect Expenditure	(1,447)	(1,447)	81,354	82,801	0	82,801	(1.8%)	0
	Net Income over Expenditure	3,917	3,917	(74,354)	(78,271)				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
403	Christmas Lights								
4300	Christmas Lights	0	0	22,000	22,000		22,000	0.0%	
	Christmas Lights :- Indirect Expenditure	0	0	22,000	22,000	0	22,000	0.0%	0
	Net Expenditure	0	0	(22,000)	(22,000)				
404	Alton in Bloom								
4302	Alton in Bloom Expenditure	0	0	1,575	1,575		1,575	0.0%	
	Alton in Bloom :- Indirect Expenditure	0	0	1,575	1,575	0	1,575	0.0%	0
	Net Expenditure	0	0	(1,575)	(1,575)				
420	Grants								
4500	Grants-Empowered	16,976	16,976	30,000	13,024		13,024	56.6%	
	Grants :- Indirect Expenditure	16,976	16,976	30,000	13,024	0	13,024	56.6%	0
	Net Expenditure	(16,976)	(16,976)	(30,000)	(13,024)				
503	Assembly Rooms								
1000	Fees and Charges	48	48	6,112	6,064			0.8%	
1001	Rents	1,060	1,060	13,714	12,654			7.7%	
	Assembly Rooms :- Income	1,108	1,108	19,826	18,718			5.6%	0
4006	Management contract	0	0	8,000	8,000		8,000	0.0%	
4022	Water Charges	25	25	1,401	1,376		1,376	1.8%	
4024	Gas	490	490	833	343		343	58.8%	
4025	Electricity	1,762	1,762	3,203	1,441		1,441	55.0%	
4031	Refuse Collection	66	66	686	620		620	9.6%	
4040	Licences	0	0	89	89		89	0.0%	
4140	Building Maintenance	2,310	2,310	1,439	(871)	6,771	(7,642)	631.0%	
	Assembly Rooms :- Indirect Expenditure	4,652	4,652	15,651	10,999	6,771	4,228	73.0%	0
	Net Income over Expenditure	(3,544)	(3,544)	4,175	7,719				
601	Street Furniture								
1008	Bus shelter adverts income	440	440	5,000	4,560			8.8%	
1072	Donations/Sponsorship Received	0	0	3,528	3,528			0.0%	
	Street Furniture :- Income	440	440	8,528	8,088			5.2%	0
4021	Rates	97	97	1,387	1,290		1,290	7.0%	
4600	Public Seats/Bins	30	30	4,000	3,970	150	3,820	4.5%	
4601	Bus Shelters	0	0	1,905	1,905	735	1,170	38.6%	

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4602	Notice Boards/street furniture	0	0	2,250	2,250		2,250	0.0%	
	Street Furniture :- Indirect Expenditure	127	127	9,542	9,415	885	8,530	10.6%	0
	Net Income over Expenditure	313	313	(1,014)	(1,327)				
602	Neighbourhood Plan								
4026	Other Expenditure	(18,750)	(18,750)	10,000	28,750		28,750	(187.5%)	
	Neighbourhood Plan :- Indirect Expenditure	(18,750)	(18,750)	10,000	28,750	0	28,750	(187.5%)	0
	Net Expenditure	18,750	18,750	(10,000)	(28,750)				
702	Projects								
1085	Developer Contributions/S106	0	0	288,000	288,000			0.0%	
	Projects :- Income	0	0	288,000	288,000			0.0%	0
4401	Jubilee Playing Fields	0	0	388,000	388,000		388,000	0.0%	
4402	Anstey Park	0	0	40,000	40,000		40,000	0.0%	
4415	Jane Austen Garden	829	829	0	(829)		(829)	0.0%	
4416	DFA Assembly Room Refurbishmen	3,650	3,650	0	(3,650)	829	(4,479)	0.0%	
4417	Kings Pond Project	(7,147)	(7,147)	0	7,147	7,920	(773)	0.0%	
	Projects :- Indirect Expenditure	(2,668)	(2,668)	428,000	430,668	8,749	421,918	1.4%	0
	Net Income over Expenditure	2,668	2,668	(140,000)	(142,668)				
	Grand Totals:- Income	617,056	617,056	1,479,524	862,468			41.7%	
	Expenditure	(20,351)	(20,351)	1,687,742	1,708,093	129,114	1,578,979	6.4%	
	Net Income over Expenditure	637,407	637,407	(208,218)	(845,625)				
	Movement to/(from) Gen Reserve	637,407	637,407	(208,218)	(845,625)				

Bank Reconciliation Statement as at 30/04/2025
for Cashbook 1 - Unity Trust Bank : Current A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust Bank: Current A/C	30/04/2025		633,333.17
			633,333.17

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		633,333.17

Unpresented Receipts (Plus)		
	0.00	
		0.00
		633,333.17

Balance per Cash Book is :- 633,333.17

Difference is :- 0.00

Signatory 1:

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

Signatory 2:

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

unity trust bank

Alton Town Council

Current T2

60-83-01 • 20302775

Balances are correct as of 08:59 on 01 May 2025.

Date	Description	Paid in	Paid out	Balance
30/04/25	Service Charge		-22.05	633,333.17

Bank Reconciliation Statement as at 30/04/2025
for Cashbook 4 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	30/04/2025		161.63
			161.63

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		161.63

Unpresented Receipts (Plus)		
	0.00	
		0.00
		161.63
	Balance per Cash Book is :-	161.63
	Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

01/05/2025

09:01

Alton Town Council

Cashbook transactions totalling £500.00 or more
for the period 01/04/2025 to 30/04/2025

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Unity Trust Bank : Current	1	23/04/2025	1100016689	East Hampshire District Counci	635.75
1	Unity Trust Bank : Current	1	23/04/2025	542420056	Zurich Municipal Management Se	24,485.90
1	Unity Trust Bank : Current	1	23/04/2025	BACS033	Royal Mail Group Ltd	1,503.31
1	Unity Trust Bank : Current	1	23/04/2025	BACS029	Voller Urban Design	660.00
1	Unity Trust Bank : Current	1	23/04/2025	BACS012	Bishops Printers Limited	1,575.00
1	Unity Trust Bank : Current	1	23/04/2025	BACS003	Alton Climate Action & Netwrok	1,795.00
1	Unity Trust Bank : Current	1	23/04/2025	BACS006	Basingstoke & Alton Cardiac Re	1,778.40
1	Unity Trust Bank : Current	1	23/04/2025	BACS007	Bushy Leaze	4,500.00
1	Unity Trust Bank : Current	1	23/04/2025	BACS008	Home Start Weywater	2,500.00
1	Unity Trust Bank : Current	1	23/04/2025	BACS027	S&C Slatter	1,652.40
1	Unity Trust Bank : Current	1	23/04/2025	BACS018	Flint Construction Limited	2,304.00
1	Unity Trust Bank : Current	1	23/04/2025	BACS005	Alton Conselling Service	1,000.00
1	Unity Trust Bank : Current	1	23/04/2025	BACS019	Fresh Ayres Landscapes	4,380.00
1	Unity Trust Bank : Current	1	23/04/2025	BACS009	Opensight	1,000.00
1	Unity Trust Bank : Current	1	23/04/2025	BACS004	Alton Community Association	3,000.00
1	Unity Trust Bank : Current	1	23/04/2025	BACS031	Worknest	2,068.80
1	Unity Trust Bank : Current	1	23/04/2025	BACS014	Chalvington Communications Lim	5,289.05
1	Unity Trust Bank : Current	1	23/04/2025	BACS022	Mascolo & Styles	2,640.00
1	Unity Trust Bank : Current	1	23/04/2025	BACS010	The Friendship Cafe	1,402.50
1	Unity Trust Bank : Current	1	23/04/2025	BACS016	Dataprint Limited	1,016.40
1	Unity Trust Bank : Current	1	23/04/2025	BACS017	Ellack Cleaning Contractors Lt	1,009.52
1	Unity Trust Bank : Current	1	23/04/2025	BACS024	Rod Gaskin Farm Equipment Limi	3,376.72
1	Unity Trust Bank : Current	1	23/04/2025	BACS001	Jane Austen Group	500.00
1	Unity Trust Bank : Current	1	23/04/2025	BACS011	Alton Allotment Association Ma	1,020.00
1	Unity Trust Bank : Current	1	15/04/2025	DD	Livepay	24,588.01
1	Unity Trust Bank : Current	1	17/04/2025	A18D6E38	E.ON	592.62
1	Unity Trust Bank : Current	1	17/04/2025	EC1E306B	E.ON	587.75
1	Unity Trust Bank : Current	1	17/04/2025	E3E271F2	E.ON	984.24
1	Unity Trust Bank : Current	1	23/04/2025	B993102D	E.ON	1,130.20
1	Unity Trust Bank : Current	1	23/04/2025	4C4E5AOB	E.ON	1,485.80
1	Unity Trust Bank : Current	1	09/04/2025	DD	LLoyds	1,317.91
1	Unity Trust Bank : Current	1	09/04/2025	DD	Lloyds	1,744.79

