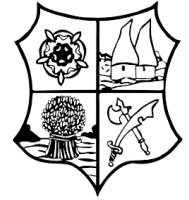


ALTON Town Council



31 March 2026

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 8 April 2026 at 7.00pm** at Alton Town Hall, Market Square, Alton GU34 1HD, when the under-mentioned business will be transacted.

Yours faithfully

Tom Horwood
Town Clerk

To: All Town Councillors

Councillor Matthew Bayliss
Councillor Chris Botten
Councillor Mark Boyce-Churn
Councillor Annette Eyre
Councillor Don Hammond
Councillor Graham Hill
Councillor Matthew Kellermann

Councillor Roger Lamb
Councillor Nick O'Brien
Councillor John Quincey
Councillor Barbara Tansey
Councillor Janice Treacher
Councillor Lorna Woodcroft

AGENDA

1. Apologies for absence
2. Declarations of Interest and Requests for Dispensations
(Councillors are responsible for declaring 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, they may not participate in any discussion of or vote on any matter in which they have a pecuniary interest. They must withdraw when the meeting discusses and votes on the matter.)

3. Minutes of the Extraordinary Full Council meeting held on 19 March 2026 – see attached draft minutes

RECOMMENDATION: To approve the minutes of the Council meeting held on 19 March 2026.

4. Town Mayor's announcements
5. Written representations from the public – report to follow if any are received
(Authors of written representations are invited to ensure that they are with the Town Clerk by 12noon two days before the council meeting to enable them to be circulated in good time.)

6. Questions and statements by the public
(In accordance with Standing Order 3e, members of the public may make representations in respect of the business on the agenda. They may give notice in advance up until just before the start of the meeting. Verbal statements or questions may be up to 5 minutes long, within a total of 20 minutes allowed for public speaking which may be extended by the Chair.)

RECOMMENDATION: To note the questions and statements by the public.

7. Planning Applications – see *attached report*
 1. EHDC-26-0246-FUL and EHDC-26-0247-ADV, Star Energy Weald Basin Ltd., Farnham Road, Froyle, Alton, Hampshire GU34 4JD
 2. EHDC-25-1342-FUL, The Den, The Den Scout Hut, Chawton Park Road, Alton, Hampshire GU34 1RQ
8. Event and Project Grant Applications – see *attached report*
 1. Dementia Friendly Alton £500.00
 2. Beech Parish Council £596.50
9. Review of Standing Orders – see *attached report*
10. Statement of Accounts for 1 February to 28 February 2026 – see *attached report*
11. Financial Risk Assessment – see *attached report*
12. Safeguarding Policy – see *attached report*
13. Invitation to Tender for Internal Auditor – see *attached report*
(The appendix to report 13 is considered confidential under the Public Bodies (Admission to Meetings) Act 1960, Sections 1(2) and 1(3A), and has been circulated to councillors. The information contained within these appendices is of a sensitive nature because it relates to the terms of commercial tenders. Disclosure could compromise the Council's and third parties' commercial interests and undermine the Council's ability to achieve best value for the community. Therefore, publicity of this information at this stage would be prejudicial to the public interest. If the specific confidential details of the appendix require discussion, it is recommended that the meeting moves into a confidential exempt session and resolves the Recommendation printed below under item 14.)
14. Exclusion of the press and public

RECOMMENDATION: To exclude the press and members of the public in view of the confidential nature of the business about to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1(2), and to be clear, as per subsection 3A, where the public are excluded from a meeting of a relevant local government body under Section 1(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.

15. Property matter – see *confidential report circulated to councillors separately*

**MINUTES OF THE EXTRAORDINARY MEETING HELD ON
THURSDAY 19 MARCH 2026 AT 7.00PM AT THE TOWN HALL**

Present: **Councillor** **Annette Eyre (Town Mayor)**
 Matthew Bayliss
 Chris Botten
 Graham Hill
 Roger Lamb
 Nick O'Brien
 Janice Treacher
 Lorna Woodcroft

In attendance: **Tom Horwood (Town Clerk)**

 8 members of the public and press

145 Apologies for Absence

Apologies were received from Councillors Mark Boyce-Churn, Don Hammond, Matthew Kellermann, John Quincey and Barbara Tansey.

146 Declarations of Interest and Requests for Dispensation

No declarations of interest were received.

147 Minutes of the Full Council Meeting held on 4 March 2026 for Approval

Councillor Eyre proposed that the minutes be approved. This was seconded by Councillor Botten, and it was:

RESOLVED
to APPROVE the minutes of the Full Council Meeting held on 4
March 2026.

All councillors voted in favour.

148 Town Mayor's Announcements

The Mayor welcomed Cllr Lorna Woodcroft to her first council meeting since her election. She welcomed everyone to the meeting and thanked them for coming.

The Mayor mentioned her charity quiz night, which will be on 23 March, and encouraged attendance.

She added: “Standing Orders state that a councillor should only speak once on each item or amendment, unless I allow otherwise. Given the complexity of some of the agenda item tonight, I will allow councillors some leeway in coming back during debate within reason. In any case, I do insist that, before a councillor speaks, they please indicate to me and that they wait to be called by me before speaking.”

149 **Written Representations from the Public**

Correspondence was received in advance from:

- Carol Palmer & Clare Klaire, Say NO to 1100 Houses at Chawton Park Farm Campaign (4 documents) – item 7
- John Millar – item 7
- Sue Petas – item 7
- Jenny Griffiths, Alton Climate Action Network – item 7

All the correspondence was circulated to councillors before the meeting and can be found in the supplementary papers on the website.

Those who had written in were then invited to speak.

Jenny Griffiths addressed the meeting and reflected the strong views of the trustees of Alton Climate Action Network opposed to the planning application. She referred to its size, its position in a cherished landscape and its lack of sustainability. She highlighted the ancient woodland, which would be damaged.

Councillor Eyre proposed that the written representations be noted. This was seconded by Councillor O’Brien, and it was:

RESOLVED
to note the written representations received.

All councillors voted in favour.

150 **Questions and Statements by the Public**

The Mayor invited members of the public present to speak on any item on the agenda.

150.1 District Councillor Ginny Boxall spoke on item 7. Cllr Boxall is the ward councillor for Whitedown and raised Planning objections. She said that this is

a speculative application and the environmental assessment must be robust. There are significant site constraints, such as ancient woodland, sites of importance for nature conservation, a listed building and its distance from Alton town centre. Traffic impacts are likely to be severe, with 1,500 additional vehicles. The environmental statement must address the cumulative impacts of this with other developments. The road infrastructure is constrained and development would have a severe impact. The site's sustainability is in doubt and will entail a car-dependent development with its impact on carbon emissions. The chalk aquifer is critical but also highly sensitive. Hydrogeology must be taken into account. The site is part of a valued rural landscape. The scale of development proposed would reduce access to the countryside.

150.2 Mike Hannan spoke on item 7 and referred to the recent developers' consultation. He could see some potential advantages in the plans for cyclists if junctions were improved. Additional traffic lights were suggested. It is important for transport and roads to be in place before houses.

150.3 County Cllr Andrew Joy spoke on item 7 and referred to plans some years ago for a western by-pass to alleviate traffic from the A339 to the Chawton roundabout, which was not implemented. The proposed development, in his view, reinforces the need for supportive road infrastructure as a mandatory condition. It is not mentioned in the current proposals and so the environmental impact is unacceptable.

Councillor Eyre proposed that the questions and statements be noted. This was seconded by Councillor Hill, and it was:

RESOLVED

To note the questions and statements by the public.

All councillors voted in favour.

151 Planning Applications

Councillor Hill proposed that the Town Clerk be authorised to respond to East Hampshire District Council on application EHDC-25-1383-EIA, Chawton Park Farm, Chawton Park Road, Alton, Hampshire GU34 1SW, reflecting the points raised in the debate. This was seconded by Councillor Botten.

The points made in the debate were as follows:

- i. The proposal is one of the largest in East Hampshire – in effect, a new village.
- ii. There is not yet a Planning application and the town council is being consulted on the environmental impact assessment (EIA) scoping.
- iii. A western bypass should be a prior condition for this development
- iv. Groundwater and surface water flooding and implications must be included, but are currently missing.

- v. The assumption appears to be for residents to rely on walking long distances or non-existent public transport. In practice, it is intended to be car-dependent because it is isolated from facilities. This is unrealistic. A comprehensive, deep study of modes of transport is critical, including how the roads are currently used and by which types of vehicles and at what times.
- vi. The noise, light, vibration and air quality impacts of construction are not compatible with its rural setting.
- vii. The mental health impacts on the existing community caused by construction, noise and vibration will be substantial for many years.
- viii. There are various community uses along Chawton Park Road, involving vulnerable young and older residents, which will be adversely affected by the idling and slow-moving vehicles. The applicant appears to have “scoped out” air quality and odour, whereas – for the above reasons – it must be “scoped in”.
- ix. The direct impact on ancient woodland and its dependent wildlife will be substantial. The EIA must include the environmental impacts of creating an urban extension from what is currently a rural setting.
- x. It is inconceivable that the application states that flood risk and hydrology are “scoped out” of the EIA. This area is highly susceptible to flood risk. Groundwater, keeping pollution out of water courses, sustainable urban drainage systems, maintaining water neutrality and the impact on rivers and water quality must all be considered thoroughly with clear and robust mitigations.
- xi. The size of the proposed development will require an upgrade in sewerage capacity, and clear, strong conditions must be included if the proposed application commences, with infrastructure in place as a Grampian condition.
- xii. There are concerns about the devastating impacts on archaeology, architectural and cultural heritage, landscape and visual impact, which must be clearly and thoroughly understood and mitigated, noting the landscape value that has historically been placed on this setting.
- xiii. The loss of local natural resources must be assessed and considered in the planning balance. The site is grazed by sheep and deer, and the impacts must be understood.
- xiv. There is great scepticism that the environmental quality of the site will be decimated by a development of this scale.
- xv. The cumulative impact on the environment of this with other nearby sites (both already developed and proposed) should be included; the site must not be looked at in isolation.
- xvi. The roads are already stretched to capacity and in poor condition. They are not adequate to manage the resultant new demand. Improving the quality of the existing roads and other infrastructure, must be a precondition of any development, including direct access from the A31.
- xvii. The proposed methodology is not sufficient, and we would wish the above points to be given serious consideration and included.

Thus, on the proposal of Councillor Eyre, seconded by Councillor Hill, it was:

RESOLVED

To authorise the Town Clerk to respond to East Hampshire District Council on planning application EHDC-25-1383-EIA, Chawton Park Farm, Chawton Park Road, Alton, Hampshire GU34 1SW, reflecting the points raised in the debate.

All councillors voted in favour.

The meeting closed at 8.04pm.

DRAFT

Subject: **Planning Applications**
Report to: Full Council, 8 April 2026
Report of: Deputy Town Clerk

1. Purpose of the report

- 1.1 To provide Council with the information and to enable responses on two planning applications which do not fall under the Scheme of Delegation.

2. Background

- 2.1 Three planning applications have come in which are not covered by the Scheme of Delegation. These can be seen in 3.1 to 3.3 below. The first two are related to each other and may be dealt with together.

3. Main considerations

3.1 EHDC-26-0246-FUL, Star Energy Weald Basin Ltd Farnham Road, Froyle, Alton, Hampshire, GU34 4JD

Proposal: Removal of existing structures, erection of workshop/office building for flexible use within use classes B2 and/or E, construction of wash bay, laying of concrete apron and use of the remainder of the site for open storage (class B8), together with access, parking and associated works and signage.

