ALTON Town Council

22 January 2026

Dear Councillor

You are hereby summoned to an extraordinary meeting of the **FULL COUNCIL** on **Wednesday 28 January 2026 at 7.00pm** at The Town Hall, Market Square, Alton GU34 1HD, when the under mentioned business will be transacted.

Yours faithfully

Cllr Annette Eyre
Town Mayor

To: All Town Councillors

Councillor Matthew Bayliss
Councillor Chris Botten
Councillor Mark Boyce-Churn
Councillor Matthew Kellermann
Councillor Don Hammond
Councillor Graham Hill
Councillor Roger Lamb
Councillor Nick O'Brien
Councillor John Quincey
Councillor Barbara Tansey
Councillor Janice Treacher

AGENDA

1. Apologies for absence

2. Declarations of Interest and Requests for Dispensations
(Councillors are responsible for declaring any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, they may not participate in any discussion of or vote on any matter in which they have a pecuniary interest. They must withdraw when the meeting discusses and votes on the matter.)

3. Minutes of the Full Council meeting held on 7 January 2026

   RECOMMENDATION: To approve the minutes of the Council meeting held on 7 January 2026.

4. Town Mayor's announcements

5. Written representations from the public – *none yet received*
(Authors of written representations are invited to ensure that they are with the Town Clerk by 12noon two days before the council meeting to enable them to be circulated in good time.)

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

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

7. Planning Applications – *see attached report*
7.1 – EHDC-25-1488-OUT - Land North of Basingstoke Road
7.2 – EHDC-25-1490-LBC - William Curtis House, 25 Lenten Street, Alton GU34 1HG

8. Grant Applications – *see attached report*
8.1 – Neighbourhood CIL
8.2 – Community Grants
8.3 – Event and project Grants

9. Allotments – *see attached report*

10. Anstey Park Multi-Use Games Area (MUGA) – *see attached report*

11. Statement of Accounts from 1 December to 31 December 2025 – *see attached report*

12. Internal Audit Report for Quarter 3 2025/26 for noting – *see attached report*

13. Reserves Strategy – *see attached report*

14. AutoSpeedWatch cameras subscription renewal – *see attached report*

15. Calendar of Meetings 2026/27 for approval – *see attached report*

16. Exclusion of the press and public

RECOMMENDATION: To exclude the press and members of the public in view of the confidential nature of the business about to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960 section 1, 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.

Confidential

17. Confidential minutes – *see attached report*

MINUTES OF THE MEETING HELD ON
WEDNESDAY 7 JANUARY 2026 AT 7.00PM AT THE ALTON COMMUNITY CENTRE

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

In attendance: **Tom Horwood** - **Town Clerk**
Hayley Carter - **Deputy Clerk**
28 Members of the public and press

95 **Apologies for Absence**

Apologies for absence were received from Councillors Mark Boyce-Churn, Richard Moore and John Quincey.

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

No declarations of interest were received.

Councillor Kellermann raised a point of order, stating that the meeting is procedurally invalid because in his opinion insufficient 'clear days' notice of the meeting had been given and in particular that Saturdays should not be considered a 'clear day'. The Town Clerk reassured the meeting that the requisite three 'clear days' had been given, those being 3rd, 5th and 6th January. The law and Standing Orders state that 'clear days' exclude the days of issue and meeting, Sundays, the days of the Christmas, Easter, bank holidays and days appointed for public thanksgiving or mourning. Having received further advice from the Hampshire Association of Local Councils, the Town Clerk said that, in law, Saturdays are considered 'clear days' for the purpose of publishing notices for town council meetings.

97 **Minutes of the Full Council Meeting held on 10 December 2025 for Approval**

Councillor Hill proposed that the minutes be approved. This was seconded by Councillor Hammond. The Deputy Clerk then read out a few typing errors which had been highlighted by a member of the public and a councillor, which she had amended in the minutes before printing. Councillor Eyre proposed an amendment to accept these changes, and this was seconded by Councillor Hill. With voting as follows the amendment was **carried**:

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

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

RESOLVED
to APPROVE the amended minutes of the Full Council meeting held on 10 December 2025

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

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

Councillor Hill said he would like to commend the Deputy Clerk for the minutes of such a long, difficult meeting.

98 **Town Mayor's Announcements**

The Mayor welcomed councillors and the public and thanked everyone for attending.

She then reminded people that, "We have a full agenda packed with topics that are of great interest and passion to many of you, as well as to those who, unfortunately, cannot attend.

"Throughout my term as Mayor, I have always prided myself on striving to achieve fairness for everyone who wishes to speak. It is important to me that all voices are heard and given a platform. While our standing orders provide me, as chair, with some flexibility regarding the duration each individual can speak, I am fully aware that time is always a factor. Nevertheless, I am committed to enabling everyone to have their say, provided that all council members and attendees are willing to listen and respect each other's opinions.

"I have no intention of implementing any standing orders that would limit freedom of speech. However, should any individual cause a disruption, I will have no option but to ask them to refrain from such behaviour. If the disruption continues, I may be forced to ask the individual to leave (SO 10xiii), or suspend the meeting for 15 minutes (SO 10xiv) or even adjourn the meeting to reconvene on another day (SO

10xvi). Therefore, I kindly ask everyone to be mindful and considerate of all individuals present.

"Thank you for your cooperation and understanding."

99 **Written Representations from the Public**

99.1 The following correspondence was received from the Allotment Association on 11th December 2025:

Dear Councillors, Town Clerk

I am writing in response to the decision by Alton Town Council regarding the proposed increase to Allotment rents and the intention to backdate this increase to 2022. I wish to formally express my concerns about this approach.

The reasoning given at the meeting—that the Allotment Association increased its grass-cutting fees in line with inflation this year—is, in my view, not an accurate basis for justifying such a significant rent increase. While it is true that we applied a 3.8% increase, consistent with the current CPI rate, we did not backdate any charges for previous years' grass-cutting. Had we done so, our own charges might similarly have shown an increase approaching 23%.

It is also important to highlight that the Council benefits substantially from the work of Allotment volunteers, who undertake grass-cutting across the Council's five sites in Alton. Were the Council required to rely on its own staff—who may not be readily available due to other duties—the associated costs would be considerably higher. For this reason, I do not believe the argument presented at the meeting offers sufficient justification for the scale of the proposed rent increase.

For reference, I note the following extract from the meeting papers:

"8. Allotment rents have been frozen at £30 per year since 2022, when it was raised from £28. In addition, there is a one-off initial administration fee of £30 (including the cost of keys/locks). The Allotment Association has increased its mowing charge to ATC by inflation. If ATC's rent and administration fees to tenants had kept pace with inflation (CPIH previous Sep), they would have been £35.59 in 2025/26 and £37.06 in 2026/27. The budget proposes to increase rent and administration fees to £37.00 in 2025/26.

"9. It is further proposed to align the payment year to the financial year (April–March), allowing fees to be considered as part of the annual Budget-setting process. This would result in an effective rent holiday for three months for existing tenants, with no charge made for the period January–March 2026."

While the increase may not be considered particularly large in itself, it will have a major impact on those on fixed incomes and lower paid members just when their own budgets are being squeezed due to continued rising costs. The Allotments are a precious amenity and benefit people immensely. I hope the

Council will reconsider the justification and implications of the proposed changes, particularly in light of the significant volunteer contributions that help keep costs low.
Kind regards
Maggie Martin
Treasurer, Alton Allotment Association

99.2 The following correspondence was received from the Allotment Association on 16th December 2025:

Good Evening Tom, Councillor Eyre,
I have now spoken with Marcus and the committee members so that they are aware of the proposal, along with my recent communications with yourself and the councillors.
Please add this and my earlier email to the regular correspondence section of the agenda for the next meeting. Both Marcus and I will attend.
At present, aside from being informed that the allotment rent has not increased since 2022, we have not been provided with an explanation as to why such a significant percentage increase is now considered necessary. From our perspective, it appears that the impact on allotment holders has not been fully considered.
Many plot holders are on low or fixed incomes and will find it difficult to absorb an increase of this size, even if the overall monetary amount may appear modest. We would therefore welcome a clear justification for the proposed increase and an opportunity to discuss this further.
I would appreciate clarification as to whether similar percentage increases are being applied to other council-run amenities, or whether allotments alone are being subjected to these rises. If it is only allotments, this does not appear to be a fair or proportionate way of addressing any financial pressures the council may be facing. The allotment holders are residents of Alton and the surrounding area. We feel that the council should be supporting us, rather than placing additional burdens on us all. Over the past year, allotments appear to have been given a very low priority, and we have found it difficult to secure meaningful engagement from the council. This is not a criticism of councillors' support officers, who are clearly stretched across multiple responsibilities. However, it is disappointing that elected councillors themselves have not shown stronger leadership in this area. Earlier this year, the council announced that a specific councillor had been appointed to oversee allotments, but following that councillor's absence due to illness, no alternative arrangements were put in place and no other councillor assumed responsibility.
The allotments are a great community asset and the Alton Allotment Association that I represent, does much to support our community. In recent

years we have raised valuable amounts for charity and many of our members share and take spare produce to the local food bank to be distributed to those that need it. We would really like the council to be a little more supportive of our efforts, not less so, as you are currently showing.
I look forward to your further response on this matter
Kind regards
Maggie Martin
Treasurer
Alton Allotment Association

Ms Martin was invited to speak at this point in the meeting. She explained that the Allotment Association were not happy that there was a proposed 23% increase and so they had chosen to write to the council immediately after the meeting. They wondered whether similar increases were going to be made on the Council's other rental charges.

She explained that it had been explained to them that a change could not be made to the decision taken at the meeting this evening and that they were really not happy with that. She said they had only found out about the proposed increase at the time when letters should have gone out inviting tenants to pay their next year's fees but they should actually have been given twelve months' notice of a rent increase and it should have been given outside of growing season. She added that no consultation had been done and they did not believe the decision was lawful.

She then went on to say that the handbook has not been updated for some time. She said there had been discussions about updating it in the past but nothing had come of them and as the council representative assigned to the allotments had subsequently left the council and not been replaced, communications between the council and the Allotments Association had somewhat broken down. She said that the council does benefit from having an Allotment Association and when they used to have regular conversations with the council all of these matters were raised. She finished by saying that the AGM is in April and normally they can give a report on who their members are, who has paid their fees, how many allotments are empty and so on, but with the proposed change in dates this will no longer be possible. She said she hoped there was a method of backtracking on that.

99.3 The following correspondence was received from Cycle Alton on 22nd December 2025:

Response from Cycle Alton re EHDC-24-0027-FUL At Land NW of Ackender Wood.
Proposed Residential Development

Reason for re-consultation - Amended plans received 05.12.2025, 08.12.2025 and 09.12.2025 - Minor changes to internal layout and design and changes to vehicular access and additional/amended transport documents/evidence.

Contents

Introduction

Cycle Alton have studied two of the attached documents that have relevance to proposed cycling infrastructure:

- Full Travel Plan, revised and submitted December 9th 2025
- Transport Assessment Addendum A-E Part 1 dated June 16th 2025

Overall, we note that, in theory the Transport Plan (TP) prioritises cycling and walking to allow residents to access local facilities from the site without driving a vehicle.

In reality there are serious gaps in the proposed plans that will deter all but the fittest residents from actually riding a bicycle off the site.

There are several inaccuracies in the report, and it fails to mention three important issues:

- the site is on a hillside
- it lies beyond the western boundary of Alton, the other side of a major arterial road system. This A339 is a direct route from Basingstoke/the north down to the south coast and cross channel ferry ports.
- there is no mention of catering to people of all ages and those with disabilities

Other issues include the lack of all current relevant policies, inaccurate listing of specific distances to local amenities, no provision of cycle parking on site, insubstantial details of a proposed Travel Coordinator, lack of specific details of developer contributions towards transport and no mention of maintenance of cycle paths.

Cycle Alton recognise the need for development and support building an integrated infrastructure design that allows for the practical cycling and walking routes suitable for all member of the community to have safe and practical access to schools, colleges, shops and leisure encouraging the community not to travel by car creating a sustainable community.

Hillside access points over the major arterial roads

This has serious implications for making cycling easy and safe. The lower most northern section of the site sits at the end of a low valley with level flat access straight into the town centre. The higher section aligns with the apex of the hill on a ridge, now named Pertuis Avenue. The other side of the hill the land drops down off the ridge both east into the town, west towards major town amenities and south towards Selborne.

The plan for two access points for cycles is admirable, as they are needed both at the top and the bottom of the hillside development. However, there are serious issues with the lower access point at the moment.

The top access point will lead over a new signalised crossing at the apex of the hill over Pertuis Ave, for pedestrians and cyclists only, onto a grassy area that lends itself to the creation of a suitable cycle path with attractive landscaping, with benches on this upper part of the hill. The TP states it will develop this area with a suitably wide cycle path and upgrade the pavements leading a) east /downhill onto Kings Road and into the town centre, b) south and east into the local Butts Primary School and c) further south down Pertuis Avenue to join the National Cycle Network (NCN) Route N224 at the junction of Whitedown Lane with Chawton Park Road, where there is another, three-way signalised crossing. This connects along a flat plain to the town centre going east and important facilities, almost on the flat going west, notably the Sports Centre, Community Hospital, one of the two GP surgeries, a scout hut and other sports facilities. We welcome this proposal.

Note that the public footpath (002/17/1) referred to in the TP does not provide an off-road carriage way route towards the town centre. It is an unlit footpath and not suitable to be upgraded to a cycle path. It is adjacent to the quiet residential Kings Road, a straight and gently-sloping down hill road.

There is also the opportunity to link with paths directly from the application site to the unfinished site called Ackender Hill (the old Treloar Hospital site). The plans include a meadow area which stretches north east from Connaught Way up to the apex of Pertuis Ave at a pedestrian entrance to Ackender Woods. We hope this would create a natural habitat to encourage birds and allow families peaceful time with children free to run about. This link would save residents from crossing Pertuis Avenue to the east, cycling south only to have to cross back again along Chawton Park Road to access the Community Hospital, Sports Centre etc. The TP mentions this generally, but we would need to see details before passing comment.

The bottom access point from the application site is a vehicle and cycle signalised crossing close to the main junction of the arterial road into Alton, crossing Basingstoke Road. The traffic count of 2023 states that the daily average number of vehicles going both ways is 9,436. Since then, three major housing developments in Alton are part way completed with an associated increase in the volume of traffic. More sites are planned and the queue of cars at rush hour already causes delays at this junction between the A339, the B3349 and the hill of Pertuis Avenue.

Once a cyclist crosses the road there is currently no cycle path. The TP erroneously believes that the Basingstoke Road /A339 has an off-road cycle path alongside on its eastern edge leading north to the junction with Beech and villages beyond. And that the B3349 leading into Alton is a safe on-road cycle route. They have based their belief on an out-of-date 'Cycling in Alton' map that has been replaced by a new one 'Alton's Paths and Routes', showing walking routes one side and cycling routes on the reverse. We suggest that the earlier map was created as a desk exercise with no audit on the ground to assess feasibility against traffic volume, speeds, contours and other obstacles.

