



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND  
GENERAL PURPOSES COMMITTEE WAS HELD ON  
TUESDAY 28<sup>th</sup> MAY 2024 AT 7.00 pm  
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

**Present**

Cllr M Bowe (Mayor), Cllr D Henderson (Deputy Mayor), Cllr G Forman and Cllr K Cargill.

**In attendance** Mrs V Lowe, Town Clerk

**PUBLIC PARTICIPATION**

None

**1. Apologies**

Apologies had been received and were accepted from Cllr V Blake and Cllr A Foster.

**2. Declarations of Interest**

There were no declarations of interest on agenda items.

**3. Minutes of Previous Meetings**

The minutes of the previous meeting had been signed at Full Council.

**4. Matters arising (not otherwise dealt with on the Agenda)**

- a. The Town Clerk reported that the tender had been issued for the replacement fencing at Jubilee Fields with a return date of 21<sup>st</sup> June.
- b. There still remains an impasse between the parties on the new ATFC lease documentation.

**5. Staffing Issues**

- a. The Town Clerk reported that the appointment of Mrs Kyla Brown as Deputy Town Clerk had been completed and she will start on 4<sup>th</sup> September.
- b. It was noted that the office staff team would be one member down for three months and this would increase workloads on a temporary basis.
- c. The Town Clerk reported that a cleaner had been recruited to cover the maternity leave of the EPCC cleaner. Helen Cope will start on 4<sup>th</sup> July.
- d. Wendy Sherwood, Paul Hands and Jack Hands had all completed their annual fire awareness training this month.
- e. Councillors were reminded about the CPR and defibrillator training organised for 30<sup>th</sup> May at the EPCC.

**6. Finance Issues**

- a. The monthly management accounts which had been circulated in advance were approved. Cllr Forman raised a query concerning expenditure under heading 100/4130 (miscellaneous expenditure). The Town Clerk confirmed that this was one-off expenditure which she would reallocate to a separate code for clarity.
- b. The Town Clerk reported that she had transferred £100,000 from Lloyds to the PSDF.
- c. The Town Clerk reported that the annual insurance was due for renewal on 12<sup>th</sup> June. The Town Council's insurance had previously been on a three-year long-term undertaking which expired this year. The renewal documentation from the existing insurers, Aviva, had been delayed due to queries concerning an outstanding claim. The Town Clerk reported that the brokers had issued a renewal invitation on the afternoon of the meeting but that she had not yet had the opportunity to look at this in detail. Councillors therefore delegated authority to the Town Clerk to review details of the insurance cover and to renew the policy with Aviva by the renewal date.
- d. The Town Clerk reported that all community grants had been paid following the announcements made at Mayor Making.
- e. The Town Clerk reported that the charitable donations raised during Cllr Blake's term of office as mayor had been paid to his two charities. The funds raised by Cllr Cargill as mayor had been paid to ILEAP as part of the community grant process.

- f. Significant payments since the last F & GP committee were playground repairs (£2,580.00) and a 50% deposit on the roller shutter for the squash courts (£1307.02) (all including VAT).

## **7. Terms of Reference**

The draft Terms of Reference prepared by the Town Clerk and circulated in advance were approved as drawn. There will be a proposition to Full Council to adopt them.

## **8. Internal Audit**

The Town Clerk reported that she awaited the report from the Internal Auditor which had been promised in time for the Full Council meeting on 4<sup>th</sup> June.

## **9. Investment Strategy**

The updated Investment Strategy for 2024-2025 prepared by the Town Clerk and circulated in advance was approved as drawn.

## **10. Propositions to Full Council**

There is a proposition from the Committee at 7.

The Internal Audit report and the Annual Governance and Accountability Return (AGAR) will be separate agenda items.

The meeting was then closed by the Mayor.