<https://publicaccess.easthants.gov.uk/planning/index.html?fa=getApplication&id=181898>

Deadline for comments: 12 April 2026

Details of this application were circulated to councillors on 26 March 2026

3.2 EHDC-26-0247-ADV, Star Energy Weald Basin Ltd Farnham Road, Froyle, Alton, Hampshire, GU34 4JD

Proposal: Display of 1x non illuminated wall mounted fascia sign and 1x non illuminated freestanding post mounted sign.

<https://publicaccess.easthants.gov.uk/planning/index.html?fa=getApplication&id=181901>

Deadline for comments: 13 April 2026

Details of the application were circulated to councillors on 26 March 2026.

3.3 EHDC-25-1342-FUL, The Den, The Den Scout Hut Chawton Park Road, Alton, Hampshire, GU34 1RQ

Proposal: Additional scout hall with associated storage and a new entrance linking the existing and proposed scout halls

<https://publicaccess.easthants.gov.uk/planning/index.html?fa=getApplication&id=181915>

Deadline for comments: 15 April 2026

Details of this application were circulated to councillors on 30 March 2026

4. Recommendation

4.1 The Council is recommended:

1. To allow the Town Clerk to submit an appropriate response to applications EHDC-26-0246-FUL and EHDC-26-0247-ADV, Star Energy Weald Basin Ltd., Farnham Road, Froyle, Alton, Hampshire GU34 4JD, based on the points made by Councillors.

4.2 The Council is recommended:

2. To allow the Town Clerk to submit an appropriate response to application EHDC-25-1342-FUL, The Den, The Den Scout Hut, Chawton Park Road, Alton, Hampshire GU34 1RQ, based on the points made by Councillors.

Subject: **Event Grant Applications**

Report to: Full Council, 8 April 2026

Report of: Deputy Town Clerk

1. Purpose of the report

- 1.1 To provide applications from two organisations for Event & Project Grants

2. Background

- 2.1 ATC provides Event and Project Grants for up to £1000 at any time of the year for local organisations. These applications fall within that remit.

3. Main considerations

- 3.1 The first application is for £500 for Dementia Friendly Alton to help fund two events for the town, these being:

1. Community Arts Day for Waiting Well Project - 29th April 2026

2. Community Open Day as part of Dementia Action - 22nd May 2026

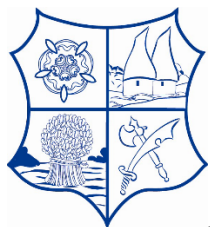
- 3.3 The second application is for £596.50 for Beech Parish Council to enable their Community Speed Watch team to take on the monitoring and operation of the two Auto Speed Watch cameras owned by Alton Town Council on Basingstoke Road.

4. Recommendation

- 4.1 The Council is recommended:

To award:

- 1. £500.00 to Dementia Friendly Alton for the two events on 29 April and 22 May 2026.**
- 2. £596.50 to Beech Parish Council for the operation of two Auto Speed Watch units on Basingstoke Road.**



ALTON TOWN COUNCIL GRANT APPLICATION

PART 1 - YOUR ORGANISATION

NAME OF ORGANISATION

Dementia-friendly Alton

NAME OF CONTACT

Karen Murrell

ADDRESS OF CONTACT

Alton Assembly Rooms, High Street, Alton, Hants., GU34 1BA

TELEPHONE NO:

DAYTIME

07922 022321

EVENING

07922 022321

EMAIL ADDRESS:

dementia_friends@btinternet.com

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Dementia-friendly Alton coordinate and deliver a wide range of support sessions and activities for people living with dementia, their carers and the wider community in Alton and the surrounding area. The activities of the group have continued for over 12 years now and are very extensive / comprehensive, with the group planning many activities / events that integrate the service with the wider community. Having successfully initiated greater community of the Assembly Rooms, over the last two years, we continue to introduce new events and new opportunities. Two new events planned for 2026 are: the Community Arts Exhibition / Workshop and Stakeholder Dissemination Event for the research output of the Waiting Well Project; and Open Day / Community Afternoon Tea Dance during as part of Dementia Action Week.

Community Arts Exhibition / Workshop and Stakeholder Dissemination Event: the Waiting Well Project (undertaken by Bournemouth University / funded by Wessex Research Centre) identifies how people / carers manage and progress through the period of time spent considering and waiting for a dementia diagnosis, and the impact that can have on health and wellbeing. Researchers engaged with the community and carers to explore health and well-being during this time using an arts project where Postcards were created. The exhibition will come to Alton, not only to be shared with our community but so that the community of Alton can add to the travelling exhibition. In the afternoon, stakeholders (Health and Social Care reps) will be invited to consider the findings and explore implications for local practice.

Open Day / Community Afternoon Tea Dance for Dementia Action Week - during the National Annual Week to raise awareness of dementia and dementia support, in addition to the many and varied events hosted at the venue on a weekly basis, this event at the end of the week will encourage new visitors to the Centre to see what's available, not only in relation to dementia support, but also in terms of community health and well-being and community outreach to local care homes and health care providers who will be invited to attend for tea dance.

PLEASE GIVE NUMBERS IN THE

ORGANISATION WHO ARE

A) PAID	5
B) VOLUNTEERS	50

HOW MANY MEMBERS/BENEFICIARIES
LIVE WITHIN ALTON

19,000.00 plus

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£500

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

£1200

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

NO

WHAT IS THE GRANT TO BE USED FOR?

To host two dementia related / community events on behalf of the Town.

The events are:

Community Arts Day for Waiting Well Project - 29th April 2026Community Open Day as part of Dementia Action - 22nd May 2026

The grant will be used to support two events - £250.00 for each event

Costs will include:

Banner printing for each event - £35.00 x 2

Poster and leaflet production for each event £50.00 x 2

Development of resources to support the event and encourage community engagement -
£55.00 per event

Costs for refreshment / hospitality to support the visitors attending - £50.00 per event x 2

Additional caretaker costs per event - £60.00 x 2

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

NO

IF YES, PLEASE
GIVE DETAILS

N/A

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

N/A

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

The successful running of these exciting and significant events, will showcase elements of the leading work that Dementia-friendly Alton is already engaged with and planning to introduce for the benefit of the local community and the wider dementia service across the county.

Local residents and visitors to the town will get to enjoy these community dementia related events within the iconic backdrop of the venue.

Whilst there are some additional staff costs within this (for the Caretaker), a collaboration between volunteers from both Dementia-friendly Alton, and from other stakeholder organisations, as well as making the venue and facilities available free of charge – significantly support the running of this event.

Showcasing our comprehensive service and the fact that we are still (always) looking to introduce / take on board new challenges in dementia care, is also a great bonus for members of Dementia-friendly Alton who will enjoy such events and find them more empowered as a result – providing them with more opportunities to engage positively within their local community and wider health and social care providers.

PART 3 – TO BE COMPLETED BY ALL APPLICANTS

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

£174,393.00

LEVEL OF UNALLOCATED RESERVES

£96,827.00

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

£151,726.00

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION

CHECKLIST

☒

All relevant parts of the form completed

☒

Form signed

☒

Most recent accounts (Audited or draft)

☒

Constitution/Rules

☐

Child Protection Policy (if applicable)

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

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

NAME ...KAREN MURRELL

SIGNATURE

POSITION Coordinator / Chair DATE...17/...03/...2026.

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

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2025
for
DEMENTIA FRIENDLY ALTON CIO**

Mrs Caroline Scull BA FCCA
B20 Ltd
Charwell House
Wilsom Road
Alton
Hampshire
GU34 2PP

DEMENTIA FRIENDLY ALTON CIO**Contents of the Financial Statements
for the Year Ended 31 March 2025**

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Report of the Trustees	1
Independent Examiner's Report	2
Statement of Financial Activities	3
Balance Sheet	4
Notes to the Financial Statements	5 to 8
Detailed Statement of Financial Activities	9

DEMENTIA FRIENDLY ALTON CIO

Report of the Trustees for the Year Ended 31 March 2025

The trustees present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The aim of Dementia Friendly Alton CIO is to promote social inclusion for the public benefit of those diagnosed with dementia and their carers in Alton and the surrounding area.

The Charity aims to raise public awareness of the issues affecting people living with dementia and their families by providing and promoting support and information, education and forums and other events to encourage the community to be more accepting of and confident in engagement, and to adapt services and facilities to meet their needs.

The Charity aims to support the increase of and co-ordinate opportunities for people affected by dementia to engage with the community socially and for recreation with support groups, meeting centres and other dementia friendly activities in the area.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1292095

Principal address

Alton Assembly Rooms
High Street
Alton
GU34 1BA

Trustees

K Murrell
D Watson
J Ward
K Snelling
D Parr (appointed 28.8.24)

Independent Examiner

Mrs Caroline Scull BA FCCA
B20 Ltd
Charwell House
Wilson Road
Alton
Hampshire
GU34 2PP

Approved by order of the board of trustees on 30/11/2025 and signed on its behalf by:

Trustee



KAREN MURRELL

**Independent Examiner's Report to the Trustees of
DEMENTIA FRIENDLY ALTON CIO**

Independent examiner's report to the trustees of DEMENTIA FRIENDLY ALTON CIO

I report to the charity trustees on my examination of the accounts of DEMENTIA FRIENDLY ALTON CIO (the Trust) for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mrs Caroline Scull BA FCCA

Mrs Caroline Scull BA FCCA
B20 Ltd
Charwell House
Wilsom Road
Alton
Hampshire
GU34 2PP

Date: 3/12/2025

DEMENTIA FRIENDLY ALTON CIO

Statement of Financial Activities for the Year Ended 31 March 2025

	Notes	Unrestricted funds £	Restricted fund £	31.3.25 Total funds £	31.3.24 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		151,726	204,200	355,926	109,986
Other trading activities	2	<u>11,146</u>	<u>65,776</u>	<u>76,922</u>	<u>17,681</u>
Total		<u>162,872</u>	<u>269,976</u>	<u>432,848</u>	<u>127,667</u>
EXPENDITURE ON					
Charitable activities					
Group Activities		112,582	-	112,582	70,320
Assembly Rooms refurbishment		-	178,263	178,263	-
Meeting Centre running costs		16,884	41,860	58,744	-
Other		<u>1,200</u>	<u>-</u>	<u>1,200</u>	<u>-</u>
Total		<u>130,666</u>	<u>220,123</u>	<u>350,789</u>	<u>70,320</u>
NET INCOME		32,206	49,853	82,059	57,347
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>64,621</u>	<u>27,713</u>	<u>92,334</u>	<u>34,987</u>
TOTAL FUNDS CARRIED FORWARD		<u>96,827</u>	<u>77,566</u>	<u>174,393</u>	<u>92,334</u>

The notes form part of these financial statements

DEMENTIA FRIENDLY ALTON CIO

Balance Sheet
31 March 2025

	Notes	Unrestricted funds £	Restricted fund £	31.3.25 Total funds £	31.3.24 Total funds £
FIXED ASSETS					
Tangible assets	5	7,749	5,580	13,329	17,773
CURRENT ASSETS					
Cash at bank		119,678	71,986	191,664	74,561
CREDITORS					
Amounts falling due within one year	6	(30,600)	-	(30,600)	-
NET CURRENT ASSETS		<u>89,078</u>	<u>71,986</u>	<u>161,064</u>	<u>74,561</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>96,827</u>	<u>77,566</u>	<u>174,393</u>	<u>92,334</u>
NET ASSETS		<u>96,827</u>	<u>77,566</u>	<u>174,393</u>	<u>92,334</u>
FUNDS	7				
Unrestricted funds				96,827	64,621
Restricted funds				<u>77,566</u>	<u>27,713</u>
TOTAL FUNDS				<u>174,393</u>	<u>92,334</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 30/11/2025 and were signed on its behalf by:

Trustee

Karen WRECK

The notes form part of these financial statements

DEMENTIA FRIENDLY ALTON CIO

Notes to the Financial Statements for the Year Ended 31 March 2025

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on reducing balance
-----------------------	---------------------------

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

DEMENTIA FRIENDLY ALTON CIO

Notes to the Financial Statements - continued for the Year Ended 31 March 2025

2. OTHER TRADING ACTIVITIES

	31.3.25	31.3.24
	£	£
Activities and events	4,776	8,223
Room Hire	<u>72,146</u>	<u>9,458</u>
	<u>76,922</u>	<u>17,681</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

4. STAFF COSTS

The average monthly number of employees during the year was as follows:

Meeting Centre and Activities	31.3.25	31.3.24
Caretaker	2	-
	<u>1</u>	<u>-</u>
	<u>3</u>	<u>-</u>

No employees received emoluments in excess of £60,000.

5. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 April 2024 and 31 March 2025	<u>5,890</u>	<u>11,958</u>	<u>6,186</u>	<u>24,034</u>
DEPRECIATION				
At 1 April 2024	1,473	3,241	1,547	6,261
Charge for year	<u>1,104</u>	<u>2,180</u>	<u>1,160</u>	<u>4,444</u>
At 31 March 2025	<u>2,577</u>	<u>5,421</u>	<u>2,707</u>	<u>10,705</u>
NET BOOK VALUE				
At 31 March 2025	<u>3,313</u>	<u>6,537</u>	<u>3,479</u>	<u>13,329</u>
At 31 March 2024	<u>4,417</u>	<u>8,717</u>	<u>4,639</u>	<u>17,773</u>

DEMENTIA FRIENDLY ALTON CIO

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2025**

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25	31.3.24
	£	£
Other creditors	<u>30,600</u>	<u>-</u>

7. MOVEMENT IN FUNDS

	At 1.4.24 £	Net movement in funds £	At 31.3.25 £
Unrestricted funds			
General fund			
Designated - Meeting Centre	17,763	7,865	25,628
Designated - Supporting Attendance	33,858	32,569	66,427
	<u>13,000</u>	<u>(8,228)</u>	<u>4,772</u>
Restricted funds	64,621	32,206	96,827
Restricted - Assembly Rooms			
	27,713	49,853	77,566
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>92,334</u>	<u>82,059</u>	<u>174,393</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund			
Designated - Meeting Centre	86,886	(79,021)	7,865
Designated - Supporting Attendance	74,482	(41,913)	32,569
	<u>1,504</u>	<u>(9,732)</u>	<u>(8,228)</u>
Restricted funds	162,872	(130,666)	32,206
Restricted - Assembly Rooms			
	269,976	(220,123)	49,853
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>432,848</u>	<u>(350,789)</u>	<u>82,059</u>

DEMENTIA FRIENDLY ALTON CIO

Notes to the Financial Statements - continued **for the Year Ended 31 March 2025**

7. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund			
Designated - Meeting Centre	34,987	(17,224)	17,763
Designated - Supporting Attendance	-	33,858	33,858
	<u>-</u>	<u>13,000</u>	<u>13,000</u>
Restricted funds	34,987	29,634	64,621
 Restricted - Assembly Rooms	 -	 27,713	 27,713
	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL FUNDS	<u>34,987</u>	<u>57,347</u>	<u>92,334</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund			
Designated - Meeting Centre	18,484	(35,708)	(17,224)
Designated - Supporting Attendance	56,927	(23,069)	33,858
	<u>13,000</u>	<u>-</u>	<u>13,000</u>
Restricted funds	88,411	(58,777)	29,634
 Restricted - Assembly Rooms	 39,256	 (11,543)	 27,713
	<u>39,256</u>	<u>(11,543)</u>	<u>27,713</u>
TOTAL FUNDS	<u>127,667</u>	<u>(70,320)</u>	<u>57,347</u>

8. RELATED PARTY DISCLOSURES

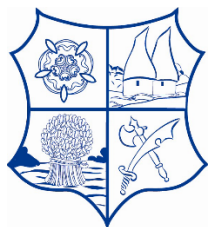
There were no related party transactions for the year ended 31 March 2025.

DEMENTIA FRIENDLY ALTON CIO

Detailed Statement of Financial Activities for the Year Ended 31 March 2025

	31.3.25 £	31.3.24 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations		
Grants	14,263	23,262
	<u>341,663</u>	<u>86,724</u>
	355,926	109,986
Other trading activities		
Activities and events		
Room Hire	4,776	8,223
	<u>72,146</u>	<u>9,458</u>
	<u>76,922</u>	<u>17,681</u>
Total incoming resources	432,848	127,667
EXPENDITURE		
Charitable activities		
Meeting Centre running costs	53,353	27,994
Meeting Centre refurbishment	177,326	-
Insurance	2,625	1,198
Administration expenses	615	2,147
Advertising	2,841	1,272
Group activities	108,385	32,466
Plant and machinery	1,104	1,473
Fixtures and fittings	2,180	2,223
Computer equipment	<u>1,160</u>	<u>1,547</u>
	349,589	70,320
Support costs		
Governance costs		
Accountancy and legal fees	<u>1,200</u>	<u>-</u>
Total resources expended	<u>350,789</u>	<u>70,320</u>
Net income	<u>82,059</u>	<u>57,347</u>

This page does not form part of the statutory financial statements



ALTON TOWN COUNCIL GRANT APPLICATION

PART 1 – YOUR ORGANISATION

NAME OF ORGANISATION

Beech Parish Council - Road Safety and Footpaths Working Group (BRSFWG)

NAME OF CONTACT

Tony Ransley + Parish Clerk Beech PC

ADDRESS OF CONTACT

32, Medstead Road, Beech, Alton, GU34 4AD

TELEPHONE NO:

DAYTIME

07718736174

EVENING

07718736174

EMAIL ADDRESS:

Tony.ransley@beechpc.com
CC: Clerk@beechpc.com

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

The group's volunteers verify vehicles identified by 6 speed cameras in Beech, maintain and extract data from 2 Speed Indicator Devices. They report monthly to the Parish Council. They also report every 4 weeks to Hampshire Constabulary (HC) with data from AutoSpeedWatch devices across the county and use it for targeted deployment of their speed enforcement units.

The group also maintain all the roadside devices.

The Beech Road safety set up has proven extremely effective reducing the number transiting vehicles which speed from 18% to under 3%.

PLEASE GIVE NUMBERS IN THE

ORGANISATION WHO ARE

A) PAID	0
B) VOLUNTEERS	6

HOW MANY MEMBERS/BENEFICIARIES
LIVE WITHIN ALTON

The Basingstoke Road was renowned for speeding. The presence of the cameras in my experience has reduced speeding and made walking and cycling safer along that road.

Richard Carter a member of the Alton ASW group has agreed to join us in verifying the cameras.

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 596.50

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

£ 596.50

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

£ N/A

WHAT IS THE GRANT TO BE USED FOR?

Group Volunteers are willing to monitor and operate the Basingstoke Road Cameras on behalf on Alton Town Council. We will provide a monthly report of the number of incidents, the top 10 offending vehicles MTD +YTD, the top ten average speed offenders MTD + YTD. We will advise the police when best to employ their Mobile and handheld HOTA speed devises.

We are willing to do so as the Basingstoke camera information complements that provided by the Beech Cameras and would encourage more police speed monitoring activity in the area between Alton and Beech.

The Beech Volunteers will also be willing to register as Alton TC volunteers this keeping the Alton TC CSW unit active.

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

YES/NO

IF YES, PLEASE
GIVE DETAILS

SECURED / PENDING

N/A

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

N/A

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

Cost of Camera reinstatement

The cameras need to be returned to ASW, as they will be required to have new SIMs Fitted and internal works including replacement components, calibration check and re-registration on the system:

For 2 units

Cost of packaging - ODL Packaging Ltd Service (01785 760055)	£21.00
Cost of postage	£29.50
Cost of Reregistration	£188.00
Cost of Roadside Connectivity Licence	£358.00
Total cost	£596.50

The units will have to be taken down and reinstalled by Alton TC staff. The BRSFWG volunteers will be happy to assist with camera alignment etc...

PART 3 – TO BE COMPLETED BY ALL APPLICANTS

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

N/A

LEVEL OF UNALLOCATED RESERVES

N/A

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

N/A

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION

CHECKLIST

☐

All relevant parts of the form completed

☐

Form signed

☐

Most recent accounts (Audited or draft)

☐

Constitution/Rules

☐

Child Protection Policy (if applicable)

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

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

NAME

Louisa Thomson.....

SIGNATURE



.....

POSITION

Clerk & RFO - Beech.Parish.Council.....

DATE 19/03/2026

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

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

BEECH PARISH COUNCIL

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

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

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

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

12/05/2025

and recorded as minute reference:

25.063 b) i)

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

Chair

Clerk



Chairman

www.beechpc.com

Section 2 – Accounting Statements 2024/25 for

BEECH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	51,636	48,728	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	18,000	18,900	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	15,012	2,492	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	13,316	13,929	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	22,604	15,141	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	48,728	41,050	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	48,727	41,049	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	17,856	21,979	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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

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

Date

12/05/2025.

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

12/5/2025

as recorded in minute reference:

25.063 b) ii)

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

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

In respect of

ENTBeech Parish Council LITY

1 Respective responsibilities of the auditor and the authority

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

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

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

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

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

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

The AGAR was not accurately completed before submission for review.

- Question 11a was left blank in the Accounting Statements.

The AGAR was returned for amendment and has been corrected.

Internal Auditor answered 'Yes' to Objective F, but the small authority does not hold petty cash. The internal auditor should have answered 'not covered'.

The internal auditor answered "Yes" to internal control objective K in error.

K: If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")

The authority's 2023/24 AGAR was subject to a limited assurance as evidenced by the audit opinion on the 2023/24 AGAR available on the authority's website. The internal auditor was supposed to tick "not covered" as advised by objective K in the internal control objective checklist.

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR
BDO LLP - Southampton

External Auditor Signature

DocuSigned by:

SIGNATURE REQUIRED

Date

12 August 2025 YYYY

467DFB746A8A428...

Subject: **Review of Standing Orders**

Report to: Full Council, 8 April 2026

Report of: Town Clerk

1. Purpose of the report

- 1.1 To approve the updated Standing Orders for Alton Town Council (ATC).

2. Background

- 2.1 A parish council must have Standing Orders in respect of contracts and should have them to regulate its business and proceedings.¹ The council may vary Standing Orders by a majority vote at Full Council.

3. Main considerations

- 3.1 ATC's Standing Orders are based on the 'model' provided by the National Association of Local Councils. They were last approved in April 2025. Since then, various suggestions for improvement have been raised. A councillor workshop took place in March and was repeated to enable attendance. The appended draft is the result. Proposed changes that achieved a large degree of consensus among councillors at the workshop are tracked to identify changes from the 2025 version.
- 3.2 In addition, there was a suggestion that did not achieve a clear consensus one way or another among councillors at the workshop. It was suggested that a councillor may wish to raise an amendment to the motion printed below as follows:

Current version	Suggestion
1g 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. 1h 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.	1g An amendment shall not be considered unless written notice of it is given to the Proper Officer at least 48 hours before the start of the meeting. 1h [Delete]

¹ Local Government Act 1972, sch 12, para 42.