Receipts

Cb No	Bank Account Name	Month	Date Banked	Amount Banked
1	Unity Trust Bank : Current	1	01/04/2025	2,539.00
1	Unity Trust Bank : Current	1	02/04/2025	1,105.00
1	Unity Trust Bank : Current	1	03/04/2025	2,500.00
1	Unity Trust Bank : Current	1	04/04/2025	2,048.46
1	Unity Trust Bank : Current	1	07/04/2025	20,530.00
1	Unity Trust Bank : Current	1	10/04/2025	1,000.00
1	Unity Trust Bank : Current	1	14/04/2025	1,731.92
1	Unity Trust Bank : Current	1	15/04/2025	715.00
1	Unity Trust Bank : Current	1	22/04/2025	2,073.46
1	Unity Trust Bank : Current	1	23/04/2025	4,750.00
1	Unity Trust Bank : Current	1	25/04/2025	900.00
1	Unity Trust Bank : Current	1	28/04/2025	500,000.00
1	Unity Trust Bank : Current	1	29/04/2025	1,700.00

Alton Town Council

Cashbook transactions totalling £500.00 or more
for the period 01/04/2025 to 30/04/2025

Receipts

Cb No	Bank Account Name	Month	Date Banked	Amount Banked
1	Unity Trust Bank : Current	1	29/04/2025	25,121.66
1	Unity Trust Bank : Current	1	30/04/2025	3,874.52

Supplier	Product/Service	Location	Regularity	Date	Contract No.	Value
Castle Water	Water	Jubilee Playing Fields	Monthly	Mid month	2297532	Varied
Castle Water	Water	Town Hall	Monthly	Mid month	2314371	Varied
Castle Water	Water	Finnimore Pavilion	Monthly	Mid month	2315965	Varied
Castle Water	Water	Assembly Rooms	Monthly	Mid month	2321122	Varied
Castle Water	Water	Anstey Park	Monthly	Mid month	2440766	Varied
Castle Water	Water	Workshop	Monthly	Mid month	2444277	Varied
Castle Water	Water	Whitedown Allotments	Monthly	Mid month	2468685	Varied
Castle Water	Water	The Butts	Monthly	Mid month	2469145	Varied
Castle Water	Water	Wooteys Allotments	Monthly	Mid month	2469513	Varied
Castle Water	Water	Playing Field at Anstey Park	Monthly	Mid month	2470177	Varied
Castle Water	Water	Borovere Allotments	Monthly	Mid month	2470231	Varied
Castle Water	Water	Auxillary supply at Anstey Park	Monthly	Mid month	2470302	Varied
Castle Water	Water	Spitalfields Allotments	Monthly	Mid month	2470368	Varied
Castle Water	Water	Public Gardens	Monthly	Mid month	2502354	Varied
EON	Gas	Assembly rooms	Monthly	Mid month	EC1E3068	Varied
EON	Gas	Edgar Hall	Monthly	Mid month	74E3BA86	Varied
EON	Gas	Finnimore Pavilion	Monthly	Mid month	982E6FED	Varied
EON	Gas	Town Hall	Monthly	Mid month	885236C7	Varied
EON	Electricity	Foodbank	Monthly	Mid month	018D8280	Varied
EON	Electricity	Assembly Rooms	Monthly	Mid month	B993102D	Varied
EON	Electricity	Charles Read Pavilion	Monthly	Mid month	A18D6E38	Varied
EON	Electricity	Compound, public gardens	Monthly	Mid month	F1924B21	Varied
EON	Electricity	Finnimore Pavilion	Monthly	Mid month	E3E271F2	Varied
EON	Electricity	Harry Baker Pavilion	Monthly	Mid month	1D49EB07	Varied
EON	Electricity	Workshop	Monthly	Mid month	A2BF273E	Varied
EON	Electricity	Town Hall	Monthly	Mid month	4C4E5AOB	Varied
EON	Electricity	Tennis Courts	Monthly	Mid month	OEA39665	Varied
EON	Electricity	Edgar Hall	Monthly	Mid month	49CC72EO	Varied
EHDC	Rates	Town Hall	Monthly	1st	1100016689	£589.00
EHDC	Rates	Assembly Rooms	Monthly	1st	1100017488	£478.00
EHDC	Rates	Pavilions	Monthly	1st	1100341273	£309.00
EHDC	Rates	Bus shelters	Monthly	1st	1100327496	£91.00
Baxi	Boiler Service Contract	Town Hall	Monthly	28th	AHDP0012931	£39.24
Unity	Bank charges	General	Monthly	Last working day	20302775	£9.96

Unity	Cash & cheque handling	General	Quarterly	Last working day	20302775	Varied
Grenke	Photocopier hire	Town Hall	Quarterly	1st	700020852	£204.52
Air Copier	Printer cartridges	Town Hall	Monthly	Last working day	RM7ACBT	Varied
Lloyds	Credit Card	General	Monthly	10 working days after 28th	5563140760497290	Varied
PWLB	Loan repayment	Kings Arms	Twice a year	Mid month	PW509524	£4,705.50
Livepay	Salaries	General	Monthly	15th or closest working day	Payroll	Varied
Sum Up	Payment for card use	Town Hall	As used	As used	MEH PID341253	1.69%
SCG	Mobile phones	Town Hall	Monthly	3rd	62640	Varied

Request for Quotation: MOWER TO REPLACE MAJOR

Name of Company & Contact details	Advised responding	Response Received Y/N	Price	Cost	Company & Contact details	Additional Comments
Supplier A	Yes	Yes	**One NEW TRIMAX PEGASUS S5 722 Roller Mower** c/w Cutting Width: 7.23 Metre's Overall Width: 7.39 Metre's Overall Length: 4.65 Metre's Transport Width: 2.53 Metre's Transport Height: 3.8 Metre's Cutting Height Range: 10-110mm 13 Blade Spindles Mudguards, Lights & LED Road Kit Spare Wheel 5 YEAR MANUFACTURES WARRANTY	£39,450.00		Servicing and maintenance costs - Annual service worst-case scenario £950. New set of blades (no bolts) £240 + fitting. Will not charge to collect the machine and return it. With reduced warranty (3 years rather than 5) reduce cost by £750.
Supplier B	Yes	Yes	**Wessex rmx 680 rotary mower** Cutting Width: 6.8m, Overall Width: 6.93m, Overall Length: 5.00m, Transport Width: 2.53m, Transport Height: 3.50m, Cutting Height Range: 10 - 110mm, Work rate (at 12mph): 27.9 acres, 12 Cutting Blade Spindles, Mudguards, Lights & LED Road Kit, Spare Wheel, 5 year warranty	£32,000.00		Servicing and maintenance costs - Annual service £885. New set of blades £270 but will also include a free set if we choose to buy from them. Will not charge to collect the machine and return it.
Supplier C	Yes	Yes	**Wessex rmx 680 rotary mower** Cutting Width: 6.8m, Overall Width: 6.93m, Overall Length: 5.00m, Transport Width: 2.53m, Transport Height: 3.50m, Cutting Height Range: 10 - 110mm, Work rate (at 12mph): 27.9 acres, 12 Cutting Blade Spindles, Mudguards, Lights & LED Kit, Spare Wheel, 5 year warranty	£41,490.00		£46,100 - 10% discount Do not do maintenance and servicing themselves.

Timetable:

Procurement Stage	Dates	
Request for quote		
Quote Deadline		
Evaluation		
Intention to award	7th May 2025	
Contract start	TBC	

YOUR SOLAR QUOTE

Hi Kenneth.

Thanks for choosing us to provide a design for a solar PV system at Alton Social Bowling Club, GU34 1RF.

We're delighted to supply the attached proposal for a 9 kW solar array.

We expect your system to generate 8,748 kWh of clean electricity every year, and save 1,811 kg CO_2 of carbon.

There are full details on the following pages. We hope you enjoy the read!

Kind regards,

Ryan Theed

9.00 kW PV System

**18 × 500W panels,
1 × Fox ESS H3 10kW 3ph Hybrid Inverter**

£10,870.00 inc VAT

Expected payback 6 years. Estimated first year savings £412.31

8,748 kWh/yr

Annual CO2 savings of 1,811 kg

Table of Contents

Contents

This proposal is for:

Kenneth Ward

Alton Social Bowling Club
GU34 1RF

Prepared	March 17, 2025
Valid for	30 days

System Overview

Your system comprises **18 DMEGC 500W solar panels** to collect sunlight and turn it into DC electricity.

The panels will be connected to **1 Fox ESS H3 10kW 3ph Hybrid Inverter inverter**, which converts the DC electricity into mains (AC) electricity.

We include all the isolators, wiring and meters needed to connect the system safely to your electrical system. Your system will be installed and certified by our trained installation team.

