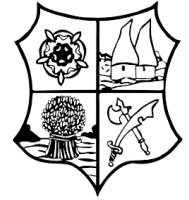


ALTON Town Council



13 May 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 the Annual Meeting of **ALTON TOWN COUNCIL** on **Wednesday 20 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. ELECTION OF THE TOWN MAYOR AND DECLARATION OF ACCEPTANCE OF OFFICE
To elect the Town Mayor for 2026/27 and to witness the Declaration of Acceptance of Office.
2. ELECTION OF THE DEPUTY TOWN MAYOR
To elect the Deputy Town Mayor for 2026/27.
3. APOLOGIES
To receive apologies for absence.
4. 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.)
5. PRESENTATION TO THE OUTGOING MAYOR
To make a presentation of thanks to the outgoing Town Mayor, Cllr Annette Eyre.
6. TOWN MAYOR'S ANNOUNCEMENTS
To receive updates from the Town Mayor.
7. 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 send them to the Town Clerk so that they are received two days before the council meeting to enable them to be circulated in good time.)

8. QUESTIONS AND STATEMENTS FROM THE PUBLIC

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

(In accordance with Standing Order 3(e), 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.)

9. COMMITTEES

To approve revised terms of reference for and membership of committees.

Subject: **Election of the Town Mayor and Declaration of Acceptance of Office**

Report to: Full Council, 20 May 2026

Report of: Town Clerk

1. Purpose of the report

- 1.1 To elect the Town Mayor for 2026/27 and to witness the Declaration of Acceptance of Office.

2. Background

- 2.1 The Local Government Act 1972 mandates that the first item of the council's Annual Meeting must be the election of a chair (s 15(2); and Standing Orders 5(e)). At Alton Town Council, the Town Mayor acts in this role.
- 2.2 The outgoing Mayor chairs this item of business and then hands over to the incoming Mayor for the rest of the meeting.

3. Main considerations

- 3.1 Two nominations for the role of Town Mayor for the coming civic year have been received by the Town Clerk (in order of reception):
- **Cllr Barbara Tansey**, nominated by Cllr Botten, seconded by Cllr Hammond
 - **Cllr Graham Hill**, nominated by Cllr Quincey, seconded by Cllr Eyre
- 3.2 Electing the Town Mayor is a statutory procedural motion and other nominations may be made (i.e. nominated and seconded) at the meeting. The outgoing Mayor will invite any other nominations, which will be added to this list. The election will proceed by show of hands and will be a recorded vote (SO 3(s)). If there are more than two candidates and if none has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. A tie is resolved by the Mayor's casting vote. (LG Act 1972 s 15(3) and SO 8(a).)

4. Recommendation

- 4.1 The Council is recommended:

To receive the list of nominations and to elect one of the nominees to the office of Town Mayor.

- 4.2 The new Town Mayor will read the Declaration of Acceptance of Office and will take the chair.

Subject: **Election of the Deputy Town Mayor**

Report to: Full Council, 20 May 2026

Report of: Town Clerk

1. Purpose of the report

1.1 To elect the Deputy Town Mayor for 2026/27.

2. Background

2.1 The Local Government Act 1972 allows parish councils to appoint a Vice-Chair (s 15(6); Standing Orders 5(e)). At Alton Town Council, the Deputy Town Mayor acts in this role.

3. Main considerations

3.1 One nomination for the role of Deputy Town Mayor for the coming civic year has been received by the Town Clerk:

- **Cllr Chris Botten**, nominated by Cllr Woodcroft, seconded by Cllr Tansey

3.2 The Mayor will invite any other nominations to be added to this list before the election proceeds.

4. Recommendation

4.1 The Council is recommended:

To receive the list of nominations and to elect one of the nominees to the office of Deputy Town Mayor.

Subject: **Committees**

Report to: Full Council, 20 May 2026

Report of: Town Clerk

1. Purpose of the report

- 1.1 To approve revised terms of reference for and membership of committees.

2. Background

- 2.1 The Annual Meeting is the appropriate moment to revise committee terms of reference and agree membership and chairs.

3. Main considerations

- 3.1 Alton Town Council has three committees: Climate Change, Planning and Staffing. The Planning Committee meets rarely; as it currently comprises all councillors, it is often more practical for planning applications to be considered within Full Council meetings. However, the option to meet separately still exists.
- 3.2 Suggestions to revise the terms of reference are appended. Changes are mainly minor and reflect more clearly some of the legislation around how formal council committees operate.
- 3.3 It is proposed that current committee members continue, with the addition of Cllr Lorna Woodcroft to take up one of the two vacant councillor places on the Climate Change Committee. Current and proposed membership of each committee is set out below.
- 3.4 Climate Change Committee: Cllr Barbara Tansey (Chair 2025/26); Cllr Don Hammond (proposed Chair 2026/27; Pennie Brown; Chris Chappell; Scott Gudrich; Rodney Painell; Kevin Ray; plus Cllr Lorna Woodcroft.
- 3.5 Planning Committee: Cllr Annette Eyre (Chair); all town councillors *ex officio*.
- 3.6 Staffing Committee: Cllr Matthew Bayliss (Chair); Cllr Annette Eyre; Cllr Graham Hill.

