ALTON
Town Council

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

Town Clerk: Pat Harris

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

3rd April 2025

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 9th April 2025 at 7.00pm** at the **TOWN HALL, MARKET SQUARE**, 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 9th APRIL 2025
THE TOWN HALL, MARKET SQUARE ALTON
AGENDA

1. Apologies for absence

2. Town Mayor's announcements

3. Minutes of the Full Council meeting held on 5th March 2025 and the Extra-ordinary Full Council meeting on 10th March for approval.

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

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

6. Flying of the Ukrainian Flag

7. County & District Councillor Reports

8. Model Standing Orders – update for adoption

9. Alton Town Council Assets: quotations to undertake building valuations

10. Flood Meadows: restoration of riverside pathway

11. Security Patrols of open spaces and ad hoc attendance at ATC events

12. Legal Agreements: Alton Cricket Club Licence to Occupy

13. Kings Pond Task & Finish Group: Terms of Reference for approval and receiving of the meeting notes of the meeting held on 25th March 2025

14. Statement of Accounts to 31st March 2025

15. Event Grants:
    (i) Alton Art Society
    (ii) Alton Lions

16. Appointment to an outside body: Jalsa Salana

17. Consultations:
    (i) Hampshire & Solent Devolution This consultation opened on 17th February and will close on 13th April 2025
    (ii) Hampshire County Council Future Services Consultation – Spring 2025 which has opened and closes on 7th May 2025
    (iii) East Hampshire District Council draft affordable housing supplementary planning document (SPD) consultation opens 31st March until 28th April

ALTON TOWN COUNCIL
FULL COUNCIL – 9TH APRIL 2025

ITEM 5: CORRESPONDENCE RECEIVED **FOR INFORMATION**

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.

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.

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

ITEM 6: FLYING OF THE UKRANIAN FLAG FOR DECISION

This item has been placed on the agenda at the request of councillors following receipt of Mr Souters original request for the Ukrainian flag to be raised which stated "In view of the current madness that's going on in the US, our Ukrainian guests really need our support once again. I hope you feel it's an appropriate signal of that concern by striking the Ukrainian flag again the town and have their flag flying alongside the Union flag at The Cairn".

Further correspondence has been received from Mr. Souter and two other members of the public (please refer to agenda item 5).

RECOMMENDATION: Councillors are requested to determine the request for the Ukrainian flag to be flown in the town

ITEM 7: COUNTY COUNCILLOR & DISTRICT COUNCILLOR REPORTS
FOR INFORMATION

The District Councillor report prepared by District Councillor Graham Hill is included under supplementary papers. The County Councillor report will be a verbal report delivered by County Councillor Andrew Joy on the evening.

ITEM 8: MODEL STANDING ORDERS – UPDATE FOR ADOPTION FOR DECISION

NALC have updated their Model Standing Orders (England) to comply with new procurement legislation and ensure consistency with their Model Financial Regulations.

Alton Town Council are, therefore, updating their Standing Orders to reflect the changes which are as follows:

- Document updated to be gender neutral throughout.
- 3.c has been updated to include the words "unless the meeting is convened at shorter notice"

- 3.x has been updated to read "a meeting shall not exceed a period of 2.5 hours without a resolution to continue"
- 9.b has been changed to read "…at least 6 clear days before the meeting"
- 9.d has been changed to read "…until the mover of a motion resubmits it, so that it can be understood, at least 4 clear days before the meeting"
- 13.e has been amended to read "a decision as to whether to grant dispensation shall be made by the Proper Officer and their decision is final"
- 14. has been changed to better reflect Code of Conduct requirements. 14.a, 14.b, and 14.c have been removed
- 18 has been amended to comply with new procurement legislation. Specific changes are to 18.a.v, 18.c, 18.d, and 18.f.
- 24.b. has been added in and the heading for 24 has been changed to include unitary councillors

RECOMMENDATION: Members are requested to adopt the Model Standing Orders as tabled.

ITEM 9: ALTON TOWN COUNCIL ASSETS: QUOTATIONS TO UNDERTAKE BUILDING VALUATIONS FOR DECISION

At the last Full Council meeting (Minute 139 refers) the Town Clerk was asked to obtain quotes for building valuations (for insurance purposes) to be undertaken as there was some concern expressed that the valuations as listed on the current insurance schedule may not accurately reflect what the rebuild costs of some of the Council's buildings could be and councillors wished to ensure that the council was not exposed with an undervaluation of its building assets. An invitation to quote was issued to four companies and their responses are included in supplementary papers. All companies were given the same scope against which to quote:

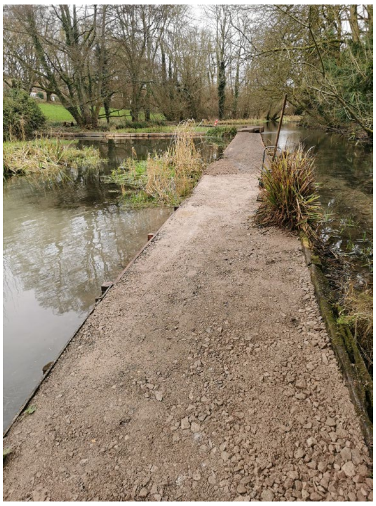
- list of the buildings with their current insurance value as listed on the Zurich Schedule
- floor plans of each of the buildings to be included for valuation purposes as follows:
  - The Town Hall
  - Assembly Rooms
  - No 1 & 2 Jubilee Bungalows
  - No 1 & 2 Garages at Jubilee
  - No 1 & 2 Kings Pond Bungalows
  - The Bandstand
  - Public Gardens Compound
  - Harry Baker Pavilion
  - Charles Read Pavilion
  - The Barn (equipment store) Jubilee
  - Finnimore Pavilion
  - Energique
  - Kings Arms
  - Edgar Hall

Company A	£6,200 + VAT desk top x 14 buildings plus 2 site visits for the Listed Buildings (Assembly Rooms and Town Hall
Company B	£2,645 + VAT desk top only x 16 buildings
Company C	£7,500 + VAT all properties x 16 will be visited, measurements taken to ensure accuracy
Company D	£1,680 + VAT desk top only x 16 buildings

RECOMMENDATION: Members are requested to approve Company D to provide rebuild valuations for insurance purposes of the Council's owned buildings.

ITEM 10: FLOOD MEADOWS RESTORATION OF RIVERSIDE PATHWAY FOR DECISION

Quotations have been requested for the next phase of the riverside pathway restoration works at Flood Meadows where the path has collapsed and bank fallen in. The proposed work is to extend the previous works undertaken and completed in January 2022 by a further 20 metres (as you approach from the Tanhouse Lane end of the site) and then at the end of the 20 metres to lay a 75ml topping to the path for another 40 metres. The edging work required will be gradually undertaken by the Alton Society Flood Meadows Conservation Group at their monthly working group meeting.



At this stage a preferred contractor needs to be approved but a Purchase Order will not be raised until such time as a further site visit is undertaken to confirm siting of a storage area (compound) and working methodology agreed. The works to be undertaken will require an Exemption Permit from the Environment Agency; however, this cannot be applied for until a contractor is appointed as they will have to be named on the application.

Quotes have been obtained from 3 companies as follows:

COMPANY A	£13, 627 ex VAT
COMPANY B	£33,998.40 ex VAT
COMPANY C	£34,054.36 ex VAT

RECOMMENDATION: Members are requested to approve Company as its preferred contractor, subject to terms being agreed for site compound and approval of working methodology.

ITEM 11: SECURITY PATROLS OF OPEN SPACES AND AD HOC ATTENDANCE AT ALTON TOWN COUNCIL EVENTS FOR DECISION

Officers are seeking approval to continue to use the services of DGCS who are based in Alton to undertake security patrols of the council's open spaces as well as engaging them to provide event security including medical services at the Christmas Lights Switch-on and Remembrance events. DGCS are also able to help with traveller incursions which is a service we are not currently able to deliver in house.

Charging is on an hourly basis (£16 per hour) for patrols of the Council's open spaces with a further charge of £16 per locking and unlocking of the Public Gardens.

DGCS have provided a very proactive service to date and undertaking patrols and security services on behalf of the Council they have body cams, wear the Council's logo on their jackets and refer matters onward to the Police where required. They also engage with those who they are observing to try and build community relations. References were taken up when the council initially engaged DGCS and given the satisfactory service provided, officers do not believe that further references are required for the renewal of engagement.

Officers are seeking delegated authority to engage the services of this company for a further 24-month period from 1st April 2025 to 31st March 2027 at the price quoted. There are no upfront fees or contract costs.

RECOMMENDATION: Members are requested 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**

ITEM 12: LEGAL AGREEMENTS: ALTON CRICKET CLUB FOR DECISION

Alton Cricket Club's Licence to Occupy for the Harry Baker pavilion at Jubilee is due for renewal on the 3rd weekend of April (19th April) for a further period of 5 years. The previous Licence was agreed in 2020 at a fixed fee of £675 per annum. Following discussions with the Cricket Club an increase to £750 for the next 5 years has been negotiated and takes into account that the Cricket Club actively seeks grant funding, holds a pre-season working party weekend and maintains the social area of the pavilion in good order.

Members are aware of the current Town Council project to undertake a complete refurbishment of both pavilions at Jubilee over the course of the coming 12/18 months, but exact dates are yet to be confirmed. The request for a further period of a Licence for 5 years takes into consideration the collaborative working relationship between the Council and the Cricket Club.

RECOMMENDATION: Members are requested 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.

ITEM 13: KINGS POND TASK & FINISH GROUP: TERMS OF REFERENCE FOR APPROVAL AND RECEIVING OF THE MEETING NOTES OF THE MEETING HELD ON 25TH MARCH 2025 FOR DECISION

The first meeting of the Kings Pond Task & Finish Technical Group took place on Tuesday, 25th March; the meeting notes for which are included in supplementary papers.

Terms of Reference for the group are also being tabled for Council to approve and have purely been amended to include the objectives for the group which reflect the previous decisions of the council taken at the Extra-ordinary meeting held on January 2023 at The Maltings (minute 162.2 & 162.3 refers) and the Full Council meeting held on 8th January 2025 (minute 98.1 refers)

RECOMMENDATION: Members are requested 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

ITEM 14: STATEMENT OF ACCOUNTS TO 31st MARCH 2025 FOR DECISION

Members are requested to note that full financial papers to 31st March 2025 which is the Council's year end are not available to table due to year end procedures and reconciliation not yet having been completed. However, the bank reconciliation statement for Unity Trust, CCLA statements to the end of February and Petty Cash are submitted along with payments over £500. Members are requested to scrutinise those papers tabled and to submit any questions they may have to the Town Clerk in advance of the meeting.

Bank Reconciliation Statement as at 31st March 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.

Petty Cash Statement as at 31st March 2025

This report presents the balance retained under Cashbook 4.

Payments over £500

The report includes all payments over £500, issued between 1st – 31st March 2025 in respect of invoices and grant cheques.

CCLA Accounts to 28th February 2025

Statements as at the end of February for both the deposit and property funds are tabled.

RECOMMENDATION: Members are requested to confirm their 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**

ITEM 15: EVENTS GRANT: FOR DECISION

Tabled are events grant applications from the Alton Art Society and the Alton Lions.

The Alton Art Society are requesting £500

- To celebrate 100 years of the society, which was founded in 1925 by Mr W Hugh Curtis, with Lord Baden Powell as the first President.
- To hire the Alton Assembly Rooms and hold a celebration party for members on 14th June 2025
- To obtain a banner to promote the society and its anniversary
- To take part in local events and provide painting materials to encourage adults and children to particate in 'hands on' art

Alton Lions are requesting £500 in support of their Pirates in the Park event

- The grant will be used to pay for professional local entertainers at the Alton Lions 'Party in the Park' 2025, to be held in Alton Public Gardens on Saturday, June 14.
- Entertainment will include Punch & Judy Show; live music; Bouncy Castle & Pirates Activity Inflatable: Pirate Ship & Treasure Trail.

RECOMMENDATION: Members are requested to consider approving a grant for:

1. **The Alton Art Society in the sum of £500**
2. **Alton Lions in the sum of £500**

ITEM 16: APPOINTMENT TO AN OUTSIDE BODY: JALSA SALANA FOR DECISION

The two councillors previously appointed as Alton Town Council's representative to the Jalsa Salana Community Group have both now resigned their positions and an approach has been received from the organisers to seek replacement representation from Alton Town Council. Normally appointments to outside bodies are undertaken at the Annual Meeting; however, the Group have requested that consideration be given at this time rather than wait until the Council's AGM on 20th May.

Therefore, this item is before councillors for consideration to seek a volunteer to represent the Council on the Jalsa Salana Community Group.

RECOMMENDATION: Members are requested to seek a volunteer to represent the Council on the Jalsa Salana Community Group.

ITEM 17: CONSULTATIONS: FOR INFORMATION

1. HAMPSHIRE AND THE SOLENT DEVOLUTION CONSULTATION

Members are reminded that this consultation opened on 17th February and will close on 13th April 2025.

Further details and how to respond on line can be found at:

Hampshire and the Solent Devolution Consultation - Ministry of Housing, Communities and Local Government - Citizen Space

Everyone to use this opportunity to share your opinions on the establishment of a Mayoral Combined County Authority across this area.

The easiest way for you to respond and engage in the consultation is by completing the online form. Once you are on the website, you will be guided through the specific questions on which we are seeking views.
If you are unable to provide your views through the online form, you can alternatively email or post your response to the questions. For email and postal responses, we would ask that you make clear which area consultation you are responding to (there are several live consultations on English devolution).
You should also make clear whether you disagree or agree with each question to ensure the statistics we collect following the consultation accurately reflect your views. We will categorise responses as 'do not have a view' where written responses are unclear. Please also confirm whether you are replying as an individual or submitting an official response on behalf of an organisation and include:

- your name
- your position (if applicable)
- the name of organisation (if applicable)
- an address (including post-code)
- an email address
- a contact telephone number
- Written responses to the consultation questions may be sent by email to: HampshireandSolentDevolutionConsultation@communities.gov.uk

Or posted to:

Devolution Priority Programme Consultation
English Devolution and Institutions Team
Ministry of Housing, Communities and Local Government
4th Floor
2 Marsham Street
London
SW1P 4DF

The Ministry of Housing, Communities and Local Government will not acknowledge receipt.

