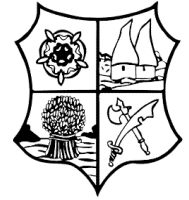


ALTON Town Council



8 October 2026

To Councillors:

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

Dear Councillor

You are hereby summoned to a meeting of **ALTON TOWN COUNCIL** on **Wednesday 14 October 2026 at 7.00pm (or at the closure of the Planning Committee meeting, whichever is latest)** at the Town Hall, Market Square, Alton GU34 1HD, when the under-mentioned business will be transacted.

Yours sincerely

Tom Horwood, Town Clerk

AGENDA

1. CHAIR'S ANNOUNCEMENTS
To receive updates from the Town Mayor.
2. APOLOGIES
To receive apologies for absence.
3. DECLARATIONS OF INTEREST
To receive Declarations of Interest and Requests for Dispensations.
(Councillors are responsible for declaring any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, they may not participate in any discussion of or vote on any matter in which they have a pecuniary interest.)
4. MINUTES OF THE PREVIOUS MEETING
To approve the minutes of the previous Full Council meeting.

Recommendation: To approve the minutes of the Full Council meeting held on 9 September 2026.
5. WRITTEN REPRESENTATIONS FROM THE PUBLIC
To receive written representations from the public under Standing Order 3(e).
(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.)

Recommendation: To note written representations from the public.
6. QUESTIONS AND STATEMENTS FROM THE PUBLIC
To receive verbal representations from the public under Standing Order 3(e).
(In accordance with Standing Order 3(e), members of the public may make representations, answer questions and give evidence. They may give notice in advance up until just before the start of the meeting. Verbal statements or questions may be up to 3 minutes long, within a total of 20 minutes allowed for public speaking which may be extended by the Chair.)

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

7. DISTRICT COUNCILLOR'S REPORT – *see attached report*
To receive the report from Cllr Graham Hill in his capacity as East Hampshire District Councillor for Alton Holybourne.

Recommendation: To note the District Councillor report from Cllr Graham Hill.

8. MINUTES OF THE KING'S POND TASK AND FINISH GROUP – *see attached minutes*
To receive the minutes of the King's Pond Task and Finish Group meetings of 11 August, 9 September, 16 September, 23 September and 30 September 2026.

Recommendation: To note the minutes of the King's Pond Task and Finish Group meetings of 11 August, 9 September, 16 September, 23 September and 30 September 2026.

9. MOTION FOR AN OPEN SPACES COMMITTEE
To consider the motion from Cllr Annette Eyre to establish an Open Spaces Committee.

Motion:

1. To approve the creation of an Open Spaces Committee and its terms of reference appended to the report for this meeting;
2. To appoint the Committee's chair, vice-chair and membership at the next Full Council meeting, with the Committee beginning to meet shortly thereafter;
3. To delegate to the Town Clerk the amendment and publication of a new calendar of meetings for the remainder of the civic year to incorporate the Open Spaces Committee and the corresponding reduction in the number of Full Council meetings, following consultation with town councillors.

10. CONCLUSION OF EXTERNAL AUDIT 2025/26
To formally note the conclusion of the External Audit and the External Auditor's report.

Recommendations:

- 1) To note the conclusion of the Audit for financial year 2025-26;
- 2) To receive and accept the External Auditor's report; and
- 3) To note the successful publication of the Notice of Conclusion of Audit.

11. FINANCIAL REPORTS FOR 2026/27 QUARTER 2
To present the accounts for approval to the end of Q2, i.e. July to September 2026.

Recommendation:

To approve:

1. The Balance Sheet to 30 September 2026;
2. The Income and Expenditure Report for the period 1 July to 30 September 2026;
3. Bank reconciliations as at 30 September 2026; and
4. Payments over £500, issued between 1 July to 30 September 2026.

12. COUNCILLOR FINANCIAL AND HEALTH & SAFETY CHECKS
To update Council on the latest councillor checks on financial and health and safety matters.

Recommendation: To note that Councillors Botten and Eyre have carried out this year's checks on financial records/procedures and health and safety matters and to acknowledge their report.

13. INVITATION TO TENDER FOR TREE WORKS – *see attached report*
To provide the bids and scoring to allow Council to award a contract for the necessary tree works on the town's open spaces.

Recommendation: To approve Contractor F to undertake the tree works identified in the latest tree survey reports.

14. EXCLUSION OF PRESS AND PUBLIC

To exclude the press and public from discussion on confidential items if required.

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

**MINUTES OF THE FULL COUNCIL MEETING HELD ON
WEDNESDAY 9 SEPTEMBER 2026 AT 7.00PM AT THE TOWN HALL**

**Present: Councillor Barbara Tansey (Town Mayor)
 Chris Botten (Deputy Mayor)
 Matthew Bayliss
 Ginny Boxall
 Annette Eyre
 Don Hammond
 Graham Hill
 Nick O'Brien
 Lorna Woodcroft**

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

1 member of the public and press

36 Chair's Announcements

The Chair welcomed everyone to the meeting and reminded all in attendance of the Standing Orders relating to speaking and conduct.

37 Apologies for Absence

Apologies were received from Councillors Mark Boyce-Churn, Matthew Kellermann, Roger Lamb and John Quincey.

38 Declarations of Interest and Requests for Dispensation

No declarations of pecuniary interest were received.

39 Minutes of Previous Meeting for Approval

Councillor Tansey proposed that the minutes of the Full Council Meeting held on 8 July be approved. This was seconded by Councillor O'Brien.

Councillor Hammond said due to holidays he had been too late to put in a correction to the minutes and did not want to put councillors through the rigmarole of suspending standing orders in order to do so but would like it noted that he had gone to great pains to point out that it was always the intention to publish full estimated costs of the two options for King's Pond. He therefore felt the last sentence of Item 31 should read, "As Chair of the Task & Finish Group, Councillor Don Hammond

confirmed that the cost information would be included in the consultation as always intended, regardless of the amendment.”

The Council then moved to the vote and with the above noted it was

RESOLVED

To approve the minutes of the Full Council Meeting held on 8 July 2026.

In favour: Councillors Bayliss, Botten, Boxall, Eyre, Hammond,
O’Brien, Tansey, Woodcroft

Abstained: Councillor Hill

40 **Written Representations from the Public**

No written representations had been received in advance of the meeting.

41 **Questions and Statements by the Public**

There were no persons present who wished to speak.

42 **Planning Application EHDC-26-0744-OUT – Land Adjacent to Baycroft Cottages, Lower Neatham Mill Lane, Neatham, Alton, Hampshire**

Councillor Eyre proposed that the Town Clerk or Deputy Clerk be allowed to pull together appropriate responses to the application after listening to councillors’ comments. This was seconded by Councillor Hill.

The application was discussed at length with comments including:

- this is an outline application and is adjacent to the village of Holybourne and the parish of Alton
- fire engines were planned to exit on a route that would not be possible due to the subway
- there are concerns that walkers with mobility issues would struggle
- the access road is very narrow, has a sharp bend, has few passing places and has no pavement
- there have already been nasty accidents along that road, especially when it is wet and muddy
- there are concerns about the access and quantity of construction traffic
- there is a weight limit on the road bridge so construction traffic will have to find another way round and will damage the narrow lanes
- given the road's history of flooding, there is a concern about drainage and whether the proposed development will enable improvements
- water supply is a critical issue for local proposed developments

- none of these applications should be allowed until such time as we have sufficient water and sewage capacity

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

RESOLVED

To authorise the Town Clerk or Deputy Clerk to respond to East Hampshire District Council on planning application EHDC-26-0744-OUT – Land Adjacent to Baycroft Cottages, Lower Neatham Mill Lane, Neatham, Alton, Hampshire, reflecting the points raised in the debate.

All councillors voted in favour.

43 **Curtis Museum Joint Management Committee**

Councillor Botten proposed that Councillors Barbara Tansey and Ginny Boxall be appointed to the Curtis Museum Joint Management Committee. This was seconded by Councillor Eyre, and it was

RESOLVED

To appoint Councillors Barbara Tansey and Ginny Boxall to the Curtis Museum Joint Management Committee.

All councillors voted in favour.

44 **Governance: Committees and Co-option Policy**

- 44.1 Councillor Eyre proposed that the quorum of the Planning Committee be changed to five. This was seconded by Councillor Bayliss, and it was

RESOLVED

To reduce the quorum of the Planning Committee to five.

All councillors voted in favour.

- 44.2 Councillor Eyre proposed that the revised Co-option Policy be adopted. This was seconded by Councillor Bayliss, and it was

RESOLVED

To adopt the revised Co-option Policy.

All councillors voted in favour.

45 **Minutes of the King's Pond Task & Finish Group**

Councillor Hill proposed that the minutes of the King's Pond Task & Finish Group meetings held on 23 June and 13 July 2026 be noted. This was seconded by Councillor Hammond, and it was

RESOLVED

To note the minutes of the King's Pond Task and Finish Group meetings held on 23 June and 13 July 2026.

All councillors voted in favour.

46 **Implications of Local Government Reorganisation on the Community Infrastructure Levy**

The Government withdrew the order to reorganise local government in Hampshire on Monday 7 September and so this item no longer had a purpose. Councillor Tansey therefore proposed that the meeting proceed to the next business on the agenda under Standing Order 10(a)vi. This was seconded by Councillor Eyre, and the motion was **carried** with all councillors voting in favour.

47 **Anstey Park Playground and Skatepark**

Councillor Eyre proposed that the Council agree to commence consultation on the future of the Anstey Park playground and skatepark as outlined in the report. Councillor Hill seconded the motion.

