ALTON
Town Council

29 April 2026

To Councillors:
Matthew Bayliss, Chris Botten, Mark Boyce-Churn, Annette Eyre, Don Hammond, Graham Hill, Matthew Kellermann, Roger Lamb, Nick O'Brien, John Quincey, Barbara Tansey, Lorna Woodcroft

Dear Councillor

You are hereby summoned to a meeting of **ALTON TOWN COUNCIL** on **Wednesday 6 May 2026 at 7.00pm** at the Town Hall, Market Square, Alton GU34 1HD, when the under-mentioned business will be transacted.

Yours sincerely

Tom Horwood, Town Clerk

AGENDA

1. APOLOGIES
   To receive apologies for absence.

2. DECLARATIONS OF INTEREST
   To receive 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.)

3. MINUTES OF PREVIOUS MEETING
   Recommendation: To approve the minutes of the Full Council meeting held on 8 April 2026.

4. TOWN MAYOR'S ANNOUNCEMENTS
   To receive updates from the Town Mayor.

5. WRITTEN REPRESENTATIONS FROM THE PUBLIC – *report to follow if any are received*
   Recommendation: To note written representations from the public
   (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 FROM THE PUBLIC
   Recommendation: To note the questions and statements by the public.
   (In accordance with Standing Order 3e, members of the public may make representations, answer questions and give evidence. They may give notice in advance up until just before the start of the meeting. Verbal statements or questions may be up to 3 minutes long, within a total of 20 minutes allowed for public speaking which may be extended by the Chair.)

7. DISTRICT COUNCILLOR'S REPORT – *see attached report*
Recommendation: To note the update from District Councillor Suzie Burns.

8. CHALK STREAMS AND RIVERS – *see attached report*
To consider a motion from councillors on recognising and protecting the rights of chalk streams and rivers.

9. STANDING ORDER 1(g) – *see attached report*
To consider a motion from councillors to suspend Standing Order 1(g).

10. INTERNAL AUDITOR'S REPORT 2025/26 – *see attached report*
To note the Internal Auditor's Report for Financial Year End and review the effectiveness of Internal Audit.

11. STATEMENT OF GOVERNANCE 2025/26 – *see attached report*
To approve the Statement of Governance 2025/26.

12. STATEMENT OF ACCOUNTS 2025/26 – *see attached report*
To approve the Statement of Accounts to Financial Year end 31st March 2026.

13. CONFLICT OF INTEREST FORM AND EXERCISE OF PUBLIC RIGHTS – *see attached report*
To note the Conflict of Interest form and confirmation of the dates of the Notice of Exercise of Public Rights.

14. KING'S POND STAGE ONE INVITATION TO TENDER – *see attached report*
To consider the responses to the King's Pond Stage One Invitation to Tender.

15. MINUTES OF THE KING'S POND TASK AND FINISH GROUP – *see attached minutes*
Recommendation: To note the minutes of the King's Pond Task and Finish Group: 19 January, 9 February and 23 March 2026.

16. GRANT APPLICATIONS – *see attached report*
To determine two grant applications.

17. PATHS AT FLOOD MEADOWS – *see attached report*
To appoint the contractor for works on the paths at Flood Meadows.

18. REPLACEMENT OF WINDOWS AND DOOR AT JUBILEE BUNGALOWS – *see attached report*
To approve the replacement of windows and doors for 1 and 2 Jubilee Bungalows.

19. EXCLUSION OF 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.

20. CONFIDENTIAL MATTERS
There are no confidential items.

MINUTES OF THE EXTRAORDINARY MEETING HELD ON WEDNESDAY 8 APRIL 2026 AT 7.00PM AT THE TOWN HALL

Present: **Councillor** **Annette Eyre (Town Mayor)**
Matthew Bayliss
Chris Botten
Don Hammond
Graham Hill
Matthew Kellermann
Roger Lamb
Nick O'Brien
John Quincey
Barbara Tansey
Lorna Woodcroft

In attendance: **Tom Horwood (Town Clerk)**
Hayley Carter (Deputy Clerk)

7 members of the public and press

152 **Apologies for Absence**

Apologies were received from Councillors Mark Boyce-Churn.

153 **Declarations of Interest and Requests for Dispensation**

No declarations of interest were received.

154 **Minutes of the Extraordinary Full Council Meeting held on 19 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 Extraordinary Full Council Meeting held on 19 March 2026.

Councillor Kellermann requested recorded votes for all items in the meeting.

In favour: Councillors Bayliss, Botten, Eyre, Hammond, Hill, Lamb, O'Brien, Tansey and Woodcroft
Abstained: Councillors Kellermann and Quincey

155 **Town Mayor's Announcements**

The Mayor welcomed everyone to the meeting and thanked them for coming.

She thanked those who had joined in at the quiz night at The Market Hotel and announced that a total of £1131 had been raised for St Michael's Hospice.

She then informed the meeting that her next charity fundraiser is on Saturday 9th May at the Spinnaker tower, where she and Samantha Brown will be abseiling down the tower. Details on how to support and donate will be posted soon.

She finished by announcing there is a Casual vacancy for a councillor for Whitedown Ward due to the resignation of Councillor Janice Treacher and thanking Councillor Treacher for the valuable contribution she has made to the town. The deadline for electors to write to EHDC to request a by-election is 5pm on Friday 24th April.

156 **Written Representations from the Public**

No correspondence was received in advance of the meeting.

157 **Questions and Statements by the Public**

No persons present wished to speak.

158 **Planning Applications**

158.1 EHDC-26-0246-FUL and EHDC-26-0247-ADV, Star Energy Weald Basin Ltd., Farnham Road, Froyle, Alton, Hampshire GU34 4JD

Councillor O'Brien proposed that the Town Clerk be authorised to respond to East Hampshire District Council on applications EHDC-26-0246-FUL and EHDC-26-0247-ADV, Star Energy Weald Basin Ltd., Farnham Road, Froyle, Alton, Hampshire GU34 4JD, reflecting the points raised in the debate. This was seconded by Councillor Hammond.

The points made in the debate were as follows:

- The application is not in a high-risk flood zone but the application does go into detail about drainage of the site and storage of both surface and foul water.
- Councillors had concerns about the quantity of water going into public sewers.
- Concerns about contamination of surface run-off due to the high number of vehicles using the site
- Important to retain the hidden nature of the site

- Noise report suggests it will be no noisier than it currently is. Perhaps this could be a condition
- Direct access to the A31 so no concerns about traffic
- No impact on residential properties
- Good use of the site
- No objections to the signage

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

RESOLVED
To authorise the Town Clerk to respond to East Hampshire District Council on planning applications EHDC-26-0246-FUL and EHDC-26-0247-ADV, Star Energy Weald Basin Ltd., Farnham Road, Froyle, Alton, Hampshire GU34 4JD, reflecting the points raised in the debate.

All councillors voted in favour.

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

Councillor Hill proposed that the Town Clerk be authorised to respond to East Hampshire District Council on application EHDC-25-1342-FUL, The Den, The Den Scout Hut, Chawton Park Road, Alton, Hampshire GU34 1RQ, supporting the application. This was seconded by Councillor Botten.

There were no objections raised and councillors agreed they would support the application.

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-25-1342-FUL, The Den, The Den Scout Hut, Chawton Park Road, Alton, Hampshire GU34 1RQ, reflecting the points raised in the debate.

All councillors voted in favour.

159 **Event and Project Grant Applications**

159.1 Dementia Friendly Alton

Councillor Hill proposed that Dementia Friendly Alton be awarded £500 for their two events. This was seconded by Councillor Hammond, and it was:

RESOLVED
To award £500 to Dementia Friendly Alton towards two events as per their application.

In favour: Councillors Bayliss, Botten, Eyre, Hammond, Hill, Lamb, O'Brien, Quincey, Tansey and Woodcroft
Against: Councillor Kellermann, who asked that it be noted that he was voting against it because of the charity's level of reserves and not as any objection to the work they do. The Deputy Clerk clarified that the reason was that money was committed but not yet spent for some of the remaining improvements to the building and facilities.

159.2 Beech Parish Council

Councillor Hammond proposed that Beech Parish Council be awarded £596.50 to enable them to run the two Auto Speed Watch cameras belonging to ATC on Basingstoke Road. This was seconded by Councillor Lamb, and it was:

RESOLVED
To award £596.50 to Beech Parish Council to enable them to reinstate, operate and monitor the two ATC-owned Auto Speed Watch cameras on Basingstoke Road.

In favour: Councillors Bayliss, Botten, Eyre, Hammond, Hill, Lamb, O'Brien, Quincey, Tansey and Woodcroft
Against: Councillor Kellermann

160 **Standing Orders**

Councillor Kellermann proposed that the draft Standing Orders be approved and adopted by Alton Town Council with effect from 9 April 2026. This was seconded by Councillor Lamb.

The Mayor said that, before asking Councillor Kellermann to introduce the item, two amendments had been received in advance from Councillors Botten and Tansey. She asked if each had a seconder and if there were any further amendments. Councillor Tansey confirmed she would second Councillor Botten's amendment and Councillor Botten confirmed he would second Councillor Tansey's amendment. Councillor Kellermann said he had an additional amendment which was an addition to record all votes by councillors. This was seconded by Councillor Hammond.

Councillor Kellermann then introduced the item and the Mayor moved straight to the proposed amendments, taking each in the order it had been received.

Councillor Botten introduced his amendment to add that the Standing Orders were approved “subject to:

a) the addition of, ‘SO 9(i): Draft minutes of Full Council meetings are published within 7 working days of the meeting and are submitted for formal approval at the next available Full Council meeting. Any proposed amendments to the draft minutes must be submitted to the Proper Officer in writing no later than 7 working days before the next Council meeting to enable the amendments to be despatched with the Council papers,’ and
b) the deletion of SO 10(a)(i).”

Having already been seconded by Councillor Tansey, the amendment was **carried** with all councillors voting in favour.

Councillor Tansey then introduced her amendment to add “subject to:

a) the replacement of SO 1(g) with, ‘An amendment will only be considered if it has been received in writing by the Proper Officer 48 hours prior to the start of the meeting, to enable legal and procedural advice to be given in a timely way, to allow all councillors time to consider the amendment, to facilitate the smooth running of the council meeting and to support those with hidden disabilities,’ and
b) the removal of SO 1(h).”

This had been seconded by Councillor Botten, and there followed extensive debate with some councillors concerned that this would stifle debate, not allowing amendments to be formed organically either through that debate or through public representations, and the Town Clerk confirming that there was a mechanism elsewhere in Standing Orders to suspend that specific Standing Order should an amendment on the night be necessary.

The amendment was **carried** with voting as follows:

In favour: Councillors Botten, Hammond, Lamb, Quincey, Tansey and Woodcroft
Against: Councillors Bayliss, Eyre, Hill, Kellermann and O’Brien

Councillor Kellermann then introduced his amendment “subject to the addition to SO 3(s): ‘That all councillor votes are recorded votes’”

This had been seconded by Councillor Hammond, and the amendment was **carried** with voting as follows:

In favour: Councillors Bayliss, Eyre, Hammond, Hill, Kellermann, Lamb, O’Brien and Quincey,
Against: Councillors Botten, Tansey and Woodcroft

The Mayor then asked if councillors wished to debate the substantive motion or move straight to a vote. Councillor Hill asked whether voting could be done separately on each part of the motion but this was not allowed as the council had already resolved to include each item as an amendment to the original motion; there was, therefore, a single (albeit amended) motion on which councillors must vote. Councillor Kellermann said that, as original proposer, he would like to withdraw the motion.

The Town Clerk asked for a ten minute recess, which was granted.

On reconvening the meeting Councillor Kellermann confirmed that as original proposer of the motion he would like to withdraw the motion in accordance with SO 1d. However, his seconder, Councillor Lamb, did not consent so it did not move to a vote.

Councillor Kellermann then asked to move directly to the next business in accordance with SO 1r(ii). This was seconded by Councillor Hill, but the motion was **not carried** due to voting as follows:

In favour: Councillors Eyre, Hill and Kellermann
Against: Councillors Bayliss, Botten, Hammond, Lamb, O'Brien Tansey and Woodcroft
Abstained: Councillor Quincey

Councillor Kellermann the proposed that the decision be deferred in accordance with SO 10a iii, but with no seconder the motion did not move to a vote.

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

RESOLVED
To approve the draft Standing Orders subject to:
a) the addition of, 'SO 9(i): Draft minutes of Full Council meetings are published within 7 working days of the meeting and are submitted for formal approval at the next available Full Council meeting. Any proposed amendments to the draft minutes must be submitted to the Proper Officer in writing no later than 7 working days before the next Council meeting to enable the amendments to be despatched with the Council papers,'
b) the deletion of SO 10(a)(i)
c) the replacement of SO 1(g) with, 'An amendment will only be considered if it has been received in writing by the Proper Officer 48 hours prior to the start of the meeting, to enable legal and procedural advice to be given in a timely way, to allow all councillors time to consider the amendment, to facilitate the smooth running of the council meeting and to support those with hidden disabilities,'
d) the removal of SO 1(h)

e) the addition to SO 3(s): 'That all councillor votes are recorded votes'
and adopt them with effect from 9 April 2026.

In favour: Councillors Bayliss, Botten, Hammond, Lamb, O'Brien, Quincey, Tansey and Woodcroft
Against: Councillors Eyre, Hill and Kellermann

161 **Statement of Accounts to 28 February 2026**

Councillor Eyre proposed that the Statement of Accounts to 28 February 2026 be approved with the exception of the credit card statement, as officers had identified an error of £6, which would be corrected and brought to a future council meeting for approval. This was seconded by Councillor Hill, and it was

RESOLVED
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, with the exception of the credit card reconciliation statement
4. Payments over £500, issued between 1-28 February 2026

In favour: Councillors Bayliss, Botten, Eyre, Hammond, Hill, Lamb, O'Brien, Quincey, Tansey and Woodcroft
Abstained: Councillor Kellermann

162 **Financial Risk Assessment**

Councillor Eyre proposed that the Financial Risk Assessment be approved as tabled. This was seconded by Councillor Bayliss, and it was

RESOLVED
To approve the Financial Risk Assessment as tabled.

In favour: Councillors Bayliss, Botten, Eyre, Hammond, Hill, Lamb, O'Brien, Quincey, Tansey and Woodcroft
Abstained: Councillor Kellermann

163 **Safeguarding Policy**

Councillor Eyre proposed that the Safeguarding Policy be approved as tabled. This was seconded by Councillor Botten, and it was

RESOLVED
To approve the Safeguarding Policy as tabled.

In favour: Councillors Bayliss, Botten, Eyre, Hill, Lamb, Kellermann, O'Brien, Quincey, Tansey and Woodcroft
Abstained: Councillor Hammond

164 **Invitation to Tender for Internal Auditor Services 2026-2029**

Councillor Eyre proposed that Mulberry & Co be appointed as Internal Auditor for 2026-2029, to carry out four quarterly audits per year. Councillor O'Brien seconded this and it was

RESOLVED
That Mulberry & Co be appointed for Internal Audit services for 2026 to 2029 to undertake four quarterly audits per year.

In favour: Councillors Bayliss, Botten, Eyre, Hammond, Hill, Lamb, O'Brien, Quincey, Tansey and Woodcroft
Against: Councillor Kellermann

165 **Exclusion of the press and public**

Councillor Eyre proposed that the Council 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, subsection 2, and to be clear, as per subsection 3A, where the public are excluded from a meeting of a relevant local government body under subsection (2), the body may also prevent any person from reporting on the meeting using methods-
(a) which can be used without that person's presence at the meeting, and
(b) which enable persons not present at the meeting to see or hear the proceedings at the meeting as it takes place or later. Councillor O'Brien seconded this and it was

RESOLVED
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, subsection 2, and to be clear, as per subsection 3A, where the public are excluded from a meeting of a relevant local government body under subsection (2), the body may also prevent any person from reporting on the meeting using methods-
(a) which can be used without that person's presence at the meeting, and
(b) which enable persons not present at the meeting to see or hear the proceedings at the meeting as it takes place or later.

In favour: Councillors Bayliss, Botten, Eyre, Hammond, Hill, Lamb, O'Brien, Quincey, Tansey and Woodcroft
Abstained: Councillor Kellermann

166 **<u>Property Matter</u>**

Following some discussions, Councillor Eyre proposed that Standing Order 3x be suspended to allow the meeting to progress past two and a half hours. This was seconded by Councillor Hill but with voting as follows the motion was **not carried**:

In favour: Councillors Eyre, Hill, Kellermann and Quincey
Against: Councillors Bayliss, Botten, Hammond, Lamb, O'Brien, Tansey and Woodcroft

Councillor Hammond proposed that the Town Clerk be permitted to negotiate on behalf of the Town Council regarding the matter outlined in the confidential report. Councillor Hill seconded this and it was

RESOLVED
That the Town Clerk be permitted to negotiate on behalf of the Town Council regarding the matter outlined in the confidential report.

All councillors voted in favour.

The meeting closed at 9.27pm.