2. HAMPSHIRE COUNTY COUNCIL FUTURE SERVICES CONSULTATION – SPRING 2025

Hampshire County Council has launched a public consultation to understand people's views across Hampshire on proposals to change and reduce some local services and help the Authority address a remaining budget shortfall of at least £97.6 million for 2025/26.

The Future Services Consultation – Spring 2025 runs until 7 May 2025, and signals the next stage in the County Council's plans to ensure it can focus support to the most vulnerable people in Hampshire while meeting its legal duty to deliver a balanced budget.

How to have your say

Views can be provided on some, or all of the four service change proposals presented in the consultation.

Feedback can be provided online via the consultation webpage:
www.hants.gov.uk/future-services-consultation

Copies of the information packs and the consultation Response Form, along with Easy Read versions of these documents, are also available to view, download and print on the consultation webpage. The documents can be listened to via screen reader and 'Read Aloud' technology.

If copies of the Information Pack or the Response Form are needed in another language or format (such as audio, large print, or Braille), or if you have any queries about the consultation, please contact: insight@hants.gov.uk.

Responses can also be emailed directly to Hampshire County Council using the email address:
insight@hants.gov.uk
or sent in writing to Freepost HAMPSHIRE. (Please also write PandO, IEU, FM09 on the back of the envelope).

3. EAST HAMPSHIRE DISTRICT COUNCIL DRAFT AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT (SPD) CONSULTATION

East Hampshire District Council is taking an important step to addressing the district's need for affordable homes by releasing a draft Affordable Housing Supplementary Planning Document (SPD) for public consultation. This initiative aims to ensure the affordable housing delivered in East Hampshire meets the specific needs of local communities.

Following the government's introduction of a mandatory housing target of 1,142 homes per year, the draft SPD clarifies existing requirements for affordable housing, helping developers and stakeholders better align with the district's priorities. The SPD does not introduce new policies but provides guidance for implementing existing ones. It applies to the area within East Hampshire outside of the South Downs National Park.

The draft SPD is available for consultation from Monday, 31 March, to the end of Monday, 28 April 2025.

Supporting documents, including a Draft Affordable Housing SPD, an Equality Impact Assessment and a Strategic Environmental Assessment and Habitats Regulations Assessment Screening Statement.
Strategic Environmental Assessment, a Habitats Regulations Assessment, Screening Statement and an Equality Impact Assessment, are also available for review.

Documents can be viewed online or in person at local libraries (Petersfield, Alton, Liphook, and Bordon), Horndean Parish Council office, and East Hampshire District Council's offices by appointment.

How to have your say

All comments should be sent to localplan@easthants.gov.uk

If you are unable to submit your comments electronically, please post your written comments to the Planning Policy Team, EHDC, PO Box 310, Petersfield, GU32 9HN, to arrive by the close of the consultation period (end of 28 April 2025).

MINUTES OF THE MEETING HELD ON WEDNESDAY 5TH MARCH 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		
		Janice Treacher		
		Peter Wadman		
In attendance:		**Pat Harris**	**-**	**Town Clerk**
		Hayley Carter	**-**	**Deputy Clerk**
		Samantha Brown	**-**	**Admin / Cllr Support Officer**
		14 Members of the public		
		County Councillor Andrew Joy		

128 **Apologies for Absence**

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

129 **Town Mayor's Announcements**

The Town Mayor:

1. Welcomed both councillors and members of the public to the meeting, then presented cards and gifts to the Very Reverend Andrew Micklefield and former Town mayor, Bob Booker, who are leaving the town.
2. Invited Adeel Shah to say a few words as he presented two fruit baskets to the Council on behalf of Jalsa Salana and announced that the dates for this year's festival are 25th, 26th and 27th July.
3. Offered the Council's sincere apologies to Cathy Wilson, who is the Chair and Programme Secretary for the Alton Natural History Society as her name was mis-spelt in the agenda papers under Agenda item 6. This was corrected immediately upon notification from Cathy on the website.
4. 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.

Councillor Kellermann asked for confirmation that the Deputy Clerk was not using any recording equipment or AI to write the Minutes.

The Town Clerk so confirmed.

130 **Minutes of the Full Council Meetings held on 5th February 2025**

Councillor Hill thanked the Deputy Clerk for another comprehensive set of minutes and thanked the Clerk and Deputy Clerk for two excellent workshops providing a wealth of information for councillors the previous week.

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

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

Councillor Kellermann requested a recorded vote.

In favour: Councillors Eyre, Bayliss, Hammond, Hill, Treacher and Wadman
Against: Councillor Kellermann
Abstained: Councillor O'Brien (due to absence in February)

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

No Declarations of Interest were noted.

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

Correspondence received:

132.1 Farnborough Noise Group February newsletter received 11th February and circulated to all councillors (a copy of which is included in supplementary papers)

132.2 E-mail correspondence was received from John Grace to Councillors Annette Eyre & Nick O'Brien:

Hello Annette Eyre and Nick O'Brien
As Mayor and Deputy Mayor of ATC I would like to ask you both why it appears that the only representation ATC have currently on the EHDC Planning Committee is solely Graham Hill who is a reserve member. In the past I know Graham Hill, and I believe Steve Hunt, have been full members of this extremely important committee.

Alton is the largest town in the EHDC area outside of the SDNP. It looks like some 3000 + houses are planned by the EHDC planners, for Alton Town in the emerging EHDC Local plan. This will have a massive effect on our town and the role of the EHDC planning committee will be extremely important in the coming years.

It would seem clear that we should have more of our Alton Town councillors on this committee. It seems equally clear that if we do not then others will determine the fate of Alton when it comes to future house building, infrastructure, GPs , transport etc. Please would you raise this with your fellow Town Councillors so that we have much better representation on this vitally important committee.

Best regards
John Grace

132.3 A statement was received from Louise Parker, Chair of the Amery Hill Residents Group (AHRA), which had been circulated in advance of the meeting to councillors, who had advised she will be asking a follow up question at the meeting:

There are three connected issues in the relation to the River Wey and the potential flood risk to the centre of Alton and properties adjacent to the River Wey:

The immediate issue relates to the regular and emergency clearance of the grill at Cut Pound.
A regular maintenance clearance service has been provided by East Hampshire District Council (EHDC) for over 20 years, but this was withdrawn in the autumn of 2024. Clearance of the grill is now the responsibility of Hampshire County Council (HCC); however, to date, no details about the service provision have been provided. Any clearance activities are now carried out on an ad hoc basis and also include local residents removing the debris themselves. We urgently require HCC to confirm the County's responsibilities and provide details of both routine and emergency arrangements. Cllr. Joy offered to liaise with the HCC officers; however, to date, we have not had a response to our questions.

Impact: if the Cut Pound Grill is blocked, then upstream properties are at risk of flooding.

The short-term issue relates to a proposal by South East Water (SEW) to cease abstraction at their Lasham pumping station.
We understand that the change in abstraction activities would occur within the next 12 months. The proposal is being considered as a contribution to improving the health of the river. This change would significantly increase the flow in the River Wey. A detailed survey has been carried out and the draft findings were recently presented to local residents and Alton Town Council members. The report confirms that the recent years of heavy rainfall / storm events have considerably increased the river levels and the modelling of the additional flow resulting from ceasing abstraction would produce a very significant risk of flooding beyond just the riparian owners with properties immediately adjacent to the River Wey. The proposal to cease abstraction needs to be withdrawn.

Impact: if abstraction were to cease, the flood risk within Alton would significantly increase.

The long-term issue relates to the need for a Town Flood Action Plan.
In 2022, HCC published the 'Hampshire Catchment Prioritisation'. This identified the town as an at-risk area in terms of flooding. It recommended that the local councils, both Alton Town Council and EHDC, should set up a working party to draw

up a plan of prevention and action to deal with the dangers identified. To date, no action has been taken to implement this and yet we continue to see parts of the town centre flooded after heavy rainfall. The chairman of Amery Hill Residents Association recently raised this matter with Damian Hinds MP who confirmed that HCC was the lead authority for this and was referred to Cllr. Joy who would follow up directly. Damian Hinds referenced that Farringdon was a good example of where a Flood Action Plan had been successfully adopted and arranged for Cllr Mark Kemp-Gee to liaise with Cllr Joy. At the time of writing, there has been no further information.

Impact: with the more frequent storm events, combined with the potential changes to the River Wey, there is a real risk that a significant percentage of the town's population would be affected in an emergency, and we don't currently have a plan in place to mitigate and/or manage such an emergency situation.

The Town Mayor invited members of the public to speak:

132.4 Louise Parker read the following question from Amery Hill Residents Association (AHRA):

"We submitted correspondence in advance in relation to the flood risk the Town faces both from intense rainfall and the River Wey. The statement illustrates how the community is currently vulnerable without a Flood Action Plan in place. Alton Town Council is named as a Key Stakeholder in Table 1 of Hampshire County Council's Wey Western Catchment Management Plan, and Table 3 lists establishing a high-level Flood Action Plan as an initial task. The Plan was published in May 2023.

What action is Alton Town Council, which represents the community at risk, going to take in conjunction with the other Key Stakeholders to establish a Flood Action Plan, and what is the ETA for this?"

County Councillor Joy offered thanks to Louise and the AHRA for raising this issue. He said that the perception is that EHDC's responsibility has been handed over to HCC but that is not the case. There have been various discussions and the AHRA has been involved in all of them.

He advised that he had just come from the service delivery side of the Highways Maintenance team and that their primary concern is to ensure the highway is not impacted by flooding. That includes inspection of the bridges and clearance of the grilles (such as at Cut Pound and Drayman's Way). They focus on active monitoring for debris blockages, which will include inspections during the 2025-26 programme year, but the frequency of these has not yet been agreed. He said that they are therefore undertaking frequent but not scheduled inspections, and if they decide to implement a schedule, he will make sure an update is provided to both AHRA and Alton Town Council.

Town councillors spoke about the meetings which had been held with residents which had been hosted in the Town Hall regarding flood prevention planning and chaired by EHDC as well as other meetings hosted by South East Water, again which representatives of the Town Council and AHRA had attended alongside residents of the riparian properties along the River Wey.

Councillors in responding to the specific request by AHRA advised that they would come back with an answer when they had had time to consider it.

133 **King's Pond: To appoint a Task & Finish Group**

Councillor Wadman referenced the report tabled and the process the council had gone through in recommending to Council membership and make-up of the Task & Finish Group. He also acknowledged the extensive publicity afforded to the appointment of a Task & Finish Group and they had been very pleased with the response, the number of volunteers and the skills and level of interest that each brought to the table which was noted by councillors.

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

RESOLVED to:
Endorse the recommendations to appoint:
(i) Angela Owens, Eric Phillips, Timothy Pinchen, Catherine Ayres, Paul Ebbutt, Ryan Doran & John Quincey be appointed to the technical team and

(ii) Terri Quincey, Patrick Swaby, Dr. June Chatfield, Olivia Paynter, James Willis, Jenny Griffiths, Cathy Wilson, Vicky Kuhn & Maggie Hage be invited to sit on the Community & Stakeholder team

(iii) representatives from the Environment Agency, River Wey Trust and EHDC Planning Department to be requested to attend meetings of Task & Finish Group Technical team

Councillor Kellermann requested a recorded vote.

All in favour.

134 **Full Planning Application (EHDC-24-0027-FUL): Land NW of Ackender Wood, Basingstoke Road**

This planning application falls within the boundary of Beech Parish Council and Alton Town Council is being consulted based on development in a neighbouring parish.

On the proposal of Councillor Hill, seconded by Councillor Treacher, it was:

RESOLVED:
To submit a response of NO OBJECTION with comments on Planning Application EHDC-24-0027-FUL regarding the screening of the site and the need for a formal pedestrian access into Ackender Wood as follows:

1. **The Design and Access Statement (page 22 refers) states that the development will create a "new gateway development to Alton". In**

the most recent draft (June 2024) of the revised Alton Neighbourhood Plan, the views across the site towards the town are denoted as "key views" in Figure 27 of the Alton Design Guidance and Codes, along with the following text:
"Development proposals that impact on key views and gateways [including the gateway at the junction of Basingstoke Road and Pertuis Avenue, alongside the site] into and out of the town, as defined in Figure 27…., must demonstrate how they have responded positively to these views and gateways."
Thus, any development on the site should have sufficient planting to preserve as far as possible those green key views from Beech, Wyards Farm and the A339 east and south towards Ackender Wood.

2. **There should be formal pedestrian access into Ackender Wood from the site, with the use of a kissing gate to prevent motor vehicle access.**
3. **Referenced the Transport Study of 2015 undertaken by Hampshire County Council & East Hampshire District Council and requested that proper consideration be given to the feasibility of creating a roundabout at the junction with Pertuis Avenue, given the potential development coming forward on Land to the north of Basingstoke Road.**

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

135 **<u>Edgar Hall: renewal of fence along the north side of Anstey Park (to the rear of Edgar Hall and Energique)</u>**

Councillors considered the three quotes before them to renew the dilapidated fence. On the proposal of Councillor Bayliss, seconded by Councillor Kellermann, it was

RESOLVED
to appoint Contractor C (John Hughes Fencing and Landscapes Limited) to replace the fence entirely with the Vmex anticlimb mesh fencing from Anstey Lane to the East of Energique at a cost of £8,994.90.

Councillor Kellermann requested a recorded vote.

All in favour.

136 **Town Council Insurance**

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

RESOLVED to
approve renewal of the council's insurance policy with its current provider Zurich on a 3-year deal at the price of: £24,485.90 commencing 1st April 2025.

Councillor Kellermann requested a recorded vote.

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

137 **Legal Agreements**

137.1 Citizens Advice Bureau

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

RESOLVED to:

(i) **Formalise the current agreement by way of side letter to the current Lease for the use of Unit 16 based on usage of 3 days a week Monday, Tuesday & Wednesday from 9.00 a.m. to 5.00 p.m. with the unit being cleared down to allow for community use from 6.00 p.m. (No confidential material to be left in Unit 16)**

(ii) **confirm agreement to proceed to issue a new 2 Year Licence as detailed above for Unit 17 (exclusive use) and Unit 16 (exclusive use on a Monday, Tuesday & Wednesday from 9.00 a.m. to 5.00 p.m. each day removing all items) with a break clause at the end of Year 1 for a peppercorn rent of £1 with effect from 1st November 2025.**

Councillor Kellermann requested a recorded vote.

All in favour.

137.2 Alton Gateway - S106 Agreement – transfer of open space

Councillor Hill asked the Clerk to ensure the land is passed over to the Council is as good a condition as possible. The Town Clerk assured the Council that she has been involved in the design and that it will be mostly hardstanding due to the nature of the site.