Councillor Hammond proposed an amendment he had submitted in advance of the meeting, that the motion be changed to read, "To commence consultation on the future of the Anstey Park playground and skatepark, starting with the gathering of data on the usage of the playground, skate park and MUGA and the opinions of users on how these should be retained or developed. Development proposals are to be made available for public comment prior to any works being undertaken." The amendment was seconded by Councillor Hill and with all councillors voting in favour the amendment was **carried**.

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

RESOLVED

To commence consultation on the future of the Anstey Park playground and skatepark, starting with the gathering of data on the usage of the playground, skate park and MUGA and the opinions of users on how these should be retained or developed. Development proposals are to be made available for public comment prior to any works being undertaken.

All councillors voted in favour.

48 **Energy Contracts**

Councillor Hill proposed that the Council 1) To approve contracting with EDF for a 3-year contract, and 2) To renew the contracts now, rather than wait until each is due for renewal. This was seconded by Councillor Bayliss, and it was

RESOLVED

- 1. To approve contracting with EDF for a 3-year contract, and**
- 2. To renew the contracts now, rather than wait until each is due for renewal**

All councillors voted in favour.

49 **Grounds Maintenance Vehicles**

Councillor Eyre proposed that the Council purchase a Ford Ranger XLT Hybrid, and also an Etesia ET Lander EV UTV if the total cost for the two vehicles less part exchange from any redundant vehicles is within the budget of £50,000. This was seconded by Councillor Botten, and it was

RESOLVED

To purchase a Ford Ranger XLT Hybrid, and also an Etesia ET Lander EV UTV if the total cost for the two vehicles less part exchange from any redundant vehicles is within the budget of £50,000.

All councillors voted in favour.

50 **Grant Applications**

Councillor Hill proposed the motion that £250 be awarded to Carols around the Tree for their event on 23 December 2026. This was seconded by Councillor Bayliss. Councillor Boxall suggested that as there is no money left in the grants budget for 2026-27 that they apply to one of their District Councillors instead. Councillor Graham Hill said he would give them the money from his District Councillor community grant fund and so the motion was **not carried** with voting as follows:

Against: Councillors Botten, Boxall, Eyre, Hammond, Hill, O'Brien,
Tansey, Woodcroft
Abstained: Councillor Bayliss

Councillor Botten proposed the motion that £600 be awarded to Eggars School to support termly student celebrations in order to allow the item to be debated. This was seconded by Councillor Hill. The motion was **not carried** with voting as follows:

Against: Councillors Bayliss, Botten, Boxall, Hammond, Hill, O'Brien, Tansey, Woodcroft

Abstained: Councillor Eyre

51 **Internal Auditors Report for 2026-27 Q1**

Councillor Botten proposed that the Council note the content of the Internal Auditor Report. This was seconded by Councillor Eyre.

Councillors asked that their thanks to all officers involved for the incredible work that leads to such an outstanding report be recorded, and that councillors note the comment about their responsibility to read their papers properly and ask any questions if necessary.

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

RESOLVED

To note the content of the Internal Auditor Report for the first quarter of the 2026-27 financial year.

All councillors voted in favour.

The meeting closed at 8.42pm.

EHDC Councillor report to Alton Town Council

Full Council 14 October 2026

Cllr Graham Hill

Local Government Re-organisation (LGR)

The Government-imposed Local Government Reorganisation in Hampshire, which would have placed Horndean, Clanfield and Rowlands Castle within a new Portsmouth-centred Unitary Council and which was opposed by EHDC and Hampshire County Council has been withdrawn in the face of the Judicial Review launched by HCC. No details about the reasons for withdrawal are available from the Government.

Planning

EHDC will still prepare a new Local Plan under the Government's new planning system. But it is likely to take at least 30 months, against a backdrop of continuing uncertainty over LGR, EHDC will get on with protecting East Hampshire, improving the quality of development and delivering the planning policies our communities need.

EHDC is proposing to prepare a Supplementary Plan.

The proposal is being put forward as part of the new planning system introduced by the Government in 2026. Subject to Cabinet approval, the Supplementary Plan would set out more detailed requirements for the design and layout of new development across East Hampshire (outside of the South Downs National Park).

It would work alongside the council's existing local plan and other parts of the development plan, while EHDC continues to prepare a new-style local plan under the Government's new planning system.

EHDC will press ahead with a Supplementary Plan, bringing forward important planning policies while the new Local Plan is being prepared. This will allow EHDC to move much faster than the full Local Plan process and get important policies in place as soon as possible.

Building on the extensive work already undertaken through the previous draft Local Plan, the Supplementary Plan will look at issues including:

- creating and contributing to attractive, well-designed places
- reducing the carbon emissions of new buildings and improving their climate resilience
- using water wisely within new developments
- creating greener streets and open spaces for people to enjoy and wildlife to thrive

These are issues that matter to EHDC residents. EHDC can act on those priorities now. The Supplementary Plan will help EHDC to get ahead of the curve, rather than simply reacting to development once it arrives.

Food waste collections

The Government now requires Councils to collect domestic food waste.

EHDC has recently delivered food caddies and collection bins to all households in East Hampshire.

The service is being rolled out across East Hampshire to more than 57,000 homes with new vehicles and crews.

Crews have started by visiting approximately 12,000 homes on 5 October, collecting food waste which will be used to make natural gas and fertiliser through anaerobic digestion.

The gas from anaerobic digestion already contributes over 1 billion kWh of electricity to the national grid and food waste will help to expand that further.

East Hampshire hospitality sector

EHDC has submitted proposals for the Government's forthcoming budget that could save hundreds of embattled pubs, bars and restaurants from bankruptcy.



MINUTES OF THE KING'S POND TASK & FINISH GROUP

Tuesday 11th August 2026

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

1. **Apologies**

Councillor Chris Botten (CB)

2. **Minutes of the previous meeting**

On the proposal of DH, seconded by JQ, the Minutes of the meeting held on Monday 13 July 2026 were approved.

3. **Feedback from Community & Stakeholder Meeting**

The main points that came out of the meeting were the importance of the consultation and the vote not being manipulated. The value of an independent company was discussed.

4. **Consultation Plan**

Minor amendments had been made following the C&SFG meeting which included dates, making sure it is seen as a fresh start not an update and moving the Alton Natural History Society. A further update was requested:

ACTION – NB to update ‘full costings’ to ‘full cost estimates’ and add Thames Water to list of statutory consultees

Briefing dates have been updated since the change of dates. Other members of group to contribute to the presentation and Q&A sessions, not just the Chair.

ACTION – HC to send dates of briefings to all members of the T&F group

JQ raised concerns about putting dates in the diary before all the information is together. HC confirmed these dates would be confirmed on 14th September once the information had been received from Five Rivers and before the flyer is to be sent out. JQ was concerned that the public would not have the information on the engineering sub projects but it was pointed out the risks would be made clear to the public during the consultation and they would be told what we know so far, what we still need to find out, what the risks are and a worst-case scenario. If possible, they would be given estimated costs associated with any risks.

5. Tim Pinchen – Pollution into Upper Wey

TP sent a report which was circulated to the group prior to the meeting. He pointed out to the meeting that as important as this is, the T&FG have clear instructions that relate to KP and this is ‘mission creep’ and as the T&FG has a limited life may not be something it can see through. He suggested a new group might be set up to continue with this as much of the work would be laborious and labour intensive, chasing up the various bodies who are able to do something about it, as much of it is outside the powers to the Town Council. TH to take to councillors and the Northern Wey Community Trust to discuss the next steps.

ACTION – TH to circulate the report to councillors in the first instance

6. John Quincey – Queries from Full Council

Councillor Kellermann raised an amendment at the last Full Council meeting to say we must include all costs when we go to public consultation. The amendment was unnecessary as this had already been stated. The amendment was defeated. However, JQ was concerned that because it had been put forward and voted against it will create the impression that the Council is not going to publish all cost estimates, which is far from the truth. He therefore just wanted it to be reaffirmed that all cost estimates will be included as part of the consultation. This has already been published in the consultation document and was reaffirmed by the T&F group.

7. Stage One Design Progress

There was an on-site meeting last week with Five Rivers which was attended by TH, HC and TP. There was lots of focus on the edges of the pond, the ecology and the use of the open space.

DH had a Teams meeting with them on Thursday which focused on silt traps and the edges and indicated they are leaning more towards natural edgings with planting used to strengthen and retain the edges rather than vertical artificial barriers such as the edgings that were used 28 years ago that, over time, had proved less effective.

As soon as there is more information it will be circulated to the group. There is another meeting with them on Thursday this week.

8. **Engineering Sub-projects Update**

Most of this had already been discussed earlier and is noted above.

9. **Review of Outstanding Actions from previous meetings**

TH had received a positive response from one engineer which had been circulated. It was agreed he should take them up on their proposal and pay for the work to be carried out.

An update was given on the progress of attempts to communicate with the owners of Waterside Court.

10. **AOB**

The current level of the aquifer is 102.196 compared to 102.12 at this time last year, so very much the same.

11. **Date of next meetings**

C&SFG meeting – it was agreed to postpone the meeting on Wednesday 12th August until Thursday 27th August as there was very little to report on and only two people had replied to the meeting invite to say they would attend. The new meeting will be at 6.30pm – for members of the group and T&FG to go through plans for the consultation - Alton Town Council, Town Hall, Market Square, GU34 1HD

T&FG meeting – it was agreed to send out suggested dates once we have met with Five Rivers on Thursday.



MINUTES OF THE KING'S POND TASK & FINISH GROUP

Tuesday 9 September 2026

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

1. **Apologies**

No apologies for absence were received.