Item 7

EHDC Councillor Report for ATC May 2026

Cllr Suzie Burns: Alton Ashdell Ward

The summaries provided within this short report are to the best of my knowledge correct as an opposition councillor at EHDC. Do feel free to come back to me with any points or questions that you wish to be clarified.

A New Chief Executive

Gill Kneller has retired as Chief Executive of EHDC and has been replaced with Dawn Adey. This was ratified by Full Council on 23rd April. Mrs Adey has started at quite a place ensuring that East Hants is represented at the discussions around Local Government Reorganisation.

Local Government Reorganisation

The LGR boundaries have finally been announced, and East Hampshire will be split between the new unitaries to be formed. The Southern parishes of Horndean and Clanfield will join the Solent unitaries along with Havant, Gosport and Portsmouth. Whereas the northern part of the district, including Alton will be grouped in the Mid Hants unitary along with Test Valley, Winchester and the New Forest. This is contrary to the proposition put to government by the administration of EHDC and HCC. It is expected that District Councillors will serve for one year beyond their term (due to end in 2027) in the handover period for the new unitary authority. Whilst there will be hopefully little direct impact on the services at parish level, we will start to see streamlining of processes once new unitary elections have taken place. There are still many unknown elements of how the reorganisation will pan out, Alton district councillors are particularly concerned at how having two National Parks within the authority will affect planning demands, in particular in those areas that are outside of the parks.

Planning and Enforcement

The Local Plan is continuing, however very little information has been passed to councillors regarding timescales and likelihood of adoption taking place prior to LGR. This continues to be something that local councillors see as highly important to offer some degree of certainty to local residents. With the diminishing weight of the Local Plan EHDC remains beholden to the Planning Tilted Balance, where presumption is in favour of development unless there is demonstrable harm. This has seen a large number of larger developments coming forward around Alton and Four Marks, with several medium sized development approved.

Planning enforcement is of key interest to local district councillors, in particular those developments where developers have left site but not necessarily fulfilled the conditions/plan as presented. If you are aware of issues in developments near you, please do ensure that you raise concerns with your district councillors so that it can be followed up with the enforcement team.

Councillor Grants and Cil funding

For the second year running District Councillors have been given £10,000 to award to local community projects. £3k of this is placed into a larger district pot that can be applied for specifically for environmental projects. Last year just shy of £300k was awarded by this scheme.

Since the new pots opened in early April 2026 there has been a steady stream of applications, if you are aware of any local groups who require funding then do direct them to their local District councillor. Application limits have been amended and this year so now the maximum individual grant is £2000, and it is possible to pool councillor grant pots to fund larger local projects. More information can be found at: Councillor community grant scheme | East Hampshire District Council

The CIL pot bidding window closed on the 1st May, £2million is available for CIL projects which will be processed accordingly.

Waste Collection and Grass Cutting

The procurement of a household food waste collection continues. Whilst this was originally supposed to be rolled out in Q4 2025 it now anticipated to be more like October 2026. Reported missed bin collections are down year on year. Purple bin liners on public bins indicate those that are the responsibility of EHDC, do report any regularly overflowing public bins to the authority especially as warmer weather starts.

The grass cutting schedule continues in earnest for 2026 and teams have been out and about in Alton over the past few weeks. The litter visible on the verges of the A31 was again raised at Full Council and we have been assured by the leader that measures are in place to ensure that litter collection is taking place on this route.

Item 8

Subject: **Motion: from councillors: Recognising and protecting the rights of chalk streams and rivers in East Hampshire**

Report to: Full Council, 6 May 2026

Report of: Town Clerk

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1. Purpose of the report

1.1 To consider a motion that has been received from councillors.

2. Background

2.1 Standing Order 9(b) allows councillors to put motions to the Full Council meeting if they are received by the Town Clerk at least 6 clear days before the meeting. Two motions have been received and so will be considered at the meeting. SO 1(g) states that no amendments to a motion may be considered unless received by the Clerk in writing at least 48 hours prior to the start of the meeting: i.e. by 7pm on Monday, 4 May.

2.2 The two motions must be dealt with in the order that they are received (SO 9(g)). This item covers the first motion.

3. Main considerations

3.1 The motion, to be proposed by Cllr Chris Botten and seconded by Cllr Don Hammond, requests that Alton Town Council notes and endorses the motion passed by East Hampshire District Council (EHDC) on 27 November 2025,[1] the text of which is set out below in 3.3 in italics. It further endorses the proposals made by the Northern Wey Community Trust set out in a PowerPoint presentation (appended) which was sent to EHDC after the Trust's meeting on 17th March 2026 and resolves to make appropriate use of these as guidelines in response to local planning applications, and to pursue these objectives in its policy making in related areas.

3.3 *"This Council recognises that rivers are vital to the ecological health, cultural heritage, and future sustainability of East Hampshire. Our District is home to some of the most beautiful and precious rivers in the world, including The River Rother, The River Meon, The River Wey and the River Itchen, providing habitats for unique and endangered species, supporting livelihoods, recreation, and the wellbeing of our residents. Despite this, rivers across the UK, and here in East Hampshire, face increasing pressures from pollution, over-abstraction, habitat degradation, and climate change.*

[1] https://easthants.moderngov.co.uk/documents/g4484/Printed%20minutes%2027th-Nov-2025%2018.30%20Council.pdf?T=1

“To address these growing threats and to uphold our responsibilities to future generations, this Council resolves to formally recognise the Rights of Rivers, drawing inspiration from the Universal Declaration of the Rights of Rivers.

“These include, but are not limited to:

- *The right to flow – unimpeded, seasonal, and natural.*
- *The right to perform essential functions within the ecosystem.*
- *The right to be free from pollution and contamination.*
- *The right to feed and be fed by sustainable aquifers and other freshwater sources.*
- *The right to native biodiversity and restoration of ecological integrity.*
- *The right to regeneration and restoration from environmental harm.*

“Council therefore resolves to:

“1. Acknowledge the intrinsic rights of rivers within the jurisdiction of East Hampshire District Council.

“2. Work with community groups, river trusts and environmental experts to identify and support the legal and practical recognition of these rights.

“3. Embed river rights principles into council policies, particularly those concerning planning, development, land use, water quality, water management, and biodiversity.

“4. Advocate to national and regional bodies, including the Environment Agency, to adopt river rights frameworks and enhance protections for our chalk streams and freshwater ecosystems.

“5. Support local initiatives and citizen monitoring efforts that protect and restore river health, such as citizen science water testing, riparian buffer planting, natural flood management, creating wildlife corridors and sustainable agriculture partnerships.

“6. Support public engagement to raise awareness of the importance of chalk streams and rivers to support Hampshire’s Natural and Cultural Heritage.

“7. Request that the Environment Agency publishes an annual ‘State of the Rivers’ report to track progress in protecting river ecosystems and rights, in collaboration with local environmental organisations.”

3.4 Alton Town Council’s Climate Change Strategy includes objectives to “improve climate resilience, biodiversity, [and] carbon capture”.

4. Motion (overleaf)

4. Motion

4.1 The motion being put to Council is:

To

- **note and endorse the motion passed by East Hampshire District Council on 27 November 2025,**
- **endorse the proposals made by the Northern Wey Community Trust set out in their PowerPoint presentation,**
- **resolve to make appropriate use of these as guidelines in response to local planning applications, and**
- **pursue these objectives in the council's policy-making in related areas.**

PROTECTING OUR CHALK STREAMS AND AQUIFERS

A SET OF PROPOSALS FOR EAST HAMPSHIRE DISTRICT COUNCIL

BASED ON EXISTING AND EMERGING PLANNING REGULATIONS

FOUNDED ON WORK DONE BY CLLR GINNY BOXALL AND CAROL PALMER

A presentation for the Northern Wey Community Trust by Cllr Chris Botten

BACKGROUND

National Planning Policy Frameworks set the policy for Planning Authorities

We need EHDC to adopt a set of policies to protect our chalk streams and the chalk from which they emerge

These are very sensitive environments

We believe the Northern Wey is as important as rivers like the Itchen which flow south

The SoS for Housing Communities and Local Government, Matthew Pennycook, seems to be supportive: "The govt is consulting on a new NPPF which includes explicit recognition of chalk streams as ***features of high environmental value"!***

"Local Plans must identify and manage the impacts of development on these sensitive areas…by creating buffer zones or green corridors…and mitigate adverse impacts to water quality on these sensitive waterbodies."

We are proposing a Catchment Based Approach-

CaBA, which is supported by a range of

organisatons and documents, including:

Hampshire and IoW Wildlife Trust,

Chilterns Chalk Stream Planning Guidance, supporting

the "Trinity of Ecological Health"

The Environment Agency's Legally Binding Water Quality

And "No Deterioration" Targets Set Via

the 2022 South East River Basin Management Plan

NPPF 2024 Emphasis On Natural Environment Conservation
in Chapter 15

Drawing on these and other sources we present below the key safeguards that we believe should be included as a minimum in the EHDC emerging Local Plan.

Water Quantity

Water Quality

Physical Habitat Quality

Development Buffer Zones

Planning applications within 50-100 metres of chalk streams or riparian corridors will be refused with a minimum of 100m buffer for headwaters spring zones hydrologically sensitive areas.

These buffers should be designated as no build zones.

Catchment-Scale Assessment and Cumulative Impact

LPs should require a Catchment Impact Report and development permission should only be granted where no deterioration or adverse cumulative impact is demonstrated.

The Cumulative Impact Report should assess:

- Flow regime and recharge impacts
- Cumulative extraction impacts
- Ecological connectivity
- Compliance with The Water Environment Framework Directive 2017

Preventing the Source of Pollution

Prevent surface run off in the first instance

Slow the pathway of any contaminated water by reducing its flow so that pollution does not reach watercourses

Protect the watercourses- EHDC/developers to include buffer strips as last line of defence

Water neutrality requirements

All developments in catchments must demonstrate no net increase in extraction

Developers must fund catchment wide abstraction away from headwaters

Protection of Flow and Aquifer Recharge- Ensure

Water supply is sustainable and does not increase unsustainable abstraction

Groundwater recharge of the Principal Aquifer is not reduced and streams are not adversely impacted

Where aquifer capacity is limited there must be no deterioration in groundwater levels

Development in such zones should be restricted if necessary to protect water quality and prevent contamination.

Nutrient And Pollution Controls

Proposals must achieve nutrient neutrality, preventing additional phosphate or nitrate loading from wastewater into chalk streams

Local Plans will require upgrades for sewage treatment works where there is a lack of headroom in water supply/treatment. Developments must demonstrate that wastewater treatment capacity is adequate- see the latest response from Thames Water regarding the proposed development south of Wilsom Road

Local plans will prohibit discharges that exceed water quality standards in order to achieve a reduction in the frequency and duration of storm overflows spilling into chalk streams

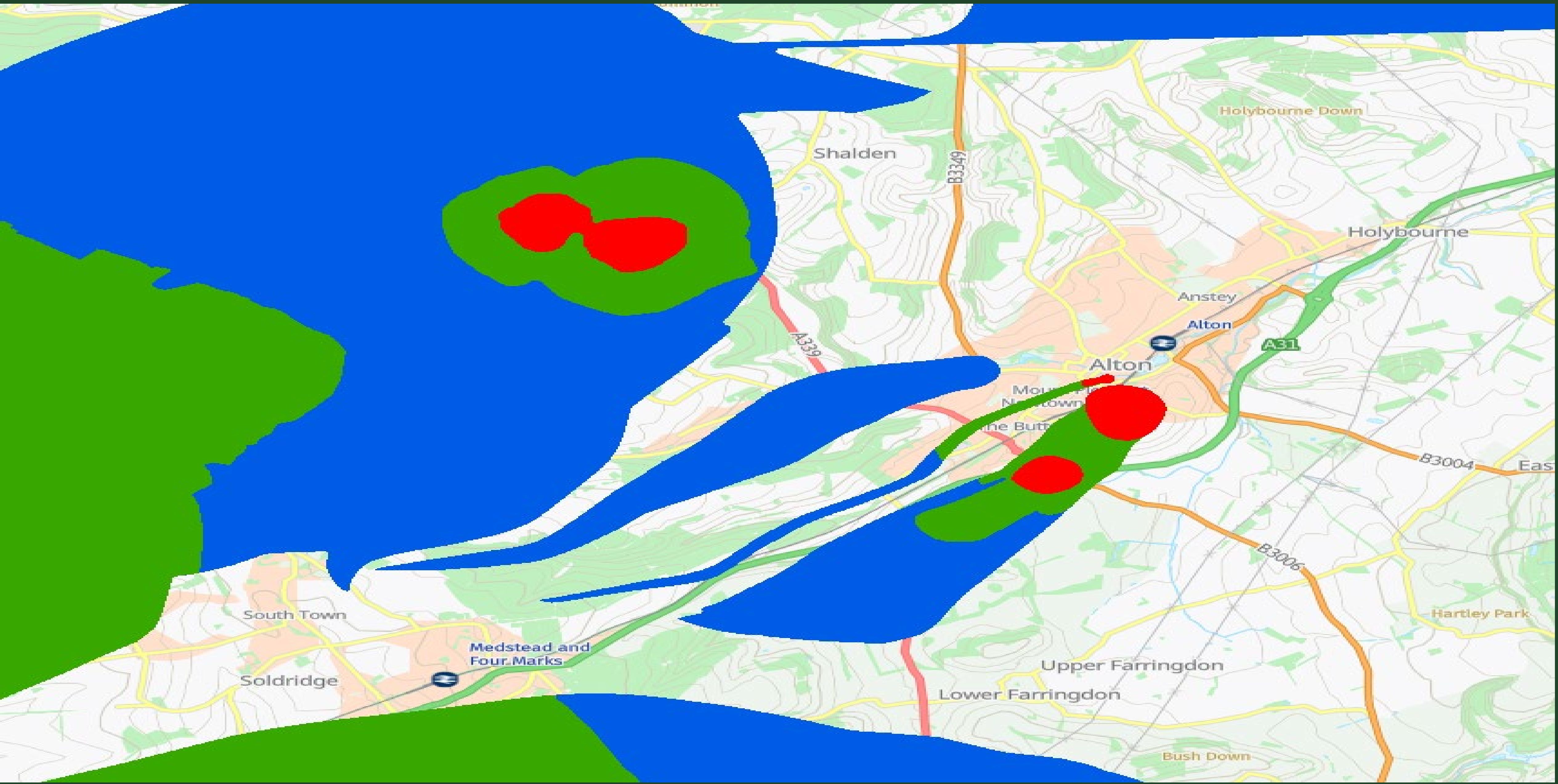
Source Protection Zones

The Local Plan should protect SPZs in and around Alton from contamination and from blocks to infiltration.

The graphic on the next slide shows the zones in red, green and blue.

SPZs are nationally important drinking water resources

These can be affected by any development which increases impermeable surfacing (like driveways) which decrease aquifer recharging rates


Shalden
B3349
Holybourne Down
Holybourne
Anstey
Alton
A31
Alton
A339
B3004
B3006
South Town
Medstead and
Four Marks
Soldridge
Upper Farringdon
Lower Farringdon
Hartley Park
Bush Down

Within the SPZs the following are required:

Multi stage treatment must be provided prior to infiltration

Infiltration SuDS must not be permitted in the red zones

In the green zones infiltration should receive site specific risk assessment

Although SPZs are not statutory SPZ1 has been included in statutory guidance as the minimum area under the Groundwater Directive that is identified for the protection of drinking water resources.

SuDS proposals should demonstrate:

No deterioration in Water Framework Directive status

No increased pollutant loading

Greenfield run off or better

Secured long term maintenance

Habitat Restoration Mandates

The Local Plan should mandate that developments near chalk streams must include net gains for riparian habitats targeting full catchment restoration as per CaBA etc

Planning conditions should be included which enforce habitat improvements like flow diversification and weed cuts funded via Sect. 106 agreements

These policies align with NPPF's presumption of sustainable development while providing "strong reasons" to restrict harmful proposals near protected assets.

Biodiversity Net Gain

A Statutory Requirement

LPs should reflect CaBA development rules for chalk streams

Conservation, restoration and enhancements of habitats such as chalk streams

Bespoke compensation will likely be required for impacts or losses on development sites, creating an additional incentive for their protection from development

We Would Be Very Grateful If You Could Indicate You Support For This Strategy By Signing Our Petition At The Back As You Leave

Please Indicate In The Tick Box Provided If You Would Like To Receive The Full Paper With References And Leave Your Email Address

Questions to the panel

Thank you for coming!

Cllr Ginny Boxall, Carol Palmer, Sir Charles Cockburn A31 Alliance

Item 9

Subject: **Motion: from councillors regarding Standing Order 1(g)**

Report to: Full Council, 6 May 2026

Report of: Town Clerk

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1. Purpose of the report

1.1 To consider a motion that has been received from councillors.

2. Background

2.1 Standing Order 9(b) allows councillors to put motions to the Full Council meeting if they are received by the Town Clerk at least 6 clear days before the meeting. Two motions have been received and so will be considered at the meeting. SO 1(g) states that no amendments to a motion may be considered unless received by the Clerk in writing at least 48 hours prior to the start of the meeting: i.e. by 7pm on Monday, 4 May.