4. Recommendation

4.1 The Council is recommended:

To approve the appended draft and adopt it as Alton Town Council's Standing Orders, with effect from 9 April 2026.

4.2 If there are provisions within the draft that a councillor wishes to change, an amendment may be put to add the following to the above motion along the lines of: "...with the exception of the following", and a list of the proposed amendments to the relevant and numbered Standing Order or Orders.

ALTON TOWN COUNCIL STANDING ORDERS

Adopted at the Council meeting on 8 April 2026 (if approved)

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INTRODUCTION

This is based on the NALC Model Standing Orders 2025, with some amendments, 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 ~~a 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 ~~they~~y 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 ~~they~~y considers ~~s~~ has been breached or specify the other irregularity in the proceedings of the meeting ~~he is~~they are 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 ~~5~~10 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair~~man~~ 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.~~ Standing Order 3(f) restricts the total time available for representations and so the Chair will give priority to representations in respect of the business of 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~~3 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 chair~~man~~ 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:

- the time and place of the meeting;
- the names of councillors who are present and the names of councillors who are absent;
- interests that have been declared by councillors and non-councillors with voting rights;
- the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- if there was a public participation session; and
- 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 6 calendar(→) 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~~they have 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 ~~the~~y resigns or becomes disqualified, shall hold office until immediately after the election of the Chair~~man~~ 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, ~~the~~y 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, ~~the~~y shall preside at the annual meeting until a new Chair of the Council has been elected. ~~He~~They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business may include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of 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. A written request by a councillor remains valid even if the councillor leaves office before the date of the next meeting.
- 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, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but 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.**
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- 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 they ~~have~~ **has** a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they 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 they ~~have~~ **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 ~~7~~(~~4~~) 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.

Subject: **Statement of Accounts to 28th February 2026**

Report to: Full Council, 8 April 2026

Report of: Town Clerk

1. Purpose of the report

1.1 To present the accounts for approval to the end of February 2026.

2. Background

2.1 Every month the accounts are presented to Full Council for approval and published on the council's website.

3. Main considerations

3.1 Please find attached:

1. The balance Sheet to 28 February 2026. The balance sheet will be presented for sign off by the Chairman of the Council and the Responsible Financial Officer (Tom Horwood, Town Clerk).
2. The Statutory Income and Expenditure Report for the period 1-28 February 2026.
3. Bank reconciliations to 28 February 2026 which require signing off on behalf of the Council that the figures presented reconcile with the original bank statements.
4. The report which includes all payments over £500, issued between 1-28 February 2026 in respect of invoices and grant cheques.

4. Recommendation

4.1 The Council is recommended:

To approve as tabled:

1. **The Balance Sheet to 28 February 2026;**
2. **The Income and Expenditure Report for the period 1-28 February 2026;**
3. **Bank reconciliations to 28 February 2026; and**
4. **Payments over £500, issued between 1-28 February 2026.**

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Alton Town Council

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Balance Sheet as at 28/02/2026

31/03/2024

31/03/2025

Current Assets

22,525	Debtors	11,322
25,122	Vat Control	14,130
1,738,733	CCLA Deposit Fund	1,954,813
181	Petty Cash	342
167,821	Unity Trust Bank : Current A/c	128,323
0	Superannuation Due	0

1,954,381

2,108,930

1,954,381

Total Assets

2,108,930

Current Liabilities

0	Lloyds Credit Card	1,203
2,681	Creditors control ac	24,601
151,020	Accruals	0
6,816	Receipts in Advance	0

160,517

25,804

1,793,864

Total Assets Less Current Liabilities

2,083,126

Represented By

27,406	Working Capital	221,666
211,304	EMR Open Spaces (inc King Pond	211,304
222,673	EMR 3G Interest	222,673
28,179	Economic Development Reserve	28,179
243,862	EMR Capital Reserve	243,862
600	EMR Complian Homeless Trust	0
129,491	General Reserves	129,491
46,471	EMR Barley Fields	40,971
35,050	Pump Track Flood Lighting	35,050
248,970	EMR Neighbourhood CIL	281,837
9,296	EMR Weywalk	9,296
36,346	EMR Treloar Heights	31,346
90,000	EMR Crownby Estate	90,000
880	EMR David Whitmarsh Award	0
40,000	EMR Pension	40,000
90,197	EMR Will Hall Meadow	84,697
10,073	Climate Change Grant Fund	10,073
152,039	EMR CALA Community Build (CIL)	152,039
2,905	EMR PTMC	2,905

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Alton Town Council

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Balance Sheet as at 28/02/2026

31/03/2024

31/03/2025

148,125 EMR Jubilee Pavilion project

148,125

20,000 EMR Assembly Rooms

20,000

0 EMR Alton Gateway

79,422

0 EMR Yoga in the Park

194

1,793,864**2,083,126**

The above statement represents fairly the financial position of the authority as at 28/02/2026 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible

Financial

Date : _____

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Corporate Management</u>								
1010 Other Income	20,500	82,612	60	(82,552)			137686.	79,422
Corporate Management :- Income	20,500	82,612	60	(82,552)			137686.	79,422
4088 Newsletter	4,883	7,404	6,440	(964)		(964)	115.0%	
4101 Bank Charges	521	586	566	(20)		(20)	103.6%	
4111 Professional Fees	31,344	35,787	18,540	(17,247)	1,034	(18,281)	198.6%	
4112 Audit Fees	3,181	3,111	4,410	1,299		1,299	70.5%	
4117 David Whitmarsh Award	0	880	60	(820)		(820)	1466.7%	880
Corporate Management :- Indirect Expenditure	39,930	47,769	30,016	(17,753)	1,034	(18,787)	162.6%	880
Net Income over Expenditure	(19,430)	34,843	(29,956)	(64,799)				
6000 plus Transfer from EMR	0	880	0	(880)				
6001 less Transfer to EMR	(11,972)	79,422	0	(79,422)				
Movement to/(from) Gen Reserve	(7,458)	(43,700)	(29,956)	13,744				
<u>102 Democratic Representation</u>								
1010 Other Income	170	170	0	(170)			0.0%	
Democratic Representation :- Income	170	170	0	(170)				0
4121 Mayors Allowance	4,000	444	4,000	3,556		3,556	11.1%	
4122 Election costs	0	11,109	7,000	(4,109)		(4,109)	158.7%	
4124 Public Consultations	246	120	2,000	1,880		1,880	6.0%	
4125 Councillor Expenses	1,133	982	1,000	18		18	98.2%	
Democratic Representation :- Indirect Expenditure	5,379	12,655	14,000	1,345	0	1,345	90.4%	0
Net Income over Expenditure	(5,209)	(12,485)	(14,000)	(1,515)				
<u>105 Central Support-Admin Costs</u>								
1009 Insurance income	5,621	6,785	0	(6,785)			0.0%	
1010 Other Income	4,106	363	0	(363)			0.0%	
Central Support-Admin Costs :- Income	9,726	7,148	0	(7,148)				0
4001 Salaries	259,960	235,746	308,940	73,194		73,194	76.3%	
4002 Employers NI	27,146	31,110	38,309	7,199		7,199	81.2%	
4003 Employers Pension	50,731	46,908	66,113	19,205		19,205	71.0%	
4005 Pension Enhancements	1,201	1,222	1,260	38		38	97.0%	
4008 Staff Training	658	914	2,730	1,816		1,816	33.5%	
4009 Staff Travel & Welfare	3,334	2,957	4,000	1,043		1,043	73.9%	
4026 Other Expenditure	1,957	1,744	2,756	1,012		1,012	63.3%	
4071 Telephone and IT	15,383	14,755	16,152	1,397		1,397	91.3%	

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Alton Town Council

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4072 Mobile Phones	2,790	2,597	2,817	220		220	92.2%	
4075 Stationery & Printing	4,188	2,815	2,212	(603)		(603)	127.2%	
4076 Postage	656	557	1,216	659		659	45.8%	
4080 Subscriptions & Publications	2,520	1,091	3,473	2,382		2,382	31.4%	
4085 Insurance	24,103	27,209	25,272	(1,937)		(1,937)	107.7%	
4087 Advertising	257	1,537	717	(820)		(820)	214.4%	
4155 Equipment	2,242	105	12,205	12,100		12,100	0.9%	
4157 Furniture	0	31	1,103	1,072		1,072	2.8%	
Central Support-Admin Costs :- Indirect Expenditure	397,126	371,298	489,275	117,977	0	117,977	75.9%	0
Net Income over Expenditure	(387,400)	(364,150)	(489,275)	(125,125)				
<u>106 Central Support-Town Hall</u>								
1002 Shop Rents	3,961	3,676	3,960	284			92.8%	
1010 Other Income	15,791	280	0	(280)			0.0%	
Central Support-Town Hall :- Income	19,752	3,956	3,960	4			99.9%	0
4021 Rates	7,610	6,976	7,988	1,012		1,012	87.3%	
4022 Water Charges	569	763	785	22		22	97.2%	
4024 Gas	2,516	1,961	2,558	597		597	76.6%	
4025 Electricity	3,696	4,146	3,470	(676)		(676)	119.5%	
4030 Cleaning	2,123	1,780	2,217	437		437	80.3%	
4071 Telephone and IT	0	1,147	0	(1,147)		(1,147)	0.0%	
4140 Building Maintenance	9,776	103,598	75,000	(28,598)	261	(28,859)	138.5%	74,500
Central Support-Town Hall :- Indirect Expenditure	26,290	120,370	92,018	(28,352)	261	(28,613)	131.1%	74,500
Net Income over Expenditure	(6,538)	(116,415)	(88,058)	28,357				
6000 plus Transfer from EMR	0	74,500	0	(74,500)				
Movement to/(from) Gen Reserve	(6,538)	(41,915)	(88,058)	(46,143)				
<u>107 Operating Income & Exp.</u>								
1005 Market Income	12,000	9,000	14,000	5,000			64.3%	
1081 CIL	230,469	142,877	0	(142,877)			0.0%	142,877
1176 Precept	851,976	890,180	890,180	0			100.0%	
1190 Interest Received	97,852	81,200	60,000	(21,200)			135.3%	
Operating Income & Exp. :- Income	1,192,297	1,123,257	964,180	(159,077)			116.5%	142,877
4504 Neighbourhood CIL Grants	84,805	73,308	0	(73,308)	7,565	(80,873)	0.0%	36,111
Operating Income & Exp. :- Indirect Expenditure	84,805	73,308	0	(73,308)	7,565	(80,873)		36,111
Net Income over Expenditure	1,107,491	1,049,949	964,180	(85,769)				
6000 plus Transfer from EMR	0	36,111	0	(36,111)				
6001 less Transfer to EMR	268,026	142,877	0	(142,877)				
Movement to/(from) Gen Reserve	839,466	943,183	964,180	20,997				