2. **Minutes of the previous meeting**

On the proposal of DH, seconded by JQ, the Minutes of the meeting held on Monday 11 August 2026 were approved.

3. **Review of Five Rivers Design Information**

The designs were discussed in great detail again, along with initial observations already raised by DH.

Design 2A (Dredging +):

- Average water level is very important
- Make sure on proposed drawings we show where people will be able to sit around the pond and public areas
- Ask 5R to calculate volumes of water in the deeper areas of the pond
- Show on plans where water / drains go into the pond for purposes of public consultation; don't assume everyone knows just because we do

- Wetland area – not keeping the island is a departure from the brief. Although it would be an island during breeding season it was agreed a channel needs to be kept all the way around the island all year round.

Design 3C (Pond & River):

- Yet to confirm what they are going to do where the water flows out of the site
- “Existing planting” on SE side is actually made-up ground and needs to be clear on plans
- The lower and less-intrusive the new path running through the site is the better, so it does not obstruct views across the site – need to balance this with potential water levels
- Presentationally, the extension to the island needs to be green for the public consultation
- Do we need a silt trap where the river comes into the site? Need to factor in the maintenance cost of this
- Need a diagram of how the pond is at the moment for the consultation

4. **The “Do Nothing” option**

TP said it is not so much putting this forward as an option but more a matter of explaining what would happen in this case and demonstrating why the Council decided they need to do something.

What would happen if nothing were done was discussed along with potential timeframes.

5. **Consultation Plan**

The plan was discussed in detail and amendments made as necessary.

ACTION – NB, NTB and DH to update further and add more detail.

6. **The “Flyer”**

NB had made further updates to this. Some minor changes were made by the group.

7. **Consultation Information**

A plan for who would pull each bit of information together and who would present each bit had been put together and was discussed and amended.

8. **Appointment of a Consultant**

The proposal from the preferred company was discussed in more detail.

9. **Review of Outstanding Actions from previous meetings**

Due to the meeting already running over time this was postponed to the next meeting.

10. **Date of next meetings**

It was agreed that weekly meetings would be necessary for the foreseeable future and would be arranged for 1.30pm on Wednesdays until the consultation is up and running.



MINUTES OF THE KING'S POND TASK & FINISH GROUP

Wednesday 16 September 2026

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

1. Apologies

No apologies for absence were received.

2. Minutes of the previous meeting

On the proposal of CB, seconded by PE, the Minutes of the meeting held on Wednesday 9 September 2026 were approved.

3. Review of Five Rivers Design Information

No new information / contact to report at this time. DH had sent over the comments to them from last week's meeting and the date set for all of the information to be received from them is 28th September. CA suggested it might be beneficial to invite them to the next T&FG meeting via Teams. This to be considered.

4. **Progress on Consultation Information**

Final approval of the flyer – NB to make final minor amendments and circulate. HC to double check all dates and times are correct. Flyer to be sent to 15,000+ households in GU34 1,2,3,4 and 5 postcodes.

ACTION – NB to make final amendments to the flyer and circulate to the T&FG members.

HC confirmed that the locations so far agreed to have pop-ups include: Energique, Alton Station, Town Hall, King's Pond. Locations we are waiting for confirmation from include Alton Sports Centre, Alton Library, Alton College, Alton Tuesday Markets and Alton Farmers Markets (although we can give out information in the High Street at any time, we have approached both market managers out of courtesy).

ACTION – HC to chase unconfirmed locations for pop-ups.

5. **Appointment of Consultant**

The consultant has been appointed, and officers have an initial meeting with them on Friday this week via Teams. They will be reviewing the consultation information to ensure it is factual and unbiased, running the survey and conducting an addition random 1,000 house sample survey by post.

ACTION – Everyone to get their comments on the initial draft questionnaire to Natalie by the end of Thursday (tomorrow).

6. **Review of Outstanding Actions from Previous Meetings**

There were no outstanding actions to review.

7. **Programme**

NTB is keeping the programme on track and it was noted there is lots of work members can be getting on with while waiting for Five Rivers to complete their work. The project plan lists the names of people responsible for each task.

ACTION – Everyone to start working on the tasks allocated to them and report on progress at next week's meeting.

Everyone to use Calibri when producing documents to keep things uniform.

There needs to be a progress report to the October Full Council meeting.

Approval will also need to be sought at that time for further spending if necessary for the Environmental Impact Assessment and for the various consultants to attend the drop-in sessions.

ACTION – TH to consult with the finance officer about current position of the budget and authorised spending on the project and consultation and put to Full Council any additional needs in October if necessary.

8. **Date of next meetings**

The next Community and Stakeholder Focus Group meeting is on Monday 21st September at 6.30pm in the Town Hall.

There will be weekly meetings on the Task & Finish Group at 1.30pm on Wednesdays for the foreseeable future.



MINUTES OF THE KING'S POND TASK & FINISH GROUP

Wednesday 23 September 2026

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

1. Apologies

Apologies were received from Eric Phillips and Angie Owens.

2. Minutes of the previous meeting

On the proposal of JQ, seconded by CA, the Minutes of the meeting held on Wednesday 16 September 2026 were approved.

3. Review of Five Rivers Design Information

Nine documents had been received on Friday and the group had managed to analyse them and get their responses back to Five Rivers by the end of Monday. It is important the group decide whether a full flood modelling / risk assessment is required or if what they have already sent would be suitable. It was felt that the information provided so far would be insufficient to meet the demands of the public consultation. A further online meeting is scheduled with Five Rivers for tomorrow (Thursday).

4. Progress on Consultation

The group ran through and discussed all the information required for the consultation, who is undertaking each part of the work and how it may be presented. The information to pull together includes:

- What are the problems with King's Pond
- Ecological summary
- The condition of the pond
- The 'Do Nothing' option
- Option drawings and specifications, landscaping
- Budget costs
- Ecological impact notes
- Flood Risk Assessment
- Advantages / disadvantages
- Risk Register
- Control of feeding
- Sources of funding
- Climate Change

The flyer was then discussed and further amendments made. It was felt that the descriptions of each option should be one factual sentence each, and people should be directed to where they can find out more information, rather than trying to show the benefits of each option which can be subjective.

ACTION – NB to make final amendments to the flyer and send to printers.

The group then went through the budget and what costs there may still be which may require a request to Council:

- Ecological Impact Assessment from Ecology Partnership
- Fee for Ecology Partnership to attend two of the drop-in sessions
- Chemical analysis of the silt deposited last dredging
- New display boards
- Printing of materials for display
- Venue costs for public briefings and drop-in sessions

ACTION - Officers to look at these figures and work out if Full Council needs to approve further funding in October.

5. Review of Outstanding Actions from Previous Meetings

There were no outstanding actions to review.

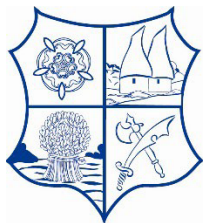
6. **Programme**

NTB is keeping the programme on track and it was noted there is lots of work members can be getting on with while waiting for Five Rivers to complete their work. The project plan lists the names of people responsible for each task.

ACTION – Everyone to continue working on the tasks allocated to them and report on progress at next week’s meeting.

7. **Date of next meetings**

There are weekly meetings on the Task & Finish Group at 1.30pm on Wednesdays for the foreseeable future.



MINUTES OF THE KING'S POND TASK & FINISH GROUP

Wednesday 30 September 2026

Present: Councillor Don Hammond - Chair (DH) (from 2pm)
 Councillor John Quincey (JQ)
 Hayley Carter - Deputy Town Clerk (HC)
 Nic Budd – Alton Town Council (NTB)
 Paul Ebbutt – Resident representative (PE)
 Angie Owens – Resident representative (AO)
 Eric Phillips – Resident representative (EP)
 Tim Pinchen - Resident representative (TP)

1. Apologies

Apologies were received from Tom Horwood (TH), Natalie Beckell (NB), Councillor Chris Botten (CB), Cathy Ayres (CA), Ryan Doran (RD) and Tim Pinchen (TP).

2. Minutes of the previous meeting

On the proposal of JQ, seconded by PE, the Minutes of the meeting held on Wednesday 23 September 2026 were approved.

3. Review of Five Rivers Design Information

The updated plans and the meeting held with Five Rivers on 29 September were discussed. All very positive with them having added to their team to get back on track and promising the full pack of documents on Friday 2nd October. The conversation with the main person working on the designs was extremely positive and it is clear that any flood risk can be managed to the site with no potential issues further downstream resulting from either of the options. This just needs to be explained / demonstrated clearly during the consultation.

4. Progress on Consultation

HC updated the meeting on progress:

- The flyer has been sent to print and will be distributed to households during w/c 19 October.

- The survey questions have been finalised and Enventure are working on the online questionnaire and will send over a link for testing later this week.
- Enventure are now pulling together the paper survey and officers / the T&FG need to prepare the information for the second page to give a brief summary of the two options and direct people to the briefings / drop-in sessions. This is one A4 page.
- All briefings and drop-in sessions are now confirmed and it is important that members of the group attend as many of these as possible.

ACTION – HC to ensure diary invites have been sent for all briefings / drop-in sessions

The ‘Information Required for Public Consultation’ document was then run through and updated.

Members highlighted the importance of questions at briefings and drop-in sessions only being answered by:

- Councillors who are members of the T&FG (DH, JQ, CB)
- T&FG members (CA, RD, PE, AO, EP, TP)
- Officers involved in the project (TH, HC, NB, NTB)

The difference between briefings and drop-in sessions was discussed:

- Briefings are a presentation followed by question-and-answer session
- Drop-in sessions will have all the information on displays around the room for people to look at in their own time and will have appropriate officers / members of the T&FG and consultants there to answer any questions.