2.2 The two motions must be dealt with in the order that they are received (SO 9(g)). This item covers the second motion.

3. Main considerations

3.1 Standing Order 1(g): “An amendment will only be considered if it has been received in writing by the Proper Officer 48 hours prior to the start of the meeting, to enable legal and procedural advice to be given in a timely way, to allow all councillors time to consider the amendment, to facilitate the smooth running of the council meeting and to support those with hidden disabilities.” This SO was amended at the last council meeting to add the requirement to provide amendments in advance.

3.2 Standing Order 1(q)(ix): “When a motion is under debate, no other motion shall be moved except: … to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.”

3.3 Standing Order 10(a)(xiv): “The following motions may be moved at a meeting without written notice to the Proper Officer: … to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements)”. While the motion below could qualify under this SO, the proposer and seconder have given advance written notice.

3.4 Standing Order 26(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.” Such a resolution may apply to one of any number of agenda items.

3.5 The following motion will be proposed by Cllr Annette Eyre and seconded by Cllr Matthew Kellermann.

4. Motion

4.1 The motion being put to Council is:

To suspend Standing Order 1(g) for all of the remaining items of this Council meeting's agenda.

Item 10

Subject: **Internal Auditor's Report for Financial Year 2025/26**

Report to: Full Council, 6 May 2026

Report of: Town Clerk

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1. Purpose of the report

1.1 To present the Internal Auditor's report for financial year end 2025-26 and to review the effectiveness of the Internal Audit.

2. Background

2.1 The Internal Auditor appointed by the Town Council, Mark Mulberry of Mulberry Local Authority Services Ltd., attended the Town Hall on Wednesday 22 April 2026 to undertake the final year-end audit of the council's finances.

3. Main considerations

3.1 The report concludes: *"Our testing did not identify any procedural errors requiring reporting to the external auditor at this time, nor did we observe any material weaknesses in internal controls that would pose a risk to public funds. In fact, the processes and procures together with own built in compensating controls are robust, strictly followed and in many respects a model of good practice."*

3.2 The Town Clerk has reviewed the effectiveness of the Internal Audit and his assessment is attached for Council consideration.

4. Recommendation

4.1 The Council is recommended:

a) To note the content of the Internal Auditor report, and

b) To approve the review of effectiveness of Internal Audit.

MULBERRY
LOCAL AUTHORITY SERVICES LTD

Eastgate House
Dogflud Way, Farnham
Surrey, GU9 7UD

t: 07428 647069
e: office@mulberrylas.co.uk
w: www.mulberrylas.co.uk

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

22nd April 2026

Dear Tom

Re: Alton Town Council
Internal Audit Report for Financial Year Ended 31 March 2026

Executive summary

Following completion of our final internal audit on 22nd of April 2026 we are pleased to enclose our report for your review and presentation to the council. The audit was conducted in accordance with current professional standards and guidelines, employing a risk-based approach to our testing. While not all transactions were examined, our sample testing, where appropriate, covered the full financial year.

Some assertions, as noted in this report, were tested at the interim internal audit completed on the 9th of July 2025, 3rd of October 2025, and 7th of January 2026 and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

The structure of this report aligns with the assertions set out in the Annual Internal Auditor Report section of the published Annual Governance and Accountability Return (AGAR). Each section begins with a summary of the assertion being assessed, followed by details of the testing undertaken, which was guided by the audit plan previously shared with the council. A copy of the audit plan is available upon request. The report concludes with our opinion on whether each assertion has been met as of the date of the audit. **Any recommendations for action are highlighted in bold and summarised in the table at the end of the report.**

Our testing did not identify any procedural errors requiring reporting to the external auditor at this time, nor did we observe any material weaknesses in internal controls that would pose a risk to public funds. In fact, the processes and procures together with own built in compensating controls are robust, strictly followed and in many respects a model of good practice.

We are pleased to report that overall, the systems and procedures currently in place are appropriate and effective. While this report may include recommendations for improvement, these should not be viewed as indicators of significant deficiencies. Rather, they are intended to support the continued development of what is, in our view, a well-managed and robust governance framework.

I have completed the Annual Internal Audit Report page of the AGAR and provided this to the council for onward submission to the External Auditor.

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

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The primary purpose of internal audit is to assess and report to the authority on the effectiveness of its financial systems and other internal controls, including the operational procedures that support its activities.

The internal audit function involves testing and evaluating whether the authority’s internal control framework is both adequate and functioning effectively. Internal audit reports should be made available to all Members, providing a basis for informed decision making when considering the authority’s approval of the Annual Governance Statement.

Independence and competence
Your audit was conducted by Mark Mulberry of Mulberry Local Authority Services Ltd, who has over 30 years’ experience in the financial sector with the last 14 years specialising in local government.

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

Engagement Letter and inherent risk assessment
An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement within the council’s financial systems is low. The internal control environment is considered reliable, and as such, substantive testing of individual transactions is not deemed necessary at this stage.

Audit testing will therefore consist of walk-through testing on a selection of sample data, covering the period under review within the current council year. This approach is designed to confirm that key controls are operating effectively throughout the financial period.

Table of Contents

INTRODUCTION

The audit was conducted on site with the Clerk, Deputy Clerk and Assistant to the Clerk, who also acts as the council's Responsible Financial Officer (RFO). The Assistant to the Clerk had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible.

Other information was reviewed through discussion with the team and a review of the council website www.alton.gov.uk

UPDATES ON RECOMMENDATIONS FROM INTERIM AUDIT

Internal Audit – Summary of recommendations

Audit Point	Interim Audit Findings	Council comments
Governance	I recommend the council draw up a new IT policy to encompass assertion 10 and undertake a data audit to identify where data is stored and how protected. I have signposted the deputy clerk to a local council where this can be seen in practice.	Completed 4/3/26 Min ref 140
Risk	I would recommend that the linked reserves strategy is updated as this is dated 2016. In addition to this, I would recommend the production of a policies calendar to ensure all policies are reviewed in time.	Completed 28/1/26 min ref 118
Publication - website	I recommend a review of the layout of the financial page on the website.	In-progress – much clearer now
Income & VAT	I therefore recommend the council review the VAT settings on the sales ledger in accordance with the guidance below. I recommend an exercise is undertaken to list all the costs incurred on exempt supply items to ascertain the amount of VAT reclaimed.	Completed
Fixed Assets	I recommend the asset review dates be added to the register on Rialtas.	Completed

A. BOOKS OF ACCOUNT

Internal audit requirement: Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION: I am satisfied this control objective has been met.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement: This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION: I am satisfied this control objective has been met.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement: This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

"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."

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

CONCLUSION: I am satisfied this control objective has been met.

D. BUDGET, PRECEPT AND RESERVES

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

Audit findings
Testing conducted at the interim audit and findings included in the interim audit report.

Audit findings
Testing conducted at the interim audit and findings included in the interim audit report.

Budget
The Assistant to the Clerk produces regular detailed budget reports from the accounting software. The year-end budget report shows income/receipts reported as 98.8% of budget and expenditure/payments at 80.2%. There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions. There is no evidence that the budget was not set correctly.

The driver behind the underspend was reduced salaries expenditure. The budget monitor is careful & measured.

Precept
Full council set a precept of £890,180 in the meeting on the 8th of January 2025 minute ref 101. With a tax base of 7,609.3, this equates to a band D equivalent of £116.99 (compared to the average in England of £92.22). I was able to confirm that the precept amount recorded in the accounts is correct, and equals the amount recorded in box 2 of the Accounting Statements.

The Deputy Clerk confirmed that the 2026/27 budget and precept of £946,920 were approved by the council at the meeting held on 10th December 2025 (minute ref 89.3).

Reserves
The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36 In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37 Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

At the year-end, the council held circa £2,007,410 in reserves, split between categories as below:

- Capital EMR £333,862
- CIL EMR £609,522
- S.106 £nil
- Earmarked EMR £945,355 +7,500-188,512 = £764,343
- General Reserves £118,671 – 7,500 +188,512 = £299,683

I checked the purpose of these earmarked reserves with the Assistant to the Clerk and am satisfied they are all for legitimate future planned projects of the council.

The general reserve balance is within range compared to the recommended range as detailed in the Practitioner's Guide. However, the balance is at the bottom end of the scale, as long as council discusses this each year and mindful of its general reserve this is a good position to be in as it does not over tax the local community but also provides sufficient funds for the council to operate.

I have made two reallocations to the in-house schedule to recategorise reverses to the appropriate headings and the Assistant to the Clerk has updated the schedule whilst I was on site.

CONCLUSION: I am satisfied this control objective has been met.

E. INCOME

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

The precept has been correctly posted to Box 2 of the GAR with all other income in box 3.

There is no evidence of netting off of income and expenditure.

CONCLUSION: I am satisfied this control objective has been met.

F. PETTY CASH

Internal audit requirement: Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report

I verified that the balance of coin agreed to the amount shown in the accounts.

CONCLUSION: I am satisfied this control objective has been met.

G. PAYROLL

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the figure included in box 4 (staff costs) on the Accounting Statements and was able to confirm from the accounting software that in accordance with the guidance contained in the Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide this includes only salary payments, HMRC payments and pension contributions.

I also verified the March entries to payroll files. There were no errors or discrepancies.

CONCLUSION: I am satisfied this control objective has been met.

H. ASSETS AND INVESTMENTS

Internal audit requirement: Asset and investments registers were complete and accurate and properly maintained.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) of £3,161,685 on the Accounting Statements and was able to trace the changes to the previous year's total against the asset register. The council added £78,732 of assets.

I confirmed by sample testing of the invoices that items added during the year has been accurately recorded as the original net purchase price.

We noted the values written on the AGAR were taken from the current value column of the register instead of the historic value column. This has been corrected on the AGAR and note of explanation written for the external auditor to explain the restated position for 2024/25.

The council has long-term investments valued at £333,929.02

The council has borrowing through the PWLB and I have agreed the closing balancer to the underlying statement.

CONCLUSION: I am satisfied this control objective has been met.

I. BANK AND CASH

Internal audit requirement: Periodic bank account reconciliations were properly carried out during the year.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the year-end bank reconciliation for all accounts and was able to confirm the balances on 31 March 2026 to the bank statements and found no errors. I was able to confirm the total bank balances to the figure included in the Accountings Statements on the AGAR.

The council has four bank & cash accounts at the year-end:

Unity Trust Current	£74,755.56
CCLA Deposit x 2	£1,966,778.16
Petty Cash	£474.22
Total	**£2,042,007.94**

CONCLUSION: I am satisfied this control objective has been met.

J. YEAR END ACCOUNTS

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

Audit findings

The council is reminded that at its meeting to sign the Annual Governance and Accountability Return (AGAR), it should complete the steps in the following order:

- **Review and consider the Annual Internal Audit Report**
- **Complete Section 1 – Annual Governance Statement**
- **Complete Section 2 – Accounting Statements**

<u>Section 1 – Annual Governance Statement</u>

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

	Annual Governance Statement	*'Yes', means that this authority*	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*	**YES** – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*	**YES** – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*	**YES** – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*	**YES** – the requirements and timescales for 202/25 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	*considered and documented the financial and other risks it faces and dealt with them properly.*	**YES** – the council has a risk management scheme and appropriate external insurance.

6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*	**YES** – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	*responded to matters brought to its attention by internal and external audit.*	**YES** – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*	**YES** – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	*has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*	**N/A** the council has no trusts
10	We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so*	**YES** – the council has met the requirements of Governance Assertion 10

Section 2 – Accounting Statements

AGAR box number		2024/25	2025/26	Internal Auditor notes
1	Balances brought forward	1,587,852	1,793,864	Agrees to 2024/25 carry forward (box 7)
2	Precept or rates and levies	851,976	890,180	Figure confirmed to central precept record
3	Total other receipts	726,160	600,286	Agrees to underlying accounting records
4	Staff costs	513,500	533,806	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	9,411	19,411	Agrees to PWLB remittance advices / Council has no borrowing
6	All other payments	849,213	733,703	Agrees to underlying accounting records

7	Balances carried forward	1,793,864	2,007,410	Casts correctly and agrees to balance sheet
8	Total value of cash and short- term investments	1,906,735	2,042,008	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	Restated 3,082,953	3,161,685	Matches asset register total and changes from previous year have been traced – incorrect column from register taken to AGAR – now corrected/
10	Total borrowings	176,904	171,407	Agrees to PWLB statement/ Council has no borrowing

For local Councils Only		Yes	No	
11	Do the figures in the accounting statements above exclude any trust transactions	✓		Yes – trust transactions are excluded from the stated figures / No – trust transactions are included in the stated figures

Audit findings
The year-end accounts have been correctly prepared on an income and expenditure with a requirement to complete the box 7 and 8 reconciliation., which correctly shows debtors and creditors. I have agreed these back to under lying documentation and or payment after date and found no errors or discrepancies.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2024/25 and published on the council website.

The variance analysis has been completed with sufficient detail for the external auditor.

CONCLUSION: I am satisfied this control objective has been met.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement: If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.

Audit findings
Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION: The council did not certify itself exempt from a limited assurance review in the previous year and the testing for this internal control objective is not applicable.

L: PUBLICATION OF INFORMATION

Internal audit requirement: The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

Audit findings

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)
(a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
(b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must
(a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
(b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGARs are available for review on the council website for the previous five financial years.

Confirm that the council is compliant with the relevant transparency code
For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

The council has a dedicated finance page on the website where additional financial information is provided such as payments over £500.

The council also has a model publication scheme and can provide information regarding payments over £100 on request.

CONCLUSION: I am satisfied this control objective has been met.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

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

Audit findings

Inspection – Key Dates	2024/25 Actual	2025/26 Proposed
Date AGAR signed by council	7th May	6th May 2026
Date inspection notice issued	30th May	2nd June 2026
Inspection period begins	3rd June	3rd June 2026
Inspection period ends	14th July	14th July 2026
Correct length (30 working days)	Yes	Yes

Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2024/25, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council.

I reviewed the proposed dates for the Exercise of Public Rights for the 2025/26 AGAR and confirm that these are in accordance with the requirements of the Accounts and Audit Regulations.

CONCLUSION: I am satisfied this control objective has been met.

N: PUBLICATION REQUIREMENTS

Internal audit requirement: The authority complied with the publication requirements for the prior year AGAR.

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

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

Not later than 30 September 2025 authorities must publish:
- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

The external audit report and notice of conclusion have been posted in time to the council website

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CONCLUSION: I am satisfied this control objective has been met.

O. DIGITAL AND DATA COMPLIANCE

Internal audit requirement: The authority has complied with laws, regulations and proper practices relating to digital and data compliance.

Audit findings

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide (March 2025) contains guidance on the new Governance Assertion included on the 2025/26 AGAR which relates to this internal control objective.

Website

I was able to confirm that the council website contains a Privacy Notice and a Website Accessibility Statement. The Website Accessibility Statement is dated September 2020. The council has undertaken a project with its website provider to update the accessibility, I have seen clear evidence of this.

The council has an IT Policy in place which was last reviewed March 2026

Email management and GDPR
It was noted the council has a generic email address on a domain owned by the council and has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has undertaken a simple data audit which is published on the council website and is dated March 2026.

CONCLUSION: I am satisfied this control objective has been met.

P. TRUSTEESHIP

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

Audit findings
Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION: The council has no trusts this test does not apply

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Achievement of control assertions at final internal audit date

Based on the internal audit tests conducted during the year, our conclusions on the achievement of the internal control objectives are summarised in the table below.

Ref	Internal Control Objective	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year.	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.	✓		
C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F	Cash payments were properly supported by receipts, all cash expenditure was approved, and VAT appropriately accounted for.	✓		
G	Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis, supported by an adequate audit trail from underlying records.	✓		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M	The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
N	The authority complied with the publication requirements for the prior year AGAR.	✓		
O	The authority has complied with laws, regulations and proper practices relating to digital and data compliance.	✓		
P	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please contact me directly on mark@mulberrylas.co.uk

Yours sincerely

Mark Mulberry
Director, Mulberry Local Authority Services Ltd

Internal Audit – Summary of recommendations

Audit Point	Internal Audit Findings	Council comments
	None at year end	

ALTON TOWN COUNCIL REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT CONTROLS

Reviewed for the Financial Year by Full Council on the 6th May 2026

In accordance with the Governance and Accountability for Smaller Authorities in England Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements March 2026, Alton Town Council (hereafter referred to as "the Council") is required to carry out a review of the effectiveness of the internal audit of the Council's accounting, financial and other operations. Regulation 6 of the Accounts and Audit Regulations 2015 requires the Council to conduct each financial year a review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement. The Regulations require that the review of the effectiveness of the system of internal audits precedes the annual governance review.

PART 1: Scope of the Internal Audit

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

Was the scope of the Internal Audit for 2025/26 adequate? **YES**

PART 2: Independence of the Internal Auditor

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

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

PART 3: Competence of the Internal Auditor

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

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

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

PART 4: Relationships with the Clerk and the authority

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

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

PART 5: Audit Planning and Reporting

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

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

Item 11

Subject: **Statement of Governance 2025/26**

Report to: Full Council, 6 May 2026

Report of: Town Clerk

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1. <u>Purpose of the report</u>

1.1 To present the Annual Statement of Governance for approval and signing.

2. <u>Background</u>

2.1 Parish councils in England are legally required to complete and approve an Annual Governance and Accountability Return (AGAR) each year, following the conclusion of the financial year on 31 March, under The Accounts and Audit Regulations 2015. The AGAR must be formally approved by the Full Council before being submitted to the external auditor. Section 1 of the AGAR is the Statement of Governance; a draft is attached.