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

RESOLVED to
confirm agreement to the transfer of the open space land at the Alton Gateway entrance to the town, to Alton Town Council together with a

commuted sum of £75,000 index-linked, subject to all conditions of the S106 Agreement having been satisfied

Councillor Kellermann requested a recorded vote.

All in favour.

137.3 Aquiva – renewal of Lease at Windmill Hill – Heads of Terms

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

RESOLVED
to confirm agreement to enter into a new Lease with Aquiva for the rental of agricultural land at Windmill Hill on the following basis:

- **Rental of £3,500 per annum payable in advance with the first payment due on signing of the Lease.**
- **Rent reviews set at 3 yearly intervals during the term and on the anniversary date of the**
- **Legal fees to be paid by Aquiva as agreed at £2,000**
- **The Lease will be for a 15-year term**
- **The rental payment of £4,141 received on 1st December 2024 (in advance) to be retained by the Council.**

Councillor Kellermann requested a recorded vote.

All in favour.

138 Calendar of Meetings 2025/2026 for approval

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

RESOLVED
To approve the calendar of meetings 2025/26 as tabled

Councillor Kellermann requested a recorded vote.

All in favour.

139 Statement of Accounts to 28th February 2025, Asset Register and Review of Council Assets

The reports were circulated prior to the meeting, as always, for councillors' consideration.

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

RESOLVED
To confirm approval of:

1. **The balance sheet dated 28th February 2025**
2. **The Income and Expenditure account to 28th February 2025**

3. **The bank reconciliations for the Unity Account and the CCLA Deposit & Property Fund Accounts**
4. **The Payments over £500 covering 1st- 28th February 2025**
5. **The standing items on the Bank Account which includes Direct Debits & Standing Orders as at 28th February**
6. **The Asset Register and review of the Council's Assets as at 28th February 2025**

Councillor Kellermann requested a recorded vote.

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

Councillor Hammond asked that building valuations be redone for all buildings as the figures in the Asset Register seem a little low in some cases, especially for a rebuild. The Clerk agreed to bring this back to the April meeting for resolution, then they could be done over the course of the coming year.

140 **Event Grant: Dementia Friendly Alton**

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

RESOLVED
To APPROVE an Event Grant of £500 (five hundred pounds) to be used to assist in the hosting of two events, with the grant being paid under S137 of the Local Government Act 1972.

Councillor Kellermann requested a recorded vote.

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

141 **Fees and Charges 2025/2026**

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

RESOLVED
to endorse an increase of 5% in ATC pitch hire fees as per the charges table in Appendix A with effect from 1st April 2025.

Councillor Kellermann requested a recorded vote.

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

142 **<u>Landlord's Consent: Alton Football Club: variation of consent granted to erect a structure</u>**

Alton Football Club had requested Council to consider an alternative standing and wheelchair access in addition to that previously approved by the Town Council as they believe at this time that this could be a more suitable solution, however, they wish to keep their options open and obtain costings for both. On the proposal of Councillor Eyre, seconded by Councillor Bayliss, it was

RESOLVED
to grant Landlord's Consent to Alton FC for both options as requested to improve standing and wheelchair access at The Enclosure.

Councillor Kellermann requested a recorded vote.

All in favour.

143 **<u>Review of Alton Town Council Policies</u>**

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

RESOLVED
to adopt the Events Hiring Terms and Conditions as tabled

Councillor Kellermann requested a recorded vote.

All in favour.

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

RESOLVED
to adopt the Information available under the Model Publication Scheme as tabled

Councillor Kellermann requested a recorded vote.

All in favour.

144 **<u>Consultations</u>**

144.1 South Downs National Park – Have your say on the Local Plan Review – 8-week consultation opened on 20th January 2025

Councillor O'Brien thanked the Clerk for the detailed response and Councillor Hill agreed, saying the draft response is excellent.

Three small amendments were requested:

- To correct the number of homes required in East Hampshire
- To change ‘equality’ to ‘equally’
- To change ‘immotive’ to ‘emotive’

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

RESOLVED
to submit the comments as drafted with these three minor amendments in response to the South Downs National Park Local Plan review which focus specifically on the proposed housing numbers

Councillor Kellermann requested a recorded vote.

All in favour.

Councillor Hill reminded councillors that they could also submit individual responses.

144.2 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.

145 **Exclusion of the Press and Public**

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

RESOLVED
That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, in accordance with the Public Bodies (Admission to Meetings) Act 1960 section 1, subsection 2, and, as per subsection 3A, where the public are excluded from a meeting of a relevant local government body under subsection (2), the body may also prevent any person from reporting on the meeting using methods-
(a)which can be used without that person’s presence at the meeting, and
(b)which enable persons not present at the meeting to see or hear the proceedings at the meeting as it takes place or later.

Councillor Kellermann requested a recorded vote.

All in favour.

CONFIDENTIAL SECTION

146 **Initial Assessment for a 3G/4G pitch in Alton**

See confidential minute

147 **Recruitment**

A verbal update was provided by the Chair of the Staffing Committee

148 **Code of Conduct Complaint**

A verbal update was provided by the Town Clerk

The meeting closed at 8.25pm

APPENDIX A

	2022 Charge	2023/24 Charges from 01/04/23	2024/25 Charges from 01/04/24	Proposed 2025/26 Charges from 01/04/25
ANSTEY PARK				
RUGBY				
Adult Match				
Pitch charge	£ 40.23	£ 42.24	**£ 43.51**	£ 45.68
Changing Room charge (exc VAT)	£ 19.67	£ 21.05	**£ 21.68**	£ 22.76
Changing Room charge (inc VAT)	£ 23.60			
Junior Match				
Pitch charge	£ 20.12	£ 21.13	**£ 21.76**	£ 22.85
Changing Room charge (exc VAT)	£ 9.83	£ 10.32	**£ 10.63**	£ 11.16
Changing Room charge (inc VAT)	£ 11.80			
Adult Training session	£ 39.34	£ 41.31	**£ 42.55**	£ 44.67
Changing Room charge (exc VAT)	£ 19.67	£ 20.65	**£ 21.27**	£ 22.34
Changing Room charge (inc VAT)	£ 23.60			
Junior Training session	£ 19.67	£ 20.65	**£ 21.27**	£ 22.34
Changing Room charge (exc VAT)	£ 9.83	£ 10.32	**£ 10.63**	£ 11.16
Changing Room charge (inc VAT)	£ 11.80			
FOOTBALL				
Junior match	£ 34.43	£ 36.15	**£ 37.24**	£ 39.10
MUGA				
Adult court - per hour (exc VAT)	£ 20.50	£ 21.53	**£ 22.17**	£ 23.28
Adult court - per hour (inc VAT)	£ 28.80			
Junior court - per hour (exc VAT)	£ 15.50	£ 16.28	**£ 16.76**	£ 17.60
Junior court - per hour (inc VAT)	£ 21.60			
BALLOON LAUNCHES				
Fee per launch	£ 38.25	£ 40.16	**£ 41.37**	£ 43.44
Minimum annual fee	£ 377.10	£ 395.96	**£ 407.83**	£ 428.23
Maximum annual fee	£ 1,257.00	£ 1,319.85	**£ 1,359.45**	£ 1,427.42
JUBILEE PLAYING FIELDS				
FOOTBALL				
Adult Match (exc VAT) (regular hirers)	£ 72.10	£ 75.71	**£ 77.98**	£ 81.87
Adult Match (inc VAT)	£ 86.52			
Adult Match (exc VAT) (ad hoc)			**£ 85.78**	£ 90.07
Junior Match	£ 34.43	£ 36.15	**£ 37.24**	£ 39.10

CRICKET

Adult

1st Team (including changing facilities)	£	109.30	£	114.77	**£**	**118.21**	£	124.12
2nd Team (including changing facilities)	£	109.30	£	114.77	**£**	**118.21**	£	124.12
3rd Team (including changing facilities)	£	85.73	£	90.02	**£**	**92.72**	£	97.35
4th Team (including changing facilities)	£	85.73	£	90.02	**£**	**92.72**	£	97.35
1st Team (without changing facilities)	£	48.09	£	50.49	**£**	**52.01**	£	54.61
2nd Team (without changing facilities)	£	48.09	£	50.49	**£**	**52.01**	£	54.61
3rd Team (without changing facilities)	£	48.09	£	50.49	**£**	**52.01**	£	54.61
4th Team (without changing facilities)	£	48.09	£	50.49	**£**	**52.01**	£	54.61
Junior								
Junior Team (including changing facilities)	£	44.60	£	46.83	**£**	**48.23**	£	50.65
Junior Team (without changing facilities)	£	24.52	£	25.75	**£**	**26.52**	£	27.84
Practice Nets								
Adult	£	22.77	£	23.91	**£**	**24.63**	£	25.86
Junior	£	11.38	£	11.95	**£**	**12.31**	£	12.92
Tea Room/Kitchen								
Per session	£	18.60	£	19.90	**£**	**20.50**	£	21.52

*** HMRC advised no VAT is chargable with effect from 1st April 2023 on sports facilities**

MINUTES OF THE EXTRAORDINARY MEETING HELD ON MONDAY 10TH MARCH 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
Janice Treacher

In attendance: **Pat Harris - Town Clerk**
0 Members of the public

149 **Apologies for Absence**

Apologies were received from Councillors Jonathan Waugh, Barbara Tansey, Peter Wadman, Doug Richards, Mark Boyce-Churn and John Chubb

150 **Town Mayor's Announcements**

There were no Town Mayor's announcements.

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

No Declarations of Interest were declared by Councillors Eyre, Bayliss, Hammond, Hill, O'Brien and Treacher. However, Councillor Kellermann raised an objection and wished it recorded for the Minutes: Given that not all councillors had been included in the selection process and recommending to Full Council the person to be appointed to the position of Town Clerk, he could not state whether he had an interest to declare or not.

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

An e-mail had been received from Mr. Tony Souter in advance of the meeting stating "In view of the current madness that's going on in the US, our Ukrainian guests really need our support once again. I hope you feel its an appropriate signal of that concern by striking the Ukrainian flag again the town and have their flag flying alongside the Union flag at The Cairn".

Councillors acknowledged receipt and requested that this be placed on the Agenda for Full Council on 9th April and Mr. Souter advised accordingly.

153 **Exclusion of the Press and Public**

Councillor Kellermann requested a recorded vote.

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

RESOLVED
That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, in accordance with the Public Bodies (Admission to Meetings) Act 1960 section 1, subsection 2, and, as per subsection 3A, where the public are excluded from a meeting of a relevant local government body under subsection (2), the body may also prevent any person from reporting on the meeting using methods-
(a)which can be used without that person's presence at the meeting, and
(b)which enable persons not present at the meeting to see or hear the proceedings at the meeting as it takes place or later.

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

CONFIDENTIAL SECTION

154 **<u>Recruitment: Appointment of a Town Clerk</u>**

See confidential minute

The meeting closed at 7.38 pm

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.

MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)

Adopted by
Alton Town Council
9th April 2025

National Association of Local Councils (NALC)

020 7637 1865 | nalc@nalc.gov.uk | www.nalc.gov.uk

INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

HOW TO USE MODEL STANDING ORDERS

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

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

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

DRAFTING NOTES

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

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '(   )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. **RULES OF DEBATE AT MEETINGS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

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

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

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

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

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

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

vii. to exclude the public and press;

viii. to adjourn the meeting; or

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

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

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

2. DISORDERLY CONDUCT AT MEETINGS

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

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

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

3. MEETINGS GENERALLY

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

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

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

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

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

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

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

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

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

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

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

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

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

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

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

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

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

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

● r **The chair of a meeting may give an original vote on any matter put to**

the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.

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

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

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

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

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

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

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

vi. if there was a public participation session; and

vii. the resolutions made.

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

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

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

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

x A meeting shall not exceed a period of 2.5 hours without a resolution to continue.

4. COMMITTEES AND SUB-COMMITTEES

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

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

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

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

i. shall determine their terms of reference;

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

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

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

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

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

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

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

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

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

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

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

5. ORDINARY COUNCIL MEETINGS

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

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

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

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

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

f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**

g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

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

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

i. **In an election year, delivery by the Chair of the Council and**

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

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

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

iv. Consideration of the recommendations made by a committee;

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

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

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

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

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

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

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

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

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

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

xvi. Review of the Council's complaints procedure;

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

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

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

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

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

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

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

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

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

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

7. PREVIOUS RESOLUTIONS

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

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

8. VOTING ON APPOINTMENTS

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

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

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

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 6 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

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

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 4 clear days before the meeting.

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

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

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

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

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

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

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

ii. to move to a vote;

iii. to defer consideration of a motion;

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

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

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

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

viii. to require a written report;

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

x. to extend the time limits for speaking;

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

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

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

xiv. to temporarily suspend the meeting;

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

xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal**

data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

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

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

12. DRAFT MINUTES

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

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

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

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

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

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

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

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

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

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

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

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

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

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

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

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

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

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a

proportion of the meeting transacting the business as to impede the transaction of the business;

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

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

14. CODE OF CONDUCT COMPLAINTS

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

15. PROPER OFFICER

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

b The Proper Officer shall:

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

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

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

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

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

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

vi. hold acceptance of office forms from councillors;

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

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

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

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

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

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

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

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

xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;

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

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

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

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

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

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

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

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

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

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

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

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

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

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 7 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

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

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

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

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

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

   v. whether contracts with an estimated value below £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.

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

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

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

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

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

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

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

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

e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

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

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Staffing Committee or, if they are not available, the vice-chair (if there is one) of the Staffing Committee of absence occasioned by illness or other reason and that person shall report such absence to Staffing Committee at its next meeting.

c The chair of the Staffing Committee or in their absence, the vice-chair, shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee.

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

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

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

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

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

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

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

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

a The Council may appoint a Data Protection Officer.

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

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

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

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

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

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

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

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

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

ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

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

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

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

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

Alton Town Council – Proposal for Reinstatement Cost Assessments

March 2025

Contents

24/03/2025

Dear

We are looking forward to working with you. Please review and sign the Service Agreement and review the attached Standard Terms and Conditions set out below for the proposed work to be carried out by

Please return a signed copy to within 7-14 days in order that the work can be allocated. Please let us know if an electronic signature method is preferred and we can arrange this via our provider DocuSign.

