



**A MEETING OF ALCESTER TOWN COUNCIL PRESIDIUM WAS HELD
ON TUESDAY 22nd FEBRUARY 2022 AT 7.00pm
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

Present

Cllr K Cargill (Mayor), Cllr G Forman (Community Facilities Committee Chair and Immediate Past Mayor) and Cllr M Bowe (Planning Committee Chair).

In attendance Mrs V Lowe, Town Clerk

PUBLIC PARTICIPATION

None

1. Apologies

Apologies were received and accepted from Cllr V Blake (Community Care Committee Chair).

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)

None.

5. Staffing Issues

- a. The Town Clerk reported that Jan Rowlatt was retiring on 10th March 2022.
- b. The Town Clerk reported that First Aid at Work training had been completed by herself, Tim Forman, Paul Hands and Jack Hands together with Cllrs Blake and Mills.
- c. The Town Clerk had attended the SLCC Online Practitioners Conference between 15-18 February 2022 which had provided some interesting advice and guidance on various issues.

6. Finance Issues

- a. The monthly management accounts which had been circulated in advance were approved.
- b. The current list of direct debits was approved. It was agreed that, in future, the Town Clerk will seek authority from two bank signatories for new direct debits.
- c. The list of signatories for the bank mandate was approved.
- d. The Town Clerk reported that the application to the Secretary of State for the PWLB loan had been submitted.
- e. Presidium agreed to re-appoint Mrs Sadie Griffiths as the internal auditor for the year ending March 2022. A fee of £300 was agreed. It was agreed that the Town Clerk will review audit arrangements for next year with a view to introducing a mid-year internal audit.
- f. The Town Clerk reported that the £20,000 s106 funding for the slow worm project at Abbey Fields had been received from Bloor Homes.
- g. The Town Clerk reported that the application for a grant from the WCC Social Impact Fund for the Crafty Lunch Club was still outstanding.
- h. The Town Clerk reported that the underground water leak at the Eric Payne Community Centre had been fixed. A claim had been submitted to Severn Trent for an adjustment to be made to the water charges. A claim had also been made to the Council's insurers for any loss not covered by Severn Trent.
- i. The Town Clerk reported that the management charges on the Public Sector Deposit Fund had increased slightly from 0.06% to 0.08% (there had been a temporary reduction over the pandemic due to the very low interest rates prevailing at the time and the rate has now returned to the normal level).

7. Grass cutting contract 2022-2024

Councillors considered the 4 quotations which had been received. It was agreed that additional information including references were required before making a decision. The Town Clerk will seek the outstanding information and report back to Councillors by email.

8. Risk Assessment

Councillors considered the draft Annual Risk Assessment which had been drafted by the Town Clerk and circulated in advance. This was approved as drawn and it was agreed that there would be a proposition to Full Council to approve it.

9. Governance issues relating to Councils

Councillors discussed the paper which had been prepared by the Town Clerk dealing with the powers and governance requirements for parish and town councils. It was agreed that it would be useful to share this with all Councillors.

10. Advertising Policy

Having considered the Advertising Policy in line with the guidance in the Town Clerk's paper, it was agreed that ATC did not have authority to enforce rules about advertising. It was therefore agreed that the 2018 policy should be revoked. It was noted that SDC's "Guidance for displaying promotional posters and other material" was the correct document to refer to if guidance were required. It was agreed that venues in the town would be contacted asking them to include a provision in their terms and conditions requiring hirers not to fly post in the town. It was also agreed that a link would be put on the ATC website to the SDC guidance. There will be a proposition to Full Council to revoke the policy.

11. Disposal of Land and Property policy

The draft policy prepared by the Town Clerk and circulated in advance was discussed. It was agreed that a schedule of ATC land holdings could usefully be included as an appendix to the policy for reference purposes. The Town Clerk will update the policy and it will be further discussed at the next Presidium meeting.

12. Restructuring of the Council committee structure

Draft proposals prepared by the Mayor were discussed and agreed. It was agreed that the Mayor would rework her paper in conjunction with the Town Clerk for presentation to Full Council

13. Planning Committee

Cllr Bowe gave an update on the recent committee meeting. There were no propositions from the Committee.

14. Community Care Committee

Cllr Blake was absent from the meeting but the Mayor confirmed that the community grants policy and application form had been updated for 2022 and the scheme had launched with a closing date of 31st March 2022.

15. Community Facilities Committee

In the absence of a meeting, the Town Clerk reported that, following a recent inspection, two pieces of equipment in the Moorfields play area need to be replaced. The Office Administrator is obtaining quotes for suitable replacements. It was noted that funds were extremely limited and it was likely that CIL funds would need to be used.

The Town Clerk also reported that Alcester Town Football Club had requested ATC's consent (as its landlord) for new gates and fences for its Stratford Road site. The Town Clerk was authorised to give permission.

16. Propositions to Full Council

There are propositions to Full Council as detailed in 8 and 10.

The meeting was then closed by the Mayor.