3. <u>Main considerations</u>

3.1 Councillors are requested to satisfy themselves that there is a sound system of internal control including the preparation of the accounting statements. This then requires signing by the Town Clerk and the Mayor, witnessed by the Council.

4. <u>Recommendation</u>

4.1 The Council is recommended:

To approve the Statement of Governance (Section 1 of the AGAR).

4.2 If the Statement is approved, it will be signed by the Town Clerk and the Mayor in the presence of the Council. The Council is recommended:

To note that the signatures of both the Town Clerk and the Mayor have been witnessed by the Full Council.

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Alton Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			
	Yes	No*		*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured 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.*
			✓	
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓			*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***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:

06/05/2026

and recorded as minute reference:

MINUTE REFERENCE

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

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

www.alton.gov.uk

Item 12

Subject: **Statement of Accounts 2025/26**

Report to: Full Council, 6 May 2026

Report of: Town Clerk

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1. Purpose of the report

1.1 To present the accounts for approval for the financial year 2025/26.

2. Background

2.1 The accounts are presented to Full Council every month for approval and signing and published on the council's website. With the annual accounts, Section 2 of the Accountability and Governance Annual Return (AGAR) must be signed by the Town Clerk and Mayor upon approval by the Council at this meeting.

2.2 If there are any detailed questions in advance of the meeting, the Town Clerk and office team are happy to answer them and/or meet to discuss.

3. Main considerations

3.1 Please find attached:

1. The Balance Sheet to 31 March 2026. The balance sheet will be presented for signing by the Chair of the Council (the Mayor) and the Responsible Financial Officer (Town Clerk).
2. The Statutory Income and Expenditure Report for the period 1-31 March 2026.
3. Bank reconciliations to 31 March 2026, which require signing off on behalf of the Council to verify that the figures presented reconcile with the original bank statements, with an explanatory note on why the credit card balance must be zero in the year-end reconciliation.
4. The report of all payments over £500 issued between 1-31 March 2026 in respect of invoices and grant cheques.
5. Public Works Loan Board (PWLB) Statement to 31 March 2026 for information.
6. Section 2 of the AGAR, to be signed by the Town Clerk and the Mayor.

3.2 The Income and Expenditure report is effectively the final financial outturn report for the financial year April 2025 to March 2026. Throughout the year, variances arise under specific budget codes and are brought to Council within the monthly report. Taking into account the planned transfers to and from earmarked reserves, there was a favourable variance to budget of £289,127 against the 2025/26 budgeted deficit of £128,021: resulting in a **favourable outturn of £161,106**.

3.3 The overall favourable outturn is largely due to the following cost centre variances:

a) Salaries and related costs (cost codes 4001, 4002, 4003, 4005) had a favourable variance to budget of £107,503. This is due to a prudent budget being set at the start of a year of expected variability (with the expected recruitment of the new Town Clerk) and vacancies.
b) Grounds maintenance (4141) had a favourable variance of £46,520, partly due to a carry forward of £69,852 from 2024/25.
c) A favourable variance of £28,750 for the Neighbourhood Plan (4026) due to it not progressing within the financial year.
d) A favourable variance of £12,100 in Equipment (4155) was due to a telephone and IT upgrade that cost less than expected.
e) An adverse variance of £52,300 in Buildings maintenance (4140) was largely due to refurbishments in the Town Hall and offset by a planned transfer from a CIL grant of £74,500. There were also some adverse variances for buildings in Anstey Park and the Assembly Rooms, including the requirement for new fire doors at the latter.
f) Tree maintenance (4145) had an adverse variance of £25,649 due to the regular comprehensive tree survey necessitating more safety work.
g) Election costs (4122) showed an adverse variance of £12,100 due to a higher-than-expected by-election cost and the unplanned cost of the parish poll.

3.4 ATC's next full elections will be in 2027. Foreseen election costs may be planned by parish councils to either be covered within that financial year – which places a burden once every four years in the budget and either a draw from reserves or a council tax spike – or to make provision to set aside a quarter of the expected cost into an earmarked reserve each year. It is my intention to recommend the latter option from 2028/29. To assist and smooth the cost for 2027/28, I propose to establish an Election earmarked reserve and transfer £15,000 from the 2025/26 revenue outturn. The full cost of the 2027 regular election is expected to be over £20,000 if all ATC wards are contested.

3.5 It is good practice for parish councils to hold three months of net revenue expenditure in their total general reserves (which at ATC are the combined total of the reserves called, 'General Reserve,' and, 'Working Capital') to cater for an unexpected substantial cashflow problem. For some years, ATC has not held that amount, although it has had large earmarked reserves which could be repurposed by Full Council in an emergency and so the risk was largely offset. The favourable net outturn in 2025/26 enables the Council to make a transfer to its general reserves to nearly achieve the 3-month ideal. With so much change and uncertainty in local government, this would be prudent.

4. <u>Recommendations</u> (overleaf)

4. Recommendations

4.1 The Council is recommended:

To approve:

1. **The Balance Sheet to 31 March 2026;**
2. **The Income and Expenditure Report for the period 1-31 March 2026;**
3. **Bank reconciliations to 31 March 2026;**
4. **Payments over £500, issued between 1-31 March 2026;**
5. **The PWLB Statement to 31 March 2026;**
6. **Section 2 of the AGAR duly signed by the Town Clerk and the Mayor;**
7. **The creation of an Elections earmarked reserve and the transfer into it of £15,000; and**
8. **The transfer of the remaining revenue outturn variance of £146,106 into the General Reserve.**

24/04/2026

15:40

Alton Town Council

Balance Sheet as at 31/03/2026

31/03/2024					31/03/2025
		Current Assets			
22,525		Debtors	18,685		
25,122		Vat Control	24,628		
1,738,733		CCLA Deposit Fund	1,966,778		
181		Petty Cash	474		
167,821		Unity Trust Bank : Current A/c	74,756		
1,954,381				**2,085,321**	
	1,954,381	**Total Assets**			**2,085,321**
		Current Liabilities			
2,681		Creditors control ac	71,307		
0		Creditors	852		
151,020		Accruals	0		
6,816		Receipts in Advance	5,753		
160,517				**77,911**	
	1,793,864	**Total Assets Less Current Liabilities**			**2,007,410**
		Represented By			
	27,406	Working Capital			188,512
	211,304	EMR Open Spaces (inc King Pond			206,526
	222,673	EMR 3G Interest			222,673
	28,179	Economic Development Reserve			28,179
	243,862	EMR Capital Reserve			243,862
	600	EMR Complin Homeless Trust			0
	129,491	General Reserves			118,671
	46,471	EMR Barley Fields			40,971
	35,050	Pump Track Flood Lighting			35,050
	248,970	EMR Neighbourhood CIL			268,623
	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
	148,125	EMR Jubilee Pavilion project			134,373

24/04/2026

15:40

Alton Town Council

Balance Sheet as at 31/03/2026

31/03/2024		31/03/2025
20,000	EMR Assembley Rooms	20,000
0	EMR Alton Gateway	79,422
0	EMR Yoga in the Park	194
1,793,864		**2,007,410**

The above statement represents fairly the financial position of the authority as at 31/03/2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman ________________________________ Date : ____________________

Signed :
Responsible
Financial ________________________________ Date :____________________

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12 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
101	**Corporate Management**								
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	9,004	6,440	(2,564)		(2,564)	139.8%	
4101	Bank Charges	521	699	566	(133)		(133)	123.5%	
4111	Professional Fees	31,344	36,034	18,540	(17,494)	1,034	(18,528)	199.9%	
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	49,728	30,016	(19,712)	1,034	(20,746)	169.1%	880
	Net Income over Expenditure	(19,430)	32,883	(29,956)	(62,839)				
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)	(45,659)	(29,956)	15,703				
102	**Democratic Representation**								
1010	Other Income	170	856	0	(856)			0.0%	
	Democratic Representation :- Income	170	856	0	(856)				0
4121	Mayors Civic Budget	4,000	477	4,000	3,523		3,523	11.9%	
4122	Election costs	0	19,279	7,000	(12,279)		(12,279)	275.4%	10,820
4124	Public Consultations	246	190	2,000	1,810		1,810	9.5%	
4125	Councillor Expenses	1,133	1,000	1,000	0		0	100.0%	
	Democratic Representation :- Indirect Expenditure	5,379	20,946	14,000	(6,946)	0	(6,946)	149.6%	10,820
	Net Income over Expenditure	(5,209)	(20,090)	(14,000)	6,090				
6000	plus Transfer from EMR	0	10,820	0	(10,820)				
	Movement to/(from) Gen Reserve	(5,209)	(9,271)	(14,000)	(4,729)				
105	**Central Support-Admin Costs**								
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	256,557	308,940	52,383		52,383	83.0%	
4002	Employers NI	27,146	33,856	38,309	4,453		4,453	88.4%	
4003	Employers Pension	50,731	51,069	66,113	15,044		15,044	77.2%	
4005	Pension Enhancements	1,201	1,222	1,260	38		38	97.0%	
4008	Staff Training	658	1,180	2,730	1,550		1,550	43.2%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4009	Staff Travel & Welfare	3,334	3,236	4,000	764		764	80.9%	
4026	Other Expenditure	1,957	1,882	2,756	874		874	68.3%	
4071	Telephone and IT	15,383	18,503	16,152	(2,351)		(2,351)	114.6%	
4072	Mobile Phones	2,790	2,841	2,817	(24)		(24)	100.9%	
4075	Stationery & Printing	4,188	2,917	2,212	(705)		(705)	131.9%	
4076	Postage	656	846	1,216	370		370	69.6%	
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	404,084	489,275	85,191	0	85,191	82.6%	0
	Net Income over Expenditure	(387,400)	(396,936)	(489,275)	(92,339)				
106	Central Support-Town Hall								
1002	Shop Rents	3,961	4,021	3,960	(61)			101.5%	
1010	Other Income	15,791	280	0	(280)			0.0%	
	Central Support-Town Hall :- Income	19,752	4,301	3,960	(341)			108.6%	0
4021	Rates	7,610	7,610	7,988	378		378	95.3%	
4022	Water Charges	569	900	785	(115)		(115)	114.7%	
4024	Gas	2,516	2,546	2,558	12		12	99.5%	
4025	Electricity	3,696	4,565	3,470	(1,095)		(1,095)	131.5%	
4030	Cleaning	2,123	2,180	2,217	37		37	98.3%	
4140	Building Maintenance	9,776	104,076	75,000	(29,076)	261	(29,337)	139.1%	74,500
	Central Support-Town Hall :- Indirect Expenditure	26,290	121,877	92,018	(29,859)	261	(30,120)	132.7%	74,500
	Net Income over Expenditure	(6,538)	(117,576)	(88,058)	29,518				
6000	plus Transfer from EMR	0	74,500	0	(74,500)				
	Movement to/(from) Gen Reserve	(6,538)	(43,077)	(88,058)	(44,981)				
107	Operating Income & Exp.								
1005	Market Income	12,000	10,000	14,000	4,000			71.4%	
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	93,165	60,000	(33,165)			155.3%	
	Operating Income & Exp. :- Income	1,192,297	1,136,223	964,180	(172,043)			117.8%	142,877
4504	Neighbourhood CIL Grants	84,805	73,308	0	(73,308)	7,565	(80,873)	0.0%	49,325
	Operating Income & Exp. :- Indirect Expenditure	84,805	73,308	0	(73,308)	7,565	(80,873)		49,325
	Net Income over Expenditure	1,107,491	1,062,915	964,180	(98,735)				
6000	plus Transfer from EMR	0	49,325	0	(49,325)				
6001	less Transfer to EMR	268,026	142,877	0	(142,877)				

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
	Movement to/(from) Gen Reserve	839,466	969,362	964,180	(5,182)				
108	Other Properties								
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)				
201	Anstey Park								
1000	Fees and Charges	15,864	16,989	20,747	3,758			81.9%	
1001	Rents	56,126	61,435	55,445	(5,990)			110.8%	
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	78,890	98,308	19,418			80.2%	0
4021	Rates	1,771	1,771	1,860	89		89	95.2%	
4022	Water Charges	2,056	1,027	2,107	1,080		1,080	48.7%	
4024	Gas	1,745	2,576	2,880	304		304	89.4%	
4025	Electricity	11,824	12,654	10,639	(2,015)	1,081	(3,096)	129.1%	
4030	Cleaning	10,221	10,282	11,298	1,016		1,016	91.0%	
4071	Telephone and IT	679	634	681	47		47	93.1%	
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	54,755	45,635	(9,120)	1,081	(10,201)	122.4%	0
	Net Income over Expenditure	32,174	24,134	52,673	28,539				
6001	less Transfer to EMR	22,116	0	0	0				
	Movement to/(from) Gen Reserve	10,058	24,134	52,673	28,539				
202	Jubilee Playing Fields								
1000	Fees and Charges	15,819	23,473	18,126	(5,347)			129.5%	
1001	Rents	22,445	26,711	22,504	(4,207)			118.7%	
	Jubilee Playing Fields :- Income	38,264	50,183	40,630	(9,553)			123.5%	0
4021	Rates	2,083	2,083	2,187	104		104	95.3%	
4022	Water Charges	293	469	2,778	2,309		2,309	16.9%	

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4025	Electricity	5,259	6,173	5,122	(1,051)		(1,051)	120.5%	
4030	Cleaning	239	21	400	379		379	5.3%	
4071	Telephone and IT	218	193	198	5		5	97.4%	
4140	Building Maintenance	11,074	5,603	2,205	(3,398)		(3,398)	254.1%	
4141	Grounds Maintenance	8,862	13,305	8,942	(4,363)		(4,363)	148.8%	
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	27,848	23,970	(3,878)	0	(3,878)	116.2%	0
	Net Income over Expenditure	9,299	22,336	16,660	(5,676)				
301	Grounds Maintenance Team								
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	155,075	171,276	16,201		16,201	90.5%	
4002	Employers NI	10,054	13,957	21,238	7,281		7,281	65.7%	
4003	Employers Pension	17,649	22,069	34,172	12,103		12,103	64.6%	
4010	Uniforms	495	308	1,551	1,243		1,243	19.8%	
4031	Refuse Collection	19,281	20,923	20,132	(791)		(791)	103.9%	
4139	Pot holes/Roadway resurfacing	7,500	(6,048)	7,500	13,548		13,548	(80.6%)	
4141	Grounds Maintenance	10,739	18,396	6,795	(11,601)		(11,601)	270.7%	
4144	Play Equipment Inspections	8,271	13,344	15,443	2,099		2,099	86.4%	
4145	Tree Maintenance	24,652	50,749	42,000	(8,749)	16,901	(25,649)	161.1%	
4146	Bedding Plants	813	780	1,050	270		270	74.3%	
4147	Dog Bins	1,430	1,658	1,764	106		106	94.0%	
4148	Play Equipment Maintenance	11,550	12,795	12,128	(667)		(667)	105.5%	
4149	Vehicle Costs	2,802	8,864	7,053	(1,811)		(1,811)	125.7%	
4150	Fuel Costs	6,350	5,669	9,861	4,192		4,192	57.5%	
4153	Locking & Unlocking	11,456	16,095	12,039	(4,056)		(4,056)	133.7%	
4155	Equipment	26,289	34,055	30,000	(4,055)		(4,055)	113.5%	16,000
	Grounds Maintenance Team :- Indirect Expenditure	303,973	368,687	394,002	25,315	16,901	8,414	97.9%	16,000
	Net Income over Expenditure	(298,933)	(365,677)	(394,002)	(28,325)				
6000	plus Transfer from EMR	0	16,000	0	(16,000)				
	Movement to/(from) Gen Reserve	(298,933)	(349,677)	(394,002)	(44,325)				
310	The Butts								
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

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12 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
4022	Water Charges	200	24	59	35		35	40.9%	
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	129	59	(70)	0	(70)	218.8%	0
	Net Income over Expenditure	1,135	2,321	2,141	(180)				
311	Public Gardens								
1000	Fees and Charges	0	20	0	(20)			0.0%	
1001	Rents	16,449	17,321	16,397	(924)			105.6%	
1010	Other Income	32,572	194	0	(194)			0.0%	194
	Public Gardens :- Income	49,021	17,535	16,397	(1,138)			106.9%	194
4022	Water Charges	6	84	573	489		489	14.6%	
4025	Electricity	3,703	3,128	3,252	124		124	96.2%	
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	14,566	8,397	(6,169)	1,900	(8,069)	196.1%	0
	Net Income over Expenditure	(1,099)	2,968	8,000	5,032				
6001	less Transfer to EMR	(13,712)	194	0	(194)				
	Movement to/(from) Gen Reserve	12,613	2,775	8,000	5,225				
312	Windmill Hill								
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				
313	Kings Pond								
1001	Rents	7,269	7,200	7,200	0			100.0%	
	Kings Pond :- Income	7,269	7,200	7,200	0			100.0%	0
4140	Building Maintenance	80	80	0	(80)		(80)	0.0%	
4141	Grounds Maintenance	4,000	4,149	12,000	7,851		7,851	34.6%	
	Kings Pond :- Indirect Expenditure	4,080	4,229	12,000	7,771	0	7,771	35.2%	0
	Net Income over Expenditure	3,189	2,971	(4,800)	(7,771)				