If you have any questions relating to this Agreement and the programme of work outlined, please contact me on:

Yours sincerely

Reinstatement Cost Assessments – Risk Engineer

Summary Fee Schedule

The proposal provides for assessments across the specified properties in the portfolio in relation to Alton Town Council, for the reinstatement cost assessment services detailed below.

Item
Reinstatement Cost Assessment (RCA) Proposal Summary **Full Site Assessment of Current Rebuild Values** • Individual site assessments with reports providing accurate Declared Values • Presentation of final output and report **Properties for site-based reinstatement cost assessment** • Assembly Rooms, Alton, Hampshire, GU34 1BA (Grade II Listed) • Town Hall, Market Square, Alton, Hampshire, GU34 1HD (Grade II Listed) **Desktop Reinstatement Cost Assessment Report** • An analysis of sums insured across the following properties, on a desktop basis, to provide a site-specific declared value with presentation of final output and report, based on: o Information provided by the customer o Information from publically available research sources **Properties for desktop-based reinstatement cost assessment** • (Public Garden) Bandstand, High Street, Alton Hampshire, GU34 1EN • (Public Garden) Compound Store, High Street, Alton Hampshire, GU34 1EN • Enclosure Store, Anstey Park, Alton, GU34 2NB • Harry Baker Pavillion, Jubilee P Fields, Alton, GU34 1SN • No. 1, Bungalow, Jubilee P Fields, Alton, GU34 1RF • Charles Read Pavilion, Jubilee P Fields, Alton, GU34 1RF • No. 2, Bungalow, Jubilee P Fields, Alton, GU34 1RF • 2 x Semi Detached Bungalow, Bungalow Kings, Pond, Alton, GU34 2TA • Equipment Store, Jubilee P Fields, Alton, GU34 1RF • (x2 Garages) Jubilee P Fields, Alton, GU34 1RF

- Finnimore Pavillion, Anstey Road, Alton, Hampshire, GU34 2RL
- Energique, Anstey Road, Alton, Hampshire, GU34 2NB
- 5a Vicarage Hill, Alton, Hampshire, GU34 1HT
- Edgar Hall, Anstey Lane, Alton, Hampshire, GU34 2NB

Total Costs: £6,200 ex VAT

This cost includes Risk Engineering travel and associated expenses.

Your Quotation

Thank you for inviting us to quote for your business. BCH are pleased to provide terms below.

Should you have any other property survey requirements and would like a competitive quotation for an individual property or your complete portfolio I would be very happy to provide figures to you.

Our fee is based on one report with a figure split between each building.

Alton Town Council	
Commercial On-site RCA for: 5a Vicarage Hill 5a Vicarage Hill Alton Hampshire GU34 1HT	**Current Declared Value:** £335,732.00
Commercial On-site RCA for: No.2 Bungalow Jubilee P Fields Alton GU34 1RF	**Current Declared Value:** £246,926.00
Commercial On-site RCA for: Edgar Hall Edgar Hall Anstey Lane Alton Hampshire GU34 2NB	**Current Declared Value:** £833,490.00
Commercial On-site RCA for: Finnimore Pavilion Anstey Road Alton Hampshire GU34 2RL	**Current Declared Value:** £1,415,714.00
Commercial On-site RCA for: Equipment Store	**Current Declared Value:** £90,539.00

Jubilee P Fields Alton GU34 1RF	
Commercial On-site RCA for: Energique Anstey Park Anstey Lane Alton Hampshire GU34 2NB	**Current Declared Value:** £3,053,667.00
Commercial On-site RCA for: Charles Read Pavilion Jubilee P. Fields Alton GU34 1RF	**Current Declared Value:** £469,160.00
Commercial On-site RCA for: 2 x Semi Det. Bungalow Bungalow Kings Pond Alton GU34 2TA	**Current Declared Value:** £567,932.00
Commercial On-site RCA for: Harry Baker Pavilion Jubilee P Fields Alton GU34 1SN	**Current Declared Value:** £469,160.00
Commercial On-site RCA for: 2 x Garages Jubilee P. Fields Alton GU34 1RF	**Current Declared Value:** £13,990.00
Commercial On-site RCA for: Public Garden Bandstand High Street Alton Hampshire	**Current Declared Value:** £123,462.00

GU34 1EN	
Commercial On-site RCA for: Enclosure Store Anstey Park Alton GU34 2NB	**Current Declared Value:** £164,616.00
Commercial On-site RCA for: Assembly Rooms Alton Hampshire GU34 1BA	**Current Declared Value:** £4,395,306.00
Commercial On-site RCA for: Public Gardens Compound Store Alton GU34 1EN	**Current Declared Value:** £332,528.00
Commercial On-site RCA for: No. 1 Bungalow Jubilee P. Fields Alton GU34 1RF	**Current Declared Value:** £246,926.00
Commercial On-site RCA for: Town Hall Alton Town Council Market Square Alton Hampshire GU34 1HD	**Current Declared Value:** £1,522,717.00

Subtotal:	£2,645.00
VAT @ 20%:	£529.00
Total:	**£3,174.00**

Our Ref: RCA/JR/NE/250331

Your Ref:

Town Hall
Market Square
Alton
GU34 1HD

Dear Wendy,

Reinstatement cost assessments

- Public Garden Bandstand – High Street, Alton, Hampshire, GU34 1EN
- Public Gardens Compound Store – Alton, GU34 1EN
- Enclosure Store – Anstey Park, Alton, GU34 2NB
- Harry Baker Pavilion – Jubilee P Fields, Alton, GU34 1SN
- Assembly Rooms – Alton, Hampshire, GU34 1BA
- No. 1 Bungalow – Jubilee P Fields, Alton, GU34 1RF
- No. 2 Bungalow – Jubilee P Fields, Alton, GU34 1RF
- Charles Read Pavilion – Jubilee P Fields, Alton, GU34 1RF
- Town Hall – Alton Town Council, Market Square, Alton, Hampshire, GU34 1HD
- 2 x Semi-Detached Bungalows – Bungalow Kings Pond, Alton, GU34 2TA
- Equipment Store – Jubilee P Fields, Alton, GU34 1RF
- 2 x Garages – Jubilee P Fields, Alton, GU34 1RF
- Finnimore Pavilion – Anstey Road, Alton, Hampshire, GU34 2RL
- Energique – Anstey Park, Anstey Lane, Alton, Hampshire, GU34 2NB
- 5a Vicarage Hill – 5a Vicarage Hill, Alton, Hampshire, GU34 1HT
- Edgar Hall – Edgar Hall, Anstey Lane, Alton, Hampshire, GU34 2NB

Further to your recent enquiry, I set out below our fee proposal in respect of the properties listed above to prepare a Reinstatement Cost Assessment for insurance purposes.

(£) Price quoted
7500

ALL PRICING QUOTED IS EXCLUDING VAT

Our fee for undertaking inspections, preparing, and issuing the assessment for all the properties listed above total to listed above total to £7500 + VAT.

I attach our scope of services and terms and conditions applicable to the instruction.

Before we undertake the survey of the properties and assets, we require your confirmation that the terms, fees, and charges set out above are acceptable to you. I would therefore be obliged if you would return to me the enclosed copy of this letter duly signed and dated.

Costs for commercial and residential building evaluations

Current declared value	**Maximum fee (plus VAT)**
<£1m	£490
<£2.5m	£680
<£5m	£880
<£10m	£1,460
<£15m	£1,950
<£20m	£2,340
>£20m	Price on application

E-valuations are created to calculate rebuild costs, estimating the true reinstatement sum insured within 10% accuracy of a surveyor undertaking a full survey. They're delivered within 72 hours of instruction and are based on:

- Access
- Digital planning data
- Information provided by you
- Latest digital mapping data
- Location

This service is supported by some major insurers for average waiver guarantee. Cost: £105 + VAT

2nd April e-mail confirmation:
Our telephone conversation just now refers.

I'd recommend our desktop rebuild valuation service, which is suitable for commercial buildings <£7.5m (Declared Value (DV)) and Private Dwelling Houses (PDH's) <£2m DV. We are able to accommodate Grade II listed properties.

4/10/24

Alton Town Council
Hampshire

Re: Flood Meadows Footpath Works

Dear ,

Further to your invitation to quote for these works and our recent visit I have pleasure in enclosing our proposals and quotation for carrying out the works. In preparing this quotation I have made the following assumptions:

Access
We will have unrestricted access to the working areas for the duration of the works.
We will enter site along the path off Tanhouse Lane. We will be able to reserve parking in the parking area at the end of Tanhouse Lane.
The footpath will be closed for the duration of the works by yourselves.

Tree Work
We will be able to carry out pruning/coppicing works to vegetation, after consultation with and permission from the client, to enable access.

Biosecurity
Mechanical cleaning and disinfection using Virkon of personnel, kit, tools and machinery will be carried out as necessary.

Fish Stocks/Pollution
The fish stocks remain the responsibility of the client unless otherwise specified in the method statement below.

Site Compound / Materials Storage
An orange fenced compound will be established as required for storage of materials. All materials delivered will be dropped off at the compound area from where they will be re-handled to the path.

Water Level/Design
The designed levels and setting out will be carried out at the start of the works with a representative from Alton Council.

Permissions and Consents
All permissions and consents required for the work will have been gained by others prior to us commencing the work.

Design

Walkway replacement

20m of walkway is to be restored. This is to be done with the installation of new oak boards and posts on both sides of the walkway.

The walkway is to be 1.5m wide and held in place by two runs of boards and 400mm up from bed level. The boards will be 200mm wide and 25mm thick. 75mm Oak posts 1.2m long will hold the boards in place at 1m centres.

Geotextile will be placed down the back of the boards and backfilled with compacted type 1 to form the new footpath.

Existing footpath topping up

40m of footpath 1.2m wide is to be raised up to 75mm in the centre to improve drainage. The footpath will be raised using type 1 and compacted.

Health and Safety
Full risk assessments and method statements will be submitted for approval on award of the contract prior to the start of the works.

Environment
A site specific environmental risk assessment will have been be carried out by yourselves to identify any rare and protected species that may be present and the findings of this can then be incorporated into our proposed construction method.

Working Hours
We will work within any working hours restrictions as specified in the contract documents. In the absence of any stated restrictions, we will be able to work from 7.30am-6pm Monday to Friday.

Services
All prices quoted assume that we will be provided with information on all existing services that cross the site and that their location in no way interferes with implementing the design of the works. We will confirm the location of all services and mark them prior to the start of our works. Failure to identify services in the working area may result in the recovery of any additional associated costs.

Welfare Facilities
Welfare facilities will be located at the compound.

Waste
All waste from the works will be disposed of off site.

Restoration
Any restoration and re-seeding of access will be carried out on completion of the works.

Programme
It is our understanding that the works will be carried out this autumn/winter. The anticipated duration of the works is 1 week.

Payment Terms
Net 20 days following agreed completion.

VAT
All rates and prices quoted are subject to VAT.

Ordering
An order to proceed with the works should be made in writing once the quotation is understood and accepted.

Outline Method Statement

AWM materials and labour will be mobilised to site. Site personnel will be issued with all necessary PPE and a site induction will be carried out.

A site compound for materials storage and welfare facilities will be established at the end of Tanhouse Lane.

The works will be carried out by labour only. No machines are anticipated being used.

All working areas and approaches will be signed to warn about the works in progress.

The walkway replacement will take place first. This will involve removing the old sleepers and boards and replacing with new oak boards to match the existing downstream section.

The new boards will be installed at the same height as the downstream section and fastened to 75mm oak posts at 1m centers.

Geotextile will be placed behind the boards and backfilled with type 1 wheel barrowed in from the compound area. This will be compacted by whacker plate to the right profile.

The 40m of footpath topping up will then take place by wheelbarrowing type 1 from the storage area. This will be compacted by whacker plate to the right profile.

On completion the site will be tidied to the satisfaction of the client before AWM de-mobilise from site.

Quotation

Mobilisation:	£250.00
To carry out works as described above:	£13,127.00
De-mobilisation:	£250.00
Total:	**£13,627.00**

I hope the enclosed is of interest. If you have any questions then please give me a call.

Yours Sincerely,

Edward Hall

Estimate

ADDRESS

Pat Harris
Alton Town Council
Town Hall,
Market Square
Alton
Hampshire
GU34 1HD

ESTIMATE NO. 1533
DATE 02/10/2024

ACTIVITY	ACTIVITY	RATE	AMOUNT
Labour	Installation of 20m x 1.5m raised pathway at Alton Flood Meadows. MOT T1 to be compacted between oak post and plank revetment as a continuation of the exiting pathway	12,530.00	12,530.00
Materials	MOT Type 1, high tensile wire, gripples, 75mm x 75mm x 1.5m green oak posts, 200mm x 25mm x 3.6m green oak planks, terram and associated fixings	4,914.00	4,914.00
Plant mobilisation, fuel and insurance	3t excavator, 5t excavator, 3t tracked dumper, bog mats & fuel	6,270.00	6,270.00
Site security and welfare	Welfare van, site loo, security fencing, travel and accommodation	4,618.00	4,618.00

This is an estimate only, not a contract for services. This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labour, plant and materials which may be required should unforeseen problems arise after the work has started. Full Terms and conditions are available on request.

SUBTOTAL	28,332.00
VAT TOTAL	5,666.40
TOTAL	**£33,998.40**

Accepted By

Accepted Date

™

Estimate and scope of works.
Alton Footpath Reinstatement

Alton Town Council

Job no.	**4147**
Version.	**V1**
5R contact	Mike Greenhalgh
5R email	22/01/2025
Date	

Job description
Application of a FRAP exemption permit (FRA28) to enable the repair and reinstatement of up to 60m of permissive footpath within the Alton Flood Meadows We have included the following specification: 20m of walkway 1500mm wide, formed of Type 1 on terram 1000 compacted between green oak post and plank revetments. 75x75 x 1.2m green oak posts at 1m centres, supporting two runs of green oak boards 400mm high from riverbed level with 2x 200x25 x 3.6m green oak boards. Posts will be supported with 5mm cable tensioned with turnbuckles on every second pair of posts. We have also included a cost to top up 40m of existing footpath overlaid with 75mm compacted Type 1 stone, 1.2m wide.

Scope of Works
Construction: We have included for all construction material, plant/equipment and labour including site supervision. **Consenting:** We have included to complete all documentation required for the FRAP Exemption Permit (FRA28) and to submit the application. We have not included for any associated fees; these will be determined by the Environment Agency (EA) and we will notify you of these additional costs prior to submitting the application.