There is a great opportunity to create a safe cycle route into town on this level plain directly into the town centre. It aligns with two important policies: the East Hants Local Cycling and Walk Infrastructure Plan (LCWIP), approved by Hampshire County Council (HCC) last March, as their desired **Primary Route 210** and the government's national guidance on building cycling infrastructure, Cycle Infrastructure Design LTN 1/20, published July 2020, **where it states the need to avoid gradients.** The two secondary schools, the two colleges and the planned SEND school are all on the east and north side of the application site leading directly along the B3349. The LCWIP Primary Route 200 would then offer safe cycling all the way to Holybourne in the east, past these educational facilities.

This opportunity arises because land east of the proposed site is also the site of another proposed development behind Will Hall Farm, extending alongside the A339 and the B3349. We note that HCC have encouraged the developers to liaise and create a joint transport plan for this area, but we see no sign of that yet. This is a serious omission in their TP. See photos of the current footway on the eastern side of the A339, where there was once a 2m wide path that was well used by cyclists to link Alton with Beech, Medstead and surrounding villages, although it is almost fully overgrown now and is not signed as a shared path or named as such on local maps. Currently it would be a serious H&S risk to allow cyclists to cross the very busy road where there is no cycle route. We suggest that the developers of both sites agree a timeline that would enable the safe cycle routes to be created in advance of the vehicle access from the application site.

All age groups and those with disabilities

The national policy LTN1/20 emphasises the need to cater for all ages (8 to 80). Cycle Alton has campaigned for cycling infrastructure to meet the needs of senior school age children who have attained Bikeability Level 2. We want to give parents and children the freedom to reach schools and other attractions safely. Many families use cargo bikes both for shopping and transporting toddlers, so paths must have wide corners and no barriers. There are various forms of bicycles for those who are disabled and these should be considered as part of the Public Sector Equality Duty (PSED). The TP fails to address the needs of either of these groups. It is vital that the cycle routes are both safe and perceived to be safe or people will not use them.

Relevant policies

The TP includes quotes from two national, one county and three district policy documents.

It fails to include any from the very relevant national policy ‘Cycle Infrastructure Design’ LTN1/20 (July 2020) and we are pleased to add pertinent sections:

The strategy sets a clear ambition to make cycling and walking the natural choices for short journeys or as part of a longer journey with supporting objectives to increase cycling and walking levels.

Infrastructure must be accessible to all, including young people, older people (8 to 80) and the disabled.

Designers should aim to meet five core design principles:

- *Coherent:*
    - *Cycle networks should be planed and designed to allow people to reach their day-to-day destinations easily, along routes that connect, are simple to navigate and are of a consistently high quality.*
- *Direct:*
    - *Cycle routes should be direct-and preferably more direct-than those available for private motor vehicles.*
- *Safe:*
    - *Not only must cycle infrastructure be safe, it should also **be perceived to be safe** so that more people feel able to cycle.*
- *Comfortable:*
    - *Comfortable conditions for cycling require routes with good quality, well maintained and smooth surfaces, with adequate width for the volume of users, minimal stopping and **avoiding steep gradients.***
- *Attractive:*
    - *Cycle infrastructure should help to deliver public spaces that are well designed and finished in attractive materials and be places that people want to spend time using.*

Distances to Local Amenities
Table 3.1 summarises a range of facilities within a reasonable walk and cycle distance of the application site. The average walking times listed are wholly inaccurate, given that the application site is on a hillside, people will need to cross the very busy Pertuis Ave/A339 at signalled crossings and the range of ages and ability varies enormously. Older people want realistic distances and the option to rest at certain points in their journey.
Cycle Parking
National guidance LTN 1/20 states that new developments should always provide dedicated ground floor cycle storage. They should be offer shelter as well as security. To do less completely undermines the strategy of prioritising cycling over cars if there is then no provision for cycle parking. The site should offer a child-safe zone.
Within Development Road Layout
In line with National guidance LTN 1/20 we are concerned that the layout will not provide unobstructed flow for cyclists and pedestrians due to design of parking and parking bays and does not avoid gradients.
Travel Plan Coordinator and Management
We welcome this post and the actions to be promoted to make cycling the easy option. May we assume the person will be a cyclist and able to lead groups into and around the town? How many hours per week will the person be available and how long is the post funded for?. We look forward to working closely with the post-holder.
Transport Contributions
We note the list of the developer contributions but need specific details in order to comment

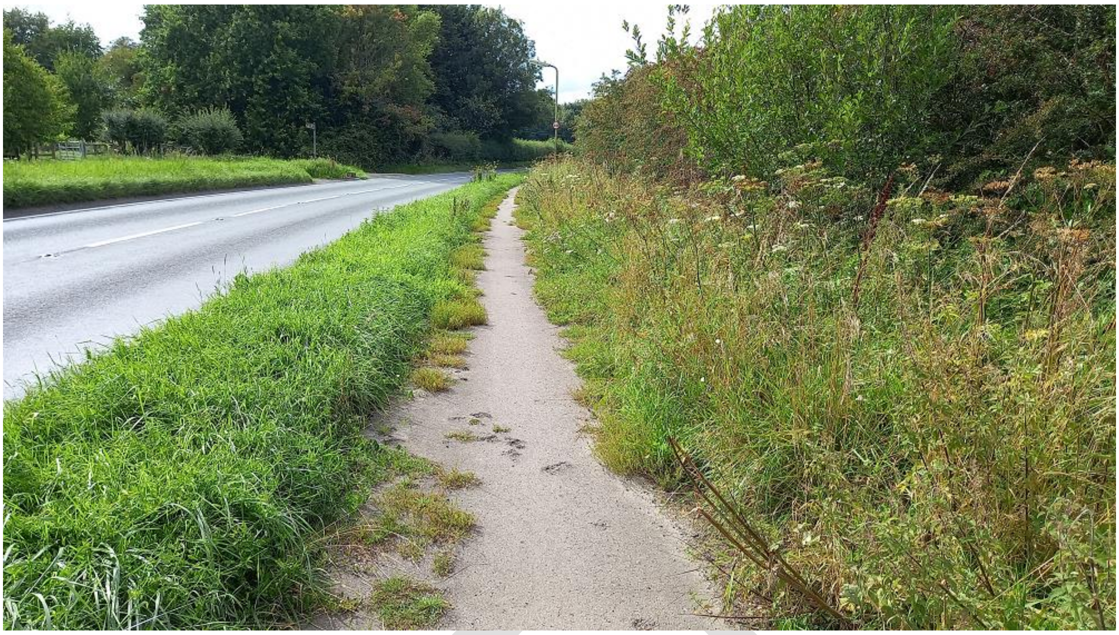
1. Off-site foot and cycle works along Pertuis Ave
2. Off-site way finding strategy
3. Improvements to the B3349/A339 junction, creation of routes through Ackender Wood and sustainable travel improvement identified within the East Hampshire LCWIP (routes 200 and 210)

NB We note a typo on page one of the TP- LTN1/29 should surely read 1/20
Maintenance of new cycle paths
This must be formerly agreed along with funding before the application is approved
Conclusion
We strongly urge the developers of both sites to develop a combined Transport Plan with HCC Highways that includes:

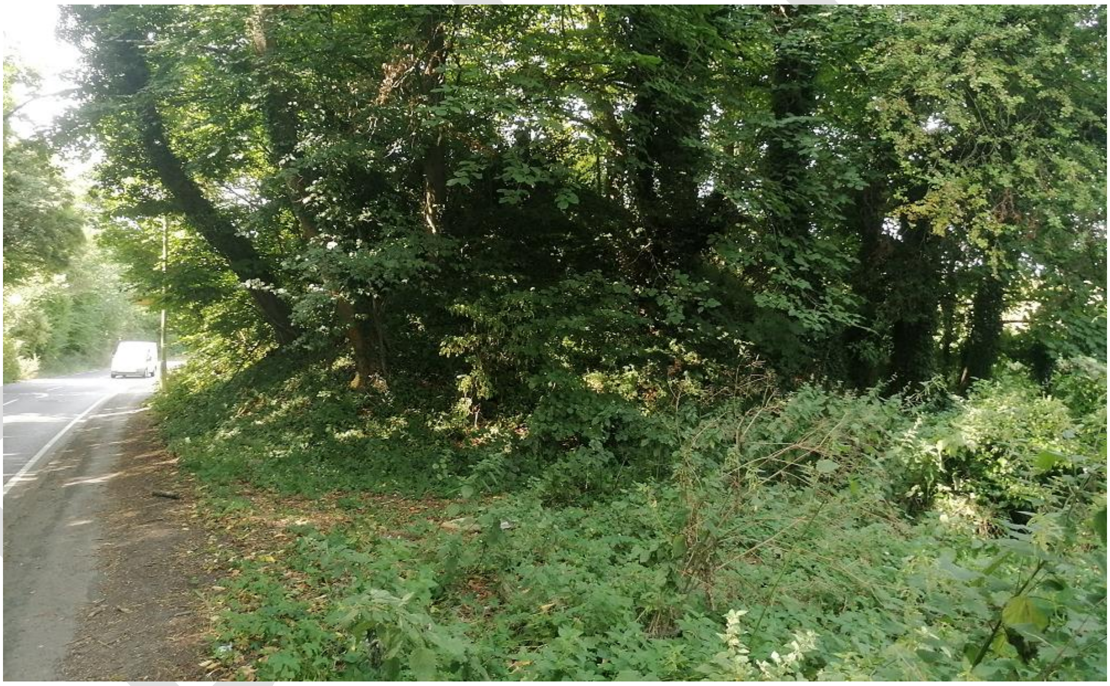
A shared off-road pedestrian and cycle route along the Basingstoke Road from the Beech junction, extending alongside B33479 to join with the path through Hopfields Meadows. In line with the Primary Route 210 agreed by HCC.
Within development provision in line our comments above and LTN/20 integrated into the design.
We support the provision of signalled access for cyclists and pedestrians on both the Basingstoke Road and Pertuis Avenue.
Widening of the Hopfield Meadow path to meet the standard width listed in policy LTN1/20, ie 2m
Further work will need to make the crossing over the New Odiham Road safe for cyclists.
To ensure safe cycling into the town centre, the 20mph speed limit in Lenten Street should be extended along the short section of Basingstoke Road from New Odiham Road. There is space on the road to form a segregated cycle path up as far as the pedestrian entrance to Flood Meadows. This would meet the desired LCWIP Primary Route 210.
As cycling is permitted through this attractive green space which leads directly into the town centre, wayfinding signage could point cyclists to this scenic route as an alternative to the road, so enhancing safety and the cycling experience. The cycle paths should be widened to 2m.
As an aside to our response, we urge the council to encourage all planning application documents to reach all people of all ages and disabilities as well as reduce paper and cut carbon emissions. All fonts should be a minimum size 12, all headings in a strong colour, if used (not pale yellow) and all margins to be narrow.
Thank you
Chris Chappell, Angus Berry, Colin March
Volunteers Cycle Alton

99.4 The following additional correspondence was received from Cycle Alton on 5th January 2026:

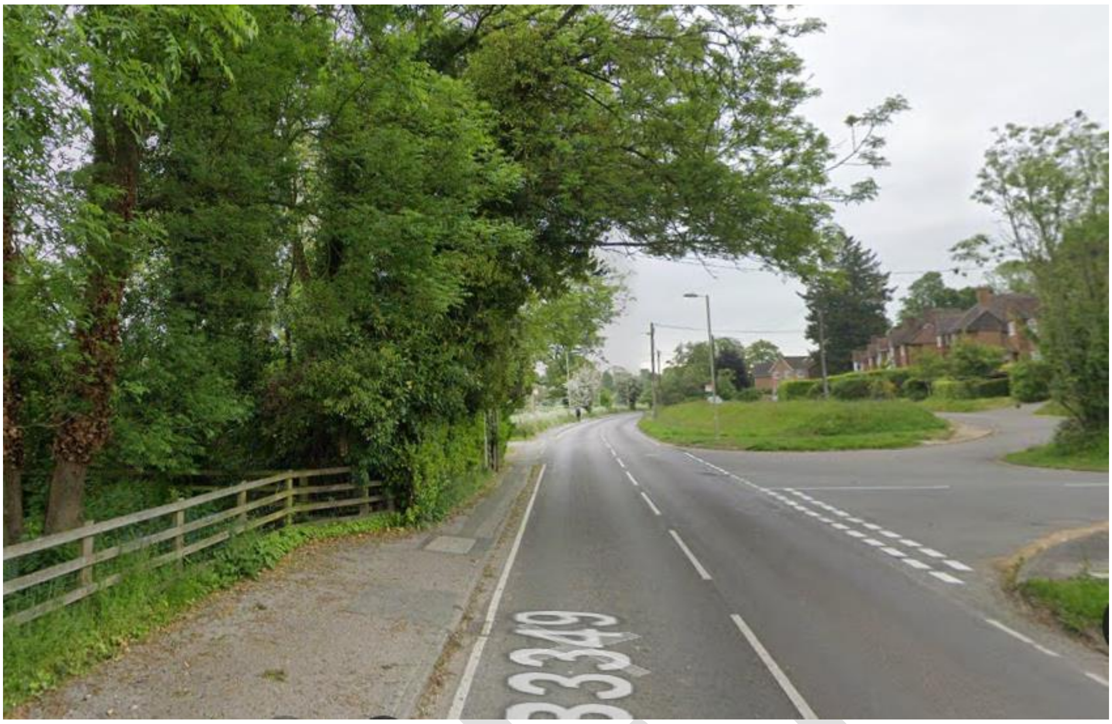
Chris Chappell of Cycle Alton wishes to supplement her written representation on item 7C with the following three photographs. Chris Chappell requests to speak on this item.



Footway alongside A339



Basingstoke Road embankment



Narrow pavement B3349

Cycle Alton were invited to speak at this point. Chris Chappell said that they had come to speak about the Active Travel Plan in the planning application for Land NW of Ackender Wood, and had discovered lots of inaccuracies in it. She said this is our opportunity to deliver route 210 of the LCWIP. She said that the pavement on the Basingstoke Road was originally two metres wide and is now only about a foot. She said the applicant's Travel Plan declined to mention the development is on a hill and so they need to make sure there is access from both ends of the development as people will not want to walk or cycle uphill if they can walk somewhere flat. She emphasised that it is important in a travel plan to avoid gradients and ensure the route is perceived as safe. The document also assumes there is an existing cycle path but there is not.

Angus Berry then spoke. He is also a trustee for ACAN and he said this is an opportunity to create a sustainable community and ensure our children are able to cycle to schools and college safely. He said there are a few inaccuracies in the Travel plan and informed the meeting that he personally knows of a few people who have been clipped by cars while cycling on the A339. He emphasised how important it is that we get safe routes in place. He too said that people are more likely to take a flat route than a hilly one, and we need to make sure there is a safe flat route available.

He went on to point out that part of this route will be privately maintained and so it is incredibly important to make sure that it is built properly in the first place and does not require too much work going forward. He added that there is no information about any developers contributions towards this. This is our opportunity to get this right for once, and it should be something we are focusing on for all new developments in the town – making sure there is a safe, flat route from the development to local amenities. He finished by saying that getting a transport plan that delivers the LCWIP and makes sustainable walking and cycling routes for all ages and abilities is of the utmost importance. This is a significant opportunity and some redesign does need to be done.