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
314	Holybourne Play Area								
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				
315	Chawton Park Road								
1001	Rents	27,150	27,900	27,150	(750)			102.8%	
	Chawton Park Road :- Income	27,150	27,900	27,150	(750)			102.8%	0
	Net Income	27,150	27,900	27,150	(750)				
316	Greenfields								
1001	Rents	508	508	500	(8)			101.6%	
	Greenfields :- Income	508	508	500	(8)			101.6%	0
	Net Income	508	508	500	(8)				
317	Flood Meadows								
4025	Electricity	1,766	1,217	529	(688)		(688)	230.0%	
4141	Grounds Maintenance	70,000	(50,099)	12,000	62,099		62,099	(417.5%)	
	Flood Meadows :- Indirect Expenditure	71,766	(48,882)	12,529	61,411	0	61,411	(390.2%)	0
	Net Expenditure	(71,766)	48,882	(12,529)	(61,411)				
318	Other Open Spaces								
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)				
320	Allotments								
1001	Rents	7,832	5,556	7,403	1,847			75.1%	
1003	Allotment affiliation fees	1,058	1,020	200	(820)			510.0%	

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Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12 Cost Centre Report

Code	Heading	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1004	Key Deposits	15	15	0	(15)			0.0%	
1018	Allotment admin fee	0	570	0	(570)			0.0%	
	Allotments :- Income	8,905	7,161	7,603	442			94.2%	0
4022	Water Charges	2,333	3,265	1,323	(1,942)		(1,942)	246.8%	
4033	Allotment affiliation fees	1,110	1,026	0	(1,026)		(1,026)	0.0%	
4141	Grounds Maintenance	3,558	2,686	2,756	70		70	97.5%	
4159	Allotment Improvements	0	38	0	(38)		(38)	0.0%	
	Allotments :- Indirect Expenditure	7,001	7,016	4,079	(2,937)	0	(2,937)	172.0%	0
	Net Income over Expenditure	1,904	145	3,524	3,379				
321	Barley Fields								
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				
401	Community								
1014	Events Income	2,945	3,131	3,000	(131)			104.4%	
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	7,715	7,000	(715)			110.2%	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	3,889	12,100	8,211	2,549	5,662	53.2%	
4307	Town Centre Events	6,044	10,346	19,845	9,499		9,499	52.1%	
4308	Youth Expenditure	20,000	20,000	20,000	0		0	100.0%	
4312	Events Grants	2,945	2,670	4,000	1,330		1,330	66.8%	
4314	CCTV	3,956	0	4,000	4,000		4,000	0.0%	
4317	Climate Change Actions/Strateg	15,000	6,265	15,750	9,485		9,485	39.8%	
	Community :- Indirect Expenditure	60,058	44,680	81,323	36,643	2,549	34,094	58.1%	0
	Net Income over Expenditure	(52,358)	(36,965)	(74,323)	(37,358)				
6001	less Transfer to EMR	1,773	0	0	0				
	Movement to/(from) Gen Reserve	(54,131)	(36,965)	(74,323)	(37,358)				

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
403	Christmas Lights								
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				
404	Alton in Bloom								
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)				
420	Grants								
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)				
503	Assembly Rooms								
1000	Fees and Charges	9,786	6,751	6,112	(639)			110.5%	
1001	Rents	12,370	14,182	13,714	(468)			103.4%	
	Assembly Rooms :- Income	22,156	20,932	19,826	(1,106)			105.6%	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	4,248	833	(3,415)		(3,415)	510.0%	
4025	Electricity	5,230	8,616	3,203	(5,413)		(5,413)	269.0%	
4026	Other Expenditure	316	0	0	0		0	0.0%	
4031	Refuse Collection	710	1,039	686	(353)		(353)	151.5%	
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	11,912	1,439	(10,473)		(10,473)	827.8%	
4155	Equipment	433	0	0	0		0	0.0%	
	Assembly Rooms :- Indirect Expenditure	30,104	35,006	15,562	(19,444)	0	(19,444)	224.9%	0
	Net Income over Expenditure	(7,948)	(14,073)	4,264	18,337				

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Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12 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
601	Street Furniture								
1008	Bus shelter adverts income	7,689	7,185	5,000	(2,185)			143.7%	
1072	Donations/Sponsorship Received	1,958	2,490	3,528	1,038			70.6%	
	Street Furniture :- Income	9,647	9,675	8,528	(1,147)			113.4%	0
4021	Rates	1,098	1,098	1,387	289		289	79.1%	
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)		(1,459)	164.8%	
	Street Furniture :- Indirect Expenditure	4,806	10,227	9,542	(685)	0	(685)	107.2%	0
	Net Income over Expenditure	4,841	(552)	(1,014)	(462)				
602	Neighbourhood Plan								
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)				
702	Projects								
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%	13,752
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%	4,778
	Projects :- Indirect Expenditure	104,592	32,973	328,000	295,027	2,760	292,267	10.9%	18,529
	Net Income over Expenditure	(65,234)	(32,473)	(40,000)	(7,527)				
6000	plus Transfer from EMR	0	18,529	0	(18,529)				
6001	less Transfer to EMR	(50,762)	0	0	0				
	Movement to/(from) Gen Reserve	(14,472)	(13,944)	(40,000)	(26,056)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,576,439	1,490,466	1,508,342	17,876			98.8%	
Expenditure	1,372,124	1,276,920	1,636,363	359,443	35,296	324,148	80.2%	
Net Income over Expenditure	204,315	213,546	(128,021)	(341,567)				
plus Transfer from EMR	0	170,053	0	(170,053)				
less Transfer to EMR	206,112	222,493	0	(222,493)				
Movement to/(from) Gen Reserve	(1,797)	161,106	(128,021)	(289,127)				

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - Unity Trust Bank : Current A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust Bank: Current A/C	31/03/2026		74,755.56
			74,755.56

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		74,755.56

Unpresented Receipts (Plus)		
	0.00	
		0.00
		74,755.56
	Balance per Cash Book is :-	74,755.56
	Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 2 - CCLA Deposit Fund

Bank Statement Account Name (s)	Statement Date	Page No	Balances
CCLA Deposit Fund	31/03/2026		1,966,778.16
			1,966,778.16

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		1,966,778.16

Unpresented Receipts (Plus)		
	0.00	
		0.00
		1,966,778.16
	Balance per Cash Book is :-	1,966,778.16
	Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

CCLA
GOOD INVESTMENT

Statement of Account

Mr Thomas Horwood

5 April 2026

Account name: **ALTON TOWN COUNCIL**
Account number: **PS3078535-001**
Statement period: **28/02/2026 to 31/03/2026**

Account summary

Total valuation as at 31 March 2026	**£1,966,778.16**
Total valuation as at last statement at 28 February 2026	**£1,961,117.19**

Holdings as at 31 March 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	1,966,778.1600	£1.00	£1,966,778.16

Total value
£1,966,778.16

Transactions for the period from 28 February 2026 to 31 March 2026

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
03/03/2026	Income Reinvestment	5,660.9700	£1.0000	£5,660.97

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

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

The average Fund yield for this period was 3.74% p.a.

Income for the period is as follows:

Month	Date paid	Fund name	Method	Amount (£)	Destination
Mar 2026	02/04/2026	Public Sector Deposit Fund SC4 - Public Sector	Reinvestment	£6,252.61	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**.

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 5 - Lloyds Credit Card

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Lloyds Credit Card	26/03/2026		0.00
			0.00

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		0.00
Unpresented Receipts (Plus)		
	0.00	
		0.00
		0.00
	Balance per Cash Book is :-	0.00
	Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Commercial Banking

LLOYDS

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
Website: www.commercialcards.co.uk/lloydsbank

Statement summary

Statement date: 26/03/2026 Card ending:**** **** **** 0245

Balance Summary

Balance carried forward:	£0.00
Credits to your account:	£0.00
Debits to your account:	£1,940.79 DR
Statement balance:	£1,943.79 DR

Spending Since Your Last Statement

Date	Description	Foreign Exchange Details	Amount
03/03/2026	ADOBE *ADOBE COMPUTER SOFTWARE STORES		£56.98 DR
04/03/2026	TICKETSOURCE COMPUTER SOFTWARE STORES		£80.00 DR
04/03/2026	WORKWEAR EXPRESS MEN'S,WOMEN'S AND CHILDREN'S UNIFORMS AN		£699.84 DR
05/03/2026	SLCC ENTERPRISES LTD SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED		£495.00 DR
11/03/2026	HelloPrint QUICK-COPY AND REPRODUCTION SERVICES		£68.03 DR
12/03/2026	HSQE LTD SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED		£300.00 DR
20/03/2026	Intuit Ltd Mailchimp CONTINUITY/SUBSCRIPTION MERCHANTS		£91.07 DR

22/03/2026	Adobe DIGITAL GOODS - APPLICATIONS (EXLDG GAME	£19.97 DR
24/03/2026	ZOOM.COM 888-799-9666 TELECOMMUNICATION SERV.INCLUD. LOCAL/L.DIST. CALLS,CR CARDCALLS	£129.90 DR
26/03/2026	MONTHLY FEE	£3.00 DR

How do I handle credit card purchases?

Created by: John Ralston
Modified on: Fri, 6 Dec, 2024 at 9:45 AM

The best way to deal with a credit card (CC) is to have a cashbook for that credit card.

Set up the credit card as a cashbook

See the article **How do I set up my credit card as a cashbook?** (https://rialtas.freshdesk.com/en/support/solutions/articles/77000433564-how-do-i-set-up-a-credit-card-as-a-cashbook) for more information on setting up the cashbook first.

Using the credit card

When a purchase is made on the credit card it gets entered into the cashbook against the Credit Card cashbook account with VAT accounted for as usual. As the cashbook for a Credit card is nominally in credit (the opposite to a bank account), it will show as red.

When the Credit Card statement comes in,

- Any charges on the statement get entered as a normal (OTS) purchase on the Credit Card cashbook to a nominal code for bank charges
- Update reconciliation for the CC - Go to statement balance (blue text) enter statement amount (This is a negative figure)
- Finalise and Print both reconciliation reports then clear reconciled items
- At the point when the DD is taken, do cashbook transfer from the main account to the credit card cashbook for the statement amount. There is no need to reconcile the credit card at this stage.
- Do not reconcile back to zero as most months you will have a minus balance if the card is used frequently

Year End

As the rules state you cannot have negative balances on the Cashbook at Year End. Therefore, any outstanding Credit Card balances needs to be moved to a creditors code (5xx, Group 14). As advised by PKF Littlejohn.

To remove outstanding balances from the Credit Card Cashbook at Year End

- Enter a Receipt in Credit Card Cashbook for the full amount of the outstanding balance, and Code it your Creditors Account (5xx, no Cost Centre), selecting OTS VAT rate.
- Change Statement Balance (blue text) to £0.
- Reconcile the payments and receipt, but do not clear Reconciled Items
- Print or/and save Reconciliation reports

To reverse outstanding balance in the new financial year back to Credit Card Cashbook
When the Year End is complete and the accounts are in April, you will need to reverse the outstanding balance back to Credit Card Cashbook.

- Enter a Payment in Credit Card Cashbook for the full amount of the outstanding balance at Year End, and Code it your Creditors Account (5xx, no Cost Centre), selecting OTS VAT rate.
- This unreconciled payment will remain outstanding until the credit is paid

Date:10/04/2026 Alton Town Council Page 1

Time: 16:28 User: WENDY

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 4 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	31/03/2026		474.22
			474.22

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		474.22

Unpresented Receipts (Plus)		
	0.00	
		0.00
		474.22
	Balance per Cash Book is :-	474.22
	Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

CCLA
GOOD INVESTMENT

Statement of Account

Mr Thomas Horwood

5 April 2026

Account name: **ALTON TOWN COUNCIL-ALTON TOWN COUNCIL**
Account number: **LA3077669-001**
Statement period: **28/02/2026 to 31/03/2026**

Account summary

Total valuation as at 31 March 2026	**£333,902.53**
Total valuation as at last statement at 28 February 2026	**£334,305.22**

Holdings as at 31 March 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	2.823318	333,902.53	2.779557	328,727.09

Mid Value	Bid Value
£333,902.53	**£328,727.09**

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.

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

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

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

24/04/2026

15:41

Alton Town Council

Cashbook transactions totalling £500.00 or more
for the period 01/03/2026 to 31/03/2026

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Unity Trust Bank : Current	12	02/03/2026	16689	East Hampshire District Counci	634.00
1	Unity Trust Bank : Current	12	13/03/2026	DD	Livepay	25,041.38
1	Unity Trust Bank : Current	12	12/03/2026	Credit car	Lloyds Credit Card	1,197.28
1	Unity Trust Bank : Current	12	16/03/2026	BACS017	NBB Recycled Furniture	822.00
1	Unity Trust Bank : Current	12	16/03/2026	BACS016	Moss Master Limited	1,117.20
1	Unity Trust Bank : Current	12	16/03/2026	BACS015	Mid Hants Mowers Limited	2,578.48
1	Unity Trust Bank : Current	12	16/03/2026	BACS012	Hampshire Pension Fund	7,837.90
1	Unity Trust Bank : Current	12	16/03/2026	BACS011	Hampshire Pension Fund	611.40
1	Unity Trust Bank : Current	12	16/03/2026	BACS010	Glasdon UK Limited	4,380.48
1	Unity Trust Bank : Current	12	16/03/2026	BACS009	Ellack Cleaning Contractors Lt	1,041.76
1	Unity Trust Bank : Current	12	16/03/2026	BACS008	DGCS - Digidrop Group	5,798.40
1	Unity Trust Bank : Current	12	16/03/2026	BACS006	Chalvington Communications Lim	1,497.04
1	Unity Trust Bank : Current	12	16/03/2026	BACS004	Boorer Lock and Safe Company L	2,398.50
1	Unity Trust Bank : Current	12	16/03/2026	BACS003	Biffa Waste Services	901.61
1	Unity Trust Bank : Current	12	17/03/2026	EC1E306B	E.ON	673.28
1	Unity Trust Bank : Current	12	19/03/2026	A18D6E38	E.ON	526.55
1	Unity Trust Bank : Current	12	19/03/2026	B993102D	E.ON	730.56
1	Unity Trust Bank : Current	12	19/03/2026	E3E271F2	E.ON	1,167.83
1	Unity Trust Bank : Current	12	31/03/2026	PAYE & NI	HM Revenue & Customs	9,574.32
1	Unity Trust Bank : Current	12	31/03/2026	BACS012	Royal Mail Group Ltd	1,828.64
1	Unity Trust Bank : Current	12	31/03/2026	BACS011	Rossair Limited	1,329.00
1	Unity Trust Bank : Current	12	31/03/2026	BACS010	RM Plant Hire	2,040.00
1	Unity Trust Bank : Current	12	31/03/2026	BACS007	Origin Amenity Solutions	594.00
1	Unity Trust Bank : Current	12	31/03/2026	BACS002	Dataprint Limited	588.00

Receipts

Cb No	Bank Account Name	Month	Date Banked	Amount Banked
1	Unity Trust Bank : Current	12	02/03/2026	1,000.00
1	Unity Trust Bank : Current	12	02/03/2026	1,157.00
1	Unity Trust Bank : Current	12	02/03/2026	1,240.00
1	Unity Trust Bank : Current	12	03/03/2026	2,600.00
1	Unity Trust Bank : Current	12	03/03/2026	782.00
1	Unity Trust Bank : Current	12	03/03/2026	966.44
1	Unity Trust Bank : Current	12	03/03/2026	625.60
1	Unity Trust Bank : Current	12	04/03/2026	1,578.95
1	Unity Trust Bank : Current	12	06/03/2026	928.00
1	Unity Trust Bank : Current	12	06/03/2026	975.00
1	Unity Trust Bank : Current	12	09/03/2026	682.00
1	Unity Trust Bank : Current	12	09/03/2026	1,976.35
5	Lloyds Credit Card	12	12/03/2026	1,197.28
1	Unity Trust Bank : Current	12	17/03/2026	1,140.50
1	Unity Trust Bank : Current	12	24/03/2026	794.00
1	Unity Trust Bank : Current	12	31/03/2026	600.00
1	Unity Trust Bank : Current	12	31/03/2026	966.44
2	CCLA Deposit Fund	12	03/03/2026	5,660.97
5	Lloyds Credit Card	12	31/03/2026	852.03

United Kingdom Debt Management Office

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

PWLB lending facility

BALANCE OUTSTANDING AS AT 31 Mar 2026

7 April 2026

ALTON TOWN COUNCIL (HANTS)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
PW509524	15 Jan - 15 Jul	FIXED	ANNUITY	£171,407.18
		TOTAL OUTSTANDING BALANCE:		**171,407.18**
		TOTAL NUMBER OF LOANS:		**1**

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

Section 2 – Accounting Statements 2025/26 for

Alton Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures* ***must*** *agree to underlying financial records.*
1. Balances brought forward	1,587,852	1,793,864	*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	851,976	890,180	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	726,160	600,286	*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	513,500	533,806	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	9,411	9,411	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	849,213	733,703	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	1,793,864	2,007,410	*Total balances and reserves at the end of the year.* ***must*** *equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	1,906,735	2,042,008	*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	Restated 3,082,953	3,161,685	*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	176,904	171,407	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date 06/05/2026

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

06/05/2026

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Item 13

Subject: **Conflict of Interest form and Notice of Exercise of Public Rights**

Report to: Full Council, 6 May 2026

Report of: Town Clerk

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1. <u>Purpose of the report</u>

1.1 To present the BDO LLP conflict of interest form and a copy of the Notice of the Exercise of Public Rights for approval.