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Alton Town Council

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>108</u>	<u>Other Properties</u>								
1001	Rents	12,000	12,000	12,000	0			100.0%	
	Other Properties :- Income	12,000	12,000	12,000	0			100.0%	0
4026	Other Expenditure	304	0	0	0		0	0.0%	
4411	Buildings Maintenance Tannery	455	528	2,205	1,677		1,677	24.0%	
4412	Public Works Loan Board repay	9,411	9,411	9,411	0		0	100.0%	
	Other Properties :- Indirect Expenditure	10,170	9,939	11,616	1,677	0	1,677	85.6%	0
	Net Income over Expenditure	1,830	2,061	384	(1,677)				
<u>201</u>	<u>Anstey Park</u>								
1000	Fees and Charges	15,864	16,361	20,747	4,386			78.9%	
1001	Rents	56,126	53,773	55,445	1,672			97.0%	
1010	Other Income	2,541	465	0	(465)			0.0%	
1016	Alton FC Holding Funds	22,116	0	22,116	22,116			0.0%	
	Anstey Park :- Income	96,647	70,599	98,308	27,709			71.8%	0
4021	Rates	1,771	1,624	1,860	236		236	87.3%	
4022	Water Charges	2,056	937	2,107	1,170		1,170	44.5%	
4024	Gas	1,745	2,097	2,880	783		783	72.8%	
4025	Electricity	11,824	10,270	10,639	369	1,081	(712)	106.7%	
4030	Cleaning	10,221	9,413	11,298	1,885		1,885	83.3%	
4071	Telephone and IT	679	563	681	118		118	82.7%	
4140	Building Maintenance	3,835	18,762	8,820	(9,942)		(9,942)	212.7%	
4141	Grounds Maintenance	32,342	7,049	7,350	301		301	95.9%	
	Anstey Park :- Indirect Expenditure	64,473	50,715	45,635	(5,080)	1,081	(6,161)	113.5%	0
	Net Income over Expenditure	32,174	19,884	52,673	32,789				
6001	less Transfer to EMR	22,116	0	0	0				
	Movement to/(from) Gen Reserve	10,058	19,884	52,673	32,789				
<u>202</u>	<u>Jubilee Playing Fields</u>								
1000	Fees and Charges	15,819	20,310	18,126	(2,184)			112.0%	
1001	Rents	22,445	24,549	22,504	(2,045)			109.1%	
	Jubilee Playing Fields :- Income	38,264	44,858	40,630	(4,228)			110.4%	0
4021	Rates	2,083	1,910	2,187	277		277	87.3%	
4022	Water Charges	293	384	2,778	2,394		2,394	13.8%	
4025	Electricity	5,259	4,945	5,122	177		177	96.5%	
4030	Cleaning	239	21	400	379		379	5.3%	

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Alton Town Council

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4071 Telephone and IT	218	160	198	38		38	81.1%	
4140 Building Maintenance	11,074	5,603	2,205	(3,398)		(3,398)	254.1%	
4141 Grounds Maintenance	8,862	12,810	8,942	(3,868)		(3,868)	143.3%	
4143 Skatepark Maintenance	0	0	500	500		500	0.0%	
4150 Fuel Costs	936	0	1,638	1,638		1,638	0.0%	
Jubilee Playing Fields :- Indirect Expenditure	28,965	25,834	23,970	(1,864)	0	(1,864)	107.8%	0
Net Income over Expenditure	9,299	19,024	16,660	(2,364)				
<u>301 Grounds Maintenance Team</u>								
1000 Fees and Charges	1,200	0	0	0			0.0%	
1010 Other Income	3,840	3,010	0	(3,010)			0.0%	
Grounds Maintenance Team :- Income	5,040	3,010	0	(3,010)				0
4001 Salaries	144,642	143,106	171,276	28,170		28,170	83.6%	
4002 Employers NI	10,054	12,938	21,238	8,300		8,300	60.9%	
4003 Employers Pension	17,649	20,217	34,172	13,955		13,955	59.2%	
4010 Uniforms	495	891	1,551	660		660	57.4%	
4031 Refuse Collection	19,281	16,895	20,132	3,237		3,237	83.9%	
4139 Pot holes/Roadway resurfacing	7,500	(6,048)	7,500	13,548		13,548	(80.6%)	
4141 Grounds Maintenance	10,739	18,400	6,795	(11,605)		(11,605)	270.8%	
4144 Play Equipment Inspections	8,271	12,944	15,443	2,499	589	1,910	87.6%	
4145 Tree Maintenance	24,652	19,334	42,000	22,667	16,901	5,766	86.3%	
4146 Bedding Plants	813	780	1,050	270		270	74.3%	
4147 Dog Bins	1,430	1,400	1,764	364		364	79.4%	
4148 Play Equipment Maintenance	11,550	12,795	12,128	(667)		(667)	105.5%	
4149 Vehicle Costs	2,802	7,970	7,053	(917)		(917)	113.0%	
4150 Fuel Costs	6,350	4,688	9,861	5,173		5,173	47.5%	
4153 Locking & Unlocking	11,456	11,263	12,039	776		776	93.6%	
4155 Equipment	26,289	32,574	30,000	(2,574)		(2,574)	108.6%	16,000
Grounds Maintenance Team :- Indirect Expenditure	303,973	310,145	394,002	83,857	17,490	66,368	83.2%	16,000
Net Income over Expenditure	(298,933)	(307,135)	(394,002)	(86,867)				
6000 plus Transfer from EMR	0	16,000	0	(16,000)				
Movement to/(from) Gen Reserve	(298,933)	(291,135)	(394,002)	(102,867)				
<u>310 The Butts</u>								
1000 Fees and Charges	2,430	2,450	2,200	(250)			111.4%	
The Butts :- Income	2,430	2,450	2,200	(250)			111.4%	0
4022 Water Charges	200	12	59	47		47	19.6%	

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Alton Town Council

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4031 Refuse Collection	1,095	0	0	0		0	0.0%	
4141 Grounds Maintenance	0	105	0	(105)		(105)	0.0%	
The Butts :- Indirect Expenditure	1,295	117	59	(58)	0	(58)	197.6%	0
Net Income over Expenditure	1,135	2,333	2,141	(192)				
<u>311 Public Gardens</u>								
1000 Fees and Charges	0	20	0	(20)			0.0%	
1001 Rents	16,449	15,164	16,397	1,233			92.5%	
1010 Other Income	32,572	194	0	(194)			0.0%	194
Public Gardens :- Income	49,021	15,377	16,397	1,020			93.8%	194
4022 Water Charges	6	71	573	502		502	12.4%	
4025 Electricity	3,703	2,638	3,252	614		614	81.1%	
4111 Professional Fees	0	0	0	0	1,900	(1,900)	0.0%	
4140 Building Maintenance	1,940	720	1,389	669		669	51.8%	
4141 Grounds Maintenance	44,473	10,635	3,183	(7,452)		(7,452)	334.1%	
Public Gardens :- Indirect Expenditure	50,120	14,064	8,397	(5,667)	1,900	(7,567)	190.1%	0
Net Income over Expenditure	(1,099)	1,313	8,000	6,687				
6001 less Transfer to EMR	(13,712)	194	0	(194)				
Movement to/(from) Gen Reserve	12,613	1,119	8,000	6,881				
<u>312 Windmill Hill</u>								
1001 Rents	4,417	1,588	3,500	1,912			45.4%	
Windmill Hill :- Income	4,417	1,588	3,500	1,912			45.4%	0
Net Income	4,417	1,588	3,500	1,912				
<u>313 Kings Pond</u>								
1001 Rents	7,269	6,554	7,200	646			91.0%	
Kings Pond :- Income	7,269	6,554	7,200	646			91.0%	0
4140 Building Maintenance	80	80	0	(80)		(80)	0.0%	
4141 Grounds Maintenance	4,000	4,119	12,000	7,881		7,881	34.3%	
Kings Pond :- Indirect Expenditure	4,080	4,199	12,000	7,801	0	7,801	35.0%	0
Net Income over Expenditure	3,189	2,355	(4,800)	(7,155)				
<u>314 Holybourne Play Area</u>								
4200 Ground Rent	265	265	265	0		0	100.0%	
Holybourne Play Area :- Indirect Expenditure	265	265	265	0	0	0	100.0%	0
Net Expenditure	(265)	(265)	(265)	0				

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31/03/2026

Alton Town Council

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>315</u>	<u>Chawton Park Road</u>								
1001	Rents	27,150	21,463	27,150	5,688			79.1%	
	Chawton Park Road :- Income	27,150	21,463	27,150	5,688			79.1%	0
	Net Income	27,150	21,463	27,150	5,688				
<u>316</u>	<u>Greenfields</u>								
1001	Rents	508	508	500	(8)			101.6%	
	Greenfields :- Income	508	508	500	(8)			101.6%	0
	Net Income	508	508	500	(8)				
<u>317</u>	<u>Flood Meadows</u>								
4025	Electricity	1,766	1,217	529	(688)		(688)	230.0%	
4141	Grounds Maintenance	70,000	(51,799)	12,000	63,799		63,799	(431.7%)	
	Flood Meadows :- Indirect Expenditure	71,766	(50,582)	12,529	63,111	0	63,111	(403.7%)	0
	Net Expenditure	(71,766)	50,582	(12,529)	(63,111)				
<u>318</u>	<u>Other Open Spaces</u>								
1010	Other Income	0	7,500	0	(7,500)			0.0%	
	Other Open Spaces :- Income	0	7,500	0	(7,500)				0
4155	Equipment	0	1,500	0	(1,500)		(1,500)	0.0%	
4156	Parish Paths	215	0	500	500		500	0.0%	
4179	Lower Field Will Hall Farm	28	0	0	0		0	0.0%	
4315	Wey Walk	0	926	0	(926)		(926)	0.0%	
4319	Alton Gateway	0	55	0	(55)		(55)	0.0%	
	Other Open Spaces :- Indirect Expenditure	243	2,480	500	(1,980)	0	(1,980)	496.1%	0
	Net Income over Expenditure	(243)	5,020	(500)	(5,520)				
<u>320</u>	<u>Allotments</u>								
1001	Rents	7,832	5,616	7,403	1,787			75.9%	
1003	Allotment affiliation fees	1,058	6	200	194			3.0%	
1004	Key Deposits	15	10	0	(10)			0.0%	
1018	Allotment admin fee	0	420	0	(420)			0.0%	
	Allotments :- Income	8,905	6,052	7,603	1,551			79.6%	0
4022	Water Charges	2,333	3,007	1,323	(1,684)		(1,684)	227.3%	
4033	Allotment affiliation fees	1,110	1,026	0	(1,026)		(1,026)	0.0%	
4141	Grounds Maintenance	3,558	2,743	2,756	13		13	99.5%	
	Allotments :- Indirect Expenditure	7,001	6,776	4,079	(2,697)	0	(2,697)	166.1%	0
	Net Income over Expenditure	1,904	(724)	3,524	4,248				