ACTION – HC to order new display boards.

5. Review of Outstanding Actions from Previous Meetings

Outstanding actions are as follows:

- TH to provide update on appointment of dam engineer next week
- DH to update list of Engineering Sub Projects with work that is in progress or completed
- TH to provide update on any communication with Waterside Court next week
- TH to update T&FG on any further action since receiving TP’s report on upstream drainage

- Officers to look at figures and work out if Full Council needs to approve further funding in October.

6. **Programme**

NTB is keeping an eye on the Five Rivers programme and also keeping the consultation programme updated. The project plan lists the names of people responsible for each task.

Five Rivers sending all documents on Friday and we can then ask them to present if necessary.

ACTION – All group members to continue working on the tasks allocated to them and report on progress at next week's meeting.

7. **Date of next meetings**

There are weekly meetings of the Task & Finish Group at 1.30pm on Wednesdays for the foreseeable future.

Subject: **Motion for an Open Spaces Committee**

Report to: Full Council, 14 October 2026

Report of: Town Clerk

1. Purpose of the report

- 1.1 To consider the motion from Cllr Annette Eyre to establish an Open Spaces Committee.

2. Background

- 2.1 The following motion was put to the Full Council meeting of 20 May 2026: “To approve the creation of an Open Spaces Committee and that the Town Clerk consult with councillors and propose Terms of Reference at the July 2026 Full Council meeting.” The motion was proposed by Cllr Kellermann and seconded by Cllr Eyre. The Council resolved to defer the motion to a future meeting.
- 2.2 The Town Clerk has consulted with councillors on draft Terms of Reference and a councillor workshop was held.
- 2.3 The Town Clerk received a new motion from Cllr Eyre within the required timeframe and it is set out at the end of this report.

3. Main considerations

- 3.1 Draft Terms of Reference for an Open Spaces Committee are appended to this report. The discussions with councillors has indicated a desire that the overall number of formal meetings not be increased as a result of creating a new Committee and so the motion below proposed to reduce the number of Full Council meetings.
- 3.2 If approved, further consideration and consultation as to the membership of the Committee will be considered, including non-councillor members, and this will be debated at the next Full Council meeting.

4. Motion

- 4.1 Cllr Eyre has proposed that the Council resolves:

1. To approve the creation of an Open Spaces Committee and its terms of reference appended to the report for this meeting;

2. To appoint the Committee’s chair, vice-chair and membership at the next Full Council meeting, with the Committee beginning to meet shortly thereafter;

3. To delegate to the Town Clerk the amendment and publication of a new calendar of meetings for the remainder of the civic year to incorporate the Open Spaces Committee and the corresponding reduction in the number of Full Council meetings, following consultation with town councillors.

OPEN SPACES COMMITTEE – TERMS OF REFERENCE 2026

Purposes and objectives

The Full Council has delegated full authority to the Committee in respect of the following:

- a. To oversee the council's open spaces, including the formulation and implementation of plans to guide their future management.
- b. The Committee has no oversight of the King's Pond project, which is reserved to the Full Council. Upon the completion of the project, the Committee will have oversight of the management of King's Pond.
- c. To consider the adoption or provision of new open spaces or facilities as appropriate where they have a high community value and amenity benefit for the public.
- d. To provide and oversee the maintenance of the council-owned allotment sites across the parish, in accordance with the council's statutory function, working with the Alton Allotment Association to ensure good communication with tenants and to receive suggestions on improvements; to meet formally with the Association at a minimum of one of the committee's meetings per year.
- e. To receive recommendations on improving play areas, skateparks and other formal and informal play provision.
- f. To work with the Police and East Hampshire District Council to facilitate the addressing of environmental issues across town council open spaces, including dog fouling, littering and antisocial behaviour.
- g. To draw from the council's Open Spaces Earmarked Reserve, capped at £50,000 per project, to achieve the purposes above, without recourse to Full Council. A committee recommendation for spend beyond these criteria is subject to Full Council approval.

The Committee functions as per the Council's Standing Orders.

Membership

Membership of the Open Spaces Committee shall be determined each year at the Annual meeting of the Council. In the event of a vacancy, the Council may appoint members at the next available meeting.

The total membership of the Open Spaces Committee shall be up to five town councillors and up to four non-councillors. The Committee may recommend to a Full Council meeting the appointment of individual non-councillor members.

The Local Government Act 1972 (s. 104(1) and s. 80) states that a non-councillor member of a committee is subject to the same qualification rules as a person seeking election. The Council will ask potential non-councillor members to declare that they are eligible. Non-councillor members are not entitled to vote on the allocation of Council funds.

The quorum for the committee shall be four councillors.

Chair

The Chair and Vice-Chair of the committee shall be determined annually by Full Council and must be a town councillor. In the event of a vacancy, the Council may appoint a new Chair or Vice Chair at the next available meeting for the remainder of the civic year. In the instance of the Chair and Vice-Chair being absent, the committee may elect one of its members to chair the meeting, who must be a town councillor.

In the event of a tied vote, the person chairing the meeting shall have a casting vote in addition to their original vote.

Frequency of meetings

The Committee meets at least four times per year in public with all meeting dates for the forthcoming municipal year confirmed in advance by the Full Council.

The Chair of the Committee may convene an extraordinary meeting.

Minutes

The minutes of the committee, once approved, are to be published on the Council's website.

Approved: 14 October 2026 (*subject to Council decision*)

Review date: October 2028

Subject: **Conclusion of External Audit 2025/26**

Report to: Full Council, 14 October 2026

Report of: Town Clerk

1. Purpose of the report

- 1.1 To formally note the conclusion of the External Audit and the External Auditor's report.

2. Background

- 2.1 This report formally presents the External Auditor's Report and Certificate (Section 3 of the Annual Governance and Accountability Return [AGAR]) for the financial year ended 31 March 2026, and requests that Council formally receives the clean audit opinion. Following approval by the Full Council on 6 May, the Council's AGAR was submitted to the External Auditor, BDO LLP.
- 2.2 The Full Council meeting on 6 May 2026 resolved to note that there are no conflicts of interest with BDO LLP.

3. Main considerations

- 3.1 The External Auditor's report for 2025/26 was received on 19 August 2026. The Notice of Conclusion of Audit was posted by the Town Clerk on the council's website and noticeboard on 19 August – i.e. in advance of the statutory deadline of 30 September – and it was removed seven weeks later.
- 3.2 The External Auditor's report is appended. It is unqualified: that is, in their opinion, Alton Town Council is fully compliant for 2025/26 and they have raised no cause for concern.

4. Recommendation

- 4.1 The Council is recommended:

- 1) To note the conclusion of the Audit for financial year 2025-26; and**
- 2) To receive and accept the External Auditor's report; and**
- 3) To note the successful publication of the Notice of Conclusion of Audit.**

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER Alton Town Council CITY

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

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

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

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

06/05/2026

and recorded as minute reference:

MINUTE REFERENCE 177

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

Chair

Clerk

www.alton.gov.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENTR Alton Town Council CITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	1,587,852	1,793,864	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	851,976	890,180	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	726,160	600,286	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	513,500	533,806	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	9,411	9,411	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	849,213	733,703	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,793,864	2,007,410	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,906,735	2,042,008	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	Restated 3,082,953	3,161,685	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	176,904	171,407	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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

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



Date 06/05/2026

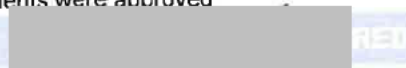
I confirm that these Accounting Statements were approved by this authority on this date:

06/05/2026

as recorded in minute reference:

178 REFERENCE

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



Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

ENTER NAME OF EXTERNAL AUDITOR
Alton Town Council RITY

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

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

(continue on a separate sheet if required)

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

The smaller authority has restated certain figures relating to the prior year within the Accounting Statements. We have reviewed and agreed the adjustments made.

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR
BDO LLP - Southampton

External Auditor Signature

DocuSigned by:
[Signature]
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NATURE REQUIRED

Date

17 August 2026 YYYY

Subject: **Statement of Accounts Q2 2026/27**

Report to: Full Council, 14 October 2026

Report of: Town Clerk & Assistant to the Town Clerk

1. Purpose of the report

1.1 To present the accounts for approval to the end of Q2, i.e. July to September 2026.

2. Key Points

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

2.2 The following are the key activities across the Town Council accounts:

- The second half of the precept was received from East Hampshire District Council on 28 September valued at £446,920.
- VAT was claimed back from HMRC for Q2 valuing £25,657.72.
- The interest for Q1 on the CCLA Property fund was paid into the Unity Trust account valuing £3,737.67 on 31 July.
- Interest on the CCLA Deposit Fund:
 - £6,720.97 in June paid on 2nd July
 - £6,672.50 in July paid on 4th August
 - £6,792.54 in August paid on 2nd SeptemberThese funds are reinvested in the Deposit Fund.
- £100,000 was transferred from the Deposit Fund on 10 August to ensure there were sufficient funds to meet the expenditure prior to the remaining precept being paid.
- The balance of the CCLA Deposit Fund is currently £2,049,125.14.

3. Main considerations

3.1 Please find attached:

1. The Balance Sheet to 30 September. The balance sheet will be presented for signing by the Chair of the Council and the Responsible Financial Officer (the Town Clerk).
2. The Statutory Income and Expenditure Report for the quarter to 30 September 2026.
3. Bank reconciliations as at 30 September 2026, which require signing off on behalf of the Council to verify that the figures presented reconcile with the original bank statements.
4. Property Fund statement to 30 September 2026.