2. <u>Main considerations</u>

2.1 Councillors are required to declare whether they have any conflicts of interest with the external auditor, BDO LLP, and for this to be minuted.

2.2 The 'Exercise of public rights' is a statutory thirty working day period during which any interested person can inspect a parish council's accounting records for the previous financial year. This process is governed by the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015. During this period, a person may inspect the accounts and raise formal questions or objections to the external auditor. The 30 days must include the first ten working days of July (i.e. 1-14 July in 2026). This means that the earliest starting date in 2026 is Wednesday, 3 June.

2.3 The announcement must be made at least one day earlier than commencement, but after approval of the accounts. It is proposed to make the announcement a week in advance: 27 May.

2.4 The Council is obliged to complete the Conflict of Interest form. It is the Town Clerk's responsibility under The Accounts and Audit Regulations 2015 (s15) and the council's Financial Regulations (s3.11) to set the dates for inspection. They are appended here for councillor and public information.

3. <u>Recommendation</u>

3.1 The Council is recommended:

a) **To note whether there are any conflicts of interest with BDO LLP and to authorise the Town Clerk and Mayor to complete and return the Conflict of Interest Form accordingly, and**
b) **To note the dates for the statutory inspection period for the accounts.**

CONFLICT OF INTEREST WITH BDO LLP 2026

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

Name of Smaller Authority	**ALTON TOWN COUNCIL**

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

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

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
6 May 2026	

Signed (Clerk/RFO)

Print Name Tom Horwood

Signed (Chair)

Print Name Cllr Annette Eyre

Name of Smaller authority: Alton Town Council

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

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

NOTICE	NOTES
1. Date of announcement: Wednesday, 27 May 2026 (a)	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below
2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. **Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:** (b) Tom Horwood (Town Clerk), Town Hall, Market Square, Alton GU34 1HD; 01420 83986; townclerk@alton.gov.uk	(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts
commencing on (c) Wednesday, 3 June 2026	(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below
and ending on (d) Tuesday, 14 July 2026	(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.
3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.	
4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: **BDO LLP** Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ counciladits@bdo.co.uk	
5. This announcement is made by (e) Tom Horwood, Town Clerk	(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

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

The basic position

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

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

The right to inspect the accounting records

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

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2026 for 2025-26 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

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

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

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

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

The right to make objections at audit

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

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

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

A final word

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

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

Item 14

Subject: **King's Pond Stage One tender**

Report to: Full Council, 6 May 2026

Report of: Town Clerk

---

1. Purpose of the report

1.1 To consider the responses to the King's Pond Stage One invitation to tender (ITT) and to award the contract.

2. Background

2.1 At the Full Council meeting of 10 December 2025, the Council resolved to take forward Stage One of the King's Pond project to consider the two options for the Pond's future known as "Dredging Plus" and "Pond and River" (minute 84). An ITT was issued and published on the council's website. Companies in this specialist area were notified. Two companies submitted tenders, which were assessed against the ITT. The assessment included an interview and assessment by the panel that was agreed at the Full Council meeting of 6 August 2025 (minute 45), which took place on 23 April 2026.

3. Main considerations

3.1 The results of the assessment have been provided to councillors in the separate confidential appendix due to commercial sensitivity, with the bids received. Disclosing the financial details could harm the financial position of private companies and expose the council to challenge, which would not be in the public interest. 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 19 (see Standing Order 10a(xi)).

3.2 It is the view of officers and the panel that the recommended company provided a response that satisfied the council's requirements at a competitive price. This would be funded from the reserve earmarked for King's Pond, which is currently at £206,526.

4. Recommendation

4.1 The Council is recommended:

To approve the appointment of Company A to commence Stage One of the King's Pond project as set out in the invitation to tender to be funded from the King's Pond earmarked reserve.

4.2 If approved, the name of the appointed company and the cost will be set out in the minutes.

Item 15

MINUTES OF THE KING'S POND TASK & FINISH GROUP
Monday 19 January 2026

Present: Councillor Don Hammond - Chair (DH)
Councillor John Quincey (JQ)
Tom Horwood – Town Clerk (TH)
Hayley Carter - Deputy Town Clerk (HC)
Natalie Beckell (NB) – Alton Town Council
Cathy Ayres – Resident representative (CA)
Paul Ebbutt – Resident representative (PE)
Angie Owens - Resident representative (AO)
Eric Phillips – Residents representative (EP)
Tim Pinchen - Resident representative (TP)

1. **Apologies**

No apologies were received.

2. **Minutes of the previous meeting**

As the minutes had been omitted from the reports, it was agreed that they would be circulated by email for approval by 22nd January.

3. **Parish Poll**

TP asked for an update on Question 9 that had been raised at the Parish meeting, relating to South East Water (SEW) installing free silt traps. He questioned where the idea of the free silt traps had come from. DH replied that this may have come from mention in meetings that SEW were working on reducing silt at Brick Kiln Lane. The Town Clerk had written to SEW to clarify the situation. TH said he would prepare a paragraph on the update following his communications with SEW to go to Full Council on 4th February and would circulate to the T&FG members.
TH confirmed the process for the poll, saying that EHDC run the poll, then the result will go to Full Council for consideration. EP asked if this could become cyclical with another poll then being demanded, forcing the Council to keep spending money. JQ responded, saying it could but he felt it was unlikely.
The draft report which had been prepared by TH ready to go to Full Council was circulated and noted.
ACTION – NB to circulate previous minutes and a link to the poll details.

4. **Terms of Reference**

PE said he was very concerned about the addition of silt investigations into the ToR as he “doesn’t want a job for life” and that is a mammoth task.
TP queried whether the ToR allow continuation of silt investigations into the construction of the dam. He said the dam is more important than anything as we do not know if we have a viable embankment or whether it will pass the inspections when legislation changes in a few years’ time. EP said the Council may be forced to investigate the dam anyway for safety reasons. TP said ATC owns the dam, but Waterside Court owns the sheet piling on their side of it. DH suggested the Council should maintain a liaison with the ownership of Waterside Court over the structure and integrity of the dam. TP said he would not want to get further down the road and find that this affects the project. This should go in the risk register for the project. The reduction in volume for inspections is going to drop from 25,000m3 to 10,000m3 so King’s Pond would be affected. The lower limit is already in force in Wales and Scotland but not yet England.
ACTION – Note the risk and continue to investigate and monitor.

All were happy with the ToR.
ACTION – ToR to go to Full Council on 4 February for approval.

5. **Enquiry to Water Environment**

DH explained that Water Environment is the company that did the investigations into the removal of the weir. With doubts raised within the group about whether Option 3c would have sufficient flow velocity to carry the silt, DH and TH had gone back to them to get a quote for further work as, since the report was done, we have more survey results and know we can achieve a lower water level at the outflow. We also know that we need to maintain the integrity of the island. They have therefore asked for a quote to reassess 3c in light of that updated information and do new layouts and an artist’s impression.
TP asked for clearer detail on the topographical maps. He said the pond is now bigger than it was and he is curious about why the topography now exists as it is.
The questions asked of Water Environment are:
“Firstly, your Option 3c uses the outlet level of the pipes (98.62) from the existing weir chamber. We now have a survey of the downstream pipework, chambers and culvert. This suggests that, if the weir chamber were to be removed and the pipes within our property re-laid, an outflow level of 98.42 could be achieved. Secondly, our ecology consultants are recommending retention of the large island in some form.

Councillors and residents have also raised some questions and concerns:

• The river and pond would share the same chalk aquifer bed. Is there a risk that the pond may drain into the river channel through the chalk?
• Will the river have sufficient fall and flow velocity to keep the channel clear of silt?

• Option 2a shows a sediment forebay at the inflow into the pond. What is this? Can a silt trap be constructed here that would retain significant amounts of silt?

We request a quotation for your re-appraisal of Option 3c to take account of the above, production of a revised layout drawing suitable for public presentation and a report responding to the questions and concerns listed. In addition, would you have any suggestions as to how we can commission an artist's impression of what the scheme might look like?"

6. **ITT for Stage One**

The updated draft was circulated and all comments made by members of the group had been incorporated apart from a few later circulated by TP. DH said he would add those in.
JQ said he still had concerns over whether we should add in work on the upstream siltation, saying the drains need dealing with as the water needs to be clear. He said that any stream also needs to have meanders in it for ecological benefits.
TP said that he did not feel the Environment Agency (EA) were correct in their original correspondence with the then-Town Clerk, as the gauging station, culverts and so on are all barriers in the chalk stream, so unless the EA were prepared to spend millions of pounds to get rid of these barriers it can never be a pure, continuous chalk stream, as the normal slope is interrupted.
He added that with climate change he felt we would have trouble maintaining water flow unless they stop abstraction at Windmill Hill. With the level of the railway culvert we are limited to the 200mm drop and we need to go back to the EA to present our findings and get their permission.
JQ said that if we could go back to the original preferred scheme – 4a – it still would not work because of the railway culvert and the other barriers upstream.
DH clarified that SEW looked at abstraction at Lasham as part of their ANP7 project which is now complete. ATC is yet to have a follow-up meeting with them about that, which we have been asking for. We understand that they have not been allowed to increase abstraction but, due to the work done by Jacobs which demonstrated a risk of increased flooding in the Tanhouse Lane area of the town, SEW have not been allowed to reduce it either. ANP8 is their next project, which includes looking at abstraction at Windmill Hill. Both projects were demanded by and paid for by the EA.
JQ said to clarify his position, we should not be going out to tender and spending £30-50k on a project that will not work due to not having clarity of water. It was agreed to add this to the risk register.
ACTION – add lack of clarity of water to the risk register.

JQ then asked if we can do something with the Lasham Drain.
DH said the ‘pure chalk stream’ is a figment of the imagination and the Council has never been trying to achieve that. We have a chalk stream. We should make it the best chalk stream we can. We have a pond. We should make it the best pond we can. The water entering from the drains affects either option and needs addressing but it cannot be part of this tender. The EA are still saying the pond and river is their preferred option.
TP noted that the EA is the final decision maker and if we cannot show them the reasons why the stream will not work they will keep bringing it back.
DH said the issue is what goes into the ITT. What TP has raised should go in. Trying to deal with silt and pollution from all the inlets into the river cannot as it would be impracticable.
As there is still disagreement between JQ and DH about this, the decision on whether to include that will need to go to Full Council.
HC said Full Council needs to be made aware that even if they pay for the engineering designs to deal with the water entering the river upstream, as none of that land is owned by the Town Council they do not have the power or funds to deal with it, they would need to liaise with appropriate landowners and organisations. The Town Council is meant to be dealing with their open space – King’s Pond, which they do have the power to do.
ACTION – DH to incorporate the suggestions made by TP into the ITT.
ACTION – JQ to put together his suggestions of what else should go into the tender to go to Full Council on 4 February and forward to the Town Clerk.
ACTION – HC to research the Council’s powers to determine whether they have the power to deal with the water coming into the river further upstream.

7. **Review of Actions**

The tree works and start date were noted as being 21 January. HC confirmed that the date had been set by the contractor, not by the Council.
TP offered to draft a letter to the National House Builders Registration Council because we believe they did the Building Regulations work for Taylor Wimpey in relation to Waterside Court.
ACTION – TP to draft letter and send to TH.

Thames Water is yet to survey the drain there had been a problem with.
DH had spoken to the project manager at SEW appointed to look after ANP8 and was trying to set up a meeting for them to come and brief councillors on their project. They are working with landowners about Brick Kiln Lane to try to reduce silt run-off there, and are looking at silt trapping in Will Hall Meadow. Also, other minor improvements along Will Hall Meadow, reprofiling the river alongside the

SEW land by the New Odiham Road and improvements through Flood Meadows were also being considered. Also, some improvements downstream of King's Pond. The project overall is looking at improving the River Wey and part of that is looking at the abstraction on Windmill Hill and its effects on both the River Wey and the Caker Stream. The project is important to the town and the river. It is being sponsored by the EA.
Dispute between DH and JQ to go to Full Council on 4 February. The whole agenda is being reserved for King's Pond matters as far as possible.
CA said the 'The Way Forward' document states that the next step will be to put the design out to tender and it needs to clarify that it is to get the detailed technical assessments done. DH agreed to review it.
ACTION – DH to review the 'The Way Forward' document on the website.

8. **Collation & Storage of Information**

Nothing further to report.

9. **Date of next meeting**

Monday 9th February: Council Chamber, Town Hall, Market Square 11:00am – 12:30pm
The date of the next C&SFG is yet to be set.

MINUTES OF THE KING'S POND TASK & FINISH GROUP
Monday 9 February 2026

Present: Councillor Don Hammond - Chair (DH)
Councillor John Quincey (JQ)
Councillor Chris Botten (CB)
Tom Horwood – Town Clerk (TH)
Hayley Carter - Deputy Town Clerk (HC)
Natalie Beckell – Alton Town Council (NB)
Cathy Ayres – Resident representative (CA)
Paul Ebbutt – Resident representative (PE)
Ryan Doran – Resident representative (RD
Eric Phillips – Residents representative (EP)
Tim Pinchen - Resident representative (TP)

1. **Apologies**

Angie Owens - Resident representative

2. **Minutes of the previous meeting**

The Minutes of the meeting held on Monday 19 January 2026 were proposed by EP and JQ seconded, with voting in favour.

3. **Feedback from Full Council on 4th February**

This was a very lengthy meeting, with a large number of written representations received prior to the meeting, all supportive of progressing with investigating two options and making an informed decision on the future of the Pond, and many members of the public who attended wishing to speak. The meeting was entirely dedicated to the Pond.

Councillors discussed the results of the parish poll and resolved to note them, making no changes to the resolution of 10th December to proceed with Stage One, which will investigate the two options. The updated terms of Reference were approved as tabled; DH was appointed as Chair; all non-council members were confirmed; and CB was appointed as a councillor member along with DH and JQ.

While silt and pollution issues were discussed in relation to the Stage One tender, it was agreed that these matters should be progressed as a separate project.

The Council also resolved not to suspend the egg oiling programme.

4. **Terms of Reference**

All changes were approved by Full Council.

5. **Invitation to Tender for Stage One**

This can be published and sent out to relevant parties once the final changes have been made and dates set.
The following points are to be added in:

- Geology - TP and DH
- Need for a Risk Register, Key Assumptions and concerns from the successful bidder

ACTION – DH and TH to update the ITT with the agreed points and circulate to the T&FG for comments

ACTION – DH and HC to update the dates in the ITT and confirm availability of panel members

ACTION – HC and DH to pull together the CIL application

6. **Review of actions**

<u>Programme</u>
Can now be updated following the ITT delays and the parish poll.

ACTION - DH to update the programme and circulate draft by email.

<u>Water Environment</u>
Still waiting to hear back.

ACTION: TH to chase for a response

<u>Environment Agency</u>
At the previous meeting they said they would put us in touch with the river team but as yet there has been no contact from them.

TP is still waiting to hear back about the FOI he sent but he expects a reply imminently.

As the option we are now looking at for the Pond and River option does not have the continuity downstream it was considered important to make sure the EA is aware and ask for their opinion. It was also considered important to get their view on the Lasham Drain. We understand from discussion with Thames Water engineers that diversion of the Lasham Drain was under discussion with the EA some years ago. That discussion ceased when Thames Water decided not to fund the work.

ACTION: TH to chase up about Rivers Team

ACTION – DH to draft something for TH to send to update the EA and get their opinion on the updated Pond and River option and the Lasham Drain

Ecology

We need to do testing of the pond (invertebrates, macrophytes, condition of the water) this spring / summer.

There was discussion of silting and pollution. TP suggested that we do silt testing at various points to determine particle size and chemical testing so we can work out specific pollution points. Particle size would be useful in the design of silt traps.

DH mentioned he had been on a course on hydro morphology and would distribute the notes on silt from the course.
There was a discussion about Canada Geese droppings, with TP saying he has researched each adult produces about 2lb a day and they have been found to contain E.Coli, Salmonella and Chlamydia, among other things. It was felt testing should be done of this both in the water and on land as it may be necessary to put up warning signs. It was noted DNA testing should be included so we can verify which kind of animals / birds this comes from.