Construction (Design and Management) Regulations 2015
• FR would assume the role of Principal Contractor. • As client, you have responsibilities under CDM regulations 2015. A leaflet from the Health and Safety Executive can be found here detailing your duties under these regulations: https://www.hse.gov.uk/construction/cdm/2015/commercial-clients.htm

Costings	Price	
Pre-construction management incl. CDM documentation & utility service search	£	2,983.54
FRAP Exemption application (FRA28)	£	1,344.74
Project/site management	£	4,233.36
Mobilisation	£	2,699.25
Demobilisation	£	2,699.25

Provide and maintain site compound (inc. welfare facilities and site security)	£	2,205.28
Removal & Disposal of Failing Footpath revetment	£	3,432.22
Installation of Replacement Oak Revetments	£	7,735.64
Replacement Footpath Type 1 Stone	£	2,603.48
Topping up remaining 40m of Footpath with Type 1 Stone	£	4,117.60
Sub total	**£**	**34,054.36**
VAT @ 20%	**£**	**6,810.87**
Total	**£**	**40,865.23**

Notes and assumptions

1. We have assumed the works can be completed under FRAP Exemption FRA28
2. We have assumed we can have a site compound located near Netherfield Close at w3w ///ambushes.mess.wool
3. Costs are based on undertaking the works on the T&Cs found below
4. We have based our costs on completing the works in dry weather conditions. Client to retain weather risk.
5. We have assumed that the client will hold all weather, archaeological and ecological risk at this time.
6. 5R have estimated the above works as per the brief provided.
7. We have assumed the works will not be impacted by the presence of any protected or invasive species.
8. We have assumed the works will not be impacted by the presence of utilities. We have not included any costs for utility protection, isolation or diversion. Any such requirements will be determined by service searches and consultation with utility providers and may incur additional costs.
9. We have not included costs for any ground protection such as track matting or hardstanding to be installed to undertake the works. Should these be required this would incur additional costs.
10. We have not included for any site reinstatement and have assumed this will be undertaken by others.
11. We have not included for any maintenance or monitoring post construction.

Estimate valid for 30 days

DATED

LICENCE TO OCCUPY ON SHORT TERM BASIS

relating to the area known as the communal parts of the Harry Baker Pavilion
Jubilee Fields, Alton Hampshire

between

ALTON TOWN COUNCIL

and

ALTON CRICKET CLUB

AN AGREEMENT made the day of 2020

BETWEEN

Alton Town Council of Town Hall Market Square Alton Hampshire GU34 1HD ("the Licensor") (1)

and

a) Julian Ballinger

b) Michael Heffernan

c) Scott Myers

The Tenants are Members of ALTON CRICKET CLUB of the other part and whoever for the time being is entitled to the Property under this Lease ("the Licensee") (2)

WHEREBY IT IS AGREED:

1. The Licensor grants the Licensee licence to use the communal parts of the Harry Baker Pavilion at Jubilee Playing Fields, defined as the kitchen and changing room facilities as indicated of the attached plan, at Chawton Park Road Alton Hampshire ("the Pavilion") from the third weekend in April 2025 until the second weekend in September 2029 ("the Season")
2. The Licensor shall give the Licensee and its authorised staff access to the Pavilion during the Season
3. The Licensee shall:
   - (i) pay the Licensor £750.00 payable in regular monthly instalments commencing from April 2025.
   - (ii) not impede or interfere with the Licensor's rights of possession and control over the Pavilion
   - (iii) not be entitled to possession of the Pavilion to the exclusion of the Licensor
   - (iv) during the Season use the Pavilion as part of the Licensee's operations as a Sports Club and for no other purpose

(v) during the Season keep the Pavilion and the areas surrounding it clean and tidy and regularly dispose of all refuse in a safe and hygienic manner.

(vi) not do or permit to be done in the Pavilion or its environs anything which in the opinion of the Licensor may be detrimental to the efficient and harmonious operation of the Pavilion

(vii) comply with any reasonable written regulations made by the Licensor to regulate activities carried on in the Pavilion

4. Either party may terminate this agreement upon mutual agreement. The Licensor may also terminate upon fourteen days' written notice if the Licensee commits any breach of its obligations

SIGNED by
the Licensor

…………………………………………………………………………………………

SIGNED by
on behalf of the Licensee

Julian Ballinger – Chairman………………………………………………………

Michael Heffernan – Secretary…………………………………………….………..

Scott Myers – Treasurer…………..…………………………………………………..

KING'S POND TASK & FINISH GROUP
TERMS OF REFERENCE

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

1. The objectives of the Group are to:

- Conduct a technical and financial assessment of the dredging option
- To provide the outcome of the technical and financial assessments of the Dredging and Pond & River options to go to Full Council so that it can go to public consultation before any decision is taken to proceed further

2. Purpose

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

3. Roles and responsibilities

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

4. Delegated Authority

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

5. Membership

Membership of the Task & Finish Group (Operational) will be composed of:

- Up to Four (4) Town Councillors – to be appointed by Full Council – one of whom will be instructed by Full Council to act as Chair to the group.
- Individual residents or representatives of local organisations that the Task & Finish Group consider can make a useful contribution – appointments subject to ratification by Full Council

- The Town Clerk (or appointed officer in her absence)
- The Group may invite consultees, contractors or other local stakeholders to attend the meetings as required.

Membership of the Community & Stakeholder Focus Group will be composed of:

- Town Council Officers, Town Councillors, Pond Users, representatives of local organisations such as ACAN, Alton Society, Ashdell Residents Association, Community Groups, Watercress Line, Schools, Voluntary Groups, Surrey Wildlife Trust.
- Potential for core group plus other members drawn in as required on specific elements.

6. Target Timetable

- Establish Task & Finish Group and Community & Stakeholder Focus Group – **March 2025**
- Appointment of key consultants – **May 2025**
- Completion of Stage 1 Design, Consultations and Costings – **August / September 2025**
- Public Consultation – **Late 2025 / Early 2026**

7. Meetings

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

8. Reporting:

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

9. Administrative support:

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

10. Dispute resolution:

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

11. Decision recording:

- The group will record minutes of its meetings.
- All decisions on allocation of funds and appointments of consultants will be recorded in the minutes of the relevant Full Council Meetings.

V5 26 Mar 2025

MINUTES OF THE KING'S POND TASK & FINISH (OPERATIONAL) GROUP

TUESDAY, 25TH MARCH 2025

Present: Councillor Don Hammond (DH)
Councillor Peter Wadman (PW)
Pat Harris – Town Clerk (PH)
Natalie Beckell – Events & Marketing Lead Officer (NB)
Paul Ebbutt – Resident representative (PE)
Angela Owers – Resident representative (AO)
Eric Phillips – Resident representative (EP)
John Quincey – Resident representative (JQ)

1. **Welcome:** Councillor Don Hammond welcomed all those present to the inaugural meeting of the Kings Pond Task & Finish Group and thanked them for putting their names forward to assist the councillor with the Kings Pond project.

2. **Apologies:** Apologies were received from Ryan Doran & Tim Pinchen.

3. Introductions: All those present introduced themselves and gave a brief resume of their skills and what they could add to the group. NB sought clarification from those in attendance that they were happy for their e-mail addressed to be circulated to all members of the T&F group. So confirmed.

4. **Terms of Reference:** The draft Terms of Reference were then discussed in detail and clarification sought:
(a) what funding would be required? Funding would need to be secured for which ever option was eventually decided upon to be pursued and at this preliminary stage irrespective of the eventual decision there were parallels of work that had to be undertaken regardless i.e. planning and ecological surveys, together with environment impact assessment.
(b) who would invite other consultees, contractors of stakeholders to these meetings? That would be a decision of the group to extend invitations to those that would add value or expertise to the process. Councillor Hammond advised that the Town Council were also involved in discussions with SE Water and their extraction project and the effect on the river if abstraction rates are amended.
(c) The group wished to see in the opening paragraph the objective of the group which should reflect the decisions taken by Council. This was agreed and the Terms of Reference so amended.

- Extraordinary Meeting of Full Council held on 18th January 2023 (minute references 162.2 & 162.3 refer)
  - Conduct a technical and financial assessment of the dredging option
  - Conduct a technical and financial assessment of removing the outlet weir to enable an offline option to be considered further
- Full Council meeting held on 8th January 2025 (minute references 98.1 refers)

- To conduct a technical and financial assessment of the Pond and River option in parallel with the technical and financial assessment of the Dredging option
- To reaffirm that the outcome of the technical and financial assessments of the Dredging and Pond & River options will go to public consultation before any decision is taken to proceed further

Action: PH to include in the Terms of Reference the objectives of the group to go before Full Council on 9th April for adoption. No other changes required.

Action: PH to draft a timeline plan with critical path milestones including dates for grant funding applications to be submitted.

(d) The question of how this group would liaise with the Community & Stakeholder group was raised. Reference was sought from the Kings Pond Project Governance (January 2025) which states that primarily the Community & Stakeholder Focus Group is a disseminator and sharer of information on the Kings Pond Management project and will act as a conduit for community feedback to the T&F group. This would best be handled by the Town Clerk with a councillor and/or a resident representative attending their meeting and providing an update on the progress being made and where the group was.
Action: PH to send out an update to the Community & Stakeholder Focus Group advising that the first meeting would be delayed until such time as responses had been received to the Expression of Interest enquiries to be issued to organisations/contractors seeking clarification as to what they could offer/provide in terms of project management etc as scoped by DH.

(e) The group believed that it would be most useful to have a timeline critical path project plan to work to especially in determining timescales for submission of grant funding applications and milestones that need to be achieved including briefings sessions and feedback meetings. **Action: PH to draft a critical path project plan timeline for the group**

5. **Recap of recent activities and current project status:** Councillor Don Hammond provided a resume of the surveys already requested, reports received and confirmed that these were all accessible on the council's website: https://www.alton.gov.uk/kings-pond-update/ (please scroll down to the bottom of the page for survey results).

- King's Pond archives
- Topographic survey of the whole site
- Hydrological survey – depth of silt and analysis of the silt
- Water sampling
- Instructed specialist company in feasibility of removal of the Weir
- Detailed survey work on the downstream chambers – topographical and section drawings - outfall - drainage of the pond

In clarification to questions raised:

- Weir is 1.5 mtrs drop
- 9400 cubic metres of silt removed 29 years ago
- Today, it would be 10,000 (estimated) which is contaminated and thus has restricted use

6. **Discussion of Next steps:** The group discussed its options:

- Appoint a project manager – noting going into specialist territory

    - Do it ourselves
    - Go out and appoint a single project manager ot advise – someone who has done this before
    - Go to contractors who offer a design & built but we would need to do comprehensive scope of what it is we are looking for
- Look at where this sort of project has been successfully done and seek references on how they did it and who did it for them (check with June Chatfield (Anton Lakes) and Graham Hill
- Look to specialists – River Wey is covered by Surrey Wildlife Trust they are a charitable organisation – consultants are South East Rivers Trust (We do not come under Hampshire as the River Wey disappears into Surrey)
- Look to approach more commercial organisation – with a view to approaching some and for them to respond with their solutions.
- For costings there is a need to keep quantity surveyor independent of any project manager/project engineer

Action: DH to (1) draft an enquiry letter to be issued to project managers, design & build contractors (2) circulate to group identified potential contractors

Action: PW to contact angling lakes (some of the big groups, especially those managing many lakes) to enquire as to whether they have had such work undertaken and seek references/referrals

The group acknowledged that there would be a delay before it meets again in order to receive information back from those contractors/organisations to the scope being issued by DH

7. **Agree calendar of meetings, locations etc**

The next meeting will be held on Friday, 25th April at 2.00 p.m. in the Town Hall.

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**

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 .... Signed .... Date ....

Signatory 2:

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

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 .... Signed .... Date ....

Signatory 2:

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

Alton Town Council

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

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Unity Trust Bank : Current	12	03/03/2025	1100016689	East Hampshire District Counci	634.00
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	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
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

Alton Town Council

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

Receipts

Cb No	Bank Account Name	Month	Date Banked	Amount Banked
1	Unity Trust Bank : Current	12	28/03/2025	1,989.90
1	Unity Trust Bank : Current	12	31/03/2025	4,911.00

CCLA
GOOD INVESTMENT

Statement of Account

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

5 March 2025

Account name: **ALTON TOWN COUNCIL**
Account number: **PS3078535-001**
Statement period: **31/01/2025 to 28/02/2025**

Account summary

Total valuation as at 28 February 2025	**£1,732,540.44**
Total valuation as at last statement at 31 January 2025	**£1,825,230.93**

Holdings as at 28 February 2025

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	1,732,540.4400	£1.00	£1,732,540.44

Total value
£1,732,540.44

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

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
04/02/2025	Income Reinvestment	7,309.5100	£1.0000	£7,309.51
11/02/2025	Withdrawal	-100,000.0000	£1.0000	-£100,000.00

The average Fund yield for this period was 4.57% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Feb 2025	04/03/2025	Reinvestment	£6,192.95	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**.

CCLA
GOOD INVESTMENT

Statement of Account

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

18 March 2025

Account name: **ALTON TOWN COUNCIL-ALTON TOWN COUNCIL**
Account number: **LA3077669-001**
Statement period: **31/01/2025 to 28/02/2025**

Account summary

Total valuation as at 28 February 2025	**£331,087.56**
Total valuation as at last statement at 31 January 2025	**£331,364.54**

Holdings as at 28 February 2025

Fund name	Unit/share holdings	Net Asset Value price per unit/share (£)	Net Asset Value valuation (£)	Bid price per unit/share (£)	Bid Value valuation (£)
The Local Authorities Property Fund Inc GB0005216642	118,266.0000	2.799516	331,087.56	2.756124	325,955.76

Mid Value	Bid Value
£331,087.56	**£325,955.76**

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

The Local Authorities Property Fund Inc

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
31/01/2025	Paid to Nominated Bank Details			£4,075.34

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

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

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.

Please note due to a change in which the Fund's income distribution calculation is now completed, your income payments may display two values on this statement if a transaction took place during the period in question.

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**.