Councillor Bayliss asked him what two things should be put into the council's response and Mr Berry said that the travel plan is not fit for purpose and that we need to take this opportunity to create a sustainable route and plan for the future.

Councillor Hill proposed that the correspondence and further comments be noted. He then immediately proposed an amendment to add: "and to bring the allotments decision back to the next meeting subject to the Town Clerk receiving sufficient written representations from seven town councillors" (as per Standing Order 7a)". Both the proposal and amendment were seconded by Councillor Eyre. The Town Clerk confirmed that it would be possible to put allotments back on the agenda only if he received written representations from seven councillors by Monday 26th January to indicate that they would like to revisit the decision taken at the 10th December meeting.

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

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

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

RESOLVED
to note the correspondence received and to bring the allotments decision back to the next meeting subject to the Town Clerk receiving sufficient written representations from seven town councillors.

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

100 **<u>Questions and Statements by the Public</u>**

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

100.1 John Bound of the Holybourne Village Association thanked the Council for the opportunity to speak on the planning application on Land to the Rear of 136-150 London Road, Holybourne. He said that the HVA had not encouraged members to turn out to the meeting en-masse this time but rest assured there is still robust support for what he is about to say. He then thanked the Town Council for their previous objection to the application.

He said that since the previous consultation the number of dwellings proposed had been reduced from 160 to 156 in a feeble attempt to move the boundary away from the ancient monument.

He said that in order to attempt to mitigate the huge increase in traffic along the narrow village road the plan was to reduce the number of parking spaces available along London Road from 120 to 37 by installing double yellow lines. They had not addressed the displacement at all. These proposals would cause significant hardship to residents every day of their lives. It would also cause problems for the local businesses and services and the village shop does not believe it would survive such a significant loss of parking. The playground, Jehovas Witness centre, Andrew's Endowed primary school and the Cricket Club which holds may community events such as the village Fireworks, would also be affected.

With regards flood management, the HVA believes the plans to be completely inadequate. He said that we all remember what happened in Farringdon and for this application the issues have not been addressed.

He finished by urging the Council to reaffirm their objections, adding that the development is simply too big for the village.

100.2 Gareth Hurd then spoke to say that, with regards the potential trial grazing at Will Hall Meadow, he does not feel that the environmental benefits of grazing have been covered adequately in the report. The Town Council has a Climate Change Strategy which shows the intention to increase biodiversity and make open spaces more suitable for wildlife and so on. This is a historical site and would have been consistently managed which would have been grazed in a very light manner for a long time. There is an ecological and historical value to managing it in this way again. The site has its own management issues, with hydrology fighting back against you. Aquamaintain produced a management plan which would be fine on a flat, dry site, but has not been implemented properly in any year since it was written because of the problems with water on the site. Mowing and using herbicides do not produce any of the features that are needed to produce biodiversity on a site like this. Mowing flattens the grass and all of the benefit for animals disappears. Animals can adapt to mowing, but it will never work as well as managing it through grazing, and mowing without collecting the arisings will steadily obliterate the diverse plants that are there.

He went on to say that Will Hall Meadow is the only site he knows of where there is a species of the old grassland just hanging on. If we continue the current regime this will be lost.

Councillor Bayliss said as far as he could tell there are three options – grazing, mowing or minimal management. He asked whether Gareth had an opinion on the minimal management option.

Gareth replied that this is a very British approach but that we have taken so many of the building blocks out of nature that in many ways it can no longer look after itself. The total area of biodiversity would reduce and the area would eventually turn into a woodland with lots of brambles.

100.3 Mike Hamman said he was there to support Cycle Alton and would just like to add that rather than having lots of traffic lights on the Basingstoke Road it would be good to have small roundabouts. In his opinion, traffic lights should not be encouraged.

100.4 Jerry Janes said that John Bound had already spoken with great clarity about the issues facing Holybourne and so he had nothing further to add.

100.5 Ash Dolan-Shakeri said that he had worked closely with the Will Hall Farm Residents Association and the Amery Hill Residents Association (AHRA) and said he felt Gareth should declare an interest when he speaks on behalf of the proposals as he represents AVLAN. He said that the proposal was only to graze the South side of the path, and that the management company had indicated they would not have grazing on their land.

He added that, as the management plan has not been followed correctly, this should be done for a couple of years before looking at changes. He felt the proposals had been rushed and the workload for officers was high, especially with other important projects such as King's Pond going on. He added that cost is a concern. A minimum of £12k would be needed to make the site secure, plus the equipment for the cattle, and so it would be many years before the Council could break even.

He then mentioned that the government are banning electric collars for other animals so, while they are not saying this is for cattle at the moment, why would the Council consider a proposal involving these collars at this time?

He finished by saying that he is not suggesting cattle should never be put on the site, but it is perhaps something that should be considered when more time can be dedicated to assessing it.

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

RESOLVED
To note the questions and statements by the public.

All councillors voted in favour.

101 **Planning Applications**

Councillor Hill proposed that the Town Clerk be allowed to pull together appropriate responses to each of the applications after listening to councillors' comments. This was seconded by Councillor Hammond.

Following discussion councillors requested to vote on each application individually.

101.1 **EHDC-25-0748-OUT – Land to the Rear of 136-150 London Road, Holybourne, Alton, Hampshire (pre-decision amendment for re-consultation)**

There was extensive discussion on the application and the following comments were recorded from Councillors:

- With regards flood risk this is still very much in the red zone
- There are underground springs, well documented in evidence from local residents
- To say there is a flood risk is a major understatement
- The flood zone classification should be 3 rather than 1 as there is a high risk of flooding
- The report from the Flood and Water Management Team at HCC, dated 6th January 2026, specifically says "we cannot consider that the current flood risk assessment is appropriate as it does not sufficiently detail the current flood risk and how it could be managed"
- The only access to the site is along London Road, from one direction only
- Removing parking along London Road to increase traffic capacity would be terrible for the village – it would kill the village and be harmful to residents and businesses
- The Council needs to reinforce the objections made last time. Nothing has been done to address the concerns raised
- The plans are all about moving traffic along the road and have no consideration for the nature of the village or the welfare of the residents
- The traffic survey should be revisited on a more appropriate day
- There are a great many factors affecting this application that are peculiar to Holybourne. It will lead to the ruination of the community.
- It is the wrong development in the wrong place
- Need to reiterate our previous objections and strongly object with the new concerns
- The new road proposals are all about robbing the village to pay Redbrown. They are unfit for the nature and position of the village and would have an adverse effect on the current residents and their desire or even ability to live there

- "I have never seen an application which is so punitive to existing residents. It is designed to punish the current residents for living there and has made me really angry"
- The five-year land supply, or lack of, is absolutely not a reason to approve this application. An application can be rejected even in these circumstances if it is harmful and this application is without a doubt

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

RESOLVED
To authorise the Town Clerk to respond to East Hampshire District Council on the planning application, reflecting the points raised in the debate.

All councillors voted in favour.

101.2 EHDC-24-0027-FUL – Land North-West of Ackender Wood, Basingstoke Road, Alton (pre-decision amendment for re-consultation)

Councillor Kellermann questioned whether the Council should be responding to the application at all as it is technically in Beech parish.

Councillor Tansey proposed an amendment to add, "and to support Cycle Alton's response, asking that route 210 of the LCWIP be improved and that the developers of the two sites on opposite sides of Basingstoke Road work with HCC to develop a combined travel plan".

This was seconded by Councillor Hammond and the amendment was carried with voting as follows:

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

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

RESOLVED
To authorise the Town Clerk to respond to East Hampshire District Council on the planning application, reflecting the points raised in the debate and to support Cycle Alton's response, asking that route 210 of the LCWIP be improved and that the developers of the two sites on opposite sides of Basingstoke Road work with HCC to develop a combined travel plan.

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

101.3 **EHDC-25-1395-FUL – The Queens Head, 20 London Road, Holybourne, Alton, Hampshire, GU34 3EG**

Councillor comments on this included:

- Overdevelopment of the site with eight dwellings and it should be six, with the two on the road being removed
- Safety of the entrance to the site is not certain. There is often parking opposite where the junction would be and it would be difficult to cross as it is such a wide junction
- An island in the middle of the entrance to the site could be suggested in order to make it easier to cross
- There are lots of wheelchair users traveling along this section of pavement, coming from Treloars to the town, and it would be difficult for them to cross this road
- "After visiting the site concerns have been eliminated and I no longer object"
- There were originally two houses on the site
- The route for bin lorries is clearly marked on the plan
- It is a brownfield site which we should be supporting
- In line with the tree wardens report would like to see planting considered to replace the trees being removed
- Someone will have to look at the parking along the main road
- There is an off-road cycle path that goes along the front and if there were the opportunity to upgrade it that would be good.

The Deputy Clerk clarified that based on the comments the response would be a no objection with comments.

RESOLVED
To authorise the Town Clerk to respond to East Hampshire District Council on the planning application, reflecting the points raised in the debate.

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

102 **<u>Potential Grazing at Will Hall Meadow</u>**

Councillor Hammond proposed that the update be noted. This was seconded by Councillor Hill.

Councillor Tansey proposed an amendment that
"the Council continue to investigate alternative ways of managing Will Hall Meadow to protect biodiversity there, in accordance with our Climate Change policy, and that

we work in conjunction with Hop Fields Residents Association who have responsibility for part of the meadow site."

This was seconded by Councillor Treacher. Councillor Hammond added that his amendment was going to be the same but with the preface that the grazing project be postponed, and Councillor Tansey agreed to add that to her amendment. This was agreed by her seconder, making the amendment:

"To postpone the grazing project and continue to investigate alternative ways of managing Will Hall Meadow to protect biodiversity there, in accordance with our Climate Change policy, and that we work in conjunction with Hop Fields Residents Association who have responsibility for part of the meadow site."

The amendment was **not carried** due to voting as follows:

In favour: Councillors Botten, Hammond, Lamb, Tansey and Treacher
Against: Councillors Eyre, Bayliss, Hill, Kellermann and O'Brien
Mayor's Casting Vote: Against

Councillor Kellermann proposed an amendment to add: "and, after considering the report terminate the project, namely cow grazing at Will Hall Meadow."

It was noted in debate that, if this amendment were carried, the Council would still consider further options for managing Will Hall Meadow in consultation with local residents groups, but that this would exclude cow grazing.

This was seconded by Councillor Bayliss and with voting as follows the amendment was **carried**:

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

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

RESOLVED
To note the update on the Will Hall Meadow grazing proposal and, after considering the report, the Council terminate the project, namely cow grazing at Will Hall Meadow.

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

103 **3G Pitch, Anstey Park – Football Foundation Documents to Sign**

Councillor Kellermann proposed that the Council:
1. Approve the AGP Framework Project Information Document and the Legal Charge, Restriction or Caution Process Document.
2. Authorise the Deputy Town Clerk to confirm the Council's acceptance of using the National Pitch Replacement Fund & Booking System.

This was seconded by Councillor O'Brien and it was

RESOLVED
1. **To approve the AGP Framework Project Information Document and the Legal Charge, Restriction or Caution Process Document.**
2. **To authorise the Deputy Town Clerk to confirm the Council's acceptance of using the National Pitch Replacement Fund & Booking System.**

All councillors voted in favour.

104 **Events Programme for 2026**

Councillor Eyre proposed that the Calendar of Events be approved as tabled. This was seconded by Councillor Hammond.

Councillor Kellermann proposed an amendment "that the staff approach alternative entertainers for quotes". The Deputy Clerk assured him they already do this. There being no seconder the amendment was not carried.

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

RESOLVED
To approve the Calendar of Events as tabled.

All councillors voted in favour.

105 **Revised Financial Regulations**

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

RESOLVED
To adopt the tabled Financial Regulations for Alton Town Council.

All councillors voted in favour.

Councillor Botten thanked the Town Clerk for circulating this item in good time for councillors to consider it and make a decision.

The meeting closed at 9.12pm.

Item 7

Subject: **Planning Applications**

Report to: Full Council, 28 January 2026

Report of: Deputy Town Clerk

---

1. Purpose of the report

1.1 To provide Council with the information on two planning applications which do not fall under the Scheme of Delegation

2. Background

2.1 Two planning applications have come in which are not covered by the Scheme of Delegation. These can be seen in 3.1 and 3.2 below.

2.2 Item 3.1 is an application we have been expecting as the applicant, Hallam Land, presented to councillors at a pre-meeting briefing and carried out extensive public consultation in June 2025.

3. Main considerations

3.1 **EHDC-25-1488-OUT**
Site: Land North Of Basingstoke Road, Alton, Hampshire,
Proposal: Erection of up to 225 new homes (C3); formation of means of vehicular access and pedestrian and cycle links onto Basingstoke Road; laying out of green infrastructure comprising playspace, new landscaping and habitat creation and drainage; and other infrastructure.
https://publicaccess.easthants.gov.uk/planning/index.html?fa=getApplication&id=181619
Details of the application were circulated to councillors on 12 January 2026.

3.2 **EHDC-25-1490-LBC**
Site: William Curtis House, 25 Lenten Street, Alton, Hampshire, GU34 1HG
Proposal: Listed building consent for the conversion of the existing office building to provide 7 flats with associated internal and external alterations, provision of bin and cycle storage and parking (LPA Ref: 20660/077 dated 10 October 2024).
https://publicaccess.easthants.gov.uk/planning/index.html?fa=getApplication&id=181635
Details of this application were circulated to councillors on 15 January 2026.

4. Recommendation

4.1 The Council is recommended:

To allow the Town Clerk to submit an appropriate response to application EHDC-25-1488-OUT, Land North Of Basingstoke Road, Alton, Hampshire, based on the points made by Councillors

4.2 The Council is recommended:

To allow the Town Clerk to submit an appropriate response to application EHDC-25-1490-LBC, William Curtis House, 25 Lenten Street, Alton, Hampshire, GU34 1HG, based on the points made by Councillors

Item 8

Subject: **Applications for Funding: Neighbourhood CIL, Community Grants and Event Grants**

Report to: Full Council, 28 January 2026

Report of: Deputy Town Clerk

---

1. Purpose of the report

1.1 To consider all the applications received, and award as appropriate.

2. Background

2.1 The application for Neighbourhood CIL was 1 November – 1 December 2025. Three applications were received as follows:

1. First Friends Day Nursery: Conversion of a 20sqm care room on the first floor of a new children's day nursery, to form a sensory room. £34,365.00
2. Treloar's College: Fund 10 hoists to safely manoeuvre young people who are physically-disabled with complex needs, to enable them to access education. £9,100.00
3. Alton Town Council: Provision of new 3G Pitch at Anstey Park. £150,000

2.2 Community Grants must be submitted by 31st December and are then awarded in April the following year. Seven applications were received for a total of £49,270. The budget set for this type of grant is £30,000. The applications received are as follows:

1. A31 Primary Care Network: £10,000
2. Alton Climate Action Network (ACAN): £3,770
3. Alton Community Association: £10,000
4. Alton Foodbank: £10,000
5. Alton Hard of Hearing Group: £500
6. Bushy Leaze Family Support: £10,000
7. Home-Start Hampshire in Weywater: £5,000

2.3 Two Event & Project Grants have been received this month. These are:

1. Alton Arts Festival CIC: £1,000
2. Alton Lions Club (CIO): £500

3. Main considerations

3.1 Neighbourhood CIL applications: Application forms and supporting information were circulated to all councillors prior to the workshop on 14th January and scoring of the applications is attached under confidential items. Note that applications 1 and 2 were scored by two ATC officers and an EHDC officers prior to discussion at the workshop. Application 3, being an ATC application, was only scored by the officer from EHDC.