Solar Panels: DMEGC 500W × 18

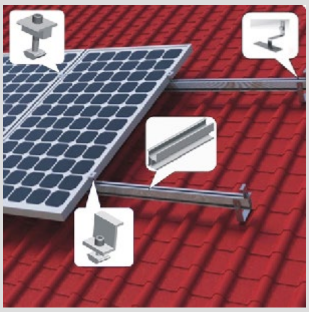
FULL BLACK N-TYPE BIFACIAL PV MODULE

Model	DM500M10RT-B60H
Power	500 watts
Dimensions	1134 × 1950mm

Inverter: Fox ESS H3 10kW 3ph Hybrid Inverter

No description

AC Power	10000 watts
Trackers	2



Mounting: Fastensol pitched roof mounting system

Fastensol are an excellent value, fully MCS accredited choice for pitched roof mounting systems, suitable for the majority of roof types.

Designed for	Concrete Tile roofs
Colour	Not specified

System Performance

We have made an estimate of the annual energy generation of your system. This takes into account the following factors that affect the output of a solar array.

The location of the system

Sunlight is weaker near the poles than near the equator. We use data from a meteorological model of the intensity of sunlight over the course of the year in different locations all over the world.

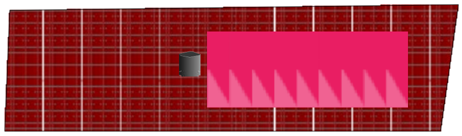
The orientation of the system

Solar panels that face south receive a little more sunlight than panels that face east or west. However, in diffuse light the orientation of the panels makes little difference, so the effect is less marked than many people imagine.

The degree of shading

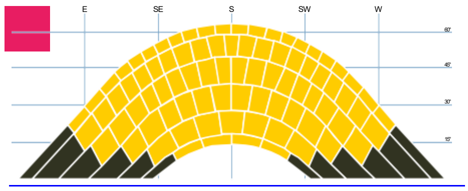
If you have trees, neighbouring buildings or nearby high ground that will shade your PV array, the output of the system will be reduced. We have used a 'sunpath diagram' that estimates how often sunlight will be blocked from reaching the panels.

Roof diagram

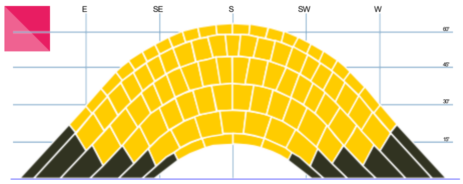


Roof 1 Orientation: -40° Pitch: 40°

Sunpath diagrams



Shade factor: 1.00 Kk: 972



Shade factor: 1.00 Kk: 972

We expect your system to generate

8,748 kWh per year

Installation data

Installation capacity of PV system – kWp (stc)	9 kWp
Orientation of the PV system – degrees from South	-40°
Inclination of system (pitch) – degrees from horizontal	40°
Postcode region	Zone 3

Performance Calculations

kWh/kWp (Kk)	See sunpath diagrams
Shade Factor (SF)	See sunpath diagrams
Estimated output (kWp x Kk x SF)	8748 kWh

Estimated PV self-consumption

Assumed annual electricity consumption	3500kWh
Expected solar generation consumed in property	1422kWh

Important note: The performance of solar PV systems is impossible to predict with certainty due to the variability in the amount of sunlight from location to location and from year to year. This estimate is based upon a model that takes account of meteorological data at your location and makes an allowance for losses due to shading of the panels. This is a complex calculation however, and no model can be 100% accurate. It should not be considered a guarantee of performance.

If shading is present on your system that will reduce its output to the factor stated. This factor was calculated using industry standard shading methodology and we believe that this will yield results within 10% of the actual energy estimate stated for most systems.

Your Energy Explained

In addition to the MCS calculation of system output we have run a more detailed model of your system to estimate how much of the electricity generated by the system you are likely to use yourself and how much will go to the grid.

Smart Export Guarantee (SEG) information

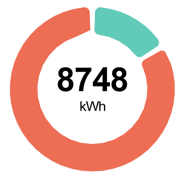
The Smart Export Guarantee (SEG) enables Generators to receive payments from electricity suppliers for the electricity they export

back to the National Grid, providing specific criteria are met. Your installation will be MCS accredited, which means that you should be able to apply for SEG payments from your electricity supplier. Further details on the SEG and its eligibility requirements, including how to apply, can be found online at ofgem.gov.uk

Where your electricity comes from in a typical year

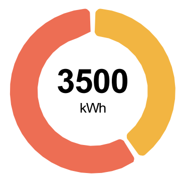
Based on an electricity usage of 3,500 kWh per year, the graph below shows how much electricity used in the property is expected to come directly from the solar panels (orange) and how much is expected to be imported from the grid (red).

Annual Generation



Direct use	To grid	Losses
1422 kWh	7326 kWh	0.00 kWh

Annual Consumption

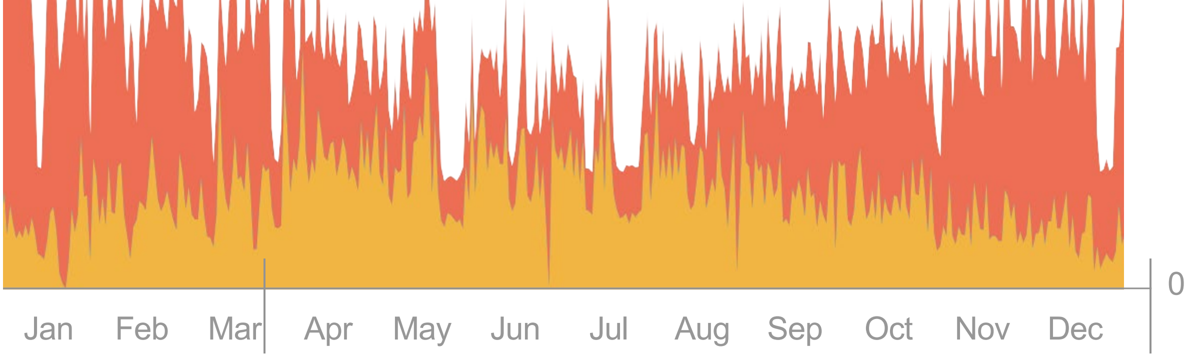


From solar	From grid
1422 kWh	2078 kWh

Annual Import/Export

Importing
2078 kWh

Exporting
7326 kWh

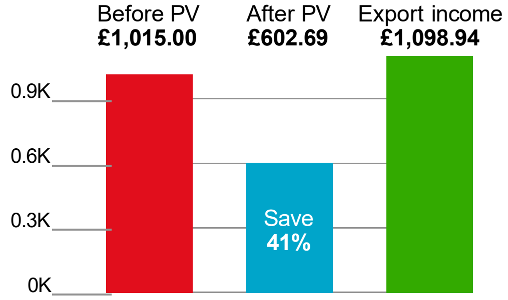

0
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec

Financial Benefits

Based on our model we expect you to self consume 1,422 kWh of the 8,748 kWh of electricity the system should generate - providing 41% of the annual electricity consumption of 3,500 kWh in the property.

At an electricity tariff of 29.00 p/kWh, that's a saving of **£412.31** on your electricity bill - down from £1,015.00 at present! Your new bill could be **just £602.69 per year.**

7,326 kWh of excess solar energy will be exported to the grid. If you are paid by your supplier at 15.00 p/kWh, **you will receive an additional £1,098.94 in income from them.**



Overall, your savings and benefits are expected to be around £1,511.25 in the first year after the system is installed.

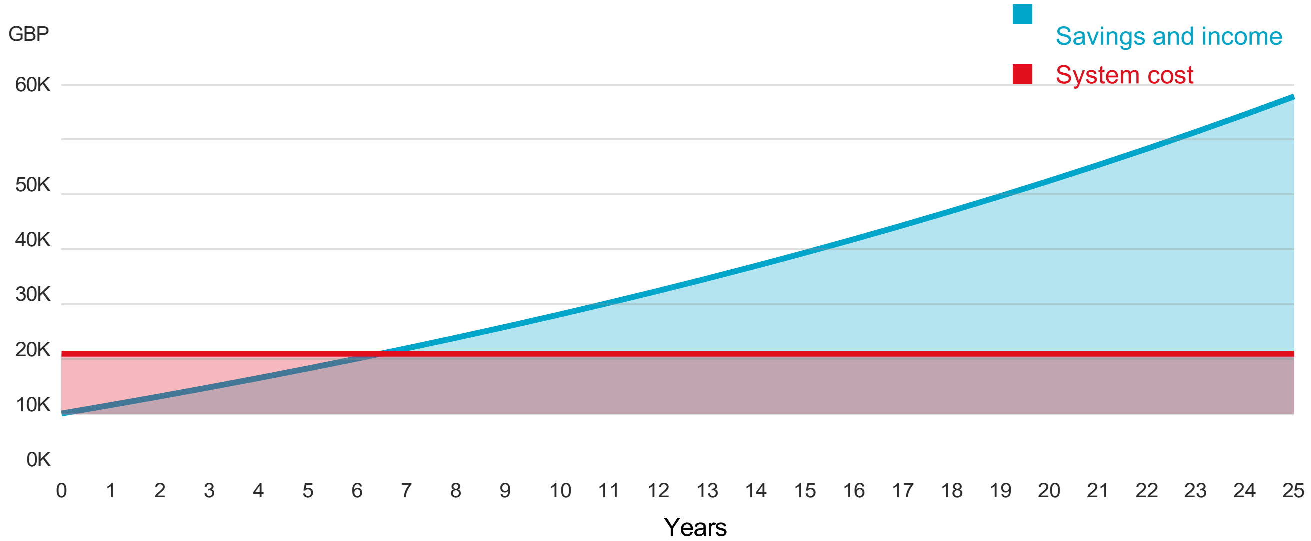
Payback

Using a more detailed model that also takes account of longer term factors such as inflation, gradual degradation in panel output over time and financial discount rates[1], **we expect the system to pay for itself in 6 years.**

Over a projected 25 year lifetime, we expect the system to have a **Net Present Value of £46,792.43.** A positive net present value is a good indication that an investment is financially worthwhile.