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31/03/2026

Alton Town Council

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>321 Barley Fields</u>								
1010 Other Income	1,225	1,580	1,300	(280)			121.5%	
Barley Fields :- Income	1,225	1,580	1,300	(280)			121.5%	0
4141 Grounds Maintenance	0	280	0	(280)	1,245	(1,525)	0.0%	
Barley Fields :- Indirect Expenditure	0	280	0	(280)	1,245	(1,525)		0
Net Income over Expenditure	1,225	1,300	1,300	0				
<u>401 Community</u>								
1014 Events Income	2,945	3,081	3,000	(81)			102.7%	
1072 Donations/Sponsorship Received	4,716	2,555	3,000	445			85.2%	
1075 Town Crier Donations	40	25	0	(25)			0.0%	
1080 Grant Income	0	0	1,000	1,000			0.0%	
1089 Climate Change	0	2,004	0	(2,004)			0.0%	
Community :- Income	7,701	7,665	7,000	(665)			109.5%	0
4001 Salaries	1,639	0	1,721	1,721		1,721	0.0%	
4002 Employers NI	156	0	164	164		164	0.0%	
4003 Employers Pension	322	0	338	338		338	0.0%	
4304 Town Crier	1,180	1,200	1,200	0		0	100.0%	
4305 3rd Party Event Costs	2,100	310	2,205	1,896		1,896	14.0%	
4306 Tourism	6,716	3,809	12,100	8,291	2,549	5,742	52.5%	
4307 Town Centre Events	6,044	9,837	19,845	10,008		10,008	49.6%	
4308 Youth Expenditure	20,000	20,000	20,000	0		0	100.0%	
4312 Events Grants	2,945	2,250	4,000	1,750		1,750	56.3%	
4314 CCTV	3,956	0	4,000	4,000		4,000	0.0%	
4317 Climate Change Actions/Strateg	15,000	5,250	15,750	10,500		10,500	33.3%	
Community :- Indirect Expenditure	60,058	42,656	81,323	38,667	2,549	36,118	55.6%	0
Net Income over Expenditure	(52,358)	(34,991)	(74,323)	(39,332)				
6001 less Transfer to EMR	1,773	0	0	0				
Movement to/(from) Gen Reserve	(54,131)	(34,991)	(74,323)	(39,332)				
<u>403 Christmas Lights</u>								
1071 Christmas Lights Income	1,500	3,000	0	(3,000)			0.0%	
Christmas Lights :- Income	1,500	3,000	0	(3,000)				0
4300 Christmas Lights	20,508	32,207	22,000	(10,207)		(10,207)	146.4%	
Christmas Lights :- Indirect Expenditure	20,508	32,207	22,000	(10,207)	0	(10,207)	146.4%	0
Net Income over Expenditure	(19,008)	(29,207)	(22,000)	7,207				

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31/03/2026

Alton Town Council

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>404 Alton in Bloom</u>								
1070 Alton in Bloom-Income	756	0	0	0			0.0%	
Alton in Bloom :- Income	756	0	0	0				0
4302 Alton in Bloom Expenditure	1,442	450	1,575	1,125		1,125	28.6%	
Alton in Bloom :- Indirect Expenditure	1,442	450	1,575	1,125	0	1,125	28.6%	0
Net Income over Expenditure	(686)	(450)	(1,575)	(1,125)				
6001 less Transfer to EMR	550	0	0	0				
Movement to/(from) Gen Reserve	(1,237)	(450)	(1,575)	(1,125)				
<u>420 Grants</u>								
4500 Grants-Empowered	24,730	28,871	30,000	1,129		1,129	96.2%	
Grants :- Indirect Expenditure	24,730	28,871	30,000	1,129	0	1,129	96.2%	0
Net Expenditure	(24,730)	(28,871)	(30,000)	(1,129)				
<u>503 Assembly Rooms</u>								
1000 Fees and Charges	9,786	5,791	6,112	321			94.8%	
1001 Rents	12,370	13,077	13,714	637			95.4%	
Assembly Rooms :- Income	22,156	18,868	19,826	958			95.2%	0
4006 Management contract	7,016	8,000	8,000	0		0	100.0%	
4022 Water Charges	1,460	651	1,401	750		750	46.4%	
4024 Gas	1,155	3,171	833	(2,338)		(2,338)	380.7%	
4025 Electricity	5,230	7,449	3,203	(4,246)		(4,246)	232.6%	
4026 Other Expenditure	316	0	0	0		0	0.0%	
4031 Refuse Collection	710	865	686	(179)		(179)	126.1%	
4040 Licences	615	539	0	(539)		(539)	0.0%	
4071 Telephone and IT	175	0	0	0		0	0.0%	
4140 Building Maintenance	12,993	11,392	1,439	(9,953)		(9,953)	791.7%	
4155 Equipment	433	0	0	0		0	0.0%	
Assembly Rooms :- Indirect Expenditure	30,104	32,067	15,562	(16,505)	0	(16,505)	206.1%	0
Net Income over Expenditure	(7,948)	(13,199)	4,264	17,463				
<u>601 Street Furniture</u>								
1008 Bus shelter adverts income	7,689	6,595	5,000	(1,595)			131.9%	
1072 Donations/Sponsorship Received	1,958	2,490	3,528	1,038			70.6%	
Street Furniture :- Income	9,647	9,085	8,528	(557)			106.5%	0

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Alton Town Council

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4021 Rates	1,098	1,007	1,387	380		380	72.6%	
4150 Fuel Costs	0	294	0	(294)		(294)	0.0%	
4600 Public Seats/Bins	2,679	3,681	4,000	319		319	92.0%	
4601 Bus Shelters	(319)	1,740	1,905	165		165	91.3%	
4602 Notice Boards/street furniture	1,348	3,709	2,250	(1,459)	739	(2,198)	197.7%	
Street Furniture :- Indirect Expenditure	4,806	10,430	9,542	(888)	739	(1,627)	117.1%	0
Net Income over Expenditure	4,841	(1,345)	(1,014)	331				
<u>602 Neighbourhood Plan</u>								
4026 Other Expenditure	30,000	(18,750)	10,000	28,750		28,750	(187.5%)	
Neighbourhood Plan :- Indirect Expenditure	30,000	(18,750)	10,000	28,750	0	28,750	(187.5%)	0
Net Expenditure	(30,000)	18,750	(10,000)	(28,750)				
6001 less Transfer to EMR	(9,906)	0	0	0				
Movement to/(from) Gen Reserve	(20,094)	18,750	(10,000)	(28,750)				
<u>702 Projects</u>								
1080 Grant Income	0	500	0	(500)			0.0%	
1085 Developer Contributions/S106	39,358	0	288,000	288,000			0.0%	
Projects :- Income	39,358	500	288,000	287,500			0.2%	0
4401 Jubilee Playing Fields	83,934	13,752	288,000	274,248		274,248	4.8%	
4402 Anstey Park	0	0	40,000	40,000		40,000	0.0%	
4414 Grow Up Fund	4,112	0	0	0		0	0.0%	
4415 Jane Austen Garden	65	9,979	0	(9,979)		(9,979)	0.0%	
4416 DFA Assembly Room Refurbishmen	8,481	0	0	0		0	0.0%	
4417 Kings Pond Project	8,000	9,243	0	(9,243)	2,760	(12,003)	0.0%	
Projects :- Indirect Expenditure	104,592	32,973	328,000	295,027	2,760	292,267	10.9%	0
Net Income over Expenditure	(65,234)	(32,473)	(40,000)	(7,527)				
6001 less Transfer to EMR	(50,762)	0	0	0				
Movement to/(from) Gen Reserve	(14,472)	(32,473)	(40,000)	(7,527)				
Grand Totals:- Income	1,576,439	1,449,800	1,508,342	58,542			96.1%	
Expenditure	1,372,124	1,160,537	1,636,363	475,826	36,624	439,202	73.2%	
Net Income over Expenditure	204,315	289,262	(128,021)	(417,283)				
plus Transfer from EMR	0	127,490	0	(127,490)				
less Transfer to EMR	206,112	222,493	0	(222,493)				
Movement to/(from) Gen Reserve	(1,797)	194,260	(128,021)	(322,281)				

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank: Current A/C	28/02/2026		127,648.01
			<u>127,648.01</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			127,648.01
<u>Unpresented Receipts (Plus)</u>			
27/02/2026 12716		675.00	
			<u>675.00</u>
			128,323.01
		Balance per Cash Book is :-	128,323.01
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2026
for Cashbook 2 - CCLA Deposit Fund

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	28/02/2026		1,954,812.84
			<u>1,954,812.84</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,954,812.84
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,954,812.84
		Balance per Cash Book is :-	1,954,812.84
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2026
for Cashbook 5 - Lloyds Credit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Credit Card	28/02/2026		-1,203.28
			<u>-1,203.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-1,203.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-1,203.28
		Balance per Cash Book is :-	-1,203.28
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2026
for Cashbook 4 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	27/02/2026		342.14
			<u>342.14</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			342.14
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			342.14
		Balance per Cash Book is :-	342.14
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Statement of Account

ALTON TOWN COUNCIL
Alton Town Council
Town Hall Market Square
ALTON
GU34 1HD

5 February 2026

Account name: **ALTON TOWN COUNCIL**
Account number: **PS3078535-001**
Statement period: **31/12/2025 to 31/01/2026**

Account summary

Total valuation as at 31 January 2026 **£1,954,812.84**
Total valuation as at last statement at 31 December 2025 **£1,948,350.76**

Holdings as at 31 January 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	1,954,812.8400	£1.00	£1,954,812.84
			Total value
			£1,954,812.84

Transactions for the period from 31 December 2025 to 31 January 2026

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
05/01/2026	Income Reinvestment	6,462.0800	£1.0000	£6,462.08

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

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

The average Fund yield for this period was 3.80% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Jan 2026	03/02/2026	Reinvestment	£6,304.35	PS3078535-001

All CCLA forms are available on our website: **www.ccla.co.uk/resources/client-documentation**. Please ensure that you download and use the latest available form to make any transaction or amendment. Using an old form will result in the instruction being rejected.

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**.

Statement of Account

ALTON TOWN COUNCIL
Alton Town Council
Town Hall Market Square
ALTON
GU34 1HD

5 February 2026

Account name: **ALTON TOWN COUNCIL-ALTON TOWN COUNCIL**
Account number: **LA3077669-001**
Statement period: **31/12/2025 to 31/01/2026**

Account summary

Total valuation as at 31 January 2026 **£334,596.87**
Total valuation as at last statement at 31 December 2025 **£334,421.24**

Holdings as at 31 January 2026

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	2.829189	334,596.87	2.785337	329,410.67
			Mid Value		Bid Value
			£334,596.87		£329,410.67

Transactions for the period from 31 December 2025 to 31 January 2026

The Local Authorities Property Fund Inc

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
30/01/2026	Paid to Nominated Bank Details			£3,770.68

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

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Fund Managers Limited (registered in England and Wales, No. 8735639) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

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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.

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TOWN CLERK
THE TOWN HALL
MARKET SQUARE, MARKET STREET
ALTON
GU34 1HD

*Lloyds Bank
Commercial Card Services
PO Box 6061
Milton Keynes
MK7 8LE*

Tel: [0800 096 4496](tel:08000964496)

Website: www.commercialcards.co.uk/lloydsbank

Statement summary

Statement date: 26/02/2026

Card ending: **** * 0245

Balance Summary

Balance carried forward:	£0.00
Credits to your account:	£0.00
Debits to your account:	£1,194.28 DR
Statement balance:	£1,197.28 DR

Spending Since Your Last Statement

Date	Description	Foreign Exchange Details	Amount
30/01/2026	HASPOD PROFESSIONAL SERVICES NOT ELSEWHERE CLASSIFIED		£6.00 DR
03/02/2026	QR-CODE-GENERATOR.COM COMPUTER SOFTWARE STORES	180.00 EUR@ 1.152885	£156.13 DR
03/02/2026	ADOBE *ADOBE COMPUTER SOFTWARE STORES		£56.98 DR
04/02/2026	RINGGO PARKING AUTOMOBILE PARKING LOTS AND GARAGES		£10.10 DR
12/02/2026	WWW.NALC.GOV.UK CIVIC, SOCIAL AND FRATERNAL ASSOCIATIONS		£102.00 DR
12/02/2026	AMAZON* I37YA5DV5 MISCELLANEOUS GENERAL MERCHANDISE STORES		£11.91 DR
12/02/2026	SLCC ENTERPRISES LTD SCHOOLS AND EDUCATIONAL		£442.00 DR