3.2 Community Grants: Application forms and supporting information were circulated to all councillors prior to the workshop on 14th January and recommendations from the workshop are attached under confidential items.

3.3 Event & Project Grants: Application forms and supporting information is attached.

4. Recommendation

4.1 The Council is recommended:

To determine which of the applications have been successful and how much funding each will receive.

CIL Evaluations for Alton Neighbourhood CIL grant applications

	Applicant	Project	Cost of project	Amount Requested	Qualifies Y/N	ATC mark 1	ATC mark 2	EHDC mark
1	First Friends Day Nursery	Conversion of a 20sqm care room on the first floor of a new children's day nursery, to form a sensory room	£45,820.00	£34,365.00	**Y**	**35**	**35**	**39**
2	Treloar's College	Fund 10 hoists to safely manoeuvre young people who are physically-disabled with complex needs, to enable them to access education	£68,250.00	£9,100.00	**Y**	**43**	**39**	**36**
3	Alton Town Council	Provision of new 3G Pitch at Anstey Park	£1,500,000.00	£150,000.00	**Y**			**46**
	TOTAL GRANT REQUESTS			**£193,465.00**				

Qualifying marking:

- Less than 33 (criteria not met)
- 34-38 further discussion
- 39+ should be granted

SUMMARY OF GRANTS TO CONSIDER 2026/2027

	Applicant	Purpose	Amount Requested 2026/2027	Cost of Project	Year End Balance of Account	Unallocated Reserves	Prior Year Fund Raising
1	**A31 Primary Care Network**	The grant will be used to sustain and expand the Health on the High Street (HotHS) initiative	**£10,000**	**£19,355**	**-£467**	**0**	**0**
2	**Alton Climate Action Network (ACAN)**	To cover core costs including insurance, licenses, website hosting and general costs eg room hire and leaflet printing	**£3,770**	**£38,000**	**£18,858**	**£759**	**£12,609**
3	**Alton Community Association**	Financial support for the Community Club to enable them to keep it accessible to those on a budget	**£10,000**	**N/A**	**£24,292**	**£13,913.92**	**£16,083.84**
4	**Alton Foodbank**	£2,500 - Towards the Citizens Advice dedicated client support worker, this service costs the Foodbank. £15,000 per year, already secured £13,000 (grants/donations) towards 2025/26. £7,500 towards running costs of Alton Foodbank	**£10,000**	**£10,000**	**£77,915**	**£50,000**	**£43,918**
5	**Alton Hard of Hearing Group**	To meet the increase in charge made by Community First to hire their mini-bus plus driver to transport members to the Group	**£500**	**£1,028.50**	**£152.10**	**0**	**£235.20**
6	**Bushy Leaze Family Support**	Toward the running costs of supporting vulnerable families with young children, on a one-to-one basis or groups on a long-term basis or until problems resolved and unlikely to occur again	**£10,000**	**£120,250**	**£123,638.00**	**£71,537**	**£15,222.00**
7	**Home-Start Hampshire in Weywater**	To recruit, train and supervise volunteers who support families one-to-one in their own homes	**£5,000**	**£5,000**	**£181,983**	**£120,443**	**£10,417**
		BUDGET = £30,000	**£49,270**				

ALTON TOWN COUNCIL GRANT APPLICATION

PART 1 – YOUR ORGANISATION

NAME OF ORGANISATION

Alton Arts Festival CIC

NAME OF CONTACT

Annie Lancaster

ADDRESS OF CONTACT

17 Park Close Road
Alton
GU34 2HA

TELEPHONE NO:	DAYTIME	07903566524
	EVENING	

EMAIL ADDRESS: annie@altonartsfestival.com

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Alton Arts Festival (AAF) is a not-for-profit, community-led, multi-arts festival that takes place across Alton every-other summer. The Festival brings together high-quality professional artists with local creatives, schools, community groups and venues, offering a vibrant programme of music, theatre, visual arts, talks, workshops and free public events.

AAF is rooted in Alton and exists to celebrate creativity, encourage participation, and make the arts accessible to as many people as possible. The Festival takes place across multiple venues and public spaces, helping to animate the town, support local businesses, and create shared cultural experiences for residents and visitors alike.

Alongside the main festival programme, AAF runs a growing Schools Programme (working with every local primary and secondary school to meet the creative shortfall in the current curriculum), free community events, and participatory activities designed to engage families, young people, and those who might not otherwise benefit from arts events. Our partners include Treloar's, Dementia Friendly Alton, and The Kings Arms. The Festival is delivered by a small volunteer committee working with freelance artists and producers, supported by strong relationships with local organisations, schools and businesses.

In 2026, Alton Arts Festival will return for a 10-day programme from 3–12 July, continuing to build on the success of the previous festival and strengthening its role as a positive cultural and economic asset for the town.

PLEASE GIVE NUMBERS IN THE ORGANISATION WHO ARE

A) PAID	0
B) VOLUNTEERS	20

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN ALTON

All

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£1000

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

£ c25,000 (not including Schools Programme)

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

£10,285

WHAT IS THE GRANT TO BE USED FOR?

The grant would be used to support a High Street Activation and Festival Launch Event at the start of Alton Arts Festival 2026.

This will be a free and accessible event for the whole town, with the *Alton Art Market '26* at its heart.

Running from 10am–4pm in the town centre (Art market on the M&S end of the High Street, Cross & Pillory Lane and Market Square; and other entertainment along the rest of the High Street), the event will transform the centre of Alton into a lively, welcoming cultural space. The day will feature approximately 50 stalls showcasing artists, designers, craftspeople and makers, alongside live music in the Market Square, street performers and family-friendly entertainment. Some stallholders will also offer demonstrations and informal workshops, encouraging interaction and participation.

The event will be free to attend and open to everyone. As part of the activation, we will work with the Town Council and local hospitality businesses to enable temporary road closures, outdoor seating for cafés and pubs, and increased footfall for shops and traders. The aim is to create a vibrant, celebratory atmosphere that benefits the whole town while formally launching the 2026 Festival.

This grant will contribute towards the costs of delivering this event, including event infrastructure and logistics such as traffic management and road closures, stewarding, public liability and safety measures, and the provision of free music and street entertainment. These elements are essential to ensuring the event is safe, accessible and enjoyable for all.

This support would help us deliver a high-quality, inclusive launch event that brings people together, animates the town centre, and sets the tone for Alton Arts Festival 2026.

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

NO

IF YES, PLEASE GIVE DETAILS

We have not applied for funding for this specific part of the festival elswhere, however across the 2026 festival plan we have SECURED funding from the following, all to ensure delivery of the Schools Programme:
De Laszlo Fund - £5000
EHDC Councillor Grants - £4,000
The James Tuttiatt Trust - £1250

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

We have had private donations from a variety of supportive Altonians (our Festival Patrons).

We have a full programme of fundraising activities (concerts, quiz nights, creative classes etc) running across the 'inter-festival period' which so far, have raised £3380.

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

We have been extremely grateful for the Town Council's early and consistent support in helping us bring this event to life and to Alton, without which AAF would never have got off the ground.

The Alton Art Market '26 directly supports Town Council priorities around town centre vitality, community wellbeing and local economic activity. By animating the High Street with a free, daytime cultural event, the project will encourage increased footfall for shops, cafés and pubs, create a welcoming environment for residents and visitors, and showcase Alton as a lively and creative town. The event is designed to be inclusive and accessible, offering opportunities for local creatives, families and community members to take part, while strengthening pride in place and encouraging people to spend time in the town centre.

PART 3 – TO BE COMPLETED BY ALL APPLICANTS

PLEASE STATE BALANCES IN HAND AT THE END OF LAST FINANCIAL YEAR	£5,364
LEVEL OF UNALLOCATED RESERVES	£0
HOW MUCH DID THE GROUP RAISE LAST YEAR (EG FUNDRAISING BY THE GROUP OTHER THAN BY GRANT APPLICATION)?	£12,777

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION

CHECKLIST

- [x] **All relevant parts of the form completed**
- [x] **Form signed**
- [x] **Most recent accounts (Audited or draft)**
- [x] **Constitution/Rules**
- [x] **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 Annie Lancaster

SIGNATURE

POSITION Chair of the organising committee

DATE 02/01/2026

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

ALTON TOWN COUNCIL GRANT APPLICATION

PART 1 – YOUR ORGANISATION

NAME OF ORGANISATION

Alton Lions Club (CIO) Reg No. 1174502

NAME OF CONTACT

Dina Pote

ADDRESS OF CONTACT

2 Epsom Down
Alton
GU34 2TS

TELEPHONE NO:	DAYTIME	**01420 83974 / 07789498018**
	EVENING	**01420 83974 / 07789498018**

EMAIL ADDRESS: Dina.pote@btinternet.com

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Alton Lions Club (CIO) is part of Lions Clubs International, established to enable men and women to volunteer to serve their local communities. The UK Lions Club constitution objects are:

1. **The advancement of citizenship;**
2. **Promoting the Voluntary Sector for the public benefit;**
3. **Promoting volunteering;**
4. **The relief of poverty and relief of those in need;**
5. **The advancement of health and the saving of lives;**
6. **Promoting the conservation, protection, and improvement of the physical and natural environment;**
7. **Promoting community participation in healthy recreation**

PLEASE GIVE NUMBERS IN THE ORGANISATION WHO ARE

A) PAID	None
B) VOLUNTEERS	32

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN ALTON

28 in Alton; 4 in villages

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£500

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

£3300

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

£N/A

WHAT IS THE GRANT TO BE USED FOR?

The grant will be used to pay for professional local entertainers at the Alton Lions 'Party-In-The-Park' 2026, to be held in the Alton Public Gardens on Saturday, June 6th, 2026.

Entertainers will include - Punch & Judy Show; live music; Bouncy Castle and other activities linked to the theme of the event.

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

NO

IF YES, PLEASE GIVE DETAILS

SECURED / PENDING

Sponsorship is currently being sought to support the event which is also being seed funded by up to £1,700 by Alton Lions Club.

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

Lions seed funding which has in part been held over from Pirates in the Park 2025 - supplemented by funding from its Service Budget.

The event in the Public Gardens will be open to all, with no admission charge.

This is an event run by Alton Lions for the community and participation in children's activities will be via a suggested affordable donation, to make it accessible to all.

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

Please note: At least 90% of money raised by Alton Lions Club is used to either support those in need in our community or for activities designed to benefit the community as a whole.

The rest is donated to Lions Club International to support Lions work in disaster areas around the world, as well as the relief of poverty and implementation of initiatives designed to improve health.

PART 3 – TO BE COMPLETED BY ALL APPLICANTS

PLEASE STATE BALANCES IN HAND AT THE END OF LAST FINANCIAL YEAR	**Balance on 30 June 2025 - £28,906**
LEVEL OF UNALLOCATED RESERVES	**None**
HOW MUCH DID THE GROUP RAISE LAST YEAR (EG FUNDRAISING BY THE GROUP OTHER THAN BY GRANT APPLICATION)?	**£42,350 (Excluding grants, sponsorship & special donations.)** **(July to June 2024/25)**

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION

CHECKLIST

- [X] **All relevant parts of the form completed**
- [X] **Form signed**
- [X] **Most recent accounts (Audited or draft)**
- [ ] **Constitution/Rules (Previously supplied)**
- [ ] **Child Protection Policy (if applicable) (previously supplied)**

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

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

NAME Dina Pote

SIGNATURE Dina Pote

POSITION Alton Lions Club Event Organiser DATE 12 / January / 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

Item 9

Subject: **Allotment rents**

Report to: Full Council, 28 January 2026

Report of: Town Clerk

---

1. Purpose of the report

1.1 To revise the rent for 2026/27 and 2027/28 for allotment plots in the light of a request by seven councillors under Standing Order 7 to review the Council's decision of December 2025.

2. Background

2.1 As part of budget setting, at its 10 December 2025 meeting, the Council resolved (min 89.1): "To approve the change in allotment fees to £37 per year and initial one-off administration fee to £37, and to change the annual billing period to commence in April 2026, with no charge levied for the period January to March 2026 inclusive." This followed several years of rent freeze at £30 and reflected the movement in inflation since 2022.

2.2 Alton Allotments Association made written and verbal representations at the 7 January 2026 Council meeting objecting to the rise (draft mins 99.1 and 99.2).

2.3 Standing Order 7 states that a resolution shall not be revisited within six months unless seven councillors write to the Town Clerk to request it. Seven councillors requested reconsideration of the rent rise that had been resolved in December.

2.4 Further discussions have taken place with Alton Allotments Association, including the suggestions below.

3. Main considerations

3.1 While noting that the rent had not increased since 2022, the Alton Allotments Association objected that a single rise from £30 to £37 was too steep.

3.2 While it is not explicit in legislation, the provisions in the Allotments Act 1950 (s1) stipulating the minimum notice period of 12 months for terminating a lease are understood to apply also to the minimum notice period for notifying rent increases. In addition, notice of the increase must be given between 29 September and 6 April.

3.3 Further to discussions with the Allotments Association, it is suggested that the rent be increased to £32 from 1 April 2027. It is also suggested that a general principle of inflation increases be applied annually, to avoid periods of freeze followed by unpalatable hikes. Some members of the Association have suggested that this amount be rounded to the nearest pound for clarity and ease of administration. The proposed rent increase would come to the Council each year during the budget-setting process, following discussion with the Allotments Association. They could still be varied above or below inflation, for example if cost pressures pertaining to allotments change separately to inflation or if there is a specific investment and improvement project proposed.

3.4 Rents in other parishes have been considered and are very diverse. Some nearby parishes charge £25. Two other town councils in East Hampshire charge around £36.

3.5 The Allotments Forum was an occasional meeting of the Council, the Association and plot-holders. It has been inactive for two years. Council officers and the Association have discussed whether a sub-committee ought to be established and the Town Clerk will draft terms of reference for discussion with the Association and with councillors.

4. Recommendation

4.1 As a result of the requisite number of councillors requests to reconsider the December Council resolution, the Council is recommended:

To reconsider the rent rise that was resolved at the 10 December 2025 Council meeting and to apply the following:

a) To maintain allotment fees at £30 for 2026,

b) To increase allotment fees to £32 per year from 1 April 2027, and

c) To follow the principle of an annual inflationary increase, subject to confirmation of the actual amount by the Full Council each year as part of the budget-setting process.