Disclaimer: Nothing in life is certain. Cloudy periods, growing trees, and even pigeon droppings can affect the output of your array. No-one really knows how electricity tariffs will change in the future, or what inflation will be in 10 years time. We have based our calculations on an inflation rate of 8%, electricity price that increases with inflation, a discount rate[1] of 4%, an import electricity tariff of 29.00 p/kWh, and export payments of 15.00 p/kWh. Returns are not guaranteed.

[1] Financial discounting is a method used to calculate the worth of future money in today's terms.



Environmental Benefits

Your new PV system will supply your property with clean, green electricity - and in sunny periods some will also be exported back to the grid.

Overall you'll be making a big contribution to reducing CO_2 not just by lowering the carbon intensity of your own electricity, but by putting low-carbon electricity back in the grid for others to use too.

Your current electricity supply produces

725 **kg CO_2 each year**

41% will be supplied by solar, saving

294 **kg CO_2 each year**

7,326 kWh will be exported, saving

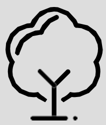
1,517 **kg CO_2 each year**

Total savings

1,811 **kg CO_2 each year**

Your yearly CO_2 reduction of 1,811 kg is equal to...

a car ride of 6,469 miles



CO_2 absorbed by 83 trees

Disclaimer: We calculate and compare the likely annual CO_2 emissions for your home based on your generation and usage with the solar PV system detailed in this document versus estimates for a property like yours using energy from the grid. Your actual CO_2 emissions will depend on lots of factors, like how much energy your solar panels generate, how much of this energy you use directly and how much energy you continue to use from the grid. To calculate what these savings equate to in miles driven, we base this on the CO_2 emissions of an average sized diesel car as outlined in the UK government's 'Greenhouse gas reporting: conversion factors 2024' (https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2024). To calculate what these savings equate to as the average amount of CO_2 absorbed by trees, we base this on a rate of 22kg per tree per year. Trees absorb anywhere between 10 and 40kg of CO_2 per year on average, depending on a whole host of factors including the species, location, planting density, and age.

Quote

SUSTAIN

Kenneth Ward
Alton Social Bowling Club
GU34 1RF

Quote reference:	1123411
Quote date:	3/17/2025
Quote by:	Ryan Theed
Quote validity:	30 days

Description of goods and services	**Price**
Goods	
18 x DMEGC 500W solar panel	£2,160.00
40 x Fastensol silver universal clamp	£42.00
8 x Fastensol silver end cap	£6.38
40 x Fastensol portrait concrete tile roof hook	£328.44
8 x Fastensol rail splice	£24.70
12 x Fastensol silver rail 3550mm	£385.56
Fox ESS H3 10kW 3ph Hybrid Inverter inverter	£2,372.30
2 x AC isolator - IMO - 20A 4-pole	£45.61
2 x IMO 16A DC Isolator 2-pole 1-string	£88.83
4 x MC4 4mm Connector Pair	£16.30
50m reel of 4mm2 solar cable	£53.55
Label sheet	£1.33
Reinforced BirdBlocker 200mm for Solar Panels	£650.00
Goods total	**£6,175.00**
Services	
Roof & Electrical installation, including scaffolding testing & commissioning	£4,050.00
Design & Administration (Including pre-installation survey, MCS design and compliance, performance estimate, structural assessment, DNO application, building control notifcation and processing)	£495.00
Insurances & Warranties (Including deposit protection insurance, 2 year insurance backed workmanship warranty, 25 year panel warranty, 10 year inverter and battery warranty)	£150.00
Services total	**£4,695.00**

Total goods and services	£10,870.00
System cost	£10,870.00
Total before VAT	£10,870.00
VAT at 0%	£0.00
Total including VAT	**£10,870.00**

Order Form

To proceed with this order please sign below to acknowledge that you have read and accept the information contained within this quote document and our terms and conditions.

Customer signature	**Customer name**	**Date**

Hampshire Stoves (Installations)

HSI

Terry Bicknell

01420 769685/01420 562 740/077 375 99659
terry@hampshirestovesinstallations.co.uk

Visit our showroom by appointment only
Unit 8 Barton Industrial Estate, SO24 9RN

www.checkatrade.com/hsihampshirestoves

Louise and Martin Whatshott
1 Jubilee Playing Fields
Chawton Park Road
Alton
GU34 1RF

[redacted]

7th March 2025

Dear Louise and Martin,

RE: Installation of Wood Burning Stoves

Further to my recent visit, please find set out below my estimate for the installation of a wood burning stove.

To supply deliver and erect Class 1 twin wall chimney (to comply with BS EN 1856). Twin wall flue to rise internally from stove, pass through ceiling into loft space (cutting and trimming joists as necessary, reposition overflow pipe out of way of flue route, fixing it back) exiting roof using bends and brackets IF appropriate rising to required height. Weathered by lead flashing. Supply and fit carbon monoxide alarm. To include labour. All to comply with Document J of the Building Regulations and the manufacturers brochure/specifications.

The flue passing through the attic to be "boxed in/caged in" so that no combustible objects fall on to the flue etc.

IF NEEDED as discussed – cut and trim skirting behind the hearth area on day of installation.

Installation (using powder coated black external flue) **£2,995**
Hearth (Smoked Glass Truncated Circle) **£270**

Stove Choice and Prices:

As seen in the showroom.

Stove	Stove Dimensions	Combustible distance	Type	KW	RRP Price
Termatech TT20 Streamline	H: 954mm W: 478mm D: 419mm	Rear 150mm Side 350mm	Wood	5kw 3 to 7kw	£1,405

TT20 Bazic | All the benefits at an amazing price | TermaTech

Hearth Choice:

I have quoted above for a smoked – truncated circle glass hearth.

Not Included:

Please ensure that there are no power cables, gas pipes or water pipes etc. within the flue route.

At no time before or after the installation should there be combustible materials or wiring etc behind or above the stove area, ie wallpaper, wall TVs etc. Please consider (if in an open plan room/kitchen area) if you are opting for an extractor fan to be fitted after the installation this may have a detrimental effect on the stove. A test will be required to confirm that an air vent is not required in the same room as the stove, some manufacturers require this as a standard procedure with extractor fans in the same area as the stove. We take no responsibility if the extractor fan is fitted after an installation.

All prices quoted above are subject to VAT (where applicable) at the current rate of 20%

If your stove is above 5kw please note that an air vent is required to be installed. Please note that "New Build" properties (ie built from 2008) will need an air vent regardless of the kw output or you may wish to purchase a stove with a direct air feed option. If fitting a stove in an area with an extractor fan some stove manufacturers have specific recomme[redacted] event tests will need to be carried out prior to a Hetas Certificate being registered again, an air vent may be required if the extractor fan interferes with the draw of the fire/stove.

Building Regulations now require us to fit a carbon monoxide alarm, this has to be fitted on the wall, above window level, however this cannot be over a window, optimally more than 1 metre and less than 3 metres horizontally from the appliance.

On 1st April 2002 Building Regulations approval became a requirement when installing a flue, or fitting an appliance. I am a HETAS approved installer and can self-certify my work issuing a certificate, one copy to you, one copy for my files and one copy to HETAS. I attach a notice plate in the house, normally near the electricity meter, or consumer unit, detailing the flue type, size and the fuels that can be used.

HSI - Hampshire Stoves (Installations) assume that all relevant permissions have been granted by your council/building control etc. If we are accessing the roof via ladders it is not always possible to complete the job without accidentally breaking the odd tile, if this happens we would always advise that you have spare tiles available, and I am more than happy to replace these on the day of installation, however, I cannot take responsibility of any possible breakages that may occur or supplying of any tiles. Please note that when we penetrate a roof we give a 12 month warranty on the sealing works of the roof carried out by ourselves, anything after the 12 month period can be discussed as necessary. Please ensure that there is adequate parking as near to the property as possible, if necessary please organise parking permits etc.

Terms: Deposit payable prior to any works commencing to be discussed individually, however, I will require the price of the stove costs if we are purchasing this on your behalf, any invoices issued prior to completion of installation should be paid within the timescale on each invoice, the outstanding balance to be paid to myself upon completion. Payment to be made by cheque (made payable to Hampshire Stoves (Installations), or by BACS – bank details on all invoices. Please note that all materials and stoves (if supplied by us) will remain the property of Hampshire Stoves (Installations) HSI until full payment has been received.