5. The report of all payments over £500 issued between 1 July to 30 September 2026 in respect of invoices and grant cheques.

3.2 The Income and Expenditure report is effectively the half year financial outturn report for the financial year 2026/27. Throughout the year, variances arise under specific budget codes and are brought to Council within the quarterly report. For the first half of the years the most notable variances were:

- Election costs (4122/102) @ 120.3% - costs of £8,424 are all attributed to the Whitedown election on 11 June. Increasing costs for by-elections will be factored into next year's Budget preparations.
- Pension Enhancement (4005/103) @ 0% - this is invoiced twice a year, the figures have been generated for the first half, but the invoice is yet to be received from Hampshire Pension Fund.
- Staff Training (4008/105) @ 202.5% - a ROSPA Play Area Inspection course was held on 19 May for staff and other parish councils, which paid for their staff to attend. Taking into account that income, the figure would be 121%.
- Expenditure against Grants (4118/303) – this is a new code and is offset against 1010/303.
- Wey walk (4315/303) @ 0% - a grant of £7,500 is to be paid to ATC from the Heritage Brewery Trail group for maintenance for the next 10 years.
- Allotment key deposits (1004/320) @ 1.9% - an income of £1,036 was allocated to this code. It was initially planned that plot holders would be charged for new keys. As all padlocks have been replaced this year, this income is under budget.
- Allotment Waste Collection (4031/320) @ 0% - in the Autumn the Grounds Team take a trailer to each site to allow plot holders to dispose of green waste, the cost will be allocated to this code in Q3.
- Tourism (4306/401) @ 127.2% - a purchase order for installing and removing the lamp post banners is £2,549.
- CCTV (4314/404) @ 8.6% - this covers just the electrical supply for the system; the maintenance contract has expired, and the Town Council are tendering for a new contract.
- Assembly Rooms Management Contract (4006/503) @ 0% - Dementia Friends invoice annually for this payment, usually in February.
- Utilities at Assembly Rooms – these are charged back to Dementia Friends monthly and recorded in fees and charges (1000/503).
- Assembly Rooms building maintenance (4140/503) @120% - A purchase order for replacement flooring is included in this code.
- Bus shelter (4601/601) @ 0% - This is for cleaning and maintenance of the bus shelters; they are usually cleaned in the winter.
- Neighbourhood Plan (4026/602) @ 0% - an allocation of £30,000 was made but, following the Council decision in June, most of this will not be required.

- 3.3 An additional project code (4418/702) has been created for Flood Meadow Paths with an allocation of £40,000, funded from the Open Spaces reserve. An additional project code (4419/702) has been created for the work on Jubilee Bungalows with an allocation of £17,976, this will be funded from Capital Reserves. Both projects were approved at the 6 May Full Council meeting (minutes 183, 184).

4. Recommendation

- 4.1 The Council is recommended:

To approve:

- 1. The Balance Sheet to 30 September 2026;**
- 2. The Income and Expenditure Report for the period 1 July to 30 September 2026;**
- 3. Bank reconciliations as at 30 September 2026;**
- 4. Payments over £500, issued between 1 July to 30 September 2026.**

01/10/2026

Alton Town Council

10:01

Balance Sheet as at 30/09/2026

31/03/2026

31/03/2027

Current Assets

18,685	Debtors	10,523
24,628	Vat Control	25,589
1,966,778	CCLA Deposit Fund	2,049,125
474	Petty Cash	233
74,756	Unity Trust Bank : Current A/c	450,401
0	Superannuation Due	56

2,085,321

2,535,928

2,085,321 Total Assets

2,535,928

Current Liabilities

0	Lloyds Credit Card	425
71,307	Creditors control ac	35,337
852	Creditors	0
5,753	Receipts in Advance	0

77,911

35,762

2,007,410 Total Assets Less Current Liabilities

2,500,166

Represented By

188,512	Working Capital	520,162
206,526	King Pond EMR	206,526
222,673	EMR 3G Interest	222,673
28,179	Economic Development Reserve	28,179
243,862	EMR Capital Reserve	298,912
118,671	General Reserves	264,971
40,971	EMR Barley Fields	0
35,050	Pump Track Flood Lighting	0
268,623	EMR Neighbourhood CIL	420,661
9,296	EMR Weywalk	0
31,346	EMR Treloar Heights	0
90,000	EMR Crownby Estate	90,000
40,000	EMR Pension	40,000
84,697	EMR Will Hall Meadow	0
10,073	Climate Change Grant Fund	10,073
152,039	EMR CALA Community Build (CIL)	0
2,905	EMR PTMC	2,905
134,373	EMR Jubilee Pavilion project	134,373
20,000	EMR Assembly Rooms	0

01/10/2026

Alton Town Council

10:01

Balance Sheet as at 30/09/2026

31/03/2026

31/03/2027

79,422 EMR Alton Gateway

79,422

194 EMR Yoga in the Park

0

0 EMR Open Spaces

166,309

0 EMR Elections

15,000

2,007,4102,500,166

The above statement represents fairly the financial position of the authority as at 30/09/2026 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible

Financial

Date : _____

02/10/2026

Alton Town Council

Page 1

14:44

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Corporate Management</u>							
4088 Newsletter	3,833	9,000	5,167	1,976	3,191	64.5%	
4101 Bank Charges	242	800	558		558	30.2%	
4111 Professional Fees	13,127	20,000	6,873	4,617	2,256	88.7%	
4112 Audit Fees	2,622	4,000	1,378		1,378	65.6%	
4412 Public Works Loan Board repay	4,705	9,411	4,706		4,706	50.0%	
Corporate Management :- Indirect Expenditure	24,530	43,211	18,681	6,593	12,088	72.0%	0
Net Expenditure	(24,530)	(43,211)	(18,681)				
<u>102 Democratic Representation</u>							
1010 Other Income	40	0	(40)			0.0%	
Democratic Representation :- Income	40	0	(40)				0
4121 Mayors Civic Budget	2,233	4,000	1,767		1,767	55.8%	
4122 Election costs	8,424	7,000	(1,424)		(1,424)	120.3%	
4124 Public Consultations	0	2,000	2,000		2,000	0.0%	
4125 Councillor Expenses	118	2,000	1,882		1,882	5.9%	
Democratic Representation :- Indirect Expenditure	10,775	15,000	4,225	0	4,225	71.8%	0
Net Income over Expenditure	(10,735)	(15,000)	(4,265)				
<u>103 Salaries</u>							
4001 Salaries	213,511	473,115	259,604		259,604	45.1%	
4002 Employers NI	24,640	60,467	35,827		35,827	40.8%	
4003 Employers Pension	35,742	91,784	56,042		56,042	38.9%	
4005 Pension Enhancements	0	1,308	1,308		1,308	0.0%	
Salaries :- Indirect Expenditure	273,893	626,674	352,781	0	352,781	43.7%	0
Net Expenditure	(273,893)	(626,674)	(352,781)				
<u>105 Central Support-Admin Costs</u>							
1009 Insurance income	2,438	2,300	(138)			106.0%	
1010 Other Income	1,630	0	(1,630)			0.0%	
Central Support-Admin Costs :- Income	4,068	2,300	(1,768)			176.9%	0
4008 Staff Training	4,051	2,000	(2,051)		(2,051)	202.5%	
4009 Staff Travel & Welfare	3,485	4,000	515		515	87.1%	
4010 Uniforms	783	1,610	827		827	48.6%	
4026 Other Expenditure	559	2,861	2,302		2,302	19.6%	
4071 Telephone and IT	7,305	16,765	9,460		9,460	43.6%	
4072 Mobile Phones	1,476	2,924	1,448		1,448	50.5%	

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02/10/2026

Alton Town Council

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Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4075 Stationery & Printing	1,830	2,296	466		466	79.7%	
4076 Postage	502	1,262	760		760	39.8%	
4080 Subscriptions & Publications	3,368	3,605	237		237	93.4%	
4084 Paym't against insurance claim	825	0	(825)		(825)	0.0%	
4085 Insurance	25,370	26,232	862		862	96.7%	
4087 Advertising	480	1,000	520		520	48.0%	
4155 Equipment	217	2,200	1,983		1,983	9.9%	
4157 Furniture	0	1,144	1,144		1,144	0.0%	
Central Support-Admin Costs :- Indirect Expenditure	50,252	67,899	17,647	0	17,647	74.0%	0
Net Income over Expenditure	(46,184)	(65,599)	(19,415)				
<u>107 Operating Income & Exp.</u>							
1005 Market Income	6,000	11,000	5,000			54.5%	
1081 CIL	24,563	0	(24,563)			0.0%	
1176 Precept	946,920	946,920	0			100.0%	
1190 Interest Received	40,186	60,000	19,814			67.0%	
Operating Income & Exp. :- Income	1,017,670	1,017,920	250			100.0%	0
4504 Neighbourhood CIL Grants	55,127	0	(55,127)		(55,127)	0.0%	
Operating Income & Exp. :- Indirect Expenditure	55,127	0	(55,127)	0	(55,127)		0
Net Income over Expenditure	962,542	1,017,920	55,378				
<u>301 Grounds Maintenance Team</u>							
4141 Grounds Maintenance	0	0	0	2,240	(2,240)	0.0%	
4145 Tree Maintenance	0	0	0	16,901	(16,901)	0.0%	
4149 Vehicle Costs	4,399	7,321	2,922		2,922	60.1%	
4150 Fuel Costs	4,144	10,226	6,082		6,082	40.5%	
4155 Equipment	8,293	10,000	1,707		1,707	82.9%	
Grounds Maintenance Team :- Indirect Expenditure	16,836	27,547	10,711	19,141	(8,430)	130.6%	0
Net Expenditure	(16,836)	(27,547)	(10,711)				
<u>302 Utility Costs</u>							
1000 Fees and Charges	1,991	4,000	2,009			49.8%	
Utility Costs :- Income	1,991	4,000	2,009			49.8%	0
4021 Rates	5,646	12,491	6,845		6,845	45.2%	
4022 Water Charges	2,627	6,541	3,914		3,914	40.2%	
4024 Gas	927	5,645	4,718		4,718	16.4%	
4025 Electricity	8,870	23,886	15,016		15,016	37.1%	