Item 10

Subject: **Anstey Park Multi-use Games Area (MUGA)**

Report to: Full Council, 28 January 2026

Report of: Town Clerk

---

1. Purpose of the report

1.1 To debate and resolve whether to progress the project to extend the Multi-Use Games Area (MUGA) at Anstey Park.

2. Background

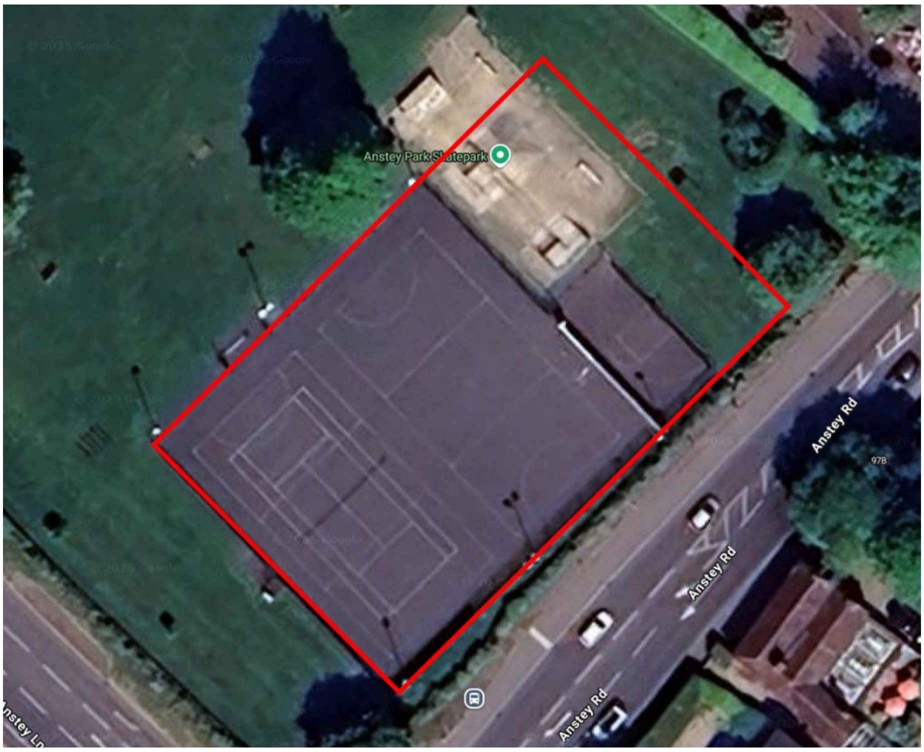
2.1 The MUGA was refurbished in 2018 and as part of the project a ball games area with a wall and basketball hoop was created to the side of the main facility. The adjacent skatepark facility on the site is over 20 years old. At its 14 June 2023 meeting, the Council resolved to approve,

"The creation of a Task and Finish Group, led by Councillor Kellermann to look at the development of a project plan for improvements to the teen facilities around the MUGA. This would include the creation of a basketball court/extension of the existing court of installation of additional markings on the current netball court for basketball, a replacement of the existing skatepark facility, the creation of a mural/street art project of the ball wall and upgrading of the flood lighting to LED. Any resulting project plan to be brought back to Full Council at the appropriate time for consideration."

2.2 In 2023 and 2024, discussions within the Council and with some local organisations took place regarding the extension of the MUGA and replacement of the adjacent skate park, and to conduct consultation. These were convened by Councillor Matthew Kellermann as the-then "Open Spaces Champion". Attendees included representatives of Alton College, Alton Rugby Club, Alton Storm and Lime Tree Nursery and a youth representative.

2.3 The consensus of this informal group was in favour of the following: one large MUGA marked out for three netball/tennis/basketball courts, which would also be available as a single space for other sports. It would require a redesign of lighting and fencing. The map overleaf gives a rough indication of location and scale.

2.4 A consequence would be the removal of the existing old skatepark, which is rather tired and would otherwise require refurbishment. Alton benefits from a superior skating facility at Jubilee Park. Evidence and consultation on current usage should be ascertained, so that the council could decide whether such a facility is warranted at Anstey Park and, if so, where: for example, near the existing play park.



Satellite image © Google

2.5 Further research was undertaken by Councillor Kellermann and by officers at that time, but the project was not progressed due to office capacity. Some of this research has recently been updated to prepare for this discussion.

3. Main considerations

3.1 Alton benefits from two excellent sports sites, which make the town a sports 'hub' for the wider area: Jubilee Park and the Sports Centre, and Anstey Park. Both sites are well-maintained, with excellent facilities and there are thriving sports clubs and popular facilities. There are ambitions for further growth in facilities, such as the 3G pitch proposal at Anstey, and clear demand, which will increase with the growth in housing and population in the coming years. This idea, therefore, complements the Town's and Districts' strategies for sports in the north of East Hampshire.

3.2 With an excellent skateboarding facility at Jubilee, the need for a smaller park at Anstey is questionable and can be ascertained through consultation. However, the work on a potential skatepark could be considered a separate and parallel project and resolving it not become a precondition for the MUGA extension, so as not to delay a much-needed site improvement. It is possible, therefore, that progress with the MUGA project will necessitate the removal of the small skatepark at Anstey without replacement, possibly temporarily, as a case and funding for its replacement may not yet exist.

3.3 Informal market testing has indicated that the cost of the MUGA extension may be in the range of £105,000-150,000 + VAT. There may be extra costs associated with preparing the site and removing old facilities. This is beyond the £40,000 allocated in Alton Town Council's 2026/27 budget and will require external funding to be agreed. East Hampshire District Council's annual round of bidding for strategic Community

Infrastructure Levy (CIL) opens of 2 February and closes on 1 May 2026. A bid to ATC's neighbourhood CIL is possible with a 30 April deadline.

3.4 Planning permission is likely to be required. EHDC Planning will be consulted if this proposal is approved.

3.5 If the Council were minded to progress this as a priority project, it will be necessary to:

i. Establish a working group, including councillors, to work with officers and external interested community groups, to steer the project.
ii. Consult with interested groups (such as sports groups and Alton College) to gain their current view.
iii. Ascertain current evidence of need or otherwise for the skatepark at Anstey.
iv. Ascertain current evidence of demand for basketball to assist in funding applications.
v. Consult with EHDC on (a) sports strategy and (b) prospects of CIL funding, particularly given the expected large CIL application for the 3G pitch at Anstey.
vi. Explore alternative funding.
vii. Apply for CIL from EHDC and/or ATC.
viii. Create a formal tender and specification for the works and tender. This may require two tenders: one to prepare the site and remove the skatepark and existing MUGA, the second to install the extended MUGA.

4. Recommendation

4.1 The Council is recommended:

a) To recommence the project to extend the MUGA at Anstey Park.

4.2 If recommendation A is agreed, the Council is recommended:

b) To approve that Councillor Kellermann chair a working group for the extension of the MUGA, and

c) To appoint [another councillor or councillors] to the working group.

4.3 It is suggested that recommendation C be amended in the usual way to add a named councillor or councillors.

Item 11

Subject: **Statement of Accounts to 31st December 2025**

Report to: Full Council, 28 January 2026

Report of: Deputy Town Clerk

---

1. Purpose of the report

1.1 To present the accounts for approval to the end of December 2025.

2. Background

2.1 Every month the accounts are presented to Full Council for approval, and all of this information can also be found on the Town Council website. As some of the meetings are held very early in the month and some councillors feel they have not had sufficient time to digest the information, for the remainder of this year the accounts will be presented one month delayed, therefore on this occasion there are two months of some of the bank reconciliations. Then from the Annual Meeting in May, the new Calendar of Events has all Full Council meetings on the second Wednesday of the month in order to eliminate this problem.

3. Main considerations

3.1 Please find attached:

1. The balance Sheet to 31 December 2025. The balance sheet will be presented for sign off by the Chairman of the Council and the RFO (Responsible Financial Officer, Tom Horwood – Town Clerk).
2. The Statutory Income and Expenditure Report for the period 1 - 31 December 2025.
3. Bank reconciliations to 31 December 2025 which require signing off on behalf of the Council that the figures presented reconcile with the original bank statements, which will be presented to councillors signing off the account at the meeting.
4. The report which includes all payments over £500, issued between 1 – 31 December 2025 in respect of invoices and grant cheques.

4. Recommendation

4.1 The Council is recommended:

To approve as tabled:

1. The Balance Sheet to 31 December 2025.

2. The Income and Expenditure Report for the period 1 - 31 December 2025.

3. Bank reconciliations to 31 December 2025

4. Payments over £500, issued between 1 – 31 December 2025

21/01/2026

14:52

Alton Town Council

Balance Sheet as at 31/12/2025

31/03/2024					31/03/2025
		Current Assets			
22,525		Debtors	11,468		
25,122		Vat Control	21,889		
1,738,733		CCLA Deposit Fund	1,941,999		
181		Petty Cash	410		
167,821		Unity Trust Bank : Current A/c	301,397		
1,954,381				**2,277,162**	
	1,954,381	**Total Assets**			**2,277,162**
		Current Liabilities			
0		Lloyds Credit Card	1,898		
2,681		Creditors control ac	28,750		
151,020		Accruals	0		
6,816		Receipts in Advance	0		
160,517				**30,649**	
	1,793,864	**Total Assets Less Current Liabilities**			**2,246,513**
		Represented By			
	27,406	Working Capital			385,052
	211,304	EMR Open Spaces (inc King Pond			211,304
	222,673	EMR 3G Interest			222,673
	28,179	Economic Development Reserve			28,179
	243,862	EMR Capital Reserve			243,862
	600	EMR Complin Homeless Trust			0
	129,491	General Reserves			129,491
	46,471	EMR Barley Fields			40,971
	35,050	Pump Track Flood Lighting			35,050
	248,970	EMR Neighbourhood CIL			281,837
	9,296	EMR Weywalk			9,296
	36,346	EMR Treloar Heights			31,346
	90,000	EMR Crownby Estate			90,000
	880	EMR David Whitmarsh Award			0
	40,000	EMR Pension			40,000
	90,197	EMR Will Hall Meadow			84,697
	10,073	Climate Change Grant Fund			10,073
	152,039	EMR CALA Community Build (CIL)			152,039
	2,905	EMR PTMC			2,905
	148,125	EMR Jubilee Pavilion project			148,125

Alton Town Council

Balance Sheet as at 31/12/2025

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		**2,246,513**

The above statement represents fairly the financial position of the authority as at 31/12/2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman ______________________________ Date : ____________________

Signed :
Responsible
Financial ______________________________ Date :____________________

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9 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	7,254	6,440	(814)		(814)	112.6%	
4101	Bank Charges	521	502	566	64		64	88.6%	
4111	Professional Fees	31,344	33,899	18,540	(15,359)	2,834	(18,193)	198.1%	
4112	Audit Fees	3,181	2,825	4,410	1,585		1,585	64.1%	
4117	David Whitmarsh Award	0	880	60	(820)		(820)	1466.7%	880
	Corporate Management :- Indirect Expenditure	39,930	45,360	30,016	(15,344)	2,834	(18,178)	160.6%	880
	Net Income over Expenditure	(19,430)	37,252	(29,956)	(67,208)				
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)	(41,290)	(29,956)	11,334				
102	Democratic Representation								
1010	Other Income	170	110	0	(110)			0.0%	
	Democratic Representation :- Income	170	110	0	(110)				0
4121	Mayors Allowance	4,000	304	4,000	3,696		3,696	7.6%	
4122	Election costs	0	292	7,000	6,708		6,708	4.2%	
4124	Public Consultations	246	50	2,000	1,950		1,950	2.5%	
4125	Councillor Expenses	1,133	932	1,000	68		68	93.2%	
	Democratic Representation :- Indirect Expenditure	5,379	1,578	14,000	12,422	0	12,422	11.3%	0
	Net Income over Expenditure	(5,209)	(1,468)	(14,000)	(12,532)				
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	189,646	308,940	119,294		119,294	61.4%	
4002	Employers NI	27,146	24,945	38,309	13,364		13,364	65.1%	
4003	Employers Pension	50,731	37,726	66,113	28,387		28,387	57.1%	
4005	Pension Enhancements	1,201	611	1,260	649		649	48.5%	
4008	Staff Training	658	297	2,730	2,433		2,433	10.9%	
4009	Staff Travel & Welfare	3,334	2,940	4,000	1,060		1,060	73.5%	
4026	Other Expenditure	1,957	1,580	2,756	1,176		1,176	57.3%	
4071	Telephone and IT	15,383	13,050	16,152	3,102		3,102	80.8%	

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
4072	Mobile Phones	2,790	2,125	2,817	692		692	75.4%	
4075	Stationery & Printing	4,188	2,256	2,212	(44)		(44)	102.0%	
4076	Postage	656	557	1,216	659		659	45.8%	
4080	Subscriptions & Publications	2,520	500	3,473	2,973		2,973	14.4%	
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	78	12,205	12,127		12,127	0.6%	
4157	Furniture	0	31	1,103	1,072		1,072	2.8%	
	Central Support-Admin Costs :- Indirect Expenditure	397,126	305,088	489,275	184,187	0	184,187	62.4%	0
	Net Income over Expenditure	(387,400)	(297,940)	(489,275)	(191,335)				
106	Central Support-Town Hall								
1002	Shop Rents	3,961	2,986	3,960	974			75.4%	
1010	Other Income	15,791	280	0	(280)			0.0%	
	Central Support-Town Hall :- Income	19,752	3,266	3,960	694			82.5%	0
4021	Rates	7,610	5,708	7,988	2,280		2,280	71.5%	
4022	Water Charges	569	561	785	224		224	71.5%	
4024	Gas	2,516	1,122	2,558	1,436		1,436	43.9%	
4025	Electricity	3,696	3,379	3,470	91		91	97.4%	
4030	Cleaning	2,123	1,460	2,217	757		757	65.9%	
4140	Building Maintenance	9,776	102,101	75,000	(27,101)	1,218	(28,319)	137.8%	74,500
	Central Support-Town Hall :- Indirect Expenditure	26,290	114,331	92,018	(22,313)	1,218	(23,531)	125.6%	74,500
	Net Income over Expenditure	(6,538)	(111,065)	(88,058)	23,007				
6000	plus Transfer from EMR	0	74,500	0	(74,500)				
	Movement to/(from) Gen Reserve	(6,538)	(36,566)	(88,058)	(51,492)				
107	Operating Income & Exp.								
1005	Market Income	12,000	8,000	14,000	6,000			57.1%	
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	64,615	60,000	(4,615)			107.7%	
	Operating Income & Exp. :- Income	1,192,297	1,105,672	964,180	(141,492)			114.7%	142,877
4504	Neighbourhood CIL Grants	84,805	52,325	0	(52,325)	7,565	(59,890)	0.0%	36,111
	Operating Income & Exp. :- Indirect Expenditure	84,805	52,325	0	(52,325)	7,565	(59,890)		36,111
	Net Income over Expenditure	1,107,491	1,053,347	964,180	(89,167)				
6000	plus Transfer from EMR	0	36,111	0	(36,111)				
6001	less Transfer to EMR	268,026	142,877	0	(142,877)				
	Movement to/(from) Gen Reserve	839,466	946,581	964,180	17,599				