Once the deposit has been paid you are agreeing that you wish to go ahead with the installation and will pay all outstanding monies upon completion of the installation. We agree to carry out the installation as soon as we can at a date convenient to you. We accept no responsibility for installation delays if the stove has been held up by the relevant manufacturers but will keep you updated on all information as we receive it. Please note that if you change your mind on any item ordered on your behalf, once the order has been placed there may be a restocking charge issued to us, we will then have to pass this on to you. All materials that are made bespoke to the individual installation/customer once ordered will need to be paid for in full by yourselves, regretfully if you either change your mind or have ordered the wrong item we will not be able to give a refund on this but will still have to charge. All invoices should be paid for upon receipt and before the next stage of the works progresses.

Please ensure that there is parking as close as possible or outside your property. If a parking permit is required (ie, if you have double yellow lines /parking restrictions) please ensure that you organise this for us. We do need access to the van throughout the installation date – please discuss if in any doubt.

Upon completion once you have checked the installation with myself you agree to sign a "completion form" to confirm you are happy and that you will pay any outstanding invoice forthwith.

I look forward to receiving your instructions.

If you require any further information please do not hesitate to contact me.

Yours sincerely

Terry Bicknell
Hampshire Stoves (Installations) HSI

TERMS

A deposit will be required to confirm placement of your order and the balance is payable to myself on completion. Please note all stoves and materials supplied by us remain our property until any outstanding invoices have been paid. Please note,if manufacturers increase prices of stove or installation parts after sending the estimate, we will have to pass on the increased price to you – this will be discussed with yourselves.
Payment to be made by cash, BACS, cheque or Paypal made payable to Hampshire Stoves (Installations). Bank details are available on invoice. If paying by PayPal please note a 5% charge will be added.
PLEASE NOTE THAT UNDER THE NEW DATA PROTECTION LAWS you are consenting for us to keep your details on file. We will keep all details on file until such a time as you inform us to remove them. I confirm that we do not pass any of your details to any third party without your prior consent.

If you have any queries concerning this quotation, please contact;
tel; 01420 769685/01420 562740 / 07737 599659
email; tracy@hampshirestovesinstallations.co.uk

Thank you for your business!

VAT Registration Number 172 1123 49

S Drewery property Maintenance

15 Swallow Close

Alton

GU34 2JE

07780795647

Quote

Louise Jubilee Bungalow

To remove and fit new kitchen worktops supplied by customer.

To replace kitchen sink and adjust plumbing as required.

To fit new Perspex splash backs to kitchen area as supplied by customer.

To fit new stainless steel splash back behind cooker.

Reseal all worktops edges and surrounds and make good.

Remove all waste.

Total cost for labour only £850

Regards

Simon Drewery

HOWDENS

ESTIMATE

Date: 20/03/2025 13:37
Account: CD611

Estimate For:

xxxxxxxxxx
xxxxxxxxxx
xxxxxxxxxx
xxxxxxxxxx
xxxxxxxxxx
xxxxxxxxxx
xxxxxxxxxx

Cad Plan Number:
Estimate Number: 611/0411879
Estimate expiry: 19/04/2025
Our Operator: Daniel
Sales Consultant: Daniel

Your Contact: xxxxxxxxxx
Contact No: xxxxxxxxxx
Your Reference:

Qty	Product	Disc%	Net	
2	DKA6324 Matt Dove Grey Cornice/Pelmet Square Profile	35.00	47.46	F
2	DKA6339 Matt Dove Grey 932 Tall Wall Decor End	35.00	75.62	F
2	DKA6385 Matt Dove Grey MFC Continuous Plinth - 15mm	35.00	70.86	F
3	GIR0026 Zipbolt Connecting Bolt for 25-40mm Worktops	29.90	8.37	
2	GIR0129 Aluminium Square Edged Worktop End Cap 38mm	30.00	24.44	
1	HJA2908 Carbon Filter for LAM2410 and LAM2411	30.00	19.24	
3	KFR6302 Gwich Dv Grey 500 Dwr Front	29.99	32.01	F
1	KFR6303 Gwich Dv Grey 600 Dwr Front	30.00	10.89	F
3	KFR6306 Gwich Dv Grey 500 Standard Door	29.98	64.80	F
1	KFR6307 Gwich Dv Grey 600 Standard Door	30.00	24.68	F
2	KFR6344 Gwich Dv Grey 500 Tall Wall Door	30.00	67.44	F
2	KFR6345 Gwich Dv Grey 600 Tall Wall Door	30.00	73.86	F
2	KFR6349 Gwich Dv Grey 400 Tall Wall Door	30.01	64.70	F
1	KFR6372 Gwich Dv Grey 600 Integrated Mwave Topbox Door	30.00	24.65	F
1	KFR6379 Gwich Dv Grey 600 Tall Integrated Mwave Topbox Door	30.00	34.78	F
1	LAM2410 Lamona S/Steel Chimney Extractor 60cm	30.00	75.54	
12	RKC0480 110 Degree Standard Hinge Pack	30.01	71.64	
2	WOK3197 Grey Metro Tile Effect Backboard 2400mm x 600mm	30.00	343.12	
1	WOR9006 Brown Worktop Jointing Compound	30.00	8.35	
2	WTC9409 Grey Metro Tile Effect Backboard Sealer Strip (x 2)	30.00	33.56	
2	WTP0460 Staved Oak Square Edged Worktop 3m 38mm	40.00	391.12	F
1	WTP0496 Staved Oak Worktop Edging Strip 1.4m	40.00	21.20	
1	ZZD39 Delivery	0.00	120.00	

Depot: Winchester Manager: Ben Cook
Address: Units 1 & 2, Wykenham Ind Estate, Moorside Road, WINCHESTER, SO23 7RX
Tel: 01962 877 452
E-mail: winchester@howdens.com

HOWDENS

ESTIMATE

Date: 20/03/2025 13:37
Account: CD611

Estimate For:

xxxxxxxxxx
xxxxxxxxxx
xxxxxxxxxx
xxxxxxxxxx
xxxxxxxxxx
xxxxxxxxxx
xxxxxxxxx

Cad Plan Number:
Estimate Number: 611/0411879
Estimate expiry: 19/04/2025
Our Operator: Daniel
Sales Consultant: Daniel

Your Contact: xxxxxxxxxx
Contact No: xxxxxxxxxx
Your Reference:

Qty	Product	Disc%	Net

Only Products marked F (FSC) or P (PEFC) above
Are certified as Follows :
FSC Mix 70%, SA-COC-001813
70% PEFC Certified, SA-PEFC-COC-001813

Total Goods	1708.33
VAT	341.67
Estimate Total	2050.00

WE WON'T BE BEATEN ON PRICE

Depot: Winchester Manager: Ben Cook
Address: Units 1 & 2, Wykenham Ind Estate, Moorside Road, WINCHESTER, SO23 7RX
Tel: 01962 877 452
E-mail: winchester@howdens.com

ALTON TOWN COUNCIL BUSINESS CONTINUITY PLAN

DRAFT

V2 Reviewed May 2025

ALTON TOWN COUNCIL BUSINESS CONTINUITY PLAN

The Civil Contingencies Act 2004 places a duty on a local authority that it is prepared, as far as reasonably practicable, to continue to provide functions/services in the event of a disruption by whatever cause. Whilst this is not a statutory duty for a Town or Parish Council, it is Alton Town Council's intention to recognise the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions to the day to day running of the Council.

This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures and necessary changes to service delivery, where such services are disrupted by factors within Alton Town Council's area of responsibility.

Core Business of Alton Town Council

The Council provides local services to its electorate which includes the provision of:

•Allotment sites across town

•Assembly Rooms

•Bus Shelters

•CCTV hardware (monitored by the Police)

•Digital and paper media promotion of the activities and services of the Town Council

•Christmas Lights

•Dog Waste and Rubbish Bins in Town Council owned Public Spaces

•Floral Displays and Alton in Bloom

•Footpath issues (monitoring and reporting)

•Weekly and occasional Markets

•Public Noticeboards

•Parks and Public Gardens

- Children's Play Areas
- Public Benches
- Alton Events Programme
- Skate Parks at Anstey Park and Jubilee Fields
- Sports Pitches at Jubilee Fields and Anstey Park
- The Charles Reed and Harry Baker Pavilions at Jubilee Fields
- The Finnimore Pavilion at Anstey Park
- War Memorials

In addition the Town Council also serves as a commercial, community and residential landlord for a small number of properties across the Town

Potential causes of disruption:

Damage caused by-

a) Storm, tempest, flood and snow

b) Fire

c) Terrorism

Failures to-

a) Equipment

b) Public services

Losses of-

ALTON TOWN COUNCIL BUSINESS CONTINUITY PLAN

a) Staff through death, illness or injury or resignation, whilst on or off Council duty

b) Councillors by any reason which leaves the Council inquorate

Town Hall Closure due to –

a) Government or Public Health England directive/recommendation

b) Self-isolation of staff to prevent spread of disease. – (See Stages below)