SERVICES NOT ELSEWHERE CLASSIFIED		
17/02/2026	EASTHANTS.GOV.UK GOVERNMENT SERVICES NOT ELSEWHERE CLASSIFIED	£150.00 DR
20/02/2026	Intuit Ltd Mailchimp CONTINUITY/SUBSCRIPTION MERCHANTS	£89.79 DR
22/02/2026	Adobe DIGITAL GOODS - APPLICATIONS (EXLDG GAME	£19.97 DR
25/02/2026	SLCC ENTERPRISES LTD SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	£149.40 DR
26/02/2026	MONTHLY FEE	£3.00 DR

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Cashbook transactions totalling £500.00 or more
for the period 01/02/2026 to 28/02/2026

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	Unity Trust Bank : Current	11	02/02/2026	Town Hall	East Hampshire District Council	634.00
5	Lloyds Credit Card	11	12/02/2026	DD	SLCC	4,420.00
1	Unity Trust Bank : Current	11	13/02/2026	DD	Livepay	24,619.63
1	Unity Trust Bank : Current	11	13/02/2026	BACS026	Voller Urban Design	4,440.00
1	Unity Trust Bank : Current	11	13/02/2026	BACS019	Hampshire Pension Fund	7,637.70
1	Unity Trust Bank : Current	11	13/02/2026	BACS015	Ellack Cleaning Contractors Ltd	1,026.64
1	Unity Trust Bank : Current	11	13/02/2026	BACS013	Cottrells Window Services	2,640.00
1	Unity Trust Bank : Current	11	13/02/2026	BACS011	Chalvington Communications Ltd	1,497.04
1	Unity Trust Bank : Current	11	13/02/2026	BACS008	Biffa Waste Services	1,477.73
1	Unity Trust Bank : Current	11	13/02/2026	BACS007	Bespoke Garden Projects Limited	1,717.20
1	Unity Trust Bank : Current	11	13/02/2026	BACS003	AEG Maintenance Limited	1,148.40
1	Unity Trust Bank : Current	11	13/02/2026	BACS002	Beech Village Hall	5,974.00
1	Unity Trust Bank : Current	11	17/02/2026	A18D6E38	E.ON	588.08
1	Unity Trust Bank : Current	11	17/02/2026	B993102D	E.ON	1,130.75
1	Unity Trust Bank : Current	11	17/02/2026	EC1E306B	E.ON	765.20
1	Unity Trust Bank : Current	11	17/02/2026	E3E271F2	E.ON	1,340.99
1	Unity Trust Bank : Current	11	17/02/2026	885236C7	E.ON	550.57
1	Unity Trust Bank : Current	11	25/02/2026	PAYE & NI	HM Revenue & Customs	12,224.64
1	Unity Trust Bank : Current	11	25/02/2026	BACS003	Detect Fire Safety	1,771.20
1	Unity Trust Bank : Current	11	25/02/2026	BACS005	East Hampshire District Council	10,816.97
1	Unity Trust Bank : Current	11	25/02/2026	BACS010	Origin Amenity Solutions	594.00
1	Unity Trust Bank : Current	11	25/02/2026	BACS013	Slatter Cricket and Play	1,275.60
1	Unity Trust Bank : Current	11	25/02/2026	BACS012	Rossair Limited	1,166.98
1	Unity Trust Bank : Current	11	25/02/2026	BACS015	The Ecology Partnership	13,104.00
1	Unity Trust Bank : Current	11	25/02/2026	BACS011	Rod Gaskin Farm Equipment Limited	796.20
1	Unity Trust Bank : Current	11	25/02/2026	BACS014	Sparkx	17,035.32
1	Unity Trust Bank : Current	11	25/02/2026	BACS004	Dementia Friends Alton	8,000.00
1	Unity Trust Bank : Current	11	25/02/2026	BACS008	Hampshire Cultural Trust	15,000.00

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	Unity Trust Bank : Current	11	02/02/2026	1,157.00
1	Unity Trust Bank : Current	11	02/02/2026	1,240.00
1	Unity Trust Bank : Current	11	02/02/2026	1,000.00
1	Unity Trust Bank : Current	11	03/02/2026	2,600.00
1	Unity Trust Bank : Current	11	03/02/2026	960.49
1	Unity Trust Bank : Current	11	05/02/2026	1,660.48
1	Unity Trust Bank : Current	11	06/02/2026	975.00
1	Unity Trust Bank : Current	11	09/02/2026	1,660.48
1	Unity Trust Bank : Current	11	10/02/2026	1,000.00
1	Unity Trust Bank : Current	11	11/02/2026	742.90
1	Unity Trust Bank : Current	11	16/02/2026	750.24
1	Unity Trust Bank : Current	11	20/02/2026	840.00
1	Unity Trust Bank : Current	11	26/02/2026	800.00
1	Unity Trust Bank : Current	11	27/02/2026	675.00
2	CCLA Deposit Fund	12	03/02/2026	6,304.35

Subject: **Financial Risk Assessment 2026**

Report to: Full Council, 8 April 2026

Report of: Town Clerk

1. Purpose of the report

1.1 To present the 2026 Financial Risk Assessment for approval.

2. Background

2.1 Assertion 5 of the Annual Governance and Accountability Return (AGAR), requires local councils to carry out an assessment of risk, with descriptions and mitigations. This is appended for councillor consideration.

3. Recommendation

3.1 The Council is recommended:

To approve the Financial Risk Assessment 2026.

Risk assessment of financial systems and internal controls for Alton Town Council,
prepared by the Town Clerk and Assistant to the Town Clerk, 31 March 2026

No.	Internal Control Tests	Findings
1	Proper Bookkeeping	
1.1	Is the cashbook maintained and up to date? Format used?	Yes. The cashbook is maintained on the RBS Rialtas Omega system and was prepared up to 31 st December 2025. It was up to date and accurate, as approved by the Internal Auditor on 7 th January 2026.
1.2	Is the cashbook arithmetically correct?	Yes. The cashbook is analysed into Budget head codes for both receipts and payments, and these were agreed to End of Year Trial Balance totals for 2025/26 and were arithmetically correct.
1.3	Is the cashbook regularly balanced?	Yes. The Cashbook is posted daily with monthly bank reconciliations for the Current account. Bank reconciliations are sent monthly to all Councillors with the Full meeting agenda and papers. Two Councillors sign & date these Reconciliations along with the supporting bank statements as part of the meeting and this is included in the minutes to confirm they are accurate as part of the governance and monitoring role.
2a	Standing Orders and	
2.1	Has the Council formally adopted Standing orders and Financial regulations, & dates approved?	Yes. Financial Regulations have been reviewed and adopted by the Full Council on the 7 th January 2026 (minute ref 105) . Standing Orders were reviewed and approved by the Full Town Council on 9 th April 2025 (Minute reference 163)
2.2	Has an RFO been appointed with specific duties noted in both contract & Financial Regulations?	Yes. The Town Clerk/RFO has a formal contract reflecting his position, the details of which were checked by Michael Page employment consultants for accuracy.
2.3	Have items or services been purchased in line with Financial Regulations?	Yes. All items and services purchased were in line with the current Financial Regulations.
2b	Payments Controls	

No.	Internal Control Tests	Findings
2.4	Are payments in the cashbook supported by invoices, authorised and minuted?	Yes. The Administration Officer at the Town Council is responsible for raising purchase orders. Purchase orders are completed and held on file. When the invoices/delivery notes are received these are checked by the Assistant to the Town Clerk for accuracy and sent to the Town Clerk or Deputy Town Clerk for approval/authorisation before being paid. All contract information with Suppliers/Contractors Leases are held at the Town Council Offices and will be checked by the Assistant to the Clerk when invoices are received for payment. All invoices are passed to the Assistant to the Clerk for checking and confirmation of contract information with proper invoices supporting all payments, which are cross-referenced by BACS details and date paid. A twice-monthly payment run is processed to pay invoices after they have been approved by two Councillors. A schedule of payments over £500 is prepared by the Assistant to the Clerk and presented to the Full Council monthly for information to meet the requirements of the transparency code. Councillors are mandated as bank signatories and can authorise payments remotely to confirm the BACS schedules for payment are correct. Remote access is password-protected for authorisation of BACS payments from the bank. Gas, electricity, water and PAYE are paid via Direct Debit as approved by Full Council.
2.5	Has VAT on payments been checked, recorded and reclaimed? Frequency, & refunds into which A/c?	Yes. Proper VAT invoices are provided, when relevant, with VAT checked and entered in VAT column in Cashbook. VAT elements for reimbursement are listed in the VAT control account and checked monthly by the Assistant to the Clerk. Reimbursement is made on a quarterly basis and paid directly into the Unity Current Account.
2.6	Is S.137 expenditure separately recorded & in limit?	Yes. The Town Clerk will obtain Full Council approval for all grant payments. These are coded separately and shown in the cash book. Alton Town Council is subject to S137 limits as the Council is not eligible for the General Power of Competence. The limit is £11.60 per elector for this financial year and there are approx. 15,500 electors in the Alton Town Council area.
3	Risk Management	
3.1	Does a scan of the minutes identify any unusual financial activity, projects, events etc.?	No. All projects and events are risk assessed and expenditure minuted accordingly by the Town Council.

No.	Internal Control Tests	Findings
3.2	Do the minutes record the Council carrying out any annual risk assessments? Play areas/skateparks regularity of checks & documentation?	Yes. Bespoke Garden Projects carry out monthly inspections which include all skateparks, play areas, the trim trail and the pump track. These inspections include minor repairs and minor maintenance as required. It is noted where repair work is required, an inspection report is produced and a quotation is provided for the work to be carried out by the inspection company which is approved under delegated authority by either the Head Groundsman or the Deputy Town Clerk as required. One member of the Grounds team has a play inspection qualification and undertakes daily visual inspections of the Public Gardens Play Area. The Grounds Team complete twice weekly inspections of all other sites. Training is due to be refreshed in May 2026. The annual play inspections are undertaken by the Play Inspection Company, most recently November 2025.
3.3	Is insurance cover appropriate and adequate? Policy nos. & broker/company? Fidelity Guarantee cover level correct?	Yes. Standard local council policy held with Zurich Insurance dated 1 April 2025 covering to 31 March 2026. Policy number YLL-2720869223. Fidelity Guarantee cover is £1,000,000 and Public Liability is £12m.
3.4	Are internal financial controls documented and reviewed regularly?	Yes. This initial risk assessment for financial systems' internal controls is updated annually – prior to this update, the last update was internally on 10th October 2025.

No.	Internal Control Tests	Findings
3.5	Compliance is maintained with the Local Government Act 2015 (Transparency Code)	Yes. The Town Council has detailed the following on its website to comply with the requirements of the Transparency Code: • All payments over £500 paid to creditors and suppliers are recorded in minutes of the Full Council meeting. • The Town Council management structure and senior salary information. • All information relating to the Annual Return Process to the External Auditor is provided for the past 6 years. • Internal Auditor reports are published from 2019 to 2025. • Risk Management reports are detailed to show the action to be taken to mitigate the threat of risks. • A list of Town Council Policies. • Budget information is published as part of Full Council papers to provide transparency of the financial management of the Town Council. • Details of procurement for the award of work where quotations or tenders are required has been recorded for goods and services with a net value of over £5000. • The Accountability and Governance Annual Return 2024/2025 and Conclusion of Audit notice from the External Auditor. • Agenda of Council and Committee meeting are published three clear days before each meeting • Draft Council and Committee Minutes are published within one month of the meeting and approved at the next meeting and updated accordingly.
3.6	A business continuity plan has been produced to ensure that the Council can operate during unexpected or tragic circumstances.	Yes. This was approved by Full Council on 7 th May 2025 (minute 188)
4	Budgetary Controls	
4.1	Has the Council prepared an annual budget in support of its precept? Council minute & date?	Yes. Budget workshop was held on 19 th November 2025 and the budget and precept approved at Full Council on 10 th December 2025 (minute reference 89). The precept request was sent to EHDC by the deadline.
4.2	Is actual expenditure against the budget regularly reported to the Council & minuted?	Yes. Budget to actual comparisons are reviewed by officers and reported to the Council at Full Council meetings.