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
108	Other Properties								
1001	Rents	12,000	9,000	12,000	3,000			75.0%	
	Other Properties :- Income	12,000	9,000	12,000	3,000			75.0%	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	(939)	384	1,323				
201	Anstey Park								
1000	Fees and Charges	15,864	15,189	20,747	5,558			73.2%	
1001	Rents	56,126	45,340	55,445	10,105			81.8%	
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	60,994	98,308	37,314			62.0%	0
4021	Rates	1,771	1,329	1,860	531		531	71.4%	
4022	Water Charges	2,056	766	2,107	1,341		1,341	36.3%	
4024	Gas	1,745	1,572	2,880	1,308		1,308	54.6%	
4025	Electricity	11,824	7,241	10,639	3,398	1,214	2,184	79.5%	
4030	Cleaning	10,221	7,677	11,298	3,621		3,621	68.0%	
4071	Telephone and IT	679	449	681	232		232	66.0%	
4140	Building Maintenance	3,835	14,482	8,820	(5,662)	3,474	(9,136)	203.6%	
4141	Grounds Maintenance	32,342	7,027	7,350	323	9,002	(8,679)	218.1%	
	Anstey Park :- Indirect Expenditure	64,473	40,543	45,635	5,092	13,690	(8,598)	118.8%	0
	Net Income over Expenditure	32,174	20,451	52,673	32,222				
6001	less Transfer to EMR	22,116	0	0	0				
	Movement to/(from) Gen Reserve	10,058	20,451	52,673	32,222				
202	Jubilee Playing Fields								
1000	Fees and Charges	15,819	17,092	18,126	1,034			94.3%	
1001	Rents	22,445	20,225	22,504	2,279			89.9%	
	Jubilee Playing Fields :- Income	38,264	37,317	40,630	3,313			91.8%	0
4021	Rates	2,083	1,563	2,187	624		624	71.5%	
4022	Water Charges	293	340	2,778	2,438		2,438	12.2%	
4025	Electricity	5,259	3,635	5,122	1,487		1,487	71.0%	
4030	Cleaning	239	21	400	379		379	5.3%	

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
4071	Telephone and IT	218	128	198	70		70	64.4%	
4140	Building Maintenance	11,074	5,052	2,205	(2,847)		(2,847)	229.1%	
4141	Grounds Maintenance	8,862	12,772	8,942	(3,830)		(3,830)	142.8%	
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	23,511	23,970	459	0	459	98.1%	0
	Net Income over Expenditure	9,299	13,806	16,660	2,854				
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	118,631	171,276	52,645		52,645	69.3%	
4002	Employers NI	10,054	10,757	21,238	10,481		10,481	50.6%	
4003	Employers Pension	17,649	16,397	34,172	17,775		17,775	48.0%	
4010	Uniforms	495	891	1,551	660		660	57.4%	
4031	Refuse Collection	19,281	14,727	20,132	5,405		5,405	73.2%	
4139	Pot holes/Roadway resurfacing	7,500	(15,050)	7,500	22,550		22,550	(200.7%)	
4141	Grounds Maintenance	10,739	18,268	6,795	(11,473)	478	(11,951)	275.9%	
4144	Play Equipment Inspections	8,271	9,613	15,443	5,830	4,620	1,210	92.2%	
4145	Tree Maintenance	24,652	19,334	42,000	22,667	31,415	(8,749)	120.8%	
4146	Bedding Plants	813	780	1,050	270		270	74.3%	
4147	Dog Bins	1,430	1,400	1,764	364		364	79.4%	
4148	Play Equipment Maintenance	11,550	11,939	12,128	189	670	(481)	104.0%	
4149	Vehicle Costs	2,802	6,175	7,053	878	664	214	97.0%	
4150	Fuel Costs	6,350	4,347	9,861	5,514		5,514	44.1%	
4153	Locking & Unlocking	11,456	9,264	12,039	2,775		2,775	76.9%	
4155	Equipment	26,289	32,012	30,000	(2,012)	1,471	(3,483)	111.6%	16,000
	Grounds Maintenance Team :- Indirect Expenditure	303,973	259,485	394,002	134,517	39,318	95,200	75.8%	16,000
	Net Income over Expenditure	(298,933)	(256,475)	(394,002)	(137,527)				
6000	plus Transfer from EMR	0	16,000	0	(16,000)				
	Movement to/(from) Gen Reserve	(298,933)	(240,475)	(394,002)	(153,527)				
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
4022	Water Charges	200	5	59	54		54	8.5%	

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
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	110	59	(51)	0	(51)	186.4%	0
	Net Income over Expenditure	1,135	2,340	2,141	(199)				
311	Public Gardens								
1000	Fees and Charges	0	20	0	(20)			0.0%	
1001	Rents	16,449	14,166	16,397	2,231			86.4%	
1010	Other Income	32,572	194	0	(194)			0.0%	194
	Public Gardens :- Income	49,021	14,379	16,397	2,018			87.7%	194
4022	Water Charges	6	58	573	515		515	10.1%	
4025	Electricity	3,703	1,998	3,252	1,254		1,254	61.4%	
4140	Building Maintenance	1,940	170	1,389	1,219		1,219	12.2%	
4141	Grounds Maintenance	44,473	10,635	3,183	(7,452)		(7,452)	334.1%	
	Public Gardens :- Indirect Expenditure	50,120	12,861	8,397	(4,464)	0	(4,464)	153.2%	0
	Net Income over Expenditure	(1,099)	1,518	8,000	6,482				
6001	less Transfer to EMR	(13,712)	194	0	(194)				
	Movement to/(from) Gen Reserve	12,613	1,325	8,000	6,675				
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	5,262	7,200	1,938			73.1%	
	Kings Pond :- Income	7,269	5,262	7,200	1,938			73.1%	0
4140	Building Maintenance	80	80	0	(80)		(80)	0.0%	
4141	Grounds Maintenance	4,000	4,119	12,000	7,881		7,881	34.3%	
	Kings Pond :- Indirect Expenditure	4,080	4,199	12,000	7,801	0	7,801	35.0%	0
	Net Income over Expenditure	3,189	1,063	(4,800)	(5,863)				
314	Holybourne Play Area								
4200	Ground Rent	265	0	265	265		265	0.0%	
	Holybourne Play Area :- Indirect Expenditure	265	0	265	265	0	265	0.0%	0
	Net Expenditure	(265)	0	(265)	(265)				

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
315	**Chawton Park Road**								
1001	Rents	27,150	21,463	27,150	5,688			79.1%	
	Chawton Park Road :- Income	27,150	21,463	27,150	5,688			79.1%	0
	Net Income	27,150	21,463	27,150	5,688				
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	(51,799)	12,000	63,799		63,799	(431.7%)	
	Flood Meadows :- Indirect Expenditure	71,766	(50,582)	12,529	63,111	0	63,111	(403.7%)	0
	Net Expenditure	(71,766)	50,582	(12,529)	(63,111)				
318	**Other Open Spaces**								
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	32	0	(32)		(32)	0.0%	
	Other Open Spaces :- Indirect Expenditure	243	958	500	(458)	0	(458)	191.5%	0
	Net Expenditure	(243)	(958)	(500)	458				
320	**Allotments**								
1001	Rents	7,832	5,556	7,403	1,847			75.1%	
1003	Allotment affiliation fees	1,058	6	200	194			3.0%	
1004	Key Deposits	15	10	0	(10)			0.0%	
	Allotments :- Income	8,905	5,572	7,603	2,031			73.3%	0
4022	Water Charges	2,333	3,347	1,323	(2,024)		(2,024)	253.0%	
4033	Allotment affiliation fees	1,110	1,026	0	(1,026)		(1,026)	0.0%	
4141	Grounds Maintenance	3,558	2,743	2,756	13		13	99.5%	
	Allotments :- Indirect Expenditure	7,001	7,116	4,079	(3,037)	0	(3,037)	174.4%	0
	Net Income over Expenditure	1,904	(1,544)	3,524	5,068				

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
321	**Barley Fields**								
1010	Other Income	1,225	1,255	1,300	45			96.5%	
	Barley Fields :- Income	1,225	1,255	1,300	45			96.5%	0
4141	Grounds Maintenance	0	280	0	(280)		(280)	0.0%	
	Barley Fields :- Indirect Expenditure	0	280	0	(280)	0	(280)		0
	Net Income over Expenditure	1,225	975	1,300	325				
401	**Community**								
1014	Events Income	2,945	3,025	3,000	(25)			100.8%	
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	1,204	0	(1,204)			0.0%	
	Community :- Income	7,701	6,809	7,000	191			97.3%	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	3,178	12,100	8,922		8,922	26.3%	
4307	Town Centre Events	6,044	9,396	19,845	10,449		10,449	47.3%	
4308	Youth Expenditure	20,000	20,000	20,000	0		0	100.0%	
4312	Events Grants	2,945	2,250	4,000	1,750		1,750	56.3%	
4314	CCTV	3,956	0	4,000	4,000		4,000	0.0%	
4317	Climate Change Actions/Strateg	15,000	5,100	15,750	10,650		10,650	32.4%	
	Community :- Indirect Expenditure	60,058	41,434	81,323	39,889	0	39,889	50.9%	0
	Net Income over Expenditure	(52,358)	(34,625)	(74,323)	(39,698)				
6001	less Transfer to EMR	1,773	0	0	0				
	Movement to/(from) Gen Reserve	(54,131)	(34,625)	(74,323)	(39,698)				
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	18,011	22,000	3,989		3,989	81.9%	
	Christmas Lights :- Indirect Expenditure	20,508	18,011	22,000	3,989	0	3,989	81.9%	0
	Net Income over Expenditure	(19,008)	(15,011)	(22,000)	(6,989)				

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
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	3,406	6,112	2,706			55.7%	
1001	Rents	12,370	10,867	13,714	2,847			79.2%	
	Assembly Rooms :- Income	22,156	14,273	19,826	5,553			72.0%	0
4006	Management contract	7,016	0	8,000	8,000		8,000	0.0%	
4022	Water Charges	1,460	651	1,401	750		750	46.4%	
4024	Gas	1,155	1,857	833	(1,024)		(1,024)	222.9%	
4025	Electricity	5,230	5,845	3,203	(2,642)		(2,642)	182.5%	
4026	Other Expenditure	316	0	0	0		0	0.0%	
4031	Refuse Collection	710	792	686	(106)		(106)	115.5%	
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	10,472	1,439	(9,033)		(9,033)	727.8%	
4155	Equipment	433	0	0	0		0	0.0%	
	Assembly Rooms :- Indirect Expenditure	30,104	20,156	15,562	(4,594)	0	(4,594)	129.5%	0
	Net Income over Expenditure	(7,948)	(5,883)	4,264	10,147				
601	Street Furniture								
1008	Bus shelter adverts income	7,689	5,755	5,000	(755)			115.1%	
1072	Donations/Sponsorship Received	1,958	2,490	3,528	1,038			70.6%	
	Street Furniture :- Income	9,647	8,245	8,528	283			96.7%	0

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
4021	Rates	1,098	825	1,387	562		562	59.5%	
4600	Public Seats/Bins	2,679	30	4,000	3,970		3,970	0.8%	
4601	Bus Shelters	(319)	1,740	1,905	165		165	91.3%	
4602	Notice Boards/street furniture	1,348	3,563	2,250	(1,313)		(1,313)	158.4%	
	Street Furniture :- Indirect Expenditure	4,806	6,158	9,542	3,384	0	3,384	64.5%	0
	Net Income over Expenditure	4,841	2,087	(1,014)	(3,101)				
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	10,052	288,000	277,948		277,948	3.5%	
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	(1,677)	0	1,677	11,420	(9,743)	0.0%	
	Projects :- Indirect Expenditure	104,592	18,353	328,000	309,647	11,420	298,227	9.1%	0
	Net Income over Expenditure	(65,234)	(17,853)	(40,000)	(22,147)				
6001	less Transfer to EMR	(50,762)	0	0	0				
	Movement to/(from) Gen Reserve	(14,472)	(17,853)	(40,000)	(22,147)				
	Grand Totals:- Income	1,576,439	1,394,432	1,508,342	113,910			92.4%	
	Expenditure	1,372,124	941,783	1,636,363	694,580	76,045	618,535	62.2%	
	Net Income over Expenditure	204,315	452,649	(128,021)	(580,670)				
	plus Transfer from EMR	0	127,490	0	(127,490)				
	less Transfer to EMR	206,112	222,493	0	(222,493)				
	Movement to/(from) Gen Reserve	(1,797)	357,646	(128,021)	(485,667)				

Bank Reconciliation Statement as at 31/12/2025
for Cashbook 1 - Unity Trust Bank : Current A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust Bank: Current A/C	31/12/2025		301,396.54
			301,396.54
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			301,396.54
Unpresented Receipts (Plus)			
		0.00	
			0.00
			301,396.54
		Balance per Cash Book is :-	301,396.54
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/12/2025
for Cashbook 4 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	24/12/2025		410.21
			410.21
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			410.21
Unpresented Receipts (Plus)			
		0.00	
			0.00
			410.21
		Balance per Cash Book is :-	410.21
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 10/12/2025
for Cashbook 5 - Lloyds Credit Card

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Lloyds Credit Card	10/12/2025		-651.06
			-651.06

Unpresented Payments (Minus)			Amount	
04/12/2025	DD	Workwear Express	80.80	
05/12/2025	DD	Moss Master	706.80	
05/12/2025	DD	Hello Print	56.98	
05/12/2025	DD	Adobe	56.98	
				901.56
				-1,552.62

Unpresented Receipts (Plus)				
10/12/2025	2323311125		651.06	
				651.06
				-901.56
			Balance per Cash Book is :-	-901.56
			Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 12/01/2026
for Cashbook 5 - Lloyds Credit Card

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Lloyds Credit Card	12/01/2026		-1,901.34
			-1,901.34

Unpresented Payments (Minus)			Amount	
09/01/2026	DD	Gov.uk	14.00	
09/01/2026	DD	Gov.uk	14.00	
09/01/2026	DD	Land registry	39.95	
				67.95
				-1,969.29

Unpresented Receipts (Plus)		
	0.00	
		0.00
		-1,969.29
	Balance per Cash Book is :-	-1,969.29
	Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Date:05/01/2026 | Alton Town Council | Page 1

Time: 10:03 | User: WENDY

Bank Reconciliation Statement as at 31/12/2025
for Cashbook 2 - CCLA Deposit Fund

Bank Statement Account Name (s)	Statement Date	Page No	Balances
CCLA Deposit Fund	08/12/2025		1,941,998.73
			1,941,998.73
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			1,941,998.73
Unpresented Receipts (Plus)			
		0.00	
			0.00
			1,941,998.73
		Balance per Cash Book is :-	1,941,998.73
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

CCLA
GOOD INVESTMENT

Statement of Account

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

5 December 2025

Account name: **ALTON TOWN COUNCIL**
Account number: **PS3078535-001**
Statement period: **31/10/2025 to 30/11/2025**

Account summary

Total valuation as at 30 November 2025	**£1,941,998.73**
Total valuation as at last statement at 31 October 2025	**£1,935,413.42**

Holdings as at 30 November 2025

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	1,941,998.7300	£1.00	£1,941,998.73

Total value
£1,941,998.73

Transactions for the period from 31 October 2025 to 30 November 2025

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
04/11/2025	Income Reinvestment	6,585.3100	£1.0000	£6,585.31

The average Fund yield for this period was 3.98% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Nov 2025	02/12/2025	Reinvestment	£6,352.03	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**.

CCLA
GOOD INVESTMENT

Statement of Account

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

5 January 2026

Account name: **ALTON TOWN COUNCIL**
Account number: **PS3078535-001**
Statement period: **30/11/2025 to 31/12/2025**

Account summary

Total valuation as at 31 December 2025	**£1,948,350.76**
Total valuation as at last statement at 30 November 2025	**£1,941,998.73**

Holdings as at 31 December 2025

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	1,948,350.7600	£1.00	£1,948,350.76

Total value
£1,948,350.76

Transactions for the period from 30 November 2025 to 31 December 2025

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
02/12/2025	Income Reinvestment	6,352.0300	£1.0000	£6,352.03

The average Fund yield for this period was 3.91% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Dec 2025	05/01/2026	Reinvestment	£6,462.08	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**.