Responsible Officer	Town Clerk	**Date effective from**	January 2019	**Review date(s)**	January 2021 April 2022 May 2024 & May 2025
Author	Town Clerk	**Date last amended**	1st May 202[illegible]		

EVENT	RISK MANAGEMENT	IMMEDIATE ACTION	CONTINUITY	LONG TERM
Loss of Clerk due to death, sudden/ longer term illness, incapacity or resignation	a) Ensure staffing team are aware of their responsibilities b) Ensure rolling program is up to date and all key tasks are listed c) Access to log ins and passwords are available	a) Council Chairman and Chair of Staffing Committee to be informed. (in turn they will inform council) b) Call extraordinary meeting to confirm appointment of locum and commence recruitment as required	a) Recruit temporary Locum Clerk or appoint Deputy Town Clerk as Interim Clerk and Proper Officer. b) Assign tasks to other staff members as required.	Seek and employ permanent clerk Review procedures to ensure minimal impact from loss

ALTON TOWN COUNCIL BUSINESS CONTINUITY PLAN

	d) ensure flexibility of skill set amongst other Town Hall officers to cover duties/tasks.		c) Contact Farnham or Petersfield Town Council for emergency cover if required for meetings.	
a) Death or serious injury to member of staff whilst carrying out Council duties or b)prolonged absence or resignation or dismissal of staff	Having others trained or acquainted with the duties with regard to H & S certification Ensuring flexibility in both the Town Hall Team and Grounds Team, to ensure other staff are trained sufficiently in order to provide temporary cover for tasks.	a) Clerk to be informed who will report to the Council and in turn to the next Staffing Committee Meeting b) Clerk to inform the insurance company if required c) Clerk to inform HSE if necessary	Seek temporary external help and identify tasks that cannot be covered in-house Start recruitment procedures to be instigated to seek replacements	Review training procedures to ensure improvements
EVENT	**RISK MANAGEMENT**	**IMMEDIATE ACTION**	**CONTINUITY**	**LONG TERM**
Damage to Town Hall or Council Meeting Chamber	Maintain adequate insurance cover Carry out fire risk assessment and routine testing of smoke alarms and extinguishers.	Clerk to inform insurance company and invoke business continuity clause. Clerk to contact all members of staff to advise Business Continuity arrangements are invoked (via WhatsApp group)	Use alternative premises for Town Hall team or facilitate work from home. Arrange meeting for grounds Use alternative premises for meetings (Assembly Rooms or similar)	Review risk assessment

ALTON TOWN COUNCIL BUSINESS CONTINUITY PLAN

Loss of Grounds Maintenance equipment due to theft, fault or breakdown	Maintain adequate insurance cover. Ensure regular, scheduled maintenance carried out by external provider as well as routine day to day maintenance in house and defect reporting. Ensure keys for all vehicles are kept locked away in key cabinet and all sites locked and alarmed when not in use. Ensure Town Hall holds a record of all key holders for each site and access to be restricted to each compounds (Anstey Park, Public Gardens & The Barn at Jubilee)	Report theft to police and insurance company. Relocate equipment from other sites as necessary, coordinated by Head Groundman. If theft, move to The Barn has this site is alarmed. CCTV at Public Gardens compound. Anstey Park - vulnerable.	Arrange hire of equipment if required or bring in contractor with necessary equipment if hire not available. Arrange purchase of new equipment within current financial regulations or per insurance claim procedure.	Review risk assessment and security of equipment and maintenance schedule
EVENT	**RISK MANAGEMENT**	**IMMEDIATE ACTION**	**CONTINUITY**	**LONG TERM**
Loss of Council documents due to fire, flood or other causes	Scan or photocopy required documents and keep in separate secure place. Provide secure storage of paper documents in fire cabinet on 1st Floor and in council safe	a)Clerk to inform Council and insurance company if necessary b) If theft has resulted in GDPR breach report to ICO as per protocol.	Ensure regular filing of required documentation particularly legal documents and staffing documents. All scanned items on backup with Chalvington to the cloud.	Review procedures to ensure improvements and security

Loss of Council electronic data due to fire, fault, cyber-attack or breakdown	Ensure the regular backup is carried out by use of separate off site cloud based back up with IT provider (Chalvington) Accounts system backed up remotely with finance software provider. Ensure Councillors keep their ATC e-mails separate to personal accounts and are not contained on any device which does not have encryption or is password protected.	a) Clerk to inform Council and insurance company if necessary b) If fault has resulted in GDPR breach report to ICO as per protocol.	Instigate use of stored back up material which includes Councillors e-mail, server and officers e-mail accounts.	Review procedures and research Improvements to system as well as cyber insurance in place Ensure training of staff and councillors to ensure security of documentation. Remind staff & councillors on an annual basis. Ensure all non-confidential essential documents are uploaded to website to provide further source of document retrieval.
EVENT	**RISK MANAGEMENT**	**IMMEDIATE ACTION**	**CONTINUITY**	**LONG TERM**
Loss of Council equipment due to theft, fault or breakdown	All folders backed up to server. Telecommunications equipment leased on a maintained contract which covers breakdown. Ensure any IT equipment/mobile phones taken for use "off-site" are encrypted and/or password protected	a) Report theft to police and insurance company. b) If theft has resulted in GDPR breach report to ICO as per protocol. c) Decide on immediate replacement.	Replace/ update in accordance with current financial regulations.	Ensure adequate reserves to maintain a rolling 5-year replacement of equipment. Ensure adequate training of staff and councillors to ensure the safety of equipment.

ALTON TOWN COUNCIL BUSINESS CONTINUITY PLAN

Loss of Councillors due to multiple resignations (causing Council to be inquorate)	Council budget in place to fund by election. Ensuring forward planning (where possible) to account for foreseen resignations.	Clerk to inform remaining Councillors & employees of the Council. Clerk to inform EHDC's Returning Officer.	EHDC to decide on temporary working strategy for Council business to be maintained followed by the instigation of a by election or co- option procedure	Council to review procedures for recruitment of Councillors
Closure of Town Hall due to Government or Public Health England advice.	All Town Hall Staff have remote access capability for office computer, details of which are securely kept by Town Clerk. Town Clerk to keep contact details of all staff, so they can be advised not to come to work. Public Health England / NHS guidance and updates issued to staff and councillors as needed. Liaise with Senior groundmen over whether grounds staff remain on duty (dependent on whether advice extends to lockdown or closure of public buildings only)	a) Town Clerk to distribute remote access log-ins for server and e-mails. b) Town Clerk to ensure on site machines left on to allow remote access. c) Telephone messages and website to be updated to advise that Town Hall is closed and postpone scheduled meetings.	Instigate home working by Town Hall staff. Ensure councillors advised of closure and requested to contact staff members via e-mail. Ensure any urgent decisions required can be actioned via e-mail with committee chairs or Mayor working with the Town Clerk.	Remote access requirement should be short term but review effectiveness and ensure town hall staff know how to remote access.

<u>Business Continuity Plan – (Specific) Corona Virus Outbreak Stage procedures</u>

Stage 1 - Business as usual – take sensible precautions

- Follow NHS advice in terms of catch it, kill it, bin it.

- Carry out good hygiene
- Put up signs in all public areas
- Follow other government advice as it is published.
- All staff to ensure that forms of remote action are functioning and take home every evening
- All staff to prepare work that can be taken home or done with reduced capacity teams/equipment
- Identify staff who can meet the delivery of the critical service delivery at the Town Hall
- Identify events programmed , meetings and activities - group into type of responses & approaches quickly and effectively.

Stage 2 – be prepared,

In order to maintain critical service:

- Meetings with the public should be avoided if possible
- Public events need to be cancelled. Ensure team have access to contact details for all events.
- Town Hall remains open – office staff may work from home where required to maintain a normal service.
- Council Committee Meetings to proceed with social distancing and enhanced health and safety procedures. Public requested to submit representations in writing
- Grounds Staff to remain on normal deployment and will ensure access to open spaces maintained and clean.
- All non-essential travel to meetings, conferences, training etc.. is suspended

Stage 3 – Government declare widespread closures of public services and workplaces

ALTON TOWN COUNCIL BUSINESS CONTINUITY PLAN

- Office staff work from home. Grounds staff to work on reduced hours where required or redeployed to assist in the community.
- Office staff should only come into the Town Hall to deal with issues concerning the critical management.
- If visiting offices for business-critical activity, limit touching & wipe down on way in/way out.
- All public activities cease.
- All face to face meetings cancelled if they cannot be done by phone or video.
- Restrict shared equipment as much as possible and clean down key touch points before/after use.