No.	Internal Control Tests	Findings
4.3	Are there any significant and unexplained variances on budget?	No. A process is in place to carry out budget monitoring and to report significant variations to the Council.
5	Income Controls	
5.1	Is income properly recorded and promptly banked?	Yes. Income sources from the Sports Pitches, Assembly Rooms, Pavilion, Clubs Rents, Domestic Rents for Dwellings, Allotments, Grant Payments, VAT refunds, Precept payments are received twice yearly direct into the Unity Trust Account. Fees and Charges were agreed and approved by Full Council on 10th December 2025 (Minute 89 refers). Allotments on 28th January 2026 (minute 114). A comprehensive list of tenancies held by the Town Council has been reviewed by the Assistant to the Town Clerk to ensure all are appropriate and up to date. PWLB Loan May 2019: The Town Council use the PWLB loan of £205,000, borrowing term 30 years, to pay for the purchase of the freehold property known as the former Bartlett and Butchers shop, Vicarage Hill, Alton for the provision of the community youth facility. Town Council Offices: The Assistant to the Clerk summarises the information from cash and cheques received by the Town Council and these are matched to invoices raised by the Town Council and paid in against income codes in the financial system. All cash and cheques are retained securely. A Sum Up machine is used to process card payments received in the Town Hall Offices and this paid directly into the Unity Trust current account. It is confirmed with the Assistant to the Clerk that all cash received by the Town Council is taken to the Post Office at regular intervals and sent through Girobank to be deposited into the Unity Trust Bank account.
5.2	Does the precept recorded in the cashbook agree with the District Council's notification?	Yes. The first half Precept for 2025/26 was paid on 28 th April 2025 for £500,000 direct into the Unity Trust Bank Current Account with the second tranche of £390,180 paid on 29 th September 2025.
5.3	Are security controls adequate and effective?	Yes. Cash received at the Town Council Offices is kept securely awaiting banking by the Assistant to the Town Clerk at regular intervals.
6	Petty Cash Procedures	

No.	Internal Control Tests	Findings
6.1	Is all petty cash spent noted in book/sheets with receipt to support, esp. those with VAT? Imprest basis used?	Yes. The Town Council office holds a £300 cash withdrawal limit for petty cash. A Petty Cash book records the transactions and receipts to agree the amount of petty cash reimbursed. The Petty Cash is reconciled monthly by the Assistant to the Town Clerk and checked by the Deputy Town Clerk.
6.2	Is petty cash reported to each Council meeting?	Yes, monthly reports on expenditure prepared for Full Council for approval.
6.3	Is petty cash reimbursement carried out regularly?	Yes.
7	Payroll Controls	
7.1	Do staff salaries/wages paid agree with those approved by the Council & what is review frequency?	Yes. All permanent members of Town Council staff are paid on National Joint Council (NJC) for Local Government pay scales; permanent members of staff will be placed on a scale point. Any annual cost of living uplift is in line with the national pay award negotiations.
7.2	Are other expenses to the Clerk/staff reasonable and approved by the Council?	Yes. The payment of mileage will be paid where applicable for Town Council business (including training) in line with the NJC Local Government Green Book and these are submitted on claim forms and are not paid through the payroll system. They are authorised by the Town Clerk under delegated authority. The Town Clerk's claims are shared with the chair of the Staffing Committee.
7.3	Have PAYE/NIC/ Pensions been properly operated by Council as an employer? Payment frequencies / method?	Yes. The Assistant to the Clerk will calculate the direct debit value monthly for HMRC covering PAYE and NI Contributions where appropriate. She will also make payments to the Hampshire Pension Fund for those staff who have not opted out of the Pension. The Town Council has ensured that the requirements for Pension Auto Enrolment have been considered to allow all eligible staff to "opt out" of the Local Government Pension scheme.
8	Assets Controls	
8.1	Does Council keep an asset register of all assets owned incl. serial nos.? Annual physical check noted?	Yes. The asset register is maintained in the RBS system. Dates for checks have been added to RBS.
8.2	Are the Asset/Investments registers up to date, incl. disposals? Note all Investments held with a/c nos.	Yes, the asset register does show all the current asset items and it is clear the last time that the register was updated. The Asset register was presented and approved by Full Council on 5 th March 2025.
8.3	Do asset insurance valuations agree with those in the Asset Register?	Yes, Asset Register shows insured values.
9	Bank Reconciliation	

No.	Internal Control Tests	Findings
9.1	Is there a Bank reconciliation for each account held? Note each A/c with bank/branch & a/c no. If relevant, review Money Market transfers & documentation.	Yes, Unity Bank Current Account Number 20302775. The Town Council also holds accounts with CCLA for deposits (PS3078535-001) and the Property Fund LA3077669-001). The funds held in each account are in line with the Town Council investment policy. The Town Council also has a credit card with a daily limit of £1,000 and a monthly limit of £5,000; this is reconciled and presented for approval along with the other accounts to Full Council.
9.2	Are Bank reconciliations conducted on receipt of statements & with what frequency?	Yes. The current bank account is reconciled and presented to Full Council monthly to ensure that the bank account transactions are accurate.
9.3	Are there any unexplained balancing entries in any reconciliation?	No, there are no unexplained entries recorded in the cash book.
10	Year-end Procedures	
10.1	Are Year-end, final accounts prepared on a Receipts and Payments or Income and Expenditure basis?	Final Accounts are prepared on an Income & Expenditure basis.
10.2	Do the accounts agree with the cashbook codings?	Yes, RBS Rialtas Omega Final year-end Trial Balance to confirm that entries made in cashbook are accurate & agree to Bank account. End of year 2025/26 balances confirm that entries made in the cash book are accurate and agree to all bank accounts held by the Town Council.
10.3	Is there an audit trail from underlying financial records to the accounts, for both receipts & payments?	Yes, an audit trail exists for payment vouchers which is stamped with date received/ date paid/ coding/ method of payment with cross-referencing by cheque numbers or BACS number. For receipts, a summary analysis spreadsheet is kept monthly which shows the date received, cash or cheque payment, and invoice number. Banking is shown with the Paying In Slip number and banking date.
10.4	Where appropriate, have debtors and creditors been properly recorded? Are the year-end, General and Earmarked reserves held at reasonable levels?	Yes. Debtors, creditors & accruals are all accounted for in the Balance Sheet, which denotes general and earmarked reserves held in accordance with the Town Council Reserves Strategy

Subject: **Safeguarding Policy**

Report to: Full Council, 8 April 2026

Report of: Deputy Town Clerk

1. Purpose of the report

- 1.1 To approve a new Safeguarding Policy.

2. Background

- 2.1 Organisations dealing with children and vulnerable adults should have an up-to-date Safeguarding Policy in place. At present ATC only has a Child Protection Policy which is rather outdated.

3. Main considerations

- 3.1 A new safeguarding policy has been prepared in line with current guidelines and legislation and is tabled for approval.

4. Recommendation

- 4.1 The Council is recommended: **To approve the Safeguarding Policy as tabled.**



SAFEGUARDING POLICY

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1.0 PURPOSE OF POLICY

This policy outlines how Alton Town Council (ATC) safeguards the welfare of children, young people and vulnerable adults. It ensures:

- Everyone is protected from harm.
- Safe practices are promoted across all ATC activities.
- Councillors, staff and volunteers understand their legal responsibilities.

2.0 DEFINITIONS

- Children/Young People: Anyone under 18.
- Vulnerable Adults: Anyone over 18 who:
 - Needs community care services.
 - Cannot care for themselves or protect themselves from harm or exploitation.

3.0 POLICY STATEMENT

ATC is committed to:

- Preventing harm, abuse and exploitation.
- Supporting victims and cooperating with investigations.
- Ensuring all representatives understand safeguarding duties and know how to access help or report concerns.

This policy aligns with current UK legislation and guidance, including the Safeguarding Vulnerable Groups Act 2006.

4.0 RESPONSIBILITIES

Safeguarding includes:

- Protection from abuse, neglect, and exploitation.
- Addressing issues like bullying (including cyberbullying), discrimination, domestic violence, sexual exploitation, radicalisation and modern slavery.
- Ensuring safe environments and practices for those with medical needs.

All ATC representatives must:

- Promote safety and wellbeing.
- Respect the rights and voices of children, families and vulnerable adults.
- Follow the policy and code of conduct provided during induction.

5.0 PREVENTION AND REPORTING OF ABUSE, AND RESPONDING TO CONCERN

All ATC representatives must:

- Report any suspected or disclosed abuse.
- Respond to concerns and cooperate with statutory investigations.

6.0 SAFE RECRUITMENT, SUPPORT AND SUPERVISION OF WORKERS

ATC ensures:

- Safe recruitment of staff and volunteers.
- DBS checks are completed where required.
- Ongoing training and supervision are provided.

7.0 SAFE PRACTICE AND SAFE PREMISES

ATC commits to:

- Creating safe spaces for activities involving children and vulnerable adults.
- Adopting practices that promote wellbeing and reduce risk.

8.0 POLICY AND PROCEDURES

- All representatives receive a copy of this policy.
- Copies are available to the public upon request.
- The policy is regularly reviewed and updated.

9.0 WHAT TO DO IF YOU HAVE CONCERNS

Concerns should be reported to the Deputy Town Clerk at 01420 83986 or at admin@alton.gov.uk. They will contact the appropriate authority.

USEFUL CONTACTS/LINKS

- **Hampshire Children's Services:** 0300 555 1384 | childrens.services@hants.gov.uk
- **Adult Services:** 0300 555 1378
- **Out of Hours:** 0300 555 1373
- **Hampshire Safeguarding Children's Partnership:** <https://www.hampshirescp.org.uk>
- **Hampshire Constabulary:** 999 (Emergency) | 101 (Non-Emergency)

Policy adopted on 8 April 2026 (subject to Full Council approval)

Subject: **Invitation to Tender for Internal Audit Services 2026 - 2029**

Report to: Full Council, 8 April 2026

Report of: Deputy Town Clerk

1. Purpose of the report

- 1.1 To provide the bids and scoring to allow Council to award a contract for the next three financial years' Internal Audits.

2. Background

- 2.1 The Council internally appoints an auditor each year to check that all its processes are correct and that all systems are working correctly and procedures and risk assessments are being followed. This person or company is known as the 'Internal Auditor'. The government body, the Public Sector Audit Appointments (PSAA) also appoints an auditor to undertake the audit of every Council, and this is known as the 'External Auditor'. The Town Council has no say in the appointment of the External Auditor.

3. Main considerations

- 3.1 It is now time for the Council to review the appointment of its Internal Auditor and therefore an open invitation to tender was published and was also sent out directly to nine companies. Only one bid was received, as six of the companies said they do not have capacity to take on any new councils at this time. Full details of the bid are provided to councillors in a separate confidential email due to commercial sensitivity. If councillors wish to discuss the detail of the confidential appendix, it is recommended that a motion be proposed, seconded and voted on to move the meeting into a confidential session, as per the recommendation printed on the agenda under item 14 (see Standing Order 10a(xi)).

4. Recommendation

- 4.1 The Council is recommended:

To appoint Mulberry & Co to undertake the 2026–2029 surveys.

- 4.2 If a contractor is approved, the total value of the contract will be published in the minutes of this meeting.