ACTION – Arrange testing of pond, silt in river and pond, pollution and droppings in the spring / summer

ACTION: DH to circulate notes

Tree Works
JQ thanked HC for organising the works, which have been very well received so far. An update was provided and JQ commented that the contractors have been very co-operative and considerate of the swans' nest and ensuring access was maintained thereto.

There is still a lot of work that need to happen, and they are yet to start work on the island. The logs are being used for six hibernacula and chippings will be delivered to the Jubilee depot to be used on ATC open spaces. There is also some wood to be retained for deadwood hedging.

Waterside Court and The Dam
Investigations are still underway into the construction due to the anticipated changes coming into force in around four years' time.

ACTION – TP to draft letter for TH to send to Taylor Wimpey

ACTION – TP and TH to request a meeting with Tony Day of Waterside Court once we have heard back from Taylor Wimpey

Thames Water
Still awaiting the information on the Lasham Drain. They also said they would check sewer plans and ensure they are correct.

ACTION – Chase in a couple of weeks if we have not heard back from them.

Lasham Drain

CA asked whether diverting this would push more silt downstream and whether the EA would have a position on this if it did so. TP commented that it is only a very short section that would be diverted, and the impact is likely to be negligible. In the long run it should be self-cleaning and an improvement. However, it was agreed to ask the EA's opinion on this.

ACTION – Ask for the EA's view on diverting the Lasham Drain

HCC Highways

TH heard back and sent the plans to TP showing which areas they are responsible for and where road drains go into the Wey. TP identified four important areas:

- New Odiham Road

- Tanhouse Lane (short section)
- High Street (unclear at this point – request further information)
- Drayman's Way

ACTION – TP to add more information into TH's response requesting further information

King's View is separate – it has all been adopted up to a certain point, but TP confirmed he has not yet been able to find an easement document giving permission for this to drain across ATC's land. He is continuing his research into this.

ACTION – TP to draft something to try to find such a document

DH suggested that Ashdell Road and King's View local pollution can be looked at as a separate sub-project. This will need input from a civil engineer.

ACTION – TH to contact local engineering companies and also to ask if HCC have a panel of consulting engineers for road and drainage work

SE Water

SEW have an ongoing project to make improvements to the Wey from its source downstream to Caker Stream but are not contemplating doing much through the Town Centre or at King's Pond. TH is in the process of organising a meeting to go through the project (ANP8). We are also expecting SEW to arrange a meeting to look at conclusions from the previous project (ANP7). ANP7 has little impact on King's Pond but does have relevance to flooding in the town. TP is awaiting a response to an FO request regarding ANP7 and ANP8.

7. **Date of next Community and Stakeholder Group Meeting**
Tuesday 14 April, 6:30pm, Town Hall.

8. **Collation & Storage of Information**
Nothing further to report.

ACTION – DH and NB to do next update for website and for sending out to mailing list

9. **Date of next meeting Task & Finish Group**

Monday 16 March 11:00am – 12:30pm (**changed to 23 March**)
Alton Town Council, Town Hall, Market Square, GU34 1HD

ACTION – DH and HC to evaluate timetable for ITT and then set evaluation date, date for presentations and further T&FG meeting

MINUTES OF THE KING'S POND TASK & FINISH GROUP
Monday 23 March 2026

Present: Councillor Don Hammond - Chair (DH)
Councillor John Quincey (JQ)
Councillor Chris Botten (CB)
Tom Horwood – Town Clerk (TH)
Hayley Carter - Deputy Town Clerk (HC)
Natalie Beckell – Alton Town Council (NB)
Cathy Ayres – Resident representative (CA)
Angie Owens - Resident representative (AO)

Eric Phillips – Residents representative (EP)
Tim Pinchen - Resident representative (TP)

1. **Apologies**

Paul Ebbutt – Resident representative (PE)
Ryan Doran – Resident representative (RD)

2. **Minutes of the previous meeting**

The Minutes of the meeting held on Monday 9 February 2026 were proposed by JQ and TP seconded, with voting in favour.

3. **Progress on Tender for Stage One**

The deadline for application is this Friday. HC said she would meet a councillor to open them on Saturday morning and circulate to the panel to give them time to read, then arrange a meeting early in the week to evaluate and go through the requirements for the presentations.

4. **Review of actions**

<u>Programme</u>
Update had been circulated.

Water Environment

Now under instruction to answer a few more questions and are in the process of completing that work. The group is hoping to get the answers in time to inform the ecology meeting on 22 April. The questions include whether the water from the pond would escape into the river channel through the chalk and whether the river channel would carry the silt.

Environment Agency

Their response to questions had been circulated prior to the meeting. The Environment Agency has a preference for the pond and river option, even if we are unable to achieve continuity of the river for the fish, and do not object to the other option. With regards the Lasham Drain, they agreed to investigate it, but there is the risk that the water would be lost into the aquifer before reaching the pond. TP felt it was still worth pursuing as any amount of clean water entering the pond would help with the eutrophication.

Ecology

Meeting is arranged for 22 April to specifically go through this. The alleged presence of a newt was noted.

Tree Works

It was noted that the majority of feedback has been extremely positive.

Waterside Court and The Dam

TP had drafted a letter which TH posted to the head office in Edinburgh but no response has been received. TP suggested getting HCC legal to give advice on the party wall law because there is a lot of investigation work we need to do on the dam in due course.

ACTION – TP and TH to request a meeting with Tony Day of Waterside Court

It was noted the dam is one of the highest risks to the project. At present, the pond volume is <25,000m^3 so it does not have to have regular inspections However this threshold has already been lowered to <10,000m^3 in Scotland and Wales and England is likely to follow within a few years. We don't have any construction details for the dam.

ACTION – Add risk register as a standing agenda item to be continually added to and reported on.

Thames Water and HCC Highways

Answers have been received to the questions asked but the answers from HCC are inadequate and they appear to be unaware where their road drains discharge into. It was agreed conversations need to be had with them about the way they are polluting the River Wey.

ACTION – TH to arrange meeting with HCC. It was agreed not to invite Thames Water to the same meeting at this point.

Lasham Drain

Nothing further to report other than the update from the Environment Agency above.

SE Water

SEW had arranged a meeting which some of the group had managed to attend online. They discussed the results of ANP7, which effectively means they must continue to extract the same amount at Lasham. They outlined plans to make improvements to the river near the Basingstoke Road / New Odiham Road junction and discussed the scope of ANP8, which asks whether they should cease extraction at Windmill Hill.

They also made the point that they will be struggling to supply the amount of new housing proposed for the area. Their plan is out of step with the new proposed housing levels because of the changes from government and so they will need time to improve their infrastructure. This is now a major planning issue.

5. **Possible Civil Works sub-projects**
TH, DH, TP & PE had met on site to consider works local to the pond. These include investigation of the dam and the need to improve drainage along Ashdell Road and around the entrance to the KP site

ACTION - DH to distribute notes.

6. **CIL Application**
Draft done but HC and DH to meet to go through prior to submission. Deadline for this application window is 1st May.

7. **Date of next Community and Stakeholder Group Meeting**

Tuesday 14 April, 6:30pm, Town Hall. The public will be welcome to attend this to observe.

8. **Collation & Storage of Information**
Nothing further to report.

9. **Date of next meeting Task & Finish Group**
Monday 27th April at 11.00am, Alton Town Council, Town Hall, Market Square, GU34 1HD
Also, there is a meeting on 22 April to look at ecology which is for members of both the T&FG and the C&SFG to attend, along with invitees from other ecological groups in the town, our ecologists and possibly Water Environment. DH said they were trying to get someone along who knows specifically about ponds and someone who knows specifically about rivers. He encouraged everyone to come along and participate.

ACTION – NB to investigate putting bat boxes (do the Hampshire Bat Group provide?) up on the trees along the Watercress Line, possibly on the outskirts of King's Pond and at Flood Meadows.

Item 16

Subject: **Grant applications**

Report to: Full Council, 6 May 2026

Report of: Town Clerk

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1. Purpose of the report

1.1 To determine two grant applications. The council's authority to award grants is in Section 137 of the Local Government Act 1972.

2. Background

2.1 Two grant applications have been received. The first, from the Parent-Teacher Association of Anstey Junior School (PTA), is covered in sections 3 and 4 below. The second, from Trans Joy Network, is in sections 5 and 6.

3. Main considerations – application 1

3.1 The Climate Change Committee has delegated authority to award grants. One application for a climate change grant was received after the last Committee meeting. In consultation with the Committee Chair, this application is brought to the Full Council so as not to delay its determination until the next scheduled Committee meeting in July.

3.2 The following excerpts from the Council's Climate Change Small Grants Policy are relevant:

- *"2. In general, grant awards are not made to educational establishments or religious organisations unless the particular project or event is for the benefit of the whole community.*
- *3. All grant applications should demonstrate that they will achieve a reduction of carbon emissions and improvements in biodiversity and carbon sequestration, within Alton.*
- *6. Applicants will need to support their application by submitting a copy of their constitution or rules and accounts for the previous year.*
- *8. It is a condition of an offer of a grant that acknowledgement is made by the receiving organisation in its literature, posters or programmes for example. This should be a statement such as "Supported by Alton Town Council" or similar."*

3.3 The purpose of these grants is, "to promote, encourage or support reduction of carbon emissions or improvements in biodiversity and carbon sequestration in Alton through:

- *"Retrofitting community buildings*
- *Community involvement in environmental and carbon reduction activities*

- *Street/ open spaces infrastructure to help to create a greener and safer environment*
- *Providing carbon sequestration through re wilding areas, and/or planting trees/hedges etc."*

3.4 The application is attached, with the PTA's accounts and constitution. Their Safeguarding Policy can be found at https://www.anstey-jun.hants.sch.uk/constitution-policies/.

4. Recommendation – application 1

4.1 The Council is recommended:

To approve a grant of £200 from the Climate Change Grant budget for Anstey Junior School for the purpose purchasing plants for a sensory garden.

5. Main considerations – application 2

5.1 Trans Joy Network has applied for £500 to contribute to the costs of public liability insurance for events. The council's policy for 'Event and Project Grants', states, "These are awarded throughout the year and are to assist organisations or clubs with special projects or one off costs which cannot be met by their normal income. Grants may be awarded in this category up to £1,000."

5.2 Trans Joy Network is organising the Alton Pride event on 13 June 2026 (see https://www.transjoynetwork.org.uk/alton-pride/).

5.3 The applicant must submit its Constitution and accounts. These are appended for Trans Joy Network.

5.4 Of the £4000 in the 2026/27 budget for Events and Projects grants, £500 is not yet committed.

5.5 The following sections of our policy are relevant:

"Section 137 can only be used when there is no other existing legal power of expenditure and when members consider that the expenditure would be of benefit to all or part of the town, commensurate with the level of expenditure incurred. ...

"Alton Town Council is committed to providing assistance and support to local groups which are set up to promote community life for Alton residents. Alton Town Council provides grant funding to support the following aims and aspirations and ALL applicants should demonstrate at least TWO of these criteria in their application.

"To Promote and Encourage Pride in Alton through:
• Active citizenship
• Community Involvement
• Fostering local talent and skills
• Green, clean and safe town

• *Regeneration and Development for the benefit of all residents to create a vibrant town*
• *Social inclusiveness and preventing social isolation."*

5.6 The Equality Act 2010, s.7(1), protects transgender people from discrimination, harassment or victimisation if they are proposing to undergo, are undergoing or have undergone a process to reassign their sex.

6. Recommendation – application 2

6.1 The Council is recommended:

To approve a grant of £500 for Trans Joy Network from the Events and Projects Grants budget for the purpose of contributing to the cost of events.

ALTON TOWN COUNCIL

CLIMATE CHANGE SMALL GRANTS APPLICATION FORM 2024/25

PART 1 – YOUR ORGANISATION

NAME OF ORGANISATION

Anstey Junior School

NAME OF CONTACT

Heather Eastman

ADDRESS OF CONTACT

Eastbrooke Road
Alton
Hampshire
GU342DR

TELEPHONE NO: DAYTIME 01420 84486

EVENING

EMAIL ADDRESS: Heastman@anstey-jun.hants.sch.uk

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Anstey Junior School is a fully inclusive junior school where we believe in meeting the needs of all children. We are ambitious for all of the children at the school and this is reflected in the school moto which uses the phrase 'Aim High, No Limits'.
At Anstey, there are over 225 pupils aged 7-11, the school is located in Eastbrooke ward, the most deprived ward of East Hampshire according to the IMD. Over 33% of Anstey pupils have special educational needs vs the national average of under 12%. Anstey Junior School has many accessible features including; an assisted accessible toilet with ceiling hoist, sensory room/therapy room with ceiling hoist, accessible class rooms for all year groups and accessible play equipment. With support from EHDC, Wickes and Men's Shed, we have recently installed a new fully accessible sensory garden and we will use this space to support the emotional wellbeing of all pupils. We are now looking for funding to support purchasing plants for our sensory garden we have planted seeds provided by the Alton local food initiative and donated by Home Bargains we would like to plant some small established plants to support our seeds.

PLEASE GIVE NUMBERS IN THE ORGANISATION WHO ARE		
	A) PAID	42
	B) VOLUNTEERS	20

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR	£200
WHAT IS THE TOTAL COST OF THE PROJECT/ITEM/SERVICE?	£250
HAS MATCHED FUNDING ALREADY BEEN SECURED? IF SO, PLEASE STATE VALUE	£50

WHAT IS THE GRANT TO BE USED FOR AND WHAT IS THE ENVIROMENTAL BENEFIT FOR ALTON?

We would like to purchase some established small plants to plant into our new sensory garden area. We know that by encouraging children to nurture and care for nature will help children see how their actions affect the environment. At Anstey our vision is to inspire all at the school to be adaptable, healthy & inquisitive learners and nurture their development in order to succeed in a rapidly changing world. We also hope that by looking after their school area and growing vegetables alongside caring for plants will grow children who are passionate about 'field to fork' and sustainability.

Our vision of additional planting includes planting fruit, vegetables & herbs; we then aspire to give these away to our neighbours & families in the local area. In our sensory garden area we also have created a space for Bushy Leaze nursery to have their own gardening area in our grounds to additionally encourage very young children to nurture and grow plants and experience the excitement of eating what they grow thus encourage more sustainable living in the future for Anstey and Bushy Leaze pupils.

WHAT OTHER FUNDING APPLICATIONS OR FUNDRAISING HAS BEEN DONE TOWARDS THIS ITEM/PROJECT?

We have worked with Men's shed to create the wonderful new planters; we have received a grant from EHDC to support the PTA funding for the landscaping of the sensory garden to ensure the area is fully accessible for all pupils. We have raised money with our very active PTA most recently by a colour run, creating a fun way for children to enjoy running outside and raising money at the same time! We received a donation of soil from the local Wickes. The last part of the puzzle is to ensure we can now plant our fantastic planters and inspire a new generation of environmentalists.

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

At Anstey Junior School we are lucky to have a very active PTA run by a small group of volunteers and school staff. Our PTA ensure Anstey children have some amazing experiences every year i.e. having theatre groups visit the school, science workshops, subsidising school trips all of which provide additional opportunities for pupils. Anstey is located in Eastbrooke ward, the most deprived in East Hampshire. Therefore, we have created many projects at Anstey to encourage our children and families to be environmentally aware, including our highly used uniform hub. A purpose-built space that enables parents to take any uniform for free and recycle any unwanted clothing. We also have a clothes bank that generates income for the PTA while encouraging recycling.

Our Eco-group (with a representative from each class) have been very active in our most recent sensory garden project and have attended workshops by Young ACAN. Our School Council who are passionate about enhancing our school for all pupils, have recently completed a project with Basingstoke artist Sian Storey to create a mural of a fantastic underwater scene inspired by David Attenborough's words "if we save the sea, we save the world". Our PTA money ensures we have the opportunity to create memorable experiences in the school life of our children and their families, we hope this enables the children to live our moto of 'aim high, no limits' in their future.

PART 3 – TO BE COMPLETED BY ALL APPLICANTS

PLEASE STATE BALANCES IN HAND AT THE END OF LAST FINANCIAL YEAR	£29,194.66
LEVEL OF UNALLOCATED RESERVES	£3995.00
HOW MUCH DID THE GROUP RAISE LAST YEAR (EG FUNDRAISING BY THE GROUP OTHER THAN BY GRANT APPLICATION)?	£3925.89

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION

CHECKLIST

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

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

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

NAME Heather Eastman ……………………………………………

SIGNATURE *Heather Eastman* ……………………………………………………

POSITION Data Protection Officer………………………..

DATE…22…/…4…/…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

Anstey Junior School PTA

Constitution

Date Approved	Policy on Website	Statutory Policy
November 2021	Yes	Yes

Headteacher: Mrs Emma Humphrey

This Parentkind model constitution is for use by Parent Teacher Associations (PTAs) and other home-school groups that are members of Parentkind in England and Wales. A model constitution for Parentkind members in Northern Ireland is available at parentkind.org.uk or from the Parentkind Member Support Line 0300 123 5460. This document belongs to Parentkind (registered charity no 1072833) or any successor body.