DRAFT

ALTON TOWN COUNCIL CLIMATE CHANGE COMMITTEE
TERMS OF REFERENCE

1. Purpose

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

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

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

The role of the Committee is to:

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

2. Delegated Authority

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

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

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

3. Finance

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

4. Membership

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

ALTON TOWN COUNCIL CLIMATE CHANGE COMMITTEE
TERMS OF REFERENCE

One (1) member of Energy Alton

One (1) member of Alton Climate Action Network

One (1) youth representative (TBC)

One (1) active travel representative

One (1) EHDC representative

Up to Four (4) Town Councillors

One (1) Local Business Representative (TBC)

The Town Clerk (or appointed officer in her absence)

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

5. Roles and Responsibilities

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

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

Members of the Climate Change -Committee is responsible for:

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

6. Meetings

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

ALTON TOWN COUNCIL CLIMATE CHANGE COMMITTEE
TERMS OF REFERENCE

7. Communications

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

ALTON TOWN COUNCIL
PLANNING COMMITTEE TERMS OF REFERENCE

Purpose of the Planning Committee

The committee is appointed to review and conclude planning matters on behalf of the council, where they cannot be done under the Scheme of Delegation.
These regulations are supplementary to, and do not override, the council's standing orders and/or financial regulations.

Terms of Reference

1. **Membership**

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

2. **Chairman**

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

3. **Conduct of Meetings**

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

4. **Delegated powers of the committee**

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

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

ALTON TOWN COUNCIL SCHEME OF DELEGATION – PLANNING COMMITTEE

1. All householder planning applications and similar or related types of applications including certificates of lawful use, prior notifications and prior approvals are delegated to the Town Clerk to respond, following consultation with Planning Committee members except for the following categories:
   - Applications submitted by the Town Council or applications on Town council owned land, where the council is not the applicant,
   - Applications submitted by or on behalf of members or employees of the council or their spouses.

2. Full Planning applications are delegated to the Town Clerk to respond, following consultation with Planning Committee members which fall into the following categories:
   - developments of 1 new build residential units
   - the change of use of a non-residential property to residential development where full planning permission is required (i.e not a prior notification or permitted development)

3. All Applications for planning or related permissions which constitute significant development as defined below are NOT delegated to the Town Clerk to respond and will be referred directly to the Planning Committee. This includes:
   - developments of more than 1 new build residential units
   - any type of non-residential development
   - applications relating to Grade I or II* Listed Buildings where the building is in the council's ownership, or in any case where an objection has been received from English Heritage or if any other significant objections are raised (following consultation with the chair and vice chair).
   - The complete demolition of any listed building
   - free standing towers or masts or similar structures, higher than 15 m
   - Applications accompanied by an environmental impact assessment
   - Any application to amend the application or vary conditions previously decided/imposed which in the view of the Town Clerk, constitute a major or significant change.
   - Any other application which in the view of the Town Clerk should be considered by committee.

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

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

Approved by Full Council 7th May 2025

How this will work in practice.

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

Date of Adoption

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

ALTON TOWN COUNCIL STAFFING COMMITTEE

TITLE: The Alton Town Council Staffing Committee

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

QUORUM: The quorum shall be two councillors.

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

STATUS: Subject to the Terms of Reference below, the Staffing Committee is formally constituted as a committee of the Full Council, with delegated powers all staffing matters in accordance with the Terms of Reference.

TERMS OF REFERENCE

1) To draft and keep under review such policies as are delegated to them by the Full Council, including the council's Disciplinary Policy, Grievance Policy, Member Officer Protocol and Anti-Corruption and Bribery Policy for staff, and to submit any amended or proposed policies to Full Council for approval.

2) To review Job Descriptions and staffing structure at least annually, making recommendations to the Full Council for approval in case of significant changes.

3) To manage Town Clerk recruitment, making recommendations to the Full Council for approval.

4) To oversee the recruitment, induction, training and probation of all new staff in accordance with applicable council policies and legal requirements.

5) To draft and review, with appropriate consultation, criteria for redundancy, making recommendations to the Full Council for approval.

6) To oversee staff performance, staff training and staff development needs in the context of the council's annual appraisal process.

7) To review staff salaries and other personnel costs, making budget recommendations to the Full Council for approval.

8) To manage the Town Clerk, including any disciplinary action involving the Town Clerk and hearing any grievances from the Town Clerk.

9) To implement the council's Grievance Policy, Disciplinary Policy and Anti-Corruption and Bribery Policy and, as applicable to the Staffing Committee, the council's Member Officer Protocol.

10) To review these Terms of Reference annually

2 APR 2025

ALTON TOWN COUNCIL GRANT APPLICATION

PART 1 – YOUR ORGANISATION

NAME OF ORGANISATION

Carols Around the Tree

NAME OF CONTACT

Stephen Smiley

ADDRESS OF CONTACT

15 Will Hall Close
Alton, GU341QP

TELEPHONE NO: DAYTIME 07900030863

EVENING 01420 83107

EMAIL ADDRESS: stevesmiley01@gmail.com

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

This is a local community, free event, which is run annually in the Market Square, Alton. All aspects of the event are of no cost to the participants (members of the public) who wish to come and sing Carols to the music of The Alton Concert Band, usually on the 23rd December of that year, from between 7pm and 7.45pm.
Over the years from 2010 the constant in the organisation of this event has been myself, Stephen Smiley.

PLEASE GIVE NUMBERS IN THE ORGANISATION WHO ARE	A) PAID	Zero
	B) VOLUNTEERS	c.30

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN ALTON	250 - 300

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR	£350-00
WHAT IS THE TOTAL COST OF THE PROJECT/ITEM/SERVICE?	£350-00
HAS MATCHED FUNDING ALREADY BEEN SECURED? IF SO, PLEASE STATE VALUE	£ Nil

WHAT IS THE GRANT TO BE USED FOR?

Production of 300 Carol Booklets which can be used every year, and returned for reuse the next year, trying to make the event as sustainable as possible.

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

NIL

We have never asked for collections following this event but generous people have found a way to donate cash to the event and as a result over the years we have given this donated money to the Charity, Home Start, and last year the money was shared between The Alton Lions (who have lent us every year a large Gazebo for protection for the Band) and the Alton Concert Band (to help pay for their music sheets).

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

This is a Community event which has entered its 16^{th} year and has been entirely funded by goodwill plus help from the 'Town Hall' by way of printing, supply of paper, guidance and publicity.

Numbers have grown over the years and it has become an annual event which is looked upon with eager anticipation by many of the people of Alton. We also have had visitors staying in the local Hotels attend, who have expressed their appreciation of the event.

PART 3 – TO BE COMPLETED BY ALL APPLICANTS

PLEASE STATE BALANCES IN HAND AT THE END OF LAST FINANCIAL YEAR	Zero
LEVEL OF UNALLOCATED RESERVES	Zero
HOW MUCH DID THE GROUP RAISE LAST YEAR (EG FUNDRAISING BY THE GROUP OTHER THAN BY GRANT APPLICATION)?	Zero

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION

CHECKLIST

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

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

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

NAME ....Stephen G Smiley...

SIGNATURE [redacted]

POSITION ....Volunteer/Organiser................................

DATE...23.../...April.../......2025....

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 TOWN COUNCIL GRANT APPLICATION

23 APR 2025

PART 1 - YOUR ORGANISATION

NAME OF ORGANISATION

Alton Art Society

NAME OF CONTACT

Margaret Crowe

ADDRESS OF CONTACT

91a Basingstoke Road
Alton
GU34 1QJ

TELEPHONE NO: DAYTIME 01420 88703

EVENING 01420 88703

EMAIL ADDRESS: altonarttreasurer@gmail.com

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

To promote and encourage participation in art by local residents, particularly children and young people.
The society runs painting groups, demonstrations by professional artists, exhibitions (involving local schools), workshops and outdoor painting days as well as taking part in local events eg Spring Fair, Arts Festival and Chawton House anniversary events (Jane Austen 250 years)

PLEASE GIVE NUMBERS IN THE ORGANISATION WHO ARE

A) PAID	0
B) VOLUNTEERS	8

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN ALTON

156

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£100.00

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

£150.00

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

£

WHAT IS THE GRANT TO BE USED FOR?

To buy art materials for use by public to produce a large jointly produced painting on canvas by adults and painting on paper by children. Everyone adds a little bit to the overall work. The last time we did this during the Arts Festival the resulting canvas is hanging in Esquires Coffee Shop.
To attend local events and encourage adults and children to participate in art.

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

Produced and sold a centenary calendar. Part of the money raised will be used for this project; the rest to celebrate 100years of the society

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

Membership fees are collected in October. Our financial year ends on 31 December. There are outgoings for hall hire and artists to demonstrate and run workshops that the society has already had to book for the period 1 October 2024 to 30 September 2025.

PART 3 – TO BE COMPLETED BY ALL APPLICANTS

PLEASE STATE BALANCES IN HAND AT THE END OF LAST FINANCIAL YEAR	£6780
LEVEL OF UNALLOCATED RESERVES	£2040
HOW MUCH DID THE GROUP RAISE LAST YEAR (EG FUNDRAISING BY THE GROUP OTHER THAN BY GRANT APPLICATION)?	

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)** N/A no members under 18 and at public events young children are with parents/carers

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

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

NAME [redacted]

SIGNATURE

POSITION

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 of such meeting shall be sent to all members. Fifteen members present in person shall constitute a quorum at the Annual General Meeting.

