



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 29th OCTOBER 2024 AT 7.00 pm
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

Present

Cllr M Bowe (Mayor), Cllr G Forman, Cllr K Cargill and Cllr V Blake

In attendance Mrs V Lowe, Town Clerk

PUBLIC PARTICIPATION

None

1. Apologies

Apologies were received and accepted from Cllr D Henderson (Deputy Mayor) 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)

The Town Clerk updated Councillors on completion of the new leases at the Alcester Town FC site. The Town Clerk had been advised earlier that day that all the paperwork was now signed and parties were preparing for completion.

The Town Clerk had sought advice on the queries raised on the draft Flexible Working Policy discussed at the last F & GP meeting but no response had yet been received from NALC legal team. The Town Clerk had followed this up with WALC.

5. Staffing Issues

- a. The Town Clerk reported that the national pay settlement had finally been agreed. All staff on Green Book contracts would receive a flat pay increase of £1,290 (pro rata for part time employees). The Town Clerk would include back pay in the payroll in November.
- b. The Town Clerk also reported that she had attended a WALC employment briefing on the new duty on employers to prevent sexual harassment in the workplace created by the Worker Protection (Amendment of Equality Act 2010) Act 2023. The Council will need a new policy on the subject and to provide training for staff and councillors. It is hoped that WALC will support town and parish councils by arranging this training.

6. Finance Issues

- a. The monthly management accounts which had been circulated in advance were approved. The accounts will be reported to Full Council next week.
- b. The bank reconciliations for September had also been circulated. The Town Clerk reported that Cllr Mills had signed them on 24th October.
- c. The Town Clerk reported that £60,000 had been transferred from Lloyds to the PSDF on 28th October.
- d. The loan payments to the PWLB had been paid by direct debit - £5730.27 on 30th September and £7180.98 on 1st October.
- e. The most significant expenditure in the month was the payment of the invoice for the new fencing at Jubilee Fields - £28,526.50 (£23,772 plus VAT). Councillors agreed that the new fencing looked very good.
- f. Much of the rest of the expenditure this month was finishing off work at the squash courts with the final invoice for the electrical work being paid - £4,349.78. Cllr Mills will be reporting on the completion of the project at Full Council including the financial situation.
- g. The four Portsafe water safety devices have now been installed and the invoice paid - £5,860.80.
- h. The quarterly VAT return had been submitted and paid - £9,367.91.

7. Audit for year ending 31st March 2024

A briefing paper had been prepared by the Town Clerk on the "other matters" issue of the level of general reserves as raised by the external auditors. This paper had been circulated in advance.

The paper was noted and agreed. The level of general reserves will be considered again in January.

8. Standing Orders

The Standing Orders were reviewed. It was agreed that no changes were required. It was noted that if the government proceed with allowing remote meetings in line with the current consultation, NALC will need to re-draft the standard template for Standing Orders and ATC Standing Orders will need to be reviewed at that stage.

9. Propositions to Full Council

There are no propositions from the Committee.

The quarterly accounts will be reported to Full Council.

The meeting was then closed by the Mayor.