4. Recommendation

- 4.1 The Council is recommended:

- 1. To approve the revised terms of reference for the Climate Change Committee;**
- 2. To approve the membership of the Climate Change Committee as Pennie Brown, Chris Chappell, Scott Gudrich, Cllr Don Hammond, Rodney Painell, Kevin Ray, Cllr Barbara Tansey, Cllr Lorna Woodcroft;**

- 3. To approve Cllr Don Hammond as Chair of the Climate Change Committee;**
- 4. To approve the revised terms of reference for the Planning Committee;**
- 5. To approve the membership of the Planning Committee as all town councillors *ex officio*;**
- 6. To approve Cllr Annette Eyre as Chair of the Planning Committee;**
- 7. To approve the revised terms of reference for the Staffing Committee;**
- 8. To approve the membership of the Staffing Committee as Cllr Matthew Bayliss, Cllr Annette Eyre; Cllr Graham Hill; and**
- 9. To approve Cllr Matthew Bayliss as Chair of the Staffing Committee.**



ALTON TOWN COUNCIL CLIMATE CHANGE COMMITTEE TERMS OF REFERENCE

1. Purpose

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

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

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

The role of the Climate Change Committee is to:

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

2. Delegated Authority

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

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

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

3. Finance



ALTON TOWN COUNCIL CLIMATE CHANGE COMMITTEE TERMS OF REFERENCE

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

4. Membership

Membership of the Climate Change Sub-Committee will be approved by Full Council and composed of up to:

One member of Energy Alton

One member of Alton Climate Action Network

One youth representative ~~(TBC)~~

One active travel representative

One EHDC representative

~~Up to~~ Four Town Councillors

One Local Business Representative

~~The Town Clerk (or appointed officer in her absence)~~ [Note: employees are not permitted to be committee members]

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

The Local Government Act 1972 (s. 104(1) and s. 80) states that a non-councillor member of a committee is subject to the same qualification rules as a person seeking election. The council will ask potential non-councillor members to declare that they are eligible.

The quorum of the committee shall be one third of its membership, rounded up to the nearest whole number.

5. Roles and Responsibilities

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

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

Members of the Climate Change Committee are responsible for:

- Making recommendations of the scope and content of the CCSAP
- Understand the goals, objectives, and desired outcomes of the CCSAP once formulated and make recommendations on how these outcomes can be delivered.
- Understanding and representing the diverse interests of community stakeholders.



ALTON TOWN COUNCIL CLIMATE CHANGE COMMITTEE TERMS OF REFERENCE

- Taking a genuine interest in the CCSAP's outcomes and overall success.
- Actively participating in meetings through attendance, discussion, and review of papers and other documents.
- Supporting open discussion and debate and encouraging fellow Group members to voice their insights.
- Acting on opportunities to communicate positively about the CCSAP
- For officers and council representatives on the Group, ensuring that the CCSAP is aligned with the strategic direction of the Council

6. Meetings

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

7. Communications

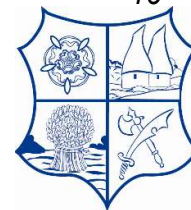
Meeting minutes will be provided as a matter of record and are subject to approval. The outcomes from the meetings will be reported by the Town Clerk or other Town Council staff in reports to Council as necessary from time to time. Meeting minutes will be published on the Council's website.

Reviewed: May 2026

Approved: 6 May 2026 (if approved)

Next review: May 2028

ALTON TOWN COUNCIL PLANNING COMMITTEE TERMS OF REFERENCE



Purpose of the Planning Committee

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

Terms of Reference

1. Membership

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

2. Chairman

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

3. Conduct of Meetings

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

4. Delegated powers of the committee

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

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

Reviewed: May 2026

Approved: 6 May 2026 (if approved)

Next review: May 2028

ALTON TOWN COUNCIL STAFFING COMMITTEE

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

QUORUM: The quorum shall be two councillors.

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

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

TERMS OF REFERENCE

1. To draft and keep under review such policies as are delegated to them by the Full Council, including the council's Disciplinary Policy, Grievance Policy, Member Officer Protocol and Anti-Corruption and Bribery Policy for staff, and to submit any amended or proposed policies to Full Council for approval.
2. To review Job Descriptions and staffing structure at least annually, making recommendations to the Full Council for approval in case of significant changes.
3. To manage Town Clerk recruitment, making recommendations to the Full Council for approval.
4. To oversee the recruitment, induction, training and probation of all new staff in accordance with applicable council policies and legal requirements.
5. To draft and review, with appropriate consultation, criteria for redundancy, making recommendations to the Full Council for approval.
6. To oversee staff performance, staff training and staff development needs in the context of the council's annual appraisal process.
7. To review staff salaries and other personnel costs, making budget recommendations to the Full Council for approval.
8. To manage the Town Clerk, including any disciplinary action involving the Town Clerk and hearing any grievances from the Town Clerk.
9. To implement the council's Grievance Policy, Disciplinary Policy and Anti-Corruption and Bribery Policy and, as applicable to the Staffing Committee, the Council's Member/Officer Protocol.
10. To review these Terms of Reference ~~annually~~every other year.

Reviewed: May 2026

Approved: 6 May 2026 (if approved)

Next review: May 2028