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02/10/2026

Alton Town Council

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Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4026 Other Expenditure	113	0	(113)		(113)	0.0%	
4030 Cleaning	6,492	14,444	7,952		7,952	44.9%	
4031 Refuse Collection	10,338	20,897	10,559		10,559	49.5%	
4071 Telephone and IT	53	912	859		859	5.8%	
4150 Fuel Costs	925	1,701	776		776	54.4%	
Utility Costs :- Indirect Expenditure	35,991	86,517	50,526	0	50,526	41.6%	0
Net Income over Expenditure	(34,001)	(82,517)	(48,516)				
<u>303 Grounds & Building Maintenance</u>							
1000 Fees and Charges	20,644	38,482	17,838			53.6%	
1001 Rents	70,522	137,606	67,084			51.2%	
1002 Shop Rents	8,071	15,960	7,889			50.6%	
1010 Other Income	20,116	0	(20,116)			0.0%	
1016 Alton FC Holding Funds	0	27,000	27,000			0.0%	
Grounds & Building Maintenance :- Income	119,353	219,048	99,695			54.5%	0
4118 Expenditure from Grants	21,834	0	(21,834)		(21,834)	0.0%	
4139 Pot holes/Roadway resurfacing	0	7,500	7,500	1,223	6,278	16.3%	
4140 Building Maintenance	9,002	30,019	21,017	24,694	(3,676)	112.2%	
4141 Grounds Maintenance	35,612	52,852	17,240	12,348	4,893	90.7%	
4143 Skatepark Maintenance	0	519	519		519	0.0%	
4144 Play Equipment Inspections	2,854	16,030	13,176	797	12,379	22.8%	
4145 Tree Maintenance	10,472	43,596	33,124	380	32,744	24.9%	
4146 Bedding Plants	602	1,090	488		488	55.2%	
4147 Dog Bins	922	1,831	909	272	637	65.2%	
4148 Play Equipment Maintenance	508	12,588	12,080	1,438	10,642	15.5%	
4153 Locking & Unlocking	4,800	12,497	7,697		7,697	38.4%	
4200 Ground Rent	0	275	275		275	0.0%	
4315 Wey Walk	0	750	750		750	0.0%	
Grounds & Building Maintenance :- Indirect Expenditure	86,606	179,547	92,941	41,150	51,791	71.2%	0
Net Income over Expenditure	32,748	39,501	6,753				
<u>320 Allotments</u>							
1001 Rents	7,421	9,250	1,830			80.2%	
1003 Allotment affiliation fees	273	0	(273)			0.0%	
1004 Key Deposits	20	1,036	1,016			1.9%	
1018 Allotment admin fee	570	0	(570)			0.0%	
Allotments :- Income	8,284	10,286	2,003			80.5%	0

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02/10/2026

Alton Town Council

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Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4022 Water Charges	787	2,000	1,213		1,213	39.4%	
4031 Refuse Collection	0	2,000	2,000		2,000	0.0%	
4033 Allotment affiliation fees	1,295	0	(1,295)		(1,295)	0.0%	
4141 Grounds Maintenance	2,017	4,000	1,983	1,342	641	84.0%	
4159 Allotment Improvements	4,225	4,000	(225)		(225)	105.6%	
Allotments :- Indirect Expenditure	8,324	12,000	3,676	1,342	2,334	80.5%	0
Net Income over Expenditure	(41)	(1,714)	(1,673)				
<u>321 Barley Fields</u>							
4141 Grounds Maintenance	0	0	0	1,245	(1,245)	0.0%	
Barley Fields :- Indirect Expenditure	0	0	0	1,245	(1,245)		0
Net Expenditure	0	0	0				
<u>401 Community</u>							
1014 Events Income	776	3,000	2,224			25.9%	
1072 Donations/Sponsorship Received	2,600	3,000	400			86.7%	
1080 Grant Income	0	1,000	1,000			0.0%	
Community :- Income	3,376	7,000	3,624			48.2%	0
4300 Christmas Lights	1,207	27,000	25,793	23,240	2,553	90.5%	
4302 Alton in Bloom Expenditure	35	1,633	1,598		1,598	2.1%	
4304 Town Crier	1,200	1,200	0		0	100.0%	
4305 3rd Party Event Costs	770	2,289	1,519		1,519	33.6%	
4306 Tourism	1,268	3,000	1,732	2,549	(817)	127.2%	
4307 Town Centre Events	4,800	20,599	15,799		15,799	23.3%	
4308 Youth Expenditure	10,000	20,000	10,000		10,000	50.0%	
4312 Events Grants	4,000	4,000	0		0	100.0%	
4314 CCTV	428	5,000	4,572		4,572	8.6%	
4317 Climate Change Actions/Strateg	3,624	6,510	2,886	1,221	1,665	74.4%	
Community :- Indirect Expenditure	27,332	91,231	63,899	27,011	36,888	59.6%	0
Net Income over Expenditure	(23,956)	(84,231)	(60,275)				
<u>420 Grants</u>							
4500 Grants-Empowered	19,732	30,000	10,269		10,269	65.8%	
Grants :- Indirect Expenditure	19,732	30,000	10,269	0	10,269	65.8%	0
Net Expenditure	(19,732)	(30,000)	(10,269)				

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Alton Town Council

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Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>503 Assembly Rooms</u>							
1000 Fees and Charges	3,692	14,500	10,808			25.5%	
1001 Rents	6,630	14,235	7,605			46.6%	
Assembly Rooms :- Income	10,322	28,735	18,413			35.9%	0
4006 Management contract	0	8,000	8,000		8,000	0.0%	
4022 Water Charges	4	1,500	1,496		1,496	0.3%	
4024 Gas	675	2,000	1,325		1,325	33.8%	
4025 Electricity	2,186	9,000	6,814		6,814	24.3%	
4031 Refuse Collection	402	1,500	1,098		1,098	26.8%	
4040 Licences	70	500	430		430	14.0%	
4140 Building Maintenance	190	1,492	1,302		1,302	12.7%	
Assembly Rooms :- Indirect Expenditure	3,528	23,992	20,464	0	20,464	14.7%	0
Net Income over Expenditure	6,794	4,743	(2,051)				
<u>601 Street Furniture</u>							
1008 Bus shelter adverts income	3,100	5,190	2,090			59.7%	
1072 Donations/Sponsorship Received	1,255	0	(1,255)			0.0%	
Street Furniture :- Income	4,355	5,190	835			83.9%	0
4021 Rates	577	1,440	863		863	40.0%	
4600 Public Seats/Bins	1,300	4,148	2,848	1,390	1,458	64.8%	
4601 Bus Shelters	0	1,977	1,977		1,977	0.0%	
4602 Notice Boards/street furniture	782	2,336	1,554		1,554	33.5%	
Street Furniture :- Indirect Expenditure	2,659	9,901	7,242	1,390	5,852	40.9%	0
Net Income over Expenditure	1,696	(4,711)	(6,407)				
<u>602 Neighbourhood Plan</u>							
4026 Other Expenditure	0	30,000	30,000		30,000	0.0%	
Neighbourhood Plan :- Indirect Expenditure	0	30,000	30,000	0	30,000	0.0%	0
Net Expenditure	0	(30,000)	(30,000)				
<u>702 Projects</u>							
1080 Grant Income	0	15,000	15,000			0.0%	
Projects :- Income	0	15,000	15,000			0.0%	0
4140 Building Maintenance	0	20,000	20,000		20,000	0.0%	
4149 Vehicle Costs	0	50,000	50,000		50,000	0.0%	
4155 Equipment	0	32,000	32,000		32,000	0.0%	

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02/10/2026

Alton Town Council

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Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4306 Tourism	0	10,000	10,000		10,000	0.0%	
4314 CCTV	0	25,000	25,000		25,000	0.0%	
4319 Alton Gateway	0	3,971	3,971		3,971	0.0%	
4401 Jubilee Playing Fields	4,360	0	(4,360)		(4,360)	0.0%	
4402 Anstey Park	0	40,000	40,000		40,000	0.0%	
4417 Kings Pond Project	16,757	251,304	234,547	41,955	192,592	23.4%	
4418 Flood Meadows Paths	40,000	40,000	0		0	100.0%	
4419 Jubilee Bungalow project	0	17,976	17,976		17,976	0.0%	
Projects :- Indirect Expenditure	61,117	490,251	429,134	41,955	387,179	21.0%	0
Net Income over Expenditure	(61,117)	(475,251)	(414,134)				
Grand Totals:- Income	1,169,458	1,309,479	140,021			89.3%	
Expenditure	676,701	1,733,770	1,057,069	139,825	917,244	47.1%	
Net Income over Expenditure	492,756	(424,291)	(917,047)				
Movement to/(from) Gen Reserve	492,756	(424,291)	(917,047)				

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank: Current A/C	30/09/2026		449,901.04
			<u>449,901.04</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			449,901.04
<u>Unpresented Receipts (Plus)</u>			
25/09/2026 12544		500.00	
			<u>500.00</u>
			450,401.04
		Balance per Cash Book is :-	450,401.04
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