10 MAR 2025

ALTON TOWN COUNCIL GRANT APPLICATION

EVENT/PROJECT GRANT

PART 1 - YOUR ORGANISATION

NAME OF ORGANISATION

Alton Art Society (AAS)

NAME OF CONTACT

Margaret Crowe

ADDRESS OF CONTACT

91A Basingstoke Road
Alton
Hampshire
GU34 1QJ

TELEPHONE NO:	DAYTIME	01420 88703
	EVENING	01420 88703

EMAIL ADDRESS: altonarttreasurer@gmail.com

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

The AAS was formed in 1925 to promote and encourage participation in art by the local community from Alton and surrounding villages. The society is particularly interested in developing a love of art in children.
There is a programme of talks & demonstrations given by professional artists in the winter, outdoor painting days in the summer, a weekly painting group throughout the year and at least one workshop a year, led by a professional artist. Exhibitions, open to all members, are also held. The largest event of the year is the Annual Exhibition held in the Assembly Rooms in October. This includes an extensive exhibition of children's work with over 500 entries.
The society takes part in local events such as The Arts Festival, Fairs arranged by ATC in the Public Gardens and The Chawton House event to celebrate the 250th anniversary of Jane Austen.

PLEASE GIVE NUMBERS IN THE ORGANISATION WHO ARE		
	A) PAID	None
	B) VOLUNTEERS	

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN ALTON	140 live in Alton and the surrounding villages

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR	£500.00
WHAT IS THE TOTAL COST OF THE PROJECT/ITEM/SERVICE?	£500.00
HAS MATCHED FUNDING ALREADY BEEN SECURED? IF SO, PLEASE STATE VALUE	£

WHAT IS THE GRANT TO BE USED FOR?

- To celebrate 100 years of the society which was founded in 1925 by Mr W Hugh Curtis, with Lord Baden Powell as the first President.
- To hire the Alton Assembly Rooms and hold a celebration party for members on 14th June 2025
- To obtain a banner to promote the society and its anniversary
- To take part in local events and provide painting materials to encourage adults and children to particate in 'hands on' 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

The society produced a centenary calendar of members artwork which was sold to raise money.

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

The AAS has costs in mounting the exhibition, paying for artists for demonstrations and workshops and hire of halls for events.

PART 3 - TO BE COMPLETED BY ALL APPLICANTS

PLEASE STATE BALANCES IN HAND AT THE END OF LAST FINANCIAL YEAR	Current Account £2259.51 Unallocated reserves £4499.23
LEVEL OF UNALLOCATED RESERVES	We hold £140 (incl. in above sum) given by a member for the public children's favourite exhibit.
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

- [ ] X **All relevant parts of the form completed**
- [ ] X **Form signed**
- [ ] X **Most recent accounts (Audited or draft)**
- [ ] X **Constitution/Rules**
- [ ] **Child Protection Policy (if applicable)** no members under 18

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 Margaret Crowe..

SIGNATURE ....C M Crowe...

POSITION Treasurer... DATE...5/3/2025

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

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

Draft

ALTON society

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		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			0.00
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				0.00
37	**LEGAL & ADMINISTRATIVE 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	-1241.92
40	**NET INCOME FOR THE YEAR**					**902.25**	-1422.67
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

		2023	**2024**	**Movement**
43	Treasurer's	657.66	2259.91	1602.25
44	Deposit	5135.93	4499.23	-636.70
45	Petty Cash	21.13	21.13	0.00
46	TOTAL	5814.72	6780.27	965.55

Submitted by Margaret Crowe, Treasurer

Audited by

Mrs Caroline Scull BA FCCA

Independent Examiner

ALTON TOWN COUNCIL GRANT APPLICATION

PART 1 – YOUR ORGANISATION

NAME OF ORGANISATION

ALTON LIONS CLUB (CIO) REG NO: 1174502

NAME OF CONTACT

Mrs Moira Baker

ADDRESS OF CONTACT

I Archery Rise,
Alton,
GU34 1PG

TELEPHONE NO: DAYTIME **01420 89218 / 07969 164544**

EVENING **01420 89218 / 07969 164544**

EMAIL ADDRESS: **moira.baker1@btinternet.com**

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

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

PLEASE GIVE NUMBERS IN THE ORGANISATION WHO ARE		
	A) PAID **None**	
	B) VOLUNTEER **34**	

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN ALTON

30 in Alton; 4 in villages

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 500.00

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

£2,000

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

£1,500

WHAT IS THE GRANT TO BE USED FOR?

The grant will be used to pay for professional local entertainers at the Alton Lions 'Party in the Park' 2025, to be held in Alton Public Gardens on Saturday, June 14.

Entertainment will include: Punch & Judy Show; live music; Bouncy Castle & Pirates Activity Inflatable; Pirate Ship & Treasure Trail.

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

YES/NO **YES**

IF YES, PLEASE GIVE DETAILS

SECURED / PENDING

Sponsorship is currently being sought to support the event which is also being seed funded up to £1,500 by Alton Lions Club.

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

Lions seed funding has in part been held over from 'Party in the Park' 2024 – supplemented by funding from the Service Budget.
The event in the Public Garden will be open to all, with no admission charge.
It is an event run by Alton Lions for the community and participation in children's activities will be via suggested affordable donation in order to make it accessible to all.
It will celebrate over 50 years of Lions serving the community of Alton and the surrounding area.

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

Please note: at least 90% of money raised by Alton Lions Club is used to support those in need in our community, as well as activities designed to benefit the community as a whole.
The rest is donated to Lions Clubs International to support Lions work in disaster areas around the world, as well as relief of poverty, and implementation of initiatives designed to improve health.

PART 3 – TO BE COMPLETED BY ALL APPLICANTS

PLEASE STATE BALANCES IN HAND AT THE END OF LAST FINANCIAL YEAR	£1546
LEVEL OF UNALLOCATED RESERVES	0
HOW MUCH DID THE GROUP RAISE LAST YEAR (EG FUNDRAISING BY THE GROUP OTHER THAN BY GRANT APPLICATION)?	£3937

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 ....Moira E Baker..

SIGNATURE ....*Moira E Baker*

POSITION ...AltonLionsClub-ImmediatePast President...................................... DATE...18.../...03.../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

Charity number: 1174502

ALTON LIONS CLUB (CIO)

CONSTITUTION

for a

Charitable Incorporated Organisation registered with the Charity Commission of England and Wales

Adopted on 14 April 2017

Vision statement

To be the global leader in community and humanitarian service

Mission statement

To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions Clubs

Chartered under the jurisdiction of

THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS

Index

Date of constitution: 14 April 2017

1. Name

The name of the Charitable Incorporated Organisation ("**the Club**") is **ALTON Lions Club (CIO)**.

2. National location of principal office

Lions Clubs International, 257 Alcester Road South, Kings Heath, B14 6DT

The Club must have a principal office in England or Wales. The principal office of the Club is in England.

3. Objects

3.1 The Objects of the Club are such purposes as are exclusively charitable in England & Wales, including in particular:

3.1.1 the advancement of citizenship by:

3.1.1.1 promoting the principles of good citizenship;

3.1.1.2 encouraging members to take an active interest in the civic, cultural, social and moral welfare of the community;

3.1.1.3 providing a forum for the open discussion of all matters of public interest; provided that partisan politics and sectarian religion shall not be debated by members;

3.1.1.4 encouraging service-minded people to serve their community without personal reward and encouraging the promotion of high ethical standards in commerce, industry, professions, public works and private endeavours;

3.1.1.5 supporting youth to develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals;

3.1.2 promoting the Voluntary Sector for the public benefit by associating with local authorities in a common effort to advance education and provide facilities in the interests of social welfare for recreation or other leisure time occupation to improve the conditions of life of people in local, national and international communities;

3.1.3 promoting volunteering;

3.1.4 the relief of poverty and the relief of those in need in particular by providing humanitarian aid and disaster relief;

3.1.5 the advancement of health or the saving of lives by preventing avoidable blindness, assisting disabled people to lead independent lives or helping to prevent or manage health issues;

3.1.6 promoting for the benefit of the public the conservation protection and improvement of the physical and natural environment; and/or

3.1.7 promoting community participation in healthy recreation.

3.2 Nothing in this constitution shall authorise an application of the property of the Club for the purposes which are not charitable in accordance with section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and section 2 of the Charities Act (Northern Ireland) 2008.

4. International Association of Lions Clubs

The Club is a Lions Club chartered by, and subject to the Constitution and by-laws of, the International Association of Lions Clubs to the extent that the Constitution and by-laws of the International Association of Lions Clubs do not conflict with the provisions of this constitution or the requirements of English law. In the event of any conflict between the provisions of this constitution, or the requirements of English law, and the Constitution and by-laws of the International Association of Lions Clubs, this constitution and English law shall take precedence.

5. Powers

The Club has power to do anything which is calculated to further its Objects or is conducive or incidental to doing so. In particular, the Club's powers include power to:

5.1 carry on generally the principles and teachings of the International Association of Lions Clubs;

5.2 borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The Club must comply as appropriate with any relevant provisions of the Charities Act 2011 if it wishes to mortgage land;

5.3 buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;

5.4 sell, lease or otherwise dispose of all or any part of the property belonging to the Club. In exercising this power, the Club must comply as appropriate with any relevant provisions of the Charities Act 2011;

5.5 employ and remunerate such staff as are necessary for carrying out the work of the Club. The Club may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clauses 6 (Application of income and property) and 7 (Benefits and payments to charity trustees and connected persons), and provided it complies with the conditions of those clauses;

5.6 deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the Club to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

6. Application of income and property

6.1 The income and property of the Club must be applied solely towards the promotion of the Objects.

6.2 A charity trustee is entitled to be reimbursed from the property of the Club or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Club.

6.3 A charity trustee may benefit from trustee indemnity insurance cover purchased at the Club's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

6.4 None of the income or property of the Club may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the Club. This does not prevent a member who is not also a charity trustee receiving:

6.4.1 a benefit from the Club as a beneficiary of the Club;

6.4.2 reasonable and proper remuneration for any goods or services supplied to the Club.

6.5 Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by clause 7.

7. Benefits and payments to charity trustees and connected persons

7.1 General provisions

No charity trustee or connected person may:

7.1.1 buy or receive any goods or services from the Club on terms preferential to those applicable to members of the public;

7.1.2 sell goods, services, or any interest in land to the Club;

7.1.3 be employed by, or receive any remuneration from, the Club;

7.1.4 receive any other financial benefit from the Club;

unless the payment or benefit is permitted by clause 7.2, or authorised by the court or the Charity Commission ("**the Commission**"). In this clause, a "**financial benefit**" means a benefit, direct or indirect, which is either money or has a monetary value.

7.2 **Scope and powers permitting trustees' or connected persons' benefits**

7.2.1 A charity trustee or connected person may receive a benefit from the Club as a beneficiary of the Club provided that a majority of the trustees do not benefit in this way.

7.2.2 A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the Club where that is permitted in accordance with, and subject to the conditions in, section 185 to 188 of the Charities Act 2011.

7.2.3 Subject to clause 7.3 a charity trustee or connected person may provide the Club with goods that are not supplied in connection with services provided to the Club by the charity trustee or connected person.

7.2.4 A charity trustee or connected person may receive interest on money lent to the Club at a reasonable and proper rate.

7.2.5 A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the Club. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

7.2.6 A charity trustee or connected person may take part in the normal trading and fundraising activities of the Club on the same terms as members of the public.

7.3 **Payment for supply of goods only – controls**

The Club and its charity trustees may only rely upon the authority provided by clause 7.2.3 if each of the following conditions is satisfied:

7.3.1 The amount or maximum amount of the payment for the goods is set out in a written agreement between the Club and the charity trustee or connected person supplying the goods ("**the supplier**").

7.3.2 The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

7.3.3 The other charity trustees are satisfied that it is in the best interests of the Club to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.

7.3.4 The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the Club.

7.3.5 The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.

7.3.6 The reason for their decision is recorded by the charity trustees in the minute book.

7.3.7 A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by this clause 7.

7.4 In clauses 7.1, 7.2 and 7.3:

7.4.1 "**the Club**" includes any company in which the Club:

7.4.1.1 holds more than 50% of the shares; or

7.4.1.2 controls more than 50% of the voting rights attached to the shares; or

7.4.1.3 has the right to appoint one or more directors to the board of the company;

7.4.2 "**connected person**" includes any person within the definition set out in clause 32 (Interpretation).

8. Conflicts of interest and conflicts of loyalty

A charity trustee must:

8.1 declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Club or in any transaction or arrangement entered into by the Club which has not previously been declared; and

8.2 absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the Club and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

9. Liability of members to contribute to the assets of the Club if it is wound up

If the Club is wound up, the members of the Club have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

10. Membership of the Club

The Club shall strive to maintain at least 20 members.

10.1 **Admission of new members**

10.1.1 Eligibility

Membership of the Club is open to any person over 18 years of age of good moral character and good reputation in his or her community, who is interested in furthering its purposes, and who, having been invited to join, has indicated his or her agreement to become a member and acceptance of the duty of members set out in clause 10.3.

A member must be an individual.

10.1.2 Admission procedure

The charity trustees:

10.1.2.1 may require nominations or applications for membership to be made in any reasonable way that they decide, in accordance with the rules and by-laws produced by the International Association of Lions Clubs;

10.1.2.2 shall, if they approve an application for membership, notify the applicant of their decision within 21 days;

10.1.2.3 may refuse an application for membership if they believe that it is in the best interests of the Club for them to do so;

10.1.2.4 shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within 21 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal; and

10.1.2.5 shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

10.2 **Transfer of membership**

Membership of the Club cannot be transferred to anyone else.

10.3 **Duty of members**

It is the duty of each member of the Club to exercise his or her powers as a member of the Club in the way he or she decides in good faith would be most likely to further the purposes of the Club.

10.4 **Termination of membership**

10.4.1 Membership of the Club comes to an end if:

10.4.1.1 the member dies; or

10.4.1.2 the member sends a notice of resignation to the charity trustees; or

10.4.1.3 any sum of money owed by the member to the Club is not paid in full within six months of its falling due;

10.4.1.4 the charity trustees decide that it is in the best interests of the Club that the member in question should be removed from membership, and pass a resolution to that effect, provided that such a resolution will require a majority of two thirds of the entire board of trustees.

10.4.2 Before the charity trustees take any decision to remove someone from membership of the Club they must:

10.4.2.1 inform the member of the reasons why it is proposed to remove him or her from membership;

10.4.2.2 give the member at least 21 clear days' notice in which to make representations to the charity trustees as to why he or she should not be removed from membership;

10.4.2.3 at a duly constituted meeting of the charity trustees, consider whether or not the member should be removed from membership;

10.4.2.4 consider at that meeting any representations which the member makes as to why the member should not be removed; and

10.4.2.5 allow the member to make those representations in person at that meeting, if the member so chooses.

