



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 28th JUNE 2022 AT 7.00pm
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

Present

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

In attendance Mrs V Lowe, Town Clerk

PUBLIC PARTICIPATION

None

1. Apologies

Apologies were received and accepted from Cllr V Blake (Deputy Mayor) and Cllr C Neal-Sturgess.

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 the cleaning company who had been cleaning the EPCC since December had given notice on 13th June that they would be finishing on 17th June. A cleaner was therefore urgently recruited by advertising on Facebook. Suitable candidates were interviewed by the Town Clerk and Laura Clarke had been employed as the new cleaner from 20th June.
- b. The Town Clerk has attended the first two sessions of Local Climate Engagement training.

6. Finance Issues

- a. The monthly management accounts which had been circulated in advance were approved.
- b. Annual audit process. The Town Clerk confirmed that the AGAR had been submitted to PKF Littlejohn LLP, the external auditor, as required. She informed Councillors that the period for the public inspection of the accounts runs from 20th June to 29th July and the appropriate notices had been posted on the notice boards and the website.
- c. A draft Financial Contribution Agreement has been received from SDC in respect of s106 funds due for the Greig Hall renovation project as a result of the Allimore Lane development. This document was approved as drawn – there will be a proposition to Full Council to authorise the Mayor to sign it.
- d. The Town Clerk reported that the Town Council had received CIL funds of £6,837.90 in respect of the garage block developments in Hertford Road and Alauna Avenue. Cllr Bowe requested that these funds be used for the installation of new doors at the Greig Hall. This was agreed and there will be a proposition to Full Council to that effect.
- e. The Town Clerk reported that she had been dealing with Lloyds Bank over fraudulent use of the Town Council's debit card.
- f. The Town Clerk confirmed that the Town Council's insurance had been renewed with BHIB as part of the 3-year arrangement. She had sought advice from Brian King on the valuation figure for the EPCC and had been advised that the stated figure should stand.
- g. Significant expenditure in June included £25,500.00 to McDonald Surfacing in respect of the resurfacing work at Jubilee Fields, £4,170.75 to BHIB for the renewal of the insurance policy, £1050.00 to Roots to Shoots for work at Jubilee Fields, £3,488.83 to MGID Builders for insulation installation at the Greig Hall and the second staged payment for the heating system at the Greig Hall of £20,333.11

7. Newsletter

Three quotations had been received for publication of the newsletter in a 12 page and 16 page version. These were discussed and the Town Clerk was asked to make further enquiries before making a decision.

A draft Publications Policy and guidelines for the newsletter, which had been produced by Cllr Mills and the Deputy Town Clerk, were discussed. Some additions were suggested to cover social media. The Town Clerk will discuss with Cllr Mills.

8. Propositions to Full Council

There are propositions to Full Council as referred to in 6c and 6d.

The meeting was then closed by the Mayor.