[Skip to transactions](#)


Mr Thomas Horwood
Alton Town Council
Market Square
Alton Hampshire
GU34 1HD

✉ Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

☎ Call **0345 140 1000***

✉ Email **us@unity.co.uk**

🌐 Visit **www.unity.co.uk**

Account Statement

01 September 2026 to 30 September 2026

Account Name: Alton Town Council
Sort Code: 608301
Account Number: 20302775
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£79,922.13	£100,943.77	£470,922.68	£449,901.04

Your arranged overdraft limit is £0.00



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**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

Bank Reconciliation Statement as at 30/09/2026
for Cashbook 2 - CCLA Deposit Fund

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	07/09/2026		2,049,125.14
			<u>2,049,125.14</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,049,125.14
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,049,125.14
		Balance per Cash Book is :-	2,049,125.14
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Statement of Account

Mr Thomas Horwood
Alton Town Council
Town Hall
Market Square
Alton
Hampshire
GU34 1HD

5 September 2026

Account name: **ALTON TOWN COUNCIL**
Account number: **PS3078535-001**
Statement period: **31/07/2026 to 31/08/2026**

Account summary

Total valuation as at 31 August 2026 **£2,049,125.14**
Total valuation as at last statement at 31 July 2026 **£2,142,154.64**

Holdings as at 31 August 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	2,049,125.1400	£1.00	£2,049,125.14
			Total value
			£2,049,125.14

Transactions for the period from 31 July 2026 to 31 August 2026

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
04/08/2026	Income Reinvestment	6,970.5000	£1.0000	£6,970.50
10/08/2026	Withdrawal	-100,000.0000	£1.0000	-£100,000.00

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

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088), part of the Jupiter Group, is authorised and regulated by the Financial Conduct Authority. Registered address: The Zig Zag Building, 70 Victoria Street, London, SW1E 6SQ.

The average Fund yield for this period was 3.85% p.a.

Income for the period is as follows:

Month	Date paid	Fund name	Method	Amount (£)	Destination
Aug 2026	02/09/2026	Public Sector Deposit Fund SC4 - Public Sector	Reinvestment	£6,792.54	PS3078535-001

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

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

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

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

Bank Reconciliation Statement as at 30/09/2026
for Cashbook 4 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/09/2026		233.10
			<u>233.10</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			233.10
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			233.10
		Balance per Cash Book is :-	233.10
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 30/09/2026
for Cashbook 5 - Lloyds Credit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Credit Card	28/09/2026		-424.92
			<u>-424.92</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-424.92
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-424.92
		Balance per Cash Book is :-	-424.92
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date



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

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

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

Website: www.commercialcards.co.uk/lloydsbank

Statement summary

Statement date: 28/09/2026

Card ending: **** * 0245

Balance Summary

Balance carried forward:	£0.00
Credits to your account:	£0.00
Debits to your account:	£421.92 DR
Statement balance:	£424.92 DR

Statement Transactions

Date	Description	Foreign Exchange Details	Amount
03/09/2026	ADOBE *ADOBE COMPUTER SOFTWARE STORES		£66.49 DR
18/09/2026	HTTPS://ENERGYPERFORMA BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED		£245.00 DR
20/09/2026	Intuit Limited DIGITAL GOODS - APPLICATIONS (EXLDG GAME		£90.46 DR
22/09/2026	Adobe DIGITAL GOODS - APPLICATIONS (EXLDG GAME		£19.97 DR
28/09/2026	MONTHLY FEE		£3.00 DR

Statement of Account

Mr Thomas Horwood
Alton Town Council
Town Hall
Market Square
Alton
Hampshire
GU34 1HD

5 October 2026

Account name: **ALTON TOWN COUNCIL-ALTON TOWN COUNCIL**
Account number: **LA3077669-001**
Statement period: **31/08/2026 to 30/09/2026**

Account summary

Total valuation as at 30 September 2026 **£328,373.95**
Total valuation as at last statement at 31 August 2026 **£328,974.15**

Holdings as at 30 September 2026

Fund name	Unit/share holdings	Net Asset Value price per unit/share (£)	Net Asset Value valuation (£)	Bid price per unit/share (£)	Bid Value valuation (£)
The Local Authorities Property Fund Inc GB0005216642	118,266.0000	2.776571	328,373.95	2.733534	323,284.13

Mid Value	Bid Value
£328,373.95	£323,284.13

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

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
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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**.

01/10/2026

Alton Town Council

09:59

Cashbook transactions totalling £500.00 or more
for the period 01/07/2026 to 30/09/2026

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	Unity Trust Bank : Current	4	01/07/2026	1100016689	East Hampshire District Council	626.00
1	Unity Trust Bank : Current	4	15/07/2026	PW509524	Public Works Loan Board	4,705.48
1	Unity Trust Bank : Current	4	15/07/2026	DD	Livepay	25,393.83
1	Unity Trust Bank : Current	4	10/07/2026	Payment	Lloyds Credit Card	1,039.31
1	Unity Trust Bank : Current	4	20/07/2026	BACS009	Chalvington Communications Lim	1,555.86
1	Unity Trust Bank : Current	4	20/07/2026	BACS020	Pumpkin Theatre Productions Lt	750.00
1	Unity Trust Bank : Current	4	20/07/2026	BAC013	FiveRivers	6,750.98
1	Unity Trust Bank : Current	4	20/07/2026	BACS011	D J Pipeworks Ltd	660.00
1	Unity Trust Bank : Current	4	20/07/2026	BACS010	Complete Weed Control South	591.60
1	Unity Trust Bank : Current	4	20/07/2026	BACS012	Ellack Cleaning Contractors Lt	1,072.00
1	Unity Trust Bank : Current	4	20/07/2026	BACS027	Turfleet Hire	3,058.80
1	Unity Trust Bank : Current	4	20/07/2026	BACS006	Biffa Waste Services	779.42
1	Unity Trust Bank : Current	4	20/07/2026	BACS016	Hampshire Pension Fund	7,580.77
1	Unity Trust Bank : Current	4	20/07/2026	BACS007	Blakedown Landscapes SE Limite	2,042.06
1	Unity Trust Bank : Current	4	20/07/2026	B993102D	E.ON	504.05
1	Unity Trust Bank : Current	4	23/07/2026	PAYE & NI	HM Revenue & Customs	10,194.48
1	Unity Trust Bank : Current	4	29/07/2026	BACS015	Rocon Contractors Limited	48,000.00
1	Unity Trust Bank : Current	4	29/07/2026	BACS007	Enerveo Limited	1,493.46
1	Unity Trust Bank : Current	4	29/07/2026	BACS018	WP Group	806.82
1	Unity Trust Bank : Current	4	29/07/2026	BACS017	Voller Urban Design	931.66
1	Unity Trust Bank : Current	4	29/07/2026	BACS011	Hornbeck Ltd t/as Landmark	8,567.64
1	Unity Trust Bank : Current	4	29/07/2026	BACS009	Hampshire County Council	600.00
1	Unity Trust Bank : Current	4	29/07/2026	BACS008	Fuelgenie Business Account	1,006.51
1	Unity Trust Bank : Current	5	03/08/2026	Rates	East Hampshire District Council	1,034.00
5	Lloyds Credit Card	5	03/08/2026	DD	SLCC	505.00
1	Unity Trust Bank : Current	5	10/08/2026	Payment	Lloyds Credit Card	2,049.66
2	CCLA Deposit Fund	5	11/08/2026	Transfer	Unity Trust Bank : Current A/c	100,000.00
1	Unity Trust Bank : Current	5	13/08/2026	BACS001	Treloars Trust	9,100.00
1	Unity Trust Bank : Current	5	13/08/2026	BACS005	Bespoke Garden Projects Limite	544.66
1	Unity Trust Bank : Current	5	13/08/2026	BACS020	Origin Amenity Solutions	1,140.38
1	Unity Trust Bank : Current	5	13/08/2026	BACS007	Chalvington Communications Lim	1,555.86
1	Unity Trust Bank : Current	5	13/08/2026	BACS032	T H White Limited	1,077.23
1	Unity Trust Bank : Current	5	13/08/2026	BACS008	Cleankill (Environmental Servi	864.00
1	Unity Trust Bank : Current	5	13/08/2026	BACS011	Ellack Cleaning Contractors Lt	1,041.76
1	Unity Trust Bank : Current	5	13/08/2026	BACS028	StowAg Longborough	1,530.86
1	Unity Trust Bank : Current	5	13/08/2026	BACS031	The Fountain Company Limited	2,280.00
1	Unity Trust Bank : Current	5	13/08/2026	BACS033	Vincent Hire Limited	585.17
1	Unity Trust Bank : Current	5	13/08/2026	BACS022	R.C.D. Hoare (Selborne) Limite	571.20
1	Unity Trust Bank : Current	5	13/08/2026	BACS012	Everflow	1,218.65
1	Unity Trust Bank : Current	5	13/08/2026	BACS010	East Hampshire District Council	8,323.64
1	Unity Trust Bank : Current	5	13/08/2026	BACS014	Hampshire Pension Fund	7,589.60
1	Unity Trust Bank : Current	5	14/08/2026	DD	Livepay	27,712.36
1	Unity Trust Bank : Current	5	18/08/2026	B993102D	E.ON	502.43
1	Unity Trust Bank : Current	5	25/08/2026	July PAYE	HM Revenue & Customs	9,813.79
1	Unity Trust Bank : Current	5	27/08/2026	BACS015	Surrey Loams Limited	2,736.00
1	Unity Trust Bank : Current	5	27/08/2026	BACS016	Veolia Environmental Services	2,015.09
1	Unity Trust Bank : Current	5	27/08/2026	BACS014	Rossair Limited	1,329.00
1	Unity Trust Bank : Current	5	27/08/2026	BACS013	Rod Gaskin Farm Equipment Limi	2,385.90