CCLA
GOOD INVESTMENT

Statement of Account

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

5 December 2025

Account name: **ALTON TOWN COUNCIL-ALTON TOWN COUNCIL**
Account number: **LA3077669-001**
Statement period: **31/10/2025 to 30/11/2025**

Account summary

Total valuation as at 30 November 2025	**£334,029.66**
Total valuation as at last statement at 31 October 2025	**£334,302.50**

Holdings as at 30 November 2025

Fund name	Unit/share holdings	Net Asset Value price per unit/ share (£)	Net Asset Value valuation (£)	Bid price per unit/share (£)	Bid Value valuation (£)
The Local Authorities Property Fund Inc GB0005216642	118,266.0000	2.824393	334,029.66	2.780615	328,852.21

Mid Value	Bid Value
£334,029.66	**£328,852.21**

Transactions for the period from 31 October 2025 to 30 November 2025

The Local Authorities Property Fund Inc

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
31/10/2025	Paid to Nominated Bank Details			£3,746.55

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**.

CCLA
GOOD INVESTMENT

Statement of Account

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

5 January 2026

Account name: **ALTON TOWN COUNCIL-ALTON TOWN COUNCIL**
Account number: **LA3077669-001**
Statement period: **30/11/2025 to 31/12/2025**

Account summary

Total valuation as at 31 December 2025	**£334,421.24**
Total valuation as at last statement at 30 November 2025	**£334,029.66**

Holdings as at 31 December 2025

Fund name	Unit/share holdings	Net Asset Value price per unit/ share (£)	Net Asset Value valuation (£)	Bid price per unit/share (£)	Bid Value valuation (£)
The Local Authorities Property Fund Inc GB0005216642	118,266.0000	2.827704	334,421.24	2.783875	329,237.76

Mid Value	Bid Value
£334,421.24	**£329,237.76**

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**.

21/01/2026

14:51

Alton Town Council

Cashbook transactions totalling £500.00 or more
for the period 01/12/2025 to 31/12/2025

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Unity Trust Bank : Current	9	01/12/2025	1100016689	East Hampshire District Counci	634.00
1	Unity Trust Bank : Current	9	04/12/2025	BACS022	Wedeman Consulting	6,000.00
1	Unity Trust Bank : Current	9	04/12/2025	BACS016	Hampshire County Council	1,208.68
1	Unity Trust Bank : Current	9	04/12/2025	BACS011	Ellack Cleaning Contractors Lt	1,026.64
1	Unity Trust Bank : Current	9	04/12/2025	BACS006	Blachere Illumination UK Limit	3,012.00
1	Unity Trust Bank : Current	9	04/12/2025	BACS005	Biffa Waste Services	681.12
1	Unity Trust Bank : Current	9	04/12/2025	BACS004	Bespoke Garden Projects Limite	1,068.00
5	Lloyds Credit Card	9	05/12/2025	DD	Moss Master	706.80
1	Unity Trust Bank : Current	9	10/12/2025	2323311125	Lloyds Credit Card	651.06
1	Unity Trust Bank : Current	9	12/12/2025	DD	SLCC	520.00
1	Unity Trust Bank : Current	9	15/12/2025	DD	Livepay	29,758.83
1	Unity Trust Bank : Current	9	16/12/2025	EC1E306B	E.ON	617.94
1	Unity Trust Bank : Current	9	16/12/2025	E3E271F2	E.ON	1,000.69
1	Unity Trust Bank : Current	9	17/12/2025	B993102D	E.ON	899.46
1	Unity Trust Bank : Current	9	22/12/2025	BACS008	ElanCity UK	2,987.99
1	Unity Trust Bank : Current	9	22/12/2025	BACS016	Mustrade Limited	4,627.00
1	Unity Trust Bank : Current	9	22/12/2025	BACS011	Hallmark Civil Engineering Lim	1,080.00
1	Unity Trust Bank : Current	9	22/12/2025	BACS017	Origin Amenity Solutions	1,057.92
1	Unity Trust Bank : Current	9	22/12/2025	BACS014	Lockmasters	873.60
1	Unity Trust Bank : Current	9	22/12/2025	BACS003	Bespoke Garden Projects Limite	3,360.00
1	Unity Trust Bank : Current	9	22/12/2025	BACS001	First Friends	2,400.00
1	Unity Trust Bank : Current	9	22/12/2025	BACS006	Cratus Group	9,360.00
1	Unity Trust Bank : Current	9	22/12/2025	BACS013	Hampshire Pension Fund	8,947.39
1	Unity Trust Bank : Current	9	22/12/2025	BACS005	Cottrells Window Services	780.00
1	Unity Trust Bank : Current	9	22/12/2025	BACS020	Sound Co - Great sound every t	1,300.00
1	Unity Trust Bank : Current	9	22/12/2025	BACS022	T H White Limited	2,111.96
1	Unity Trust Bank : Current	9	22/12/2025	BACS002	Alton Allotment Association Ma	789.75
1	Unity Trust Bank : Current	9	22/12/2025	BACS019	Rossair Limited	1,329.00
1	Unity Trust Bank : Current	9	22/12/2025	BACS004	Chalvington Communications Lim	1,473.05

Receipts

Cb No	Bank Account Name	Month	Date Banked	Amount Banked
1	Unity Trust Bank : Current	9	01/12/2025	1,000.00
1	Unity Trust Bank : Current	9	01/12/2025	1,240.00
1	Unity Trust Bank : Current	9	02/12/2025	1,157.00
1	Unity Trust Bank : Current	9	03/12/2025	975.00
1	Unity Trust Bank : Current	9	03/12/2025	2,600.00
1	Unity Trust Bank : Current	9	04/12/2025	780.00
1	Unity Trust Bank : Current	9	05/12/2025	966.45
1	Unity Trust Bank : Current	9	05/12/2025	938.40
1	Unity Trust Bank : Current	9	08/12/2025	780.00
1	Unity Trust Bank : Current	9	09/12/2025	1,567.67
1	Unity Trust Bank : Current	9	10/12/2025	1,000.00
1	Unity Trust Bank : Current	9	09/12/2025	1,750.00
5	Lloyds Credit Card	9	10/12/2025	651.06
1	Unity Trust Bank : Current	9	11/12/2025	1,264.00
1	Unity Trust Bank : Current	9	12/12/2025	500.00
1	Unity Trust Bank : Current	9	22/12/2025	794.00

Cashbook transactions totalling £500.00 or more
for the period 01/12/2025 to 31/12/2025

Receipts

Cb No	Bank Account Name	Month	Date Banked	Amount Banked
1	Unity Trust Bank : Current	9	22/12/2025	1,487.40
1	Unity Trust Bank : Current	9	24/12/2025	794.00
1	Unity Trust Bank : Current	9	30/12/2025	966.44
1	Unity Trust Bank : Current	9	31/12/2025	500.00
2	CCLA Deposit Fund	10	02/12/2025	6,352.03

Item 12

Subject: **Q3 Internal Audit Report for noting**

Report to: Full Council, 28 January 2026

Report of: Deputy Town Clerk

---

1. Purpose of the report

1.1 To provide the Internal Audit Report for Quarter 3, 2025-26 to Full Council for noting.

2. Background

2.1 The Internal Audit was carried out by Mulberry on 7th January 2026. The full report is attached and conclusions and recommendations are listed in item 3 below.

3. Main considerations

3.1 The Internal Audit notes that:

"Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk. It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

"It is therefore our opinion that the systems and internal procedures at Alton Town Council are a model of good practice."

The recommendations are:

1. That the council review the VAT settings on the sales ledger in accordance with the guidance.
2. That an exercise is undertaken to list all the costs incurred on exempt supply items to ascertain the amount of VAT reclaimed.
3. That the dates assets are reviewed / inspected be added to the asset register.
4. That the layout of the financial pages on the website be reviewed.
5. That a new IT policy be written.
6. That the Reserves Policy be updated.

4. Recommendation

4.1 The Council is recommended:

To note the Internal Audit Report for Quarter 3, 2025-26.

MULBERRY
LOCAL AUTHORITY SERVICES LTD

Eastgate House
Dogflud Way, Farnham
Surrey, GU9 7UD

t 01252 929 590
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

7th January 2026

Dear Tom,

Re: Alton Town Council
Internal Audit Year Ended 31 March 2026 – Interim Audit report 2

Executive summary

Following completion of our interim internal audit on 7th January 2026 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. Some assertions are tested only at the final internal audit, and this is reflected where appropriate in the report. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

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

It is therefore our opinion that the systems and internal procedures at Alton Town Council are a model of good practice.

Regulation

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

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

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

Independence and competence

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

An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

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

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

Table of contents

		TEST AT INTERIM	TEST AT INTERIM	TEST AT INTERIM	TEST AT FINAL
A	BOOKS OF ACCOUNT	✓			
B	FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	✓		✓	
C	RISK MANAGEMENT AND INSURANCE		✓		
D	BUDGET, PRECEPT AND RESERVES		✓	✓	✓
E	INCOME		✓		
F	PETTY CASH	✓	✓	✓	✓
G	PAYROLL		✓		✓
H	ASSETS AND INVESTMENTS			✓	✓
I	BANK AND CASH	✓	✓	✓	✓
J	YEAR END ACCOUNTS	✓			✓
K	LIMITED ASSURANCE REVIEW	✓			
L	PUBLICATION OF INFORMATION	✓			
M	EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS	✓			✓
N	PUBLICATION REQUIREMENTS	✓			
O	TRUSTEESHIP	N/A	N/A	N/A	N/A
	ACHIEVEMENT OF CONTROL ASSERTIONS AT INTERIM AUDIT DATE				
	INTERIM AUDIT POINTS CARRIED FORWARD				

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Tested at first Interim

B. FINANCIAL 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.

Due to the size of the council, the council has limited segregation of duties within the finance function; however, as a compensating control it has robust hierarchical review and monitoring by councillors and staff. The processing of purchase orders and supplier invoices are undertaken by separate individuals.

In advance of a full council meeting all councillors receive a list of payments made in the preceding month that exceed £500 in value, together with a list of changed direct debits. The physical invoices to which the payments list relates are scanned in PDF and sent to the councillors responsible for authorising the physical payments that month. Authorisers are rotated each month.

The supplier invoices are appropriately annotated and filed in payment order then alphabetically. The council has procedures for ensuring goods and services are received prior to physical payment. It is worth noting the council is not so large that formal goods in and or manager approval is required as the majority of transactions route through the finance office.

The on-line bank system is populated twice a month by the assistant clerk/finance officer. The originator of a transaction is unable to authorise the same transaction. Two councillors are then required to log on using their own log-ons to authorise the release of the funds. This is a dual authorisation system.

The integrated nature of the Rialtas financial reporting package means that the VAT entries are generated from the purchase ledger and cashbook and as such there is no variance between the ledgers and the VAT returns. The council submits quarterly VAT returns and there is no history of late returns. Previous testing has shown VAT returns to have been produced within a short time period after the quarter end.

The council has a single credit card in the name of the council. This is kept in the locked petty cash tin in the safe. The monthly spend limit is £5,000 and this is collected monthly by DD by the issuing bank. The Clerk is responsible for the credit card, and all payments require a dual authorisation which goes to the Clerk's phone. The card can only be used from the finance office due to the authorisation requirements. Invoices for payment are dealt with in the same manner as all other invoices.

I have reviewed the purchase invoice file for October 2025 and was able to confirm all payments over £500 were detailed on the payments list issued to councillors and that both the list and invoices also agreed to the physical payment on the bank statement. There were no errors. In fact, the records are so neat that the payments list and bank statement run in the same order, which made testing very easy. There is no benefit for internal audit to test every month, given no single error was found in the entire October month.

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.

Tested at second Interim

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.

The council in its meeting on the 10th of December properly agreed the 2026/27 budget then the precept, which was set at £946,920. The precept was properly calculated after accounting for movement on earmarked reserves.

The council resolved at the same time to streamline and amalgamate its £1.5m of earmarked reserves.

The precept application has been written and signed by the Chair and Clerk and submitted to district.

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.

The council has a number of income streams and invoices are raised using the Rialtas financial reporting package, which provides detail on the VAT codes used, (Outside Scope – OTS, Exempt – E, Zero rated - Z and standard rated – S). I believe that whilst there is no VAT at stake there is some confusion as to which VAT code to use in which circumstances. (see invoices 12713, 14 & 15 as examples).

I set out below some guidance the council may find useful. **I therefore recommend the council review the VAT settings on the sales ledger in accordance with the guidance below.**

General rule in VAT notice 742

As set out in para 2.4 – 2.6 & 3.1 agreements between the Council and its tenants/lessees/hirers granting rights over land and licences to occupy land, including leases and letting are VAT-exempt and should use VAT code E.

Commercial rents

The council let several properties on long leases and short-term leases. Under the above general rule these are all VAT-exempt. However, where the property/land is VAT opted to tax this will be a standard rated – VAT code S.

Recharges to lessees

The council routinely recharges certain costs to its tenants/lessees in accordance with their leases.

- Para 11.2 of VAT notice 742 states that insurance recharges are to be treated as per Commercial Rents i.e. VAT-exempt.
- Para 11.7.6 states that recharges of gas and electricity should be either
    - (a) VAT-exempt if un-metered or
    - (b) VAT-rated as per the suppliers electricity bills (reduced or standard-rated) if separately metered.

In practice all buildings that have not been opted to tax are VAT-exempt, which means that the council is possibly unable to reclaim the VAT on its suppliers invoices and must bear the cost of any input VAT, subject to the deminimus threshold of £7,500. (see partial exemption below)

If the council then recharges the supplier cost in accordance with the lease, for (a – an un metred supply) it will recharge the gross cost; for (b - a separately metred supply) it will recharge net plus the associated 5%/20% output VAT.

Room Hire

The council rents out rooms to hirers for hours/days in various Council buildings. Where the venue is opted to tax, these hires are standard-rated for VAT purposes. For all other venues under the above general rule they are VAT-exempt.

Pitch hire

As per the above general rule and bullet 8 of para 2.6, granting traders such pitches are VAT-exempt.

Allotments
In respect of allotments, the provision of allotments by a local authority is typically treated as a non-business activity. This is because the service is provided under a statutory obligation and does not operate in the same way as a private, commercial venture. As a non-business activity, the local authority does not charge VAT on rents received from plot holders; accordingly, these supplies are outside the scope of VAT. VAT code OTS

More generally, activities for which charges are made but which are governed by a specific legal regime that does not apply to the private sector may also be treated as non-business activities. The provision of allotments and cemeteries (though not crematoria) falls within this category, although certain supplies within cemeteries may still constitute business activities.

However, please note that if the land has been opted to tax, the supply will become taxable. VAT code S

In terms of the legal basis, this is covered by the Small Holdings and Allotments Act 1908 (paragraph 23), which places a duty on local authorities to provide allotments where demand exists.