10.4.3 Upon termination of membership, the member shall lose all and any rights to use the name "Lions," the Lions emblem and other insignia of the Club.

10.5 **Membership fees**

The charity trustees may require members to pay reasonable membership fees to the Club.

10.6 **Classes of voting membership**

The charity trustees may:

10.6.1 create different classes of voting membership; and

10.6.2 determine the rights and obligations of any such members, and the conditions for admission to, and termination of membership of any such class of members.

10.7 **Informal (non-voting) membership**

10.7.1 The charity trustees may create other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.

10.7.2 Other references in this constitution to "members" and "membership" do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

11. Members' decisions

11.1 **General provisions**

Except for those decisions that must be taken in a particular way as indicated in clause 11.4, decisions of the members of the Club may be taken either by vote at a general meeting as provided in clause 11.2 or by written resolution as provided in clause 11.3.

11.2 **Taking ordinary decisions by vote**

Subject to clause 11.4, any decision of the members of the Club may be taken by means of a resolution at a general meeting. Such a resolution may be passed by a simple majority of votes cast at the meeting.

11.3 **Taking ordinary decisions by written resolution without a general meeting**

11.3.1 Subject to clause 11.4, a resolution in writing agreed by a simple majority of all the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective, provided that:

11.3.1.1 a copy of the proposed resolution has been sent to all the members eligible to vote; and

11.3.1.2 a simple majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the Club has specified.

11.3.2 The resolution in writing may comprise several copies to which one or more members have signified their agreement.

11.3.3 Eligibility to vote on the resolution is limited to members who are members of the Club on the date when the proposal is first circulated in accordance with clause 11.3.1 above.

11.3.4 Not less than 10% of the members of the Club may request the charity trustees to make a proposal for decision by the members.

11.3.5 The charity trustees must within 21 days of receiving such a request comply with it if:

11.3.5.1 the proposal is not frivolous or vexatious, and does not involve the publication of defamatory material;

11.3.5.2 the proposal is stated with sufficient clarity to enable effect to be given to it if it is agreed by the members; and

11.3.5.3 effect can lawfully be given to the proposal if it is so agreed.

11.3.6 Clauses 11.3.1 to 11.3.3 apply to a proposal made at the request of members.

11.4 **Decisions that must be taken in a particular way**

11.4.1 Any decision to remove a trustee must be taken in accordance with clause 16.

11.4.2 Any decision to amend this constitution must be taken in accordance with clause 29 of this constitution (Amendment of Constitution).

11.4.3 Any decision to amalgamate the Club's undertaking with, or transfer the Club's undertaking to, one or more Lions Clubs which are established as charities, or another charity or charities must be taken in accordance with clause 30 of this constitution (Amalgamation or transfer).

11.4.4 Any decision to wind up or dissolve the Club must be taken in accordance with clause 31 of this constitution (Voluntary winding up or dissolution).

12. General meetings of members

12.1 **Types of general meeting**

There must be an annual general meeting (AGM) of the members of the Club. The first AGM must be held within 18 months of the registration of the Club, and subsequent AGMs must be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts (duly audited or examined where applicable) and the trustees' annual report, and must elect trustees as required under clause 14.

Other general meetings of the members of the Club may be held at any time.

All general meetings must be held in accordance with the following provisions.

12.2 **Calling general meetings**

12.2.1 The charity trustees:

12.2.1.1 must call the AGM in accordance with clause 12.1, and identify it as such in the notice of the meeting; and

12.2.1.2 may call any other general meeting of the members at any time **provided that** the Club must hold one meeting of the members every month.

12.2.2 The charity trustees must, within 21 days, call a general meeting of the members of the Club if:

12.2.2.1 they receive a request to do so from at least 10% of the members of the Club; and

12.2.2.2 the request states the general nature of the business to be dealt with at the meeting, and is authenticated by the member(s) making the request.

12.2.3 If, at the time of any such request, there has not been any general meeting of the members of the Club for more than 12 months, then clause 12.2.2.1 shall have effect as if 5% were substituted for 10%.

12.2.4 Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.

12.2.5 A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous or vexatious.

12.2.6 Any general meeting called by the charity trustees at the request of the members of the Club must be held within 28 days from the date on which it is called.

12.2.7 If the charity trustees fail to comply with this obligation to call a general meeting at the request of a relevant proportion of the members, then the members who requested the meeting may themselves call a general meeting.

12.2.8 A general meeting called in this way must be held not more than 3 months after the date when the members first requested the meeting.

12.2.9 The Club must reimburse any reasonable expenses incurred by the members calling a general meeting by reason of the failure of the charity trustees to duly call the meeting, but the Club shall be entitled to be indemnified by the charity trustees who were responsible for such failure.

12.3 **Notice of general meetings**

12.3.1 The charity trustees, or as the case may be, the relevant members of the Club, must give at least 14 clear days' notice of any general meeting to all of the members, and to any trustee of the Club who is not a member.

12.3.2 If it is agreed by not less than 90% of all members of the Club, any resolution may be proposed and passed at the meeting even though the requirements of clause 12.3.1 have not been met. This sub-clause does not apply where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations.

12.3.3 The notice of any general meeting must:

12.3.3.1 state the time and date of the meeting:

12.3.3.2 give the address at which the meeting is to take place;

12.3.3.3 give particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting; and

12.3.3.4 if a proposal to alter the constitution of the Club is to be considered at the meeting, include the text of the proposed alteration;

12.3.3.5 include, with the notice for the AGM, the annual statement of accounts and trustees' annual report, details of persons standing for election or re-election as trustee, or where allowed under clause 23 (Use of electronic communications), details of where the information may be found on the Club's website.

12.3.4 Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

12.3.5 The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the Club.

12.4 **Chairing of general meetings**

The President, shall, if present at the general meeting and willing to act, preside as chair of the meeting. Subject to that, the members of the Club who are present at a general meeting shall elect a chair to preside at the meeting.

12.5 **Quorum at general meetings**

12.5.1 No business may be transacted at any general meeting of the members of the Club unless a quorum is present when the meeting starts.

12.5.2 Subject to the following provisions, the quorum for general meetings shall be the greater of 25% or three members.

12.5.3 If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.

12.5.4 If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair must adjourn the meeting. The date, time and place at which the meeting will resume must either be announced by the chair or be notified to the Club's members at least seven clear days before the date on which it will resume.

12.5.5 If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the member or members present at the meeting constitute a quorum.

12.5.6 If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the trustees but may not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting must be adjourned.

12.6 **Voting at general meetings**

12.6.1 Any decision other than one falling within clause 11.4 (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting (including proxy and postal votes). Every member has one vote unless otherwise provided in the rights of a particular class of membership under this constitution.

12.6.2 A resolution put to the vote of a meeting shall be decided on a show of hands, unless (before or on the declaration of the result of the show of hands) a poll is duly demanded. A poll may be demanded by the chair or by at least 10% of the members present in person or by proxy at the meeting.

12.6.3 A poll demanded on the election of a person to chair the meeting or on a question of adjournment must be taken immediately. A poll on any other matter shall be taken, and the result of the poll shall be announced, in such manner as the chair of the meeting shall decide, provided that the poll must be taken, and the result of the poll announced, within 30 days of the demand for the poll.

12.6.4 A poll may be taken:

12.6.4.1 at the meeting at which it was demanded; or

12.6.4.2 at some other time and place specified by the chair; or

12.6.4.3 through the use of postal or electronic communications.

12.6.5 In the event of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall have a second, or casting vote.

12.6.6 Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast and the decision of the chair of the meeting shall be final.

12.7 **Adjournment of meetings**

The chair may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.

13. Charity trustees

13.1 **Functions and duties of charity trustees**

The charity trustees shall manage the affairs of the Club and may for that purpose exercise all the powers of the Club. It is the duty of each charity trustee:

13.1.1 to exercise his or her powers and to perform his or her functions as a trustee of the Club in the way he or she decides in good faith would be most likely to further the purposes of the Club; and

13.1.2 to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

13.1.2.1 any special knowledge or experience that he or she has or holds himself or herself out as having; and

13.1.2.2 if he or she acts as a charity trustee of the Club in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

13.2 **Eligibility for trusteeship**

13.2.1 Every charity trustee must be a natural person.

13.2.2 No one may be appointed as a charity trustee:

- if he or she is under the age of 18 years; or
- if he or she would automatically cease to hold office under the provisions of clause 16.1.7.

13.2.3 No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

13.3 **Number of charity trustees**

13.3.1 There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

13.3.2 The maximum number of charity trustees is 12. Neither the charity trustees nor the members may appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

13.4 **First charity trustees**

The first charity trustees of the Club are listed below, along with their term of appointment –

Mr M Gwynne	**President**	**until 30 June after the first AGM**
Mr P Bacon	**Secretary**	**until 30 June after the first AGM**
Mr M J Baker	**Treasurer**	**until 30 June after the first AGM**
Mr P J Taroni	**Trustee**	**until 30 June after the second AGM**
Mrs M E Baker	**Trustee**	**until 30 June after the second AGM**
Mr R J N Barber	**Trustee**	**until 30 June after the third AGM**

Mrs S O'Donoghue	**Trustee**	**until 30 June after the third AGM**

14. Appointment of charity trustees

14.1 At each AGM, the members shall:

14.1.1 thank all those charity trustees who will reach the end of their term of office and cease to hold office in accordance with clause 16.1.1 before the next AGM;

14.1.2 elect the following officers, who shall also be charity trustees and whose terms of office shall run for one year from 1 July after the AGM at which they are elected:

(a) President;

(b) Secretary;

(c) Treasurer;

14.1.3 subject to clause 13.3.2 (maximum number of trustees), elect up to 9 other charity trustees for such terms not exceeding four years as the members decide from 1 July following the AGM. Any vacancies not filled at the AGM may be filled as provided in clause 14.2;

14.2 The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with clause 16 (Retirement and removal of charity trustees), or as an additional charity trustee, provided that the limit specified in clause 13.3 on the number of charity trustees would not as a result be exceeded;

14.3 A person appointed in accordance with clause 14.2 (appointments other than at an AGM) shall retire on 30 June after the AGM next following the date of his or her appointment.

15. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

15.1 a copy of this constitution and any amendments made to it;

15.2 a copy of the constitution and by-laws of the International Association of Lions Clubs;

15.3 a copy of the Club's latest trustees' annual report and statement of accounts; and

15.4 a copy of the latest Lions Clubs' guidance for charity trustees.

16. Retirement and removal of charity trustees

16.1 A charity trustee ceases to hold office if he or she:

16.1.1 reaches the end of his or her term of office;

16.1.2 retires by notifying the Club in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);

16.1.3 is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;

16.1.4 dies;

16.1.5 becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;

16.1.6 is removed by the members of the Club in accordance with clause 16.2; or

16.1.7 is disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

16.2 A charity trustee shall be removed from office if a resolution to remove that trustee is proposed at a general meeting of the members called for that purpose and properly convened in accordance with clause 12, and the resolution is passed by a two-thirds majority of votes cast at the meeting.

16.3 A resolution to remove a charity trustee in accordance with this clause shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the members of the Club.

17. Reappointment of charity trustees

Any person who retires as a charity trustee by rotation or by giving notice to the Club is eligible for reappointment.

18. Taking of decisions by charity trustees

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing or electronic form agreed by all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more charity trustees has signified their agreement.

19. Delegation by charity trustees

19.1 The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they must determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.

19.2 This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:

19.2.1 a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;

19.2.2 the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and

19.2.3 the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

20. Meetings and proceedings of charity trustees

20.1 **Calling meetings**

20.1.1 Any charity trustee may call a meeting of the charity trustees.

20.1.2 Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

20.1.3 The charity trustees must meet at least every two months.

20.2 **Chairing of meetings**

The President shall chair charity trustee meetings. If the President is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

20.3 **Procedure at meetings**

20.3.1 No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is a majority of the total number of charity trustees for the time being, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

20.3.2 Questions arising at a meeting shall be decided by a majority of those eligible to vote.

20.3.3 In the case of an equality of votes, the chair shall have a second or casting vote.

20.4 **Participation in meetings by electronic means**

20.4.1 A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.

20.4.2 Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.

20.4.3 Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

21. Saving provisions

21.1 Subject to clause 21.2, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to vacate office;
- who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

21.2 Clause 21.1 does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for clause 21.1, the resolution would have been void, or if the charity trustee has not complied with clause 8 (Conflicts of interest and conflicts of loyalty).

22. Execution of documents

22.1 The Club shall execute documents either by signature or by affixing its seal (if it has one).

22.2 A document is validly executed by signature if it is signed by at least two of the charity trustees.

22.3 If the Club has a seal:

22.3.1 it must comply with the provisions of the General Regulations; and

22.3.2 it must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise determined it shall be signed by two charity trustees.

23. Use of electronic communications

23.1 **General**

The Club will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

23.1.1 the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;

23.1.2 any requirements to provide information to the Commission in a particular form or manner.

23.2 **To the Club**

Any member or charity trustee of the Club may communicate electronically with the Club to an address specified by the Club for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the Club.

23.3 **By the Club**

23.3.1 Any member or charity trustee of the Club, by providing the Club with his or her email address or similar, is taken to have agreed to receive communications from the Club in electronic form at that address, unless the member has indicated to the Club his or her unwillingness to receive such communications in that form.

23.3.2 The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:

23.3.2.1 provide the members with the notice referred to in clause 12.3 (Notice of general meetings);

23.3.2.2 give charity trustees notice of their meetings in accordance with clause 20.1 (Calling meetings); and

23.3.2.3 submit any proposal to the members or charity trustees for decision by written resolution or postal vote in accordance with the Club's powers under clause 11 (Members' decisions) and 11.3 (Decisions taken by resolution in writing).

23.3.3 The charity trustees must:

23.3.3.1 take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal;

23.3.3.2 send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

24. Keeping of Registers

The Club must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, registers of its members and charity trustees.

25. Minutes

The charity trustees must keep minutes of all:

25.1 appointments of officers made by the charity trustees;

25.2 proceedings at general meetings of the Club;

25.3 meetings of the charity trustees and committees of charity trustees including:

- the names of the trustees present at the meeting;
- the decisions made at the meetings;
- where appropriate the reasons for the decisions;

25.4 decisions made by the charity trustees otherwise than in meetings.

26. Accounting records, accounts, annual reports and returns, register maintenance

26.1 The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of accounts, and to the preparation of annual reports and returns. The statements of accounts, reports and returns must be sent to the Charity Commission, regardless of the income of the Club, within 10 months of the financial year end.