1. Association details

1.1 Anstey Junior School is a Parent, Teacher Association (PTA)
1.2 Association name in full is Anstey Junior School PTA
1.3 School name in full is;
Anstey Junior School, Eastbrooke Road, Alton, Hampshire, GU342DR UK
1.4 The committee
The minimum members of committee members is 3.
Chair, Treasurer and Secretary

2. Purposes

The object of the association (the objects) is to advance the education of pupils in the school in particular by:

2.1 Developing effective relationships between the staff, parents and others associated with the school
2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

3. Powers

The committee members have the following powers, which may be exercised only in promoting the charity's purpose ('objects'):

3.1 To provide advise
3.2 To publish or distribute information
3.3 To co-operate with other bodies
3.4 To raise funds (but not by means of permanent trading)
3.5 To acquire or hire property of any kind
3.6 To make grants or loans of money and to give guarantees
3.7 To set aside funds for special purposes or as reserves against future expenditure
3.8 To deposit or invest funds in any lawful manner (but to invest only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification)
3.9 To take out public liability and personal accident insurance to cover association meetings, activities, committee members/trustees, to insure the association's property against any foreseeable risk and take out other insurance policies to protect the association where required.
3.10 To employ paid or unpaid agents, staff or advisers
3.11 To enter into contracts to provide services to or on behalf of other bodies
3.12 To pay the costs of forming the association
3.13 To obtain and pay for goods and services as are necessary for carrying out the work of the charity
3.14 To consult parents on their views
3.15 To open and operate bank and other accounts as the committee members consider necessary
3.16 To do anything else within the law that promotes the objects BUT the committee shall not undertake any activity in the school premises without the consent of the headteacher.

4. Membership

Members of the association are:-

4.1 Parents, guardians or carers of any pupil currently attending the school and teaching and non teaching staff currently employed by the school.

4.2 Membership is terminated if:

4.2.1 the member dies

4.2.2 the member resigns by written notice to the association

4.2.3 the committee members may for good reason, regardless of whether or not this is at the request of the governing body or the headteacher, exclude any person from membership or from attending an event whose presence at or support of the school is deemed a danger to the school or its pupils r staff or might bring the association into disrepute. Removal is not effective until the member concerned has been notified in writing of the proposal and their right to respond within 14 clear days, and the matter has been considered in light of any representations made.

5. General Meetings (Annual and Extraordinary)

5.1 All members are entitled to attend any general meeting of the association. Meetings can be held physically or virtually. A virtual meeting may be held by suitable electronic means agreed by the committee members in which each participant can see and hear all other participants. These meetings must comply with all other rules for the meeting, including charing, taking of minutes and quorums.

5.2 All general meetings are called by giving 21 clear days written notice of the meeting to the members. The notice should specify the date, time and location of the general meeting as well as give an overview of the agenda.

5.3 There is a quorum at a general meeting when the total number of members present (including committee members) is at least twice the number of committee members in office at the start of the meeting. The only exception would be at a general meeting where the association is being dissolved: please see clause 13.

5.4 The Chair or (if the Chair is unable or unwilling to do so) some other committee member elected by those present is in charge of a general meeting.

5.5 Except where otherwise provided in this constitution (Dissolution: clause 13), every issue at a general meeting is decided by a simple majority of the votes cast by the members present at the meeting.

5.6 Except where otherwise provided in this constitution

Anstey Junior School PTA - Treasurer's Report 2025

Fundraising	Income	Expenditure	Profit
Easter Raffle 2024 (income carried forward from last financial year)	£338.59	£0.00	£338.59
Summer Discos 2024 (expense carried forward from last financial year)	£0.00	£325.00	-£325.00
Usborne Ready Steady Read sponsored challenge	£179.50	£0.00	£179.50
Christmas Fair & Christmas Gift Sale 2024	£2,233.22	£1,765.40	£467.82
Xmas4Schools Christmas Card Sales 2025	£62.00	£0.00	£62.00
Krispy Kreme Doughnut Sale Spring 2025	£793.00	£590.00	£203.00
Mother's Day Gift Sale 2025	£899.70	£382.02	£517.68
Colour Run 2025	£952.00	£260.97	£691.03
Summer Fair 2025	£2,362.49	£1,363.23	£999.26
Father's Day Gift Sales 2025	£813.91	£650.31	£163.60
Summer Discos 2025	£784.05	£390.93	£393.12
Astra Recycling clothing bank income	£46.10	£0.00	£46.10
Stikins name labels commission	£15.23	£0.00	£15.23
Donation from local residents' association	£43.70	£0.00	£43.70
PayPal Giving Fund donation	£13.75	£0.00	£13.75
ASDA Cashpot for Schools donation	£116.51	£0.00	£116.51
EHDC grant for Nurture Building	£35,483.00	£0.00	£35,483.00
Total	**£45,136.75**	**£5,727.86**	**£39,408.89**

School purchases	Expenditure
Coathangers for Uniform Hub	£28.99
Treehouse Theatre whole school pantomime	£475.00
School Trip Subsidies for all children (average £10 per child)	£2,270.00
World Book Day prizes (book tokens)	£25.00
Paul Ullson History Workshops for years 3 and 4	£362.50
Sublime Science workshops for all children	£648.00
Shade sails for outdoor use at lunchtimes and on Sports Day	£59.97
Year 6 leavers' photographs	£331.50
Nurture Building	£21,369.75
Total	**£25,570.71**

PTA expenses	Expenditure
Parentkind membership and insurance	£162.00
EHDC Small Lottery Licence Renewal	£20.00
Total	**£182.00**

Account balance at end of last financial year	£15,538.48	
New income this financial year	£45,136.75	
Total in	**£60,675.23**	
Total expenditure this financial year		£31,480.57
Total out		**£31,480.57**
Account balance as of 31st August 2025	**£29,194.66**	
Petty cash in tin	**£50.00**	
Additional assets: items in PTA cupboard		

ALTON TOWN COUNCIL GRANT APPLICATION

PART 1 – YOUR ORGANISATION

NAME OF ORGANISATION

Trans Joy Network

NAME OF CONTACT

Jackson Parma

ADDRESS OF CONTACT

[redacted]

TELEPHONE NO: DAYTIME [redacted]

EVENING

EMAIL ADDRESS: [redacted]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Community support, club

PLEASE GIVE NUMBERS IN THE ORGANISATION WHO ARE

A) PAID	0
B) VOLUNTEERS	4

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN ALTON

3

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 500

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

£ 600

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

£ N/A

WHAT IS THE GRANT TO BE USED FOR?

Public liability insurance.

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

YES/NO

IF YES, PLEASE GIVE DETAILS

SECURED / PENDING

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

None.

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

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)?	£120

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION

CHECKLIST

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

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

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

NAME Jackson Parma

SIGNATURE [redacted]

POSITION CEO DATE 25/02/2026

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

We are Trans Joy Network, a small grassroots organisation founded in Basingstoke, England, by a trio of local transgender individuals.

Our goal, as an organisation, is to spread positivity and encourage kindness amongst The Transgender + Communities and provide transgender individuals with the resources to live safely and authentically by opening up our own safe spaces and having specialised support readily accessible within our centres.

Within our centres, we offer direct 1-1 support for queer individuals from our experienced Trans+ staff members for topics including but not limited to mental health, sexual health, transition and education. With our public donation scheme, we are able to offer free gender affirming clothing, binders, packers and more resources to aid in social transition. We also run workshops on voicetraining, hair styling and makeup for those who may have missed out on the opportunity to learn those skills in the past.

Our members are welcome to relax in our spaces, with the opportunity for independent activities such as crafting or reading, or to socialise and participate in our games, competitions and group activities. We host games, movie nights, and more throughout our regular sessions.

Trans Joy Network takes great joy in hosting our own pride events in our supported areas to spread Trans+ Joy and strengthen local communities. During these events, we hold fundraisers for our supported charities and communities and host stalls and stages queer artists of varying mediums.

In the background, Trans Joy Network hosts and attends activism events in support of the Transgender+ community and in solidarity with other marginalised communities. Our mission is to achieve liberation for every person, not just transgender+ individuals or communities.

Jackson Parma

[redacted]

26/02/2026

We would like to request a grant of £500-£750 in the name of Alton Pride 2026, Alton's first pride event to date.

The grant is a crucial aspect in the production of Alton Hampshire's pride event. The funding will enable us to assist stall holders, acquire sound equipment, decorate the venue, secure the necessary licenses needed to hold the event and to rent any spaces or utilities required.

This pride event will mark a positive historic landmark in the town's history as its first LGBTQ+ allied celebration. It demonstrates dedication and solidarity from the town's council to its LGBTQ+ neighbours.

Hosting a pride event will provide the locals with a much-needed opportunity for safe self-expression and community which is oftentimes not available to them. There is no shortage of local LGBTQ+ community members yet we are still left with a huge deficit in dedicated spaces and events for the community.

We also aim to use this opportunity to reframe the mindset of some locals who try to impose their oppressive views upon the town and erase queer culture within it. People must be able to express themselves without fear of harm or discrimination in their local residency. We believe this event will send a signal to those who oppose this right, that their personal views cannot and will not influence the lifestyle of harmless locals.

We hope that this celebration can encourage curiosity and understanding to those who typically would not see themselves at such events. Whilst providing a safe place for expression for LGBTQ+ individuals is our top priority, we also want to facilitate a non-judgemental environment for patience and education to those who are new to the concept of modern queerness.

With Alton being inaccessible via direct public transport, the residents may find it difficult to attend larger, more reputable pride events such as Brighton, Southampton or Portsmouth. Hosting a pride in this smaller, local venue provides a secure, accessible location with enhanced sensitivity control for neurodivergent or sensually impaired peoples. It also increases services to local businesses who will be advertised during our event.

We hope that you may consider these subjects whilst reviewing our grant application. We thank you for your time and patience for addressing and contemplating our cause.

Kind regards,
Trans Joy Network

Additional information: Public liability insurance is intended to cover our stalls of small businesses in attendance, live music, any present vendors and live performers. Alcohol, weapons, pyrotechnics and other dangerous features are strictly prohibited within our events and, as such, will not be present under our knowledge nor within coverage.

Trans Joy Network Constitution

This constitution is in reference to the charity organisation, “Trans Joy Network.”

Our Intentions
Our goal, as an organisation, is to spread positivity and encourage kindness amongst The Transgender + Communities and provide transgender individuals with the resources to live safely and authentically by opening up our own safe spaces and having specialised support readily accessible within our centres.

Achieving our Goals
In order to fulfil our goals as an organisation, we rely on donations from the public, as well as charitable contributions.

All of our centres have a first-aid certified member and an experienced counsellor which requires extensive and consistent training and courses.

We also work closely with other local organisations in order to maximise the level of support we can bring to the community.

We involve ourselves politically, writing to local MPs and councillors in order to achieve our goal of a safe and diverse community.

Internal Structure
Trans Joy Network is managed by a small management committee which is managed by applications which are overseen by its CEOs.

Trans Joy Network’s staff structure consists of its *Chairman*, *Treasurer*, and its *Secretary*.

Trans Joy Network has a network of volunteers with varying responsibilities which are appointed by approval of submitted applications from the applicant, by the Chairman and Secretary.

Each community member reserves the right to apply for a position within the committee.

Each committee member reserves the right to apply for a promotion within the committee.

No community or committee member may be granted their role without following the proper channels and processes.

No community or committee member may be granted their role should they be disqualified from acting as a committee member under the provisions of the *Penalties and Disqualifications* clause of this document.

Penalties and Disqualifications
A member may be removed from their station should the individual
- Fail to meet agreed upon responsibilities

- Fail to attend necessary meetings and discussions
- Fail to uphold the protocols and policies of the organisation
- Fail to communicate effectively with fellow committee members
- Should the individual be considered to be a risk to themselves or others whilst acting within their position
- Should the individual willingly resign

Annual Committee Review
This meeting is held to review protocols and policies within the organisation and evaluate its proficiency.

Each policy is reflected upon by the committee members and updated to meet its legal criteria and maximise its effect within the organisation.

The committee will also evaluate its active members, at this time, to assess their contributions within their role to ensure the holder of each role is compatible with the corresponding responsibilities.

Each meeting structure can be located within *Trans Joy Network's Protocols and Policies* documentation.

Meetings may be requested by committee members should they feel there are urgent matters to be discussed by the committee.

Finance
A designated bank account for *Trans Joy Network* has been opened in the name of founding member, Jackson Parma, to make and manage all transitions in regards to the organisation.

All profits and donations are exclusively reserved for use of the organisation, in the form of any validated examples within the *Finance* section of *Trans Joy Network's Protocols and Policies.*

The appointed *Treasurer* is responsible for recording each transaction made to and from the *Trans Joy Network* bank account. The accounting must be completed to the standard expressed within the *Finance* section of *Trans Joy Network's Protocols and Policies,* within the designated google spreadsheet made to document our income and expenditure.

Each transaction documented must be witnessed and signed by a fellow committee member.

This constitution was enacted on 28/04/2026 and signed by certified *committee members* of *Trans Joy Network*

Signed : Jackson Parma (Chairman)

Signed : Quinn Rayson (Secretary)

Signed : Stevie Boxall (Treasurer)

Trans Joy Network business account

Date	Time	Source	Amount	Type	Receipt	New Total	Signed	Witnessed
19/03/2026	22:41	Donation	£20	Card	R0001	£20	Jupiter	Stevie
19/03/2026		Funding	£10	Card	R0002	£30	Jupiter	Stevie
19/03/2026	23:54	SumUp	£30	Card	R0003	£0.00	Jupiter	Stevie
20/03/2026	03:10	Donation	£15	Card	R0004	£15.00	Jupiter	Stevie
20/03/2026	03:11	Donation	£10	Card	R0005	£25.00	Jupiter	Stevie
22/03/2026	00:00	SumUp	63p	Card	R0006	£24.37	Jupiter	Stevie
21/03/2026	10:35	ACC	£3	Card	R0007	£21.37	Jupiter	Stevie
27/03/2026	16:19	Funding	£80	Card	R0008	£101.37	Jupiter	Quinn
27/03/2006	19:03	Community Centre	£80	Card	R0009	£21.35	Jupiter	Quinn
27/03/2026	22.57	Funding	£20	Card	R0010	£41.35	Jupiter	Quinn
27/03/2026	23.04	Funding	£14	Card	R0011	£55.35	Jupiter	Quinn
17/04/2026	05:26	Donation	£29.25p	Card	R0012	£84.70	Jupiter	Quinn
19/04/2026	05:37	Sale	£2.95p	Card	R0013	£87.65	Jupiter	Quinn
21/04/2026	22:03	PROMO	£50	Transfer	R0014	£137.65	Jupiter	Quinn

Item 17

Subject: **Invitation to Tender for path repairs/improvements at Flood Meadows**

Report to: Full Council, 6 May 2026

Report of: Deputy Town Clerk

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1. **Purpose of the report**

1.1 To provide the bids to allow Council to award a contract for path repairs and improvements at Flood Meadows.

2. **Background**

2.1 Several of the footpaths in Flood Meadows need repair due mainly to tree root damage and weather erosion, and some sections require improvement through widening. There is also a section by Tanhouse Lane car park which is frequently flooded and slippery due to it being lower than the surrounding paths and grass.

3. **Main considerations**

3.1 Full details of the bids are provided to councillors in a separate confidential report and appendices.

3.2 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 19 (see Standing Order 10a(xi)).

3.3 The works would be funded from the Open Spaces earmarked reserve, which currently holds £166,309.

4. **Recommendation**

4.1 The Council is recommended:

To approve Company A to undertake the repairs and improvements to the footpaths in Flood Meadows, to be funded from the Open Spaces earmarked reserve.

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

Item 18

Subject: **Replacement windows and doors for 1 & 2 Jubilee Bungalows**

Report to: Full Council, 6 May 2026

Report of: Deputy Town Clerk

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1. Purpose of the report

1.1 To provide the quotes for replacing the windows and doors at two Council-owned properties.

2. Background

2.1 The Council owns several properties around the town which it leases or rents out. The two properties known as 1 and 2 Jubilee Bungalows are privately rented and ATC has a responsibility under the Landlords and Tenants Act to maintain them adequately. Both properties require replacement windows and doors.

3. Main considerations

3.1 Quotes were sought from several companies with two responses being received. Full details of the quotes are provided to councillors in a separate confidential report and appendices due to commercial sensitivity. If councillors wish to discuss the detail, 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 19 (see Standing Order 10a(xi)).

3.2 Company A also provided a quote for replacing the old wooden soffits and fascias, which it is acknowledged are in need of replacement.

3.3 The works would be funded from the Capital earmarked reserve, which currently holds £298,912.

4. Recommendation

4.1 Council is recommended:

To appoint Company A to replace the windows and doors for 1 and 2 Jubilee Bungalows, to be funded from the Capital earmarked reserve.

4.2 Council is also recommended:

To appoint Company A to replace the soffits and fascias for 1 and 2 Jubilee Bungalows, to be funded from the Capital earmarked reserve.

4.3 If a contractor is approved, the total value of the contracts will be published in the minutes of this meeting.