Partial Exemption
Where a local authority has mixed supplies of exempt and standard rated items, it is classed as partially exempt. This means potentially some of the input tax reclaimed during the year will have to be repaid to HMRC at the end of the council year.

At the end of the council year the council must carefully review the costs it has incurred on its exempt supply items to ensure the VAT reclaimed in total is below the deminimus threshold of £7,500 per annum. If the VAT reclaimed is above £7,500 then it must be paid back to HMRC on the next VAT return by adjusting box 4. Please note the £7,500 is a threshold not an allowance. **I recommend an exercise is undertaken to list all the costs incurred on exempt supply items to ascertain the amount of VAT reclaimed.**

F. PETTY CASH

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

Audit findings
The council maintains a minimal petty cash float and records the entries in a separate cashbook. A review of the entries shows that the petty cash is used appropriately for incidental expenditure, and the amounts are inconsequential to the overall finances of the council.

I tested the petty cash and agreed it back to the cashbook and the cash analysis VAT was appropriately reclaimed.

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.

Tested at second Interim

H. ASSETS AND INVESTMENTS

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

The council maintains an asset register within the Rialtas financial reporting package. The package requires the population of key fields and from this it is easy to identify additions and disposals. The register is up to date and current. Due to the integrated nature of the package, it is possible to verify the balance per the AGAR to the register.

I reviewed the register and can confirm assets are properly shown at historic or proxy cost. The register allows for insurance and replacement value to be entered as necessary.

I tested all the assets added to the register and can confirm they were correctly added at net of VAT cost.

In testing the assets, I was also able to confirm these was properly approved and ordered in accordance with financial regulations. The council undertakes periodic reviews of fixed assets and records this. **I recommend these review dates be added to the register.**

The council has not issued any loans.

The council has PWLB borrowing. The capital and interest payments are properly recorded in the accounts and payments agree to the PWLB statement. The end of year balances on the AGAR are correct and agree to the end of year statement.

I am satisfied this control objective has been met.

I. BANK AND CASH

Internal audit requirement

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

Audit findings

Financial regulation 2.2 states 'At least once in each quarter, and at each financial year end, a member other than the Council Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the full council.

Bank reconciliations are completed monthly and presented to council at every meeting for review. I reviewed the reconciliations presented for October, November & December and was able to confirm the balances to the bank statements and found no errors.

I noted that the reconciliations have been signed in accordance with the Financial Regulations.

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.

Tested at first Interim

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")

Audit findings

The council did not class itself as exempt – this test does not apply.

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

Tested at first Interim

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority has demonstrated that during summer 2025 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Tested at first Interim

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority has complied with the publication requirements for 2024/25. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Tested at second Interim

O. TRUSTEESHIP

Internal audit requirement

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

Audit findings

The council has no trusts, and testing for this internal control objective is not applicable.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.			
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")*			✓ N/A
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	✓		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓ N/A

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

Yours sincerely

M Mulberry

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

Interim Audit 2025/26 - Points Carried Forward

Audit Point	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.	
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.	
Payroll	I recommend the PAYE & NI is set up to be collected by direct debit and to not show the granular data on the NI payment request in the purchase invoice folder – this can be retrospectively redacted.	completed
Publication - website	I recommend a review of the layout of the financial page on the website.	

Audit Point	Audit Findings	Council comments
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.**	
Fixed Assets	**I recommend the asset review dates be added to the register on Rialtas.**	

Item 13

Subject: **Reserves Strategy**

Report to: Full Council, 28 January 2026

Report of: Deputy Town Clerk

---

1. Purpose of the report

1.1 To update the reserves Strategy for Alton Town Council

2. Background

2.1 The Internal Auditor recommended in their Quarter 2 report that the Reserves Strategy be updated. This has now been done and the draft policy is attached for Council to approve.

3. Main considerations

3.1 The main changes in the document are the changes in financial information to the current year, and the update to the Earmarked Reserves in line with the agreed budget for 2026-27.

4. Recommendation

4.1 The Council is recommended:

To approve the Reserves Strategy as tabled.

ALTON TOWN COUNCIL RESERVES STRATEGY

1 Town Council Reserves

1.1 The Town Council needs to maintain reserves to protect against risk, ensure contingencies are in place and to support investment in future projects which are beneficial to the town.

1.2 The Reserves Strategy presents information about the requirements to maintain appropriate financial reserves and provides details on the types of reserves and current and predicted balances. The Town Council manages risk by assessing the potential impacts of future events, based on the likelihood that they may occur and the severity of any impact. Mitigating actions are then identified to reduce the exposure and appropriate plans are put in place.

1.3 In summary, the Council is obliged to maintain satisfactory levels of reserves not based solely on one year's financial outturn, but to meet future financial risks. Higher reserves will provide the Council with greater strategic flexibility in future years. The purpose of this strategy is to enable the Committee to review the level of reserves to ensure they meet the current and future needs of Alton Town Council.

1.4 Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum or maximum level of reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are key protocols for their establishment and use.

2 Types of Reserves

2.1 Alton Town Council maintains two types of reserves, categorised as general (e.g. held to cushion the impact of uneven cash flows or unexpected events) or earmarked (held for a specific purpose).

(a) General Reserve

This represents the non-ring fenced (earmarked) balance of Council funds. The main purposes of the General Reserves are firstly to operate as a working balance to help manage the impact of uneven cash flows and secondly, to provide a contingency to cushion the impact of emerging or unforeseen events or genuine emergencies. In general, a robust level of reserve should be maintained and take account of operational and financial issues facing the Town Council. The recommended level for this size Council is 25-30% of operating costs to ensure adequate provision.

(b) Earmarked Reserves

This provides a means of accumulating funds, for use in a later financial year, to meet known or planned policy initiatives. Earmarked Reserves will increase through decisions of the Council and will decrease as they are spent on their specific intended purposes.

The purpose of an Earmarked Reserve is to set aside amounts for projects that extend beyond one year or as a contingency against a specific situation occurring. Once an Earmarked Reserve has been established by the Town Council it is the responsibility of Full Council to ensure funds are spent in line with their purpose. The purpose of each Earmarked Reserve should be reviewed annually as part of the Budget Workshop to ensure that it is still relevant.

2.2 The assessment of the adequacy of the Council's balances and reserves is based on the guidance note on Local Authority Reserves and Balances, which whilst there is not a statutory requirement, is considered to set out current best practice with regard to balances and reserves. The guidance states that no case has yet been made to set a statutory minimum level of reserves, and that each local authority should take advice from its Responsible Financial Officer and base its judgement on local circumstances.

2.3 A well-run authority with a prudent approach to setting its budget will each year consider its level of general reserves. These general reserves will also need to be supported by earmarked reserves for specific needs, contingencies and commitments. In assessing the level of the Town Council's reserves, account needs to be taken of the risks facing the Council in terms of any significant unforeseen expenditure requirements

2.4 Possible future transfers of services from East Hampshire District Council and Hampshire County Council and any capital requirements for the management of the Council's assets and buildings need to be considered.

- A further major elements which could impact adversely on future precepts is the capping of the Town Council precept by HM Government

3 <u>Financial Responsibility</u>

Under Alton Town Council Standing Orders, Full Council is responsible for the overall management and control of the Town Council's finances.

4 <u>Role of Responsible Financial Officer (RFO)</u>

4.1 It is the responsibility of the RFO to advise the Town Council about the level of reserves that it should hold and ensure that it has clear protocols for their establishment and use. The Town Clerk holds the statutory role of Responsible Financial Officer.

4.2 There is no statutory minimum but there are four significant safeguards in place against the Town Council over committing itself financially:

(a) The balanced budget requirement.
(b) RFO's S114 Powers.
(c) The External Auditors responsibility to review and report on financial standing.
(d) The year-end audit report from the Town Council's Auditor.

4.3 Alton Town Council, on the advice of their RFO, are required to make their own judgements on the level of reserves, taking into account all relevant local circumstances. Local circumstances vary. A well-managed authority with a prudent approach to budgeting should operate with reserves in the Town Council's current range given its emerging service responsibilities.

4.4 Finally, the RFO has a fiduciary duty to local taxpayers and must be satisfied that the decisions taken on balances and reserves represent proper stewardship of public funds.

5 General Fund Reserves

5.1 Purpose

The purpose of general reserves is to minimise the possible financial impacts to the authority from:

- Emergencies.
- Unforeseen events
- In year emerging issues.

5.2 The in-year use of general reserves requires Council approval following a recommendation by the Clerk/RFO and must not be used for any level of recurring spending, unless that spending will be included in the Revenue Budget for the following financial year. In all cases the use of reserves should be approved by the Clerk/RFO in consultation with Full Council.

5.3 There is no prescribed level of general fund reserves but a level of 25% – 30% of annual operating budget ensures adequate provision in the event of any unforeseen occurrence which would affect cash flow as identified in 5.5.

5.4 Risk Assessment

Identifying the risks allows the Council to take account of the circumstances around current structural change due to service provision and economic circumstances.

Risks can be identified as follows:

- Risks from potential one-off events.
- Risks which will have general financial consequences.
- Actions need to be in place to minimise the potential for financial support.

5.5 Assessment of Potential Risks

Risk	**Effects/Action**	**Value of Risk**
		£
Loss of Income	Substantial disruption of income streams. (c. 30% of total income)	40,000

	Income from fees/charges affected by economic conditions locally and nationally.	12,000
Recruitment Plans	Additional advertising costs to attract staff, Agency staff.	13,000
Major loss in Service through fire/flood structural damage	Severe Weather – staffing, materials costs/robust emergency plan.	10,000
	Insurance claims – running premises/goods claims.	35,000
OCT Security/data corruption	Loss of service/robust security policies and firewalls.	10,000
Legal Costs/Industrial Relations	Costs relating to service provision.	10,000
	Overall Risk Quantified/value of General Reserves.	130,000

The outcome of this analysis has been to place an estimated total value on the range of risks that may arise, and which are not covered by insurance.

6 <u>Earmarked Reserves</u>

6.1 <u>Purpose</u>

The purpose of earmarked reserves is:

- To prevent an uneven impact on the precept, by allowing reserves to be set aside for specific projects and contingencies.
- To set aside amounts for projects that extends beyond one year.

6.2 It is the responsibility of the RFO in consultation with Full Council to ensure reserves are spent in line with their purpose. The most commonly established earmarked reserves and the rationale behind why such reserves are created are as follows:

6.3 Each earmarked reserve held by Alton Town Council will identify:

- The purpose of the reserve
- How and when the reserve can be used
- A process and timescale for review of the reserve to ensure continuing relevance and adequacy.

Each reserve will be reviewed at least annually.

6.4 Opening Balance

At 1 April 2026, Alton Town Council will hold Earmarked Reserves of £1,124,971 (subject to audit).

6.5 Analysis of Earmarked Reserves 2025/26

EMR Code	EMR	Value	Use
314	EMR Kings Pond	£211,303.50	For work on King's Pond, including a sinking fund for future works.
316	EMR 3G Interest	£222,672.57	Reserve to meet the costs of artificial pitch resurfacing.
317	Economic Development Reserve	£28,179.12	Set up in March 2017 to support work on Economic Development Officers.
338	EMR Open Spaces	£256,309.19	For work on any of the Town Council's Open Spaces, any new land and supporting funding to be maintenance in a separate EMR for 12 months to ensure any issues have full funding.
323	EMR Neighbourhood CIL	£138,959.50	Neighbourhood CIL not yet spent.
329	EMR Pension	£40,000.00	Set up in 2021 in case the Hampshire Pension Service Fund needs support.
334	EMR Jubilee Pavilion Project	£148,125.00	CIL Funding allocated in 24/25.
336	EMR Alton Gateway	£79,422.03	Highwood Group in the sum of £79,422.03 which is the sum payable including index linking under the S106 Agreement to Alton Town Council payable on transfer of the open space land at Alton Gateway.
	Total	£1,124.970.91	

6.6 Capital Reserves

The purpose of capital reserves is to:

- Minimise risk from potential emergency spending requirements on assets.
- Support investment plans.

Alton Town Council currently holds £298,912 in capital reserves.

Item 14

Subject: **AutoSpeedWatch Subscription Renewal**

Report to: Full Council, 28 January 2026

Report of: Deputy Town Clerk

---

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

1.1 To renew the subscription to AutoSpeedWatch (ASW) for the coming year

2. <u>Background</u>

2.1 In 2024 EHDC provided two AutoSpeedWatch cameras to ATC which are in use on Basingstoke Road. This included a one-year subscription. In 2025 Council resolved to renew the subscription for a further year. It is now time to renew again.

3. <u>Main considerations</u>

3.1 If Council chooses to renew again, the cost will be £179 per camera for one year. There are two cameras so £358 total. However, it must be noted that the data is not used at present. The only report the police are able to use is the Heat Map, as ASW do not have Home Office approval.

Unless every record is verified manually, the data does not go into the heat map (or any other report) and this is very labour-intensive. There is no longer a Community Speedwatch group in the town, so verification comes down to officers or other volunteers. At present there is only one volunteer involved, which is insufficient to verify the huge amounts of data for this road. The ASW cameras in themselves are not a deterrent to speeding drivers, and so the recommendation is not to renew the subscription but to leave the speed camera signs in place and update the schedule for the Speed Indicator Devices so they are in this location more frequently. There is also the possibility of police funding for static speed cameras, which officers are currently investigating.

4. <u>Recommendation</u>

4.1 The Council is recommended:

Not to renew the subscription for ASW at this time.

Item 15

Subject: **Calendar of Meetings**

Report to: Full Council, 28th January 2026

Report of: Deputy Town Clerk

---

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

1.1 To agree the Calendar of Meetings for 2026-27

2. <u>Background</u>

2.1 Early each year the Council sets the dates for the meetings for the following year so they can be publicised well in advance.

3. <u>Main considerations</u>

3.1 The proposed dates of the meetings are attached. This would be subject to change should the Council decide to reinstate committees and have fewer Full Council meetings.

4. <u>Recommendation</u>

4.1 The Council is recommended:

To approve the Calendar of Meetings for 2026-27 as tabled.

ALTON TOWN COUNCIL CALENDAR OF MEETINGS 2026/27

DATE	MEETING		DATE	MEETING
JUNE 2026			JANUARY 2027	
10 June	Full Council		13 January	Full Council
			22 January (9:30am)	Climate Change Committee
JULY 2026				
8th July	Full Council		FEBRUARY 2027	
24 July (9:30am)	Climate Change Committee		10 February	Full Council
AUGUST 2026			MARCH 2027	
	No meetings planned		10 March	Full Council
			24 March	Annual Electors Meeting
SEPTEMBER 2026				
9 September	Full Council		APRIL 2027	
			14 April	Full Council
OCTOBER 2026			20 April (5.30pm)	Staffing Committee
13 October (5.30pm)	Staffing Committee		23 April (9:30am)	Climate Change Committee
14 October	Full Council			
23 October (9:30am)	Climate Change Committee		MAY 2027	
			12 May	Full Council
NOVEMBER 2026			26 May	Annual Meeting (AGM)
11 November	Budget Workshop			
DECEMBER 2026				
9 December	Full Council (Budget)			
All meetings are held at 7:00pm in the Council Chamber unless specified.				
Planning and Transport Committee meetings will be called by the Committee Chair as needed where applications have been called in by Councillors or Officers.				