(ii) An Extraordinary General Meeting may be convened at any time by resolution of the Committee or on the written requisition of at least ten members of the Society. A meeting held on such requisition shall be held within twenty-one days of receipt of such requisition by the Honorary Secretary who shall give the other members fourteen days notice of such meeting. The quorum shall be the same as for the Annual General Meeting.

10. **POWERS OF THE COMMITTEE**

All matters not herein before provided for and not involving an amendment to this Constitution may be dealt with by the Committee.

11. **ALTERATION OF CONSTITUTION**

Alterations to the Constitution shall require the assent of two-thirds of the members present and voting at an Annual General Meeting or an Extraordinary General Meeting. A resolution for the alteration of the Constitution must be received by the Secretary of the Society at least twenty-one days before the meeting at which the resolution is to be brought forward. At least fourteen days notice of such meeting must be given by the Secretary to the membership and must include notice of the alteration proposed.

12. **DISSOLUTION**

The Society shall be dissolved by a resolution passed by two-thirds of those present and voting at an Annual General Meeting or an Extraordinary General Meeting of which twenty-one days notice shall have been given to members. Such a resolution may give instruction for the disposal of any assets held by or in the name of the Society provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the Society but shall be given or transferred to such other charitable institution or institutions which have purposes similar to some or all of the purposes of the Society as the Society may determine and if or in so far as effect cannot be given to this provision then to some other charitable purpose.

As amended and adopted at the AGM of 18th September 2021

Alton Art Society

Constitution

1. **NAME**

The name shall be "Alton Art Society".

2. **PURPOSE**

The purpose of the Society shall be to cultivate appreciation and enjoyment, including the education of the practical aspects, of the visual arts within the area of Alton in Hampshire and its surroundings.

In furtherance of the above purpose but not further or otherwise the Society through its Committee shall have the following powers:

(i) To organise or assist in the organisation of regular programme of exhibitions, lectures, demonstrations, seminars, discussions and similar educational activities.

(ii) To raise funds and receive contributions from person or persons whatsoever by way of subscription, donation or otherwise.

(iii) To borrow money or enter into contracts on behalf of the Society and subject to such consents as may be required by law, charge all or any of the property of the Society.

(iv) To do all such other lawful things as shall further the object of the Society.

3. **MANAGEMENT**

(i) The management of the Society shall be vested in a Committee consisting of the Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, and not more than nine other members.

(ii) The before-named officers shall be elected at the Annual General Meeting and shall hold office for one year. Each shall be eligible for re-election. The Chairman, Vice-Chairman, and Honorary Secretary, shall not serve more than four consecutive years in post. Following the expiration of that period, a member shall be eligible for re-election to the Committee in another capacity.

(iii) The other members of the committee shall be elected at the Annual General Meeting and shall hold office for one year. Each shall be eligible for re-election.

(iv) Five members of the Committee shall constitute a quorum.

(v) All books, equipment and funds of the Society for the time being in the hands of any officer or other member shall be deemed the property of the Society and shall be promptly handed over to their respective successors or as ordered by the Committee.

4. PRESIDENT

A President may be appointed by invitation of the Committee. He or she shall be entitled to receive notice of and attend all meetings of the members or Committee and to speak but not to vote thereat.

5. FINANCE

(i) The Honorary Treasurer shall keep accounts of all money received and expended on account of the Society and shall present such accounts at the Annual General Meeting. A bank account or accounts shall be held in the name of the Society and all cheques drawn thereon or instructions given to the bank in relation thereto shall require the signature of the Honorary Treasurer or one other signatory nominated for the purposes by the Committee The treasurer and up to 2 other committee members shall be approved by the full committee to manage the accounts online. All online transactions to be reported to the treasurer promptly to ensure transparency. The Chairman and Committee shall approve all cheques drawn during the period between meetings at the next meeting and be advised of online activity. A listing to be shown in the Treasurer's report at each Committee meeting for this purpose.

(ii) All sums of cash at any time standing to the credit of such bank accounts and not required as a working balance shall be put on deposit.

(iii) The accounts of the Society shall be audited annually.

6. MEMBERSHIP

(i) Membership of the Society shall be open to any person over 18 years of age who supports the Society's purpose.

(ii) Membership shall not confer any right to have work included in the annual or other exhibitions of the Society, acceptance of works therefore being subject to such conditions (including evidence of paid up membership and the charging of commission on works sold) as the Committee may decide.

(iii) The Committee may resolve to discontinue the membership of any member whose subscription shall be three months in arrear or for any other reason at the absolute discretion of the Committee.

7. HONORARY MEMBERSHIP

(i) If the Society shall be desirous of conferring special honorary distinction upon any member or other person in consideration of exceptional services or benefits to the Society, the Society may offer such member or person Honorary Life Membership of the Society.

(ii) No such appointment may be made except upon the recommendation of the Committee and by a resolution carried by at least three-quarters of the members present at a general meeting the notice of which shall have specified the resolution to be proposed.

8. SUBSCRIPTIONS

(i) The annual subscriptions shall be such amounts in respect of membership as the Society at an Extraordinary General Meeting or Annual General Meeting on the recommendation of the Committee may from time to time approve. The meeting majority required under this Rule shall be two thirds of the members attending the meeting the notice for which shall have duly stated the proposal to alter the subscriptions.

(ii) Subscriptions shall be due on the 1st October each year. Persons accepted for membership after the 1st May in any year may pay one half of the appropriate annual subscription in respect of that financial year.

9. MEETINGS

(i) The financial year of the Society shall end on the 31st December in each year and an Annual General Meeting of members shall be convened by the Committee at a convenient date thereafter and not later than the 30th June next following. The purpose of the meeting shall be receiving the reports of officers and the accounts; electing the officers and filling vacancies in the Committee for the ensuing year and to consider any other business as necessary. Fourteen days notice

2024 FINANCIAL REPORT

for the year to 31st December 2024

	Income £	Expense £	Subtotal £	Subtotal £	Total £	2023
OCT EXHIBITION						
1 **Exhibit Sales**	4246.31					3192.79
2 **Payments to Artists**		-3346.40				-2408.00
3 **Post Exhibition Commission**	0.00					0.00
4 **NET COMMISSION**	4246.31	-3346.40	899.91			784.79
5 **Donations**	152.79					
6 **Hanging Fees**	1039.50					861.50
7 **EXHIBITION INCOME**	5438.60	-3346.40	2092.20	2092.20	2092.20	1646.29
8 Hall Rental		-1748.63				-1774.41
9 Printing		-114.00				-135.00
10 Sundry Inc/Exp		-155.92				-186.87
11 Children's Prizes	250.00	-260.00	-10.00			-250.00
12 **EXHIBITION EXPENSES**	5688.60	-5624.95	63.65			-2346.28
13 **TOTAL EXHIBITION PROFIT/LOSS**					**63.65**	**-699.99**
14 **THURSDAY PAINT GROUP EXHIBITION**						
15 **Exhibit Sales less Gallery Commission**	287.00					
16 **Payments to Artists**		-287.00				
17 **Sundry Inc/Exp**		-50.24				
18 **TOTAL EXHIBITION PROFIT/LOSS**					**-50.24**	0.00
19 **OTHER ACTIVITIES**						
20 **Membership Subscriptions**	2713.50					2097.00
21 **Newsletter**		-85.05				-93.44
22 **Summer Programme**						-15.00
23 **Thursday Paint Group**	2080.00	-2090.00	-10.00			254.00
24 **Winter Programme**	295.17	-1951.92	-1656.75			-1823.22
25 **Workshop**	1080.00	-659.05	420.95			99.90
26 **Publicity**		-176.38	-176.38			
27 **Centenary Calendar**	734.92	-350.26	384.66			
28	6903.59	-5312.66	1590.93			519.24
29 **TOTAL OTHER ACTIVITIES**					**1590.93**	
30 **Audit of Accounts**		-204.00				-174.00
31 **Liability Insurance**		-249.63				-249.63
32 **Committee meeting expenses**		-5.45				-38.00
33 **Admin Expenses/supplies**		-85.88				-104.98
34 **Expenses/Repairs**		-9.24				
35 **Website**		-214.06				
36 **PAT Testing**		-72.00				
37 **LEGAL & ADMIN EXPENSES**		-840.26			**-840.26**	**-566.61**

	Income £	Expense £	Subtotal £	Subtotal £	Total £	2023
38 **EQUIPMENT PURCHASES/SALES**	44.24					-4486.56
39 **DONATIONS**	93.93					1788.25
	138.17		138.17		138.17	-2698.31
40 **NET INCOME FOR THE YEAR**					**902.25**	-3445.67
41 **INTEREST ON DEPOSIT ACCOUNT**	63.30				63.30	60.67
42 **TOTAL FOR THE YEAR**					965.55	-3385.00

Bank Account Balances as 31st December

29	**2023**	**2024**	**Movement**
30 Treasurer's	657.66	2259.91	1602.25
31 Deposit	5135.93	4499.23	-636.70
32 Petty Cash	21.13	21.13	0.00
33 TOTAL	5814.72	6780.27	965.55

Submitted by Margaret Crowe, Treasurer

Audited by

Mrs Caroline Scull BA FCCA

Independent Examiner