26.2 The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the Club entered on the Central Register of Charities.

27. Rules

The members may from time to time make such reasonable and proper rules or by-laws as they may deem necessary or expedient for the proper conduct and management of the Club, but such rules or by-laws must not be inconsistent with any provision of this constitution or of the International Association of Lions. Copies of any such rules or by-laws currently in force must be made available to any member of the Club on request.

28. Disputes

If a dispute arises between members or former members and/or the charity trustees of the Club about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must try in good faith to settle the dispute by mediation, in accordance with the relevant Lions dispute resolution procedure (as may be amended from time to time).

29. Amendment of constitution

As provided by sections 224-227 of the Charities Act 2011:

29.1 This constitution can only be amended, with the prior written consent of the International Association of Lions Clubs Multiple District 105, by:

29.1.1 resolution agreed in writing by all members of the Club; or

29.1.2 a resolution passed by a 75% majority of votes cast at a general meeting of the members of the Club.

29.2 Any alteration of clause 3 (Objects), clause 30 (Amalgamation or transfer), clause 31 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the Club or persons connected with them, requires the prior written consent of the Charity Commission and International Association of Lions Clubs Multiple District 105.

29.3 No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

29.4 A copy of any resolution altering the constitution, together with a copy of the Club's constitution as amended, must be sent to the Commission within 15 days from the date on which the resolution is passed. The amendment does not take effect until it has been recorded in the Register of Charities.

30. Amalgamation or transfer

30.1 Subject to obtaining the prior written consent of the International Association of Lions Clubs Multiple District 105, the members may at any time resolve to amalgamate the Club with, or transfer the assets of the Club to, one or more other Lions Clubs which are charities, or another charity or charities.

30.2 The transferee charity or charity with which the Club is merging must be established for exclusively charitable purposes within, the same as or similar to the Objects.

30.3 Any decision by the members to amalgamate the Club with, or transfer the assets of the Club to, one or more other Lions Clubs which are charities, or another charity or charities can only be made:

30.3.1 at a general meeting of the members of the Club called in accordance with clause 12 (General Meetings of Members), of which not less than 14 clear days' notice has been given to those eligible to attend and vote:

30.3.1.1 by a resolution passed by a 75% majority of those voting; or

30.3.1.2 by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or

30.3.2 by a resolution agreed in writing by all members of the Club.

31. Voluntary winding up or dissolution

31.1 As provided by the Dissolution Regulations, the Club may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the Club can only be made:

31.1.1 at a general meeting of the members of the Club called in accordance with clause 12 (General Meetings of Members), of which not less than 14 clear days' notice has been given to those eligible to attend and vote:

31.1.1.1 by a resolution passed by a 75% majority of those voting; or

31.1.1.2 by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or

31.1.2 by a resolution agreed in writing by all members of the Club.

31.2 Subject to the payment of all the Club's debts:

31.2.1 Any resolution for the winding up of the Club, or for the dissolution of the Club without winding up, may contain a provision directing how any remaining assets of the Club shall be applied.

31.2.2 If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the Club shall be applied.

31.2.3 In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the Club and as agreed by the International Association of Lions Clubs Multiple District 105.

31.3 The Club must observe the requirements of the Dissolution Regulations in applying to the Commission for the Club to be removed from the Register of Charities, and in particular:

31.3.1 the charity trustees must send with their application to the Commission:

31.3.1.1 a copy of the resolution passed by the members of the Club;

31.3.1.2 a declaration by the charity trustees that any debts and other liabilities of the Club have been settled or otherwise provided for in full; and

31.3.1.3 a statement by the charity trustees setting out the way in which any property of the Club has been or is to be applied prior to its dissolution in accordance with this constitution;

31.3.2 the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the Club, and to any charity trustee of the Club who was not privy to the application.

31.4 If the Club is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

32. Interpretation

In this constitution:

"**AGM**" means annual general meeting of the members of the Club;

"**charities**" are organisations, which are established for exclusively charitable purposes in accordance with the law of England and Wales;

"**charity trustee**" means a charity trustee of the Club;

"**clear day**" means 24 hours from midnight following the relevant event;

the "**Communications Provisions**" means the Communications Provisions in Part 9 of the General Regulations;

"**connected person**" means:

32.1 a child, parent, grandchild, grandparent, brother or sister of the charity trustee;

32.2 the spouse or civil partner of the charity trustee or of any person falling within clause 32.1 above;

32.3 a person carrying on business in partnership with the charity trustee or with any person falling within clause 32.1 or 32.2 above;

32.4 an institution which is controlled:

32.4.1 by the charity trustee or any connected person falling within clause 32.1, 32.2 or 32.3 above; or

32.4.2 by two or more persons falling within clause 32.4.1, when taken together;

32.5 a body corporate in which:

32.5.1 the charity trustee or any connected person falling within clauses 32.1, 32.2 to 32.3 has a substantial interest; or

32.5.2 two or more persons falling within clause 32.5.1 who, when taken together, have a substantial interest;

"**Club**" means this Charitable Incorporated Organisation;

"**Dissolution Regulations**" means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012;

"**General Regulations**" means the Charitable Incorporated Organisations (General) Regulations 2012;

"**International Association of Lions Clubs**" means the International Association of Oak Brook, Illinois;

"**International Association of Lions Clubs Multiple District 105**" means the multiple district of the International Association of Lions Clubs covering the British Isles and Ireland;

"**Objects**" means the charitable objects set out in clause 3;

A "**poll**" means a counted vote or ballot, usually (but not necessarily) in writing;

"**service-minded**" means willing to serve their communities, meet humanitarian needs, encourage peace and promote international understanding;

"**Voluntary Organisations**" are independent organisations, which are established for purposes that add value to the community as a whole, or a significant section of the community, and which are not permitted by their constitution to make a profit for private distribution. Voluntary Organisations do not include local government or other statutory authorities;

"**The Voluntary Sector**" means charities and Voluntary Organisations.

CHARITY COMMISSION FOR ENGLAND AND WALES	Charity Name: ALTON LIONS CLUB (CIO)	No (if any): 1174502	CC16a

Receipts and payments accounts

For the period from	Period start date 01.07.2023	To	Period end date 30.06.2024

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
ADCRF	-	10,000	-	10,000	-
APPEALS	-	525	-	525	5,000
CHRISTMAS COLLECTION	-	5,677	-	5,677	5,401
CHARITY WALK	-	-	-	-	2,598
CLASSIC CAR SHOW	-	5,360	-	5,360	4,671
CRAFT MARKET	5,883	-	-	5,883	4,397
DONATIONS	1,198			1,198	4,526
EASTER EGGS PROJECT	-	1,464	-	1,464	1,558
GIFT AID	2,524			2,524	2,462
GOLF DAY		7,118		7,118	3,690
LCIF		-		-	1,905
OTHER	1,163			1,163	205
PARTY IN THE PARK		4,282		4,282	1,246
PROSTATE TESTING		-		-	795
QUIZ		752		752	-
RACES	3,000			3,000	4,000
SANTA SLEIGH		10,535		10,535	-
TRANSFERS IN		750		750	2,737
WINTER FUEL FUND	-	2,060	-	2,060	4,875
MEMBERS SUBS	11,455	5,127		16,582	16,433
SUPPORTERS		1,018		1,018	1,013
NEWBURY		318		318	53
***Sub total** (Gross income for AR)*	25,223	54,986	-	80,209	67,565
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	25,223	54,986	-	80,209	67,565

A3 Payments

ADCRF	-	15,000	-	15,000	-
BANK CHARGES	113	-	-	113	138
CHRISTMAS GIFTS	-	5,365	-	5,365	4,934
CAR SHOW	-	2,950	-	2,950	3,986
COMMUNITY DONATIONS	1,607	-	-	1,607	2,357
COMMUNITY PROJECTS	820	-	-	820	1,640
RE-ENGAGE		96	-	96	-
EASTER EGG PROJECT		656		656	1,558
GOLF DAY		3,208		3,208	4,326
INDIVIDUALS IN NEED	2,637			2,637	1,692
LCIF	1,000	-	-	1,000	2,155
LOCAL CHARITIES	6,247	14,448		20,695	2,847
LIONS PROJECTS	173			173	1,200
MARKETS	1,050			1,050	1,539
MMPRA	1,388			1,388	601
OTHER	2,774	12		2,786	3,421
PARTY IN THE PARK		2,641		2,641	2,084
PROSTATE TESTING	-	-		-	850
QUIZ		212		212	50
ROOM HIRE	-	-		-	443
SUPPORTER PROJECTS		1,741		1,741	706
SANTA SLEIGH		814		814	-
WINTER FUEL SUPPORT					381
ADMINISTRATION	12,515	2,843		15,358	18,060
SUPPORTER DRAW		230		230	290
TRANSFERS OUT		750		750	750
BANK CHARGES		70		70	72
Sub total	30,324	51,036	-	81,360	56,080

A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	30,324	51,036	-	81,360	56,080
Net of receipts/(payments)	- 5,101	3,950	-	- 1,151	11,485
A5 Transfers between fun	-	-	-	-	-
A6 Cash funds last year e	11,784	51,161	-	62,945	-
Cash funds this year end	6,683	55,111	-	61,794	11,485

Section B Statement of assets and liabilities at the end of the period				
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	ACTIVITIES	**10,495**	**34,536**	**-**
	ADMINISTRATION	**1,495**	**1,506**	**-**
	NEWBURY		**12,924**	
	SUPPORTERS	**-**	**839**	**-**
	Total cash funds	**11,990**	**49,805**	**-**

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	John Mill	JOHN MILL	13.02.25
	Moira Baker	MOIRA BAKER	13.02.25

3.2 Child Protection and Vulnerable Persons (CPVP)

3.2.1 The Policy

Alton Lions Club will endeavour to ensure that children and vulnerable adults are protected from harm while attending or involved with events or activities organised by the Club.

3.2.2 Definitions

'Children' are defined as anyone under the age of 18 years.
'Vulnerable adults' are defined as anyone aged 18 years and over who is receiving a service or participating in an activity for people who have needs because of their specific vulnerability.

3.2.3 Implementation

The policy will be achieved by nominating a Club member as Vulnerable Persons Officer (VPO) to stay abreast of CPVP developments and to bring such developments to the members attention, ensuring that the appropriate requirements are included in the Club's activities including the recruiting process, organised events, and service activities.

3.2.4 Responsibilities

The Vulnerable Persons Officer (VPO) is responsible for maintaining contact with the District (105SC) Vulnerable Persons Officer for advice and guidance and for ensuring that the mandatory requirements and principles of CPVP are implemented within the club's activities.
The President is responsible for including vulnerable persons issues in the Club agenda and for ensuring that the VPR can carry out the role effectively.
Event and service activity organisers are responsible for ensuring that the requirements of CPVP are included in appropriate activity documentation and for briefing participating club members and supporters.

3.2.5 Additional

All Club members and official helpers should use due diligence and common sense when dealing with members of the public and invited guests and ensure they are never **alone** or place themselves in any form of compromising situation with members of the public or invited guests.

If any member of the public or invited guests attending events organised by the Club require emergency medical attention, then the ambulance service should be contacted by dialling 999. Alternatively, if St John Ambulance or any other voluntary qualified first aid organisation attends the event, they can be contacted direct or by using the telephone numbers given in the event documentation.

If any Club member feels it is necessary to administer first aid in any form it should only be undertaken with the express consent of the "patient" or, if the "patient" is unconscious and in the company of another Lion or member of the public.

3.2.6 MD105 Disability Statement Precis

This is a precis of the full document, 'LIONS CLUBS INTERNATIONAL MULTIPLE DISTRICT 105 DISABILITY STATEMENT', which is available by request from the club's Vulnerable Persons Officer. (In some places where the content has been copied, the grammar and spelling has not been corrected but the error is shown in brackets thus: [..].

This has been done to ensure that both the correct meaning and correct language are available). There are notes in bold where the process would be different in Alton Lions Club from that mentioned in the full document due to differing names of officers.

- When a new member[s] joins a Lions Club, the Club Secretary and **Vulnerable persons officer** need to ascertain whether that member has a disability or impairment that may require any adjustments to be made for their future involvement.
- Existing members of the club who are, or newly befall into disability have a right to have their needs met, it should not be presumed that the Club Secretary and **Vulnerable persons officer** are aware of the member's disability if they have not been informed by the member and therefore the member is advised to inform the Club Secretary and **Vulnerable persons officer** although they do not have a requirement to do so.
- The Club must think in advance about disabled people before finding venues for Meetings. Therefore, if the club has members who fall into the categories of Disabled or Vulnerable Persons, it must consider them before choosing the venues as a meeting place.
- All members must consider carefully how they communicate with Club members in meetings, when we are conducting events or on an individual one-to-one basis and members of the community who they know to be people with Autism.
- When attending Lions meetings or events, the social aspect may give rise to jokes or sarcasm. These may need explaining to Autistic members. However, extreme care should be exercised when indulging in these!

<u>The dignity of a disabled person must be protected at all times as follows:-</u>

- There will be confidential information that a member with a disability may share about their condition throughout their membership. It is imperative that such information should not be shared with anyone other than a person whom that person with a disability has given express permission to do so. All information that is medical in nature is totally confidential!

- If a member with a disability is going through a particularly difficult time regarding their health, they may wish to share that with other members and their decision to do so should be respected. Correspondingly, members may not mention to any other member about any health issue unless the member with a disability has given permission to do so.

- If a member has a non-visible disability that they wish to keep private from Club Officers, or District/Multiple District Officers, other than a specific member, and/or another senior Officer, i.e., Club/District Secretary, members <u>must</u> respect their right to such privacy.

- <u>Members should not</u> divulge details of any treatment a member with a disability may be going through unless given specific permission to do so.

- It is the responsibility of the member with a disability to advise the President or other senior member of the Club of any drug treatment they may be going through that might result in a health emergency at a meeting or event, the existence and location of any emergency notes or information stored on a MedicAlert bracelet or Message in a Bottle.

- Do not make assumptions about a person's disability. Members should ask them whether they are able to undertake any task or not and what assistance they need to carry out any given task or activity or participate in meetings. Let them tell you what they are capable of[!]

- The Club President or Club Secretary should take the time to confidentially speak to a member with a disability, both at the point of joining and periodically during their membership, to ensure that the member with a disability is happy and what other assistance may be needed to help them. The member will feel a much more valued part of the Club if they are communicated with effectively!