



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 24th SEPTEMBER 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 A Foster.

In attendance Mrs V Lowe, Town Clerk

PUBLIC PARTICIPATION

None

1. Apologies

Apologies were received and accepted from Cllr K Cargill and Cllr V Blake.

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)

The Town Clerk updated Councillors on completion of the new leases at the Alcester Town FC site. Completion had been delayed due to administration in relation to the release of the current charge on the site to Sport England and the replacement charge in favour of the Football Foundation.

5. Staffing Issues

a. The Town Clerk reported that Kyla Brown, the Deputy Town Clerk had started on 4th September.

b. Paul Hands had completed a City & Guilds refresher course on safe use of a chainsaw.

6. Finance Issues

a. The monthly management accounts which had been circulated in advance were approved. Cllr Forman raised a couple of queries regarding expenditure – the Town Clerk will report back on these via email.

b. The Town Clerk reported that the new electric council van had been delivered on Friday. This is a leased vehicle from Select Car Leasing for two years. Servicing will be arranged with a local Renault dealer. The Town Clerk is currently setting up a PAYG facility for charging until a charging point can be installed at the EPCC. An additional insurance premium had been paid to amend the existing policy to cover the new van. It was noted that due to delays in the availability of the new van, temporary van hire costs had been incurred at approximately £250 per week.

c. The Town Clerk reported that £30,000 had been transferred from the PSDF to Lloyds Bank on 6th September pending receipt of the second instalment of the precept.

d. The second instalment of the precept has now been paid (£184,670.00).

e. The Town Clerk reported that donations had been received from Church Street Property Trust, Round Table, Rotary and Warwickshire Police towards the installation of water safety devices. A further donation was promised from Stratford District Council.

f. Since the last meeting in July, grants had been received from WCC (£350 for SPEND group; £1000 for Bee Squared); Awards for All - £1000 for SPEND group.

g. Most of the significant expenditure during the two-month period had related to the fitting out of the squash courts – folding tables (£1103.00), ramp (£7,969.02), wood turning lathe and kit (1368.42), bandsaw and kit (£2644.03), flooring (£2162.00) seating (£832.95). All net of VAT. The invoice for the coaches for the family day trip has also been paid from donations held (£2295.00).

h. A new PC had been purchased for the Deputy Town Clerk.

7. Audit for year ending 31st March 2024

The Town Clerk was pleased to report that the External Audit had been completed by Moore with no issues arising. The Notice of Completion of Audit had been posted on the noticeboards and website as required. This would be reported to Full Council. The external auditors had commented that the general reserves were held at too low a level and had advised that ATC should keep this under review and ensure that the Council have sufficient general reserves to cover expenditure. This should be at least 3 months expenditure at a minimum. The Town Clerk explained that this low level was due entirely to the s106 funds for the Greig Hall which were not received from SDC until after year end. The Town Clerk will prepare a brief report for the next meeting.

8. Flexible Working Policy

A draft Flexible Working Policy had been circulated in advance of the meeting. The Town Clerk explained that this was part of a suite of HR documents recommended by NALC. There were a number of queries about the draft which the Town Clerk will forward to NALC.

9. Propositions to Full Council

There are no propositions from the Committee.

The outcome of the external audit will be reported to Full Council as a separate agenda item.

The meeting was then closed by the Mayor.