Cashbook transactions totalling £500.00 or more
for the period 01/07/2026 to 30/09/2026

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	Unity Trust Bank : Current	5	27/08/2026	BACS011	Mid Hants Mowers Limited	1,008.56
1	Unity Trust Bank : Current	5	27/08/2026	BACS005	Complete Weed Control South	591.60
1	Unity Trust Bank : Current	5	27/08/2026	BACS003	Biffa Waste Services	682.52
1	Unity Trust Bank : Current	5	27/08/2026	BACS002	BDO LLP	2,520.00
1	Unity Trust Bank : Current	6	01/09/2026	01669	East Hampshire District Council	626.00
1	Unity Trust Bank : Current	6	03/09/2026	BACS001	John Hughes Fencing & Landscap	3,864.47
1	Unity Trust Bank : Current	6	09/09/2026	Direct deb	Lloyds Credit Card	1,204.43
1	Unity Trust Bank : Current	6	17/09/2026	BACS017	Portable Space Limited	2,986.80
1	Unity Trust Bank : Current	6	17/09/2026	BACS019	Alan Williams Independent Cons	771.44
1	Unity Trust Bank : Current	6	17/09/2026	BACS009	Enerveo Limited	720.00
1	Unity Trust Bank : Current	6	17/09/2026	BACS010	Green Frontiers Garden Care Li	630.00
1	Unity Trust Bank : Current	6	17/09/2026	BACS008	Ellack Cleaning Contractors Lt	1,041.76
1	Unity Trust Bank : Current	6	15/09/2026	DD	Livepay	31,346.51
1	Unity Trust Bank : Current	6	24/09/2026	PAYE - Aug	HM Revenue & Customs	10,695.96
1	Unity Trust Bank : Current	6	28/09/2026	BACS026	Veolia Environmental Services	1,528.92
1	Unity Trust Bank : Current	6	28/09/2026	BACS025	Turfleet Hire	1,245.30
1	Unity Trust Bank : Current	6	28/09/2026	BACS018	Origin Amenity Solutions	1,846.00
1	Unity Trust Bank : Current	6	28/09/2026	BACS017	John Hughes Fencing & Landscap	2,930.24
1	Unity Trust Bank : Current	6	28/09/2026	BACS015	Hampshire Pension Fund	9,976.61
1	Unity Trust Bank : Current	6	28/09/2026	BACS009	Eden Maya Building and Landscap	5,880.00
1	Unity Trust Bank : Current	6	28/09/2026	BACS005	Chalvington Communications Lim	1,556.24
1	Unity Trust Bank : Current	6	30/09/2026	BACS012	FiveRivers	10,093.77
1	Unity Trust Bank : Current	6	30/09/2026	BACS008	East Hampshire District Council	1,740.00
1	Unity Trust Bank : Current	6	30/09/2026	BACS014	Hampshire Flag Company Limited	834.00

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	Unity Trust Bank : Current	4	01/07/2026	1,000.00
1	Unity Trust Bank : Current	4	01/07/2026	1,240.00
1	Unity Trust Bank : Current	4	02/07/2026	1,157.00
1	Unity Trust Bank : Current	4	02/07/2026	1,500.00
1	Unity Trust Bank : Current	4	06/07/2026	715.00
1	Unity Trust Bank : Current	4	06/07/2026	1,989.90
1	Unity Trust Bank : Current	4	06/07/2026	975.00
1	Unity Trust Bank : Current	4	07/07/2026	14,546.26
1	Unity Trust Bank : Current	4	10/07/2026	2,356.96
1	Unity Trust Bank : Current	4	10/07/2026	1,000.00
5	Lloyds Credit Card	4	10/07/2026	1,039.31
1	Unity Trust Bank : Current	4	27/07/2026	4,937.50
1	Unity Trust Bank : Current	4	30/07/2026	2,693.50
1	Unity Trust Bank : Current	4	30/07/2026	2,693.50
1	Unity Trust Bank : Current	4	31/07/2026	3,737.67
1	Unity Trust Bank : Current	4	31/07/2026	876.44
1	Unity Trust Bank : Current	5	03/08/2026	1,240.00
1	Unity Trust Bank : Current	5	03/08/2026	1,000.00
1	Unity Trust Bank : Current	5	03/08/2026	1,157.00
1	Unity Trust Bank : Current	5	05/08/2026	975.00
2	CCLA Deposit Fund	5	02/07/2026	6,720.97

09:59

Cashbook transactions totalling £500.00 or more
for the period 01/07/2026 to 30/09/2026

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	Unity Trust Bank : Current	5	05/08/2026	1,236.28
1	Unity Trust Bank : Current	5	05/08/2026	600.00
1	Unity Trust Bank : Current	5	07/08/2026	800.00
1	Unity Trust Bank : Current	5	10/08/2026	1,000.00
5	Lloyds Credit Card	5	10/08/2026	2,049.66
1	Unity Trust Bank : Current	5	11/08/2026	788.00
1	Unity Trust Bank : Current	5	11/08/2026	1,063.00
1	Unity Trust Bank : Current	5	11/08/2026	100,000.00
1	Unity Trust Bank : Current	5	12/08/2026	1,675.32
1	Unity Trust Bank : Current	5	18/08/2026	947.60
1	Unity Trust Bank : Current	5	24/08/2026	600.00
1	Unity Trust Bank : Current	5	25/08/2026	726.00
1	Unity Trust Bank : Current	5	26/08/2026	2,025.00
1	Unity Trust Bank : Current	6	01/09/2026	1,240.00
1	Unity Trust Bank : Current	6	01/09/2026	1,000.00
1	Unity Trust Bank : Current	6	01/09/2026	2,693.50
1	Unity Trust Bank : Current	6	01/09/2026	786.44
1	Unity Trust Bank : Current	6	02/09/2026	1,157.00
1	Unity Trust Bank : Current	6	04/09/2026	975.00
2	CCLA Deposit Fund	6	04/08/2026	6,970.50
1	Unity Trust Bank : Current	6	07/09/2026	1,362.67
1	Unity Trust Bank : Current	6	08/09/2026	1,179.72
5	Lloyds Credit Card	6	09/09/2026	1,204.43
1	Unity Trust Bank : Current	6	10/09/2026	1,000.00
1	Unity Trust Bank : Current	6	17/09/2026	756.00
1	Unity Trust Bank : Current	6	18/09/2026	2,200.00
1	Unity Trust Bank : Current	6	24/09/2026	794.00
1	Unity Trust Bank : Current	6	25/09/2026	500.00
1	Unity Trust Bank : Current	6	28/09/2026	446,920.00
1	Unity Trust Bank : Current	6	30/09/2026	2,693.50

Subject: **Councillor Financial and Health & Safety Checks**

Report to: Full Council, 14 October 2026

Report of: Deputy Town Clerk

1. Purpose of the report

- 1.1 To update Council on the latest councillor checks on financial and health and safety matters.

2. Background

- 2.1 Every year, two councillors go through the Health & Safety folders with a fine tooth comb and check that everything is in order. This year, the Internal Auditor recommended that random financial checks also be carried out at the same time.

3. Main considerations

- 3.1 On 7 July 2026, an email was sent to all councillors asking for two councillors to come into the Town Hall and carry out the annual checks. Councillors Botten and Eyre volunteered.
- 3.2 On 29 September, Councillors Botten and Eyre attended the Town Hall to go through all the Health & Safety folders and financial files/procedures. They were given access to whatever they wished to see, and officers were on hand to explain anything as necessary.
- 3.3 Financial matters covered include:
- Petty cash
 - Purchase orders
 - BACS payments
 - Credit card payments
 - CCLA accounts
 - Receipts
 - Card receipts
- 3.4 Health & Safety matters covered include:
- Electrical testing
 - Gas inspections
 - Asbestos reports
 - Playground inspections and maintenance
 - Risk assessments

- Training

3.5 Councillors Botten and Eyre were satisfied that all finance matters are secure, and that health & safety is being managed well. They will give their own verbal update to Council in the meeting.

4. Recommendation

4.1 The Council is recommended:

To note that Councillors Botten and Eyre have carried out this year's checks on financial records/procedures and health and safety matters and to acknowledge their report

Subject: **Invitation to Tender for tree works resulting from 2026 surveys**

Report to: Full Council, 14 October 2026

Report of: Deputy Town Clerk

1. Purpose of the report

- 1.1 To provide the bids and scoring to allow Council to award a contract for the necessary tree works on the town's open spaces.

2. Background

- 2.1 The Council has all its trees inspected every eighteen months to ensure that any essential health and safety works can be carried out in a timely manner. The latest tree reports have identified work that needs carrying out and so an Invitation to Tender was prepared and seven bids were received.

3. Main considerations

- 3.1 Seven bids were received. The names of the contractors and full details of the bids is provided to councillors in a separate confidential report due to commercial sensitivity. The scoring process, summarised in the appendix, recommends that Contractor F be appointed. If councillors wish to discuss the detail of the confidential appendix, it is recommended that a motion be proposed, seconded and voted to move the meeting into a confidential session, as per the recommendation printed on the agenda under item 14 (see Standing Order 10a(xi)).

4. Recommendation

- 4.1 The Council is recommended:

To approve Contractor F to undertake the tree works identified in the latest tree survey reports.

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