



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 25th OCTOBER 2022 AT 7.00pm
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

Present

Cllr K Cargill (Mayor), Cllr V Blake (Deputy Mayor), Cllr G Forman, Cllr M Bowe and Cllr C Neal-Sturgess

In attendance Mrs V Lowe, Town Clerk

PUBLIC PARTICIPATION

None

1. Apologies

There were no apologies – all councillors present.

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 reported that permission had now been granted by SDC to remove the wooden hut from the Greig Hall site subject to production of a management plan to do so. The Town Clerk will contact contractors to deal with this.

5. Staffing Issues

- a. The Town Clerk reported that she had attended the SLCC training course – “Resilience and Emotional Intelligence” on 7th October as part of the Civility and Respect training programme.
- b. She also reported that Tim Forman had completed a training course on Cemetery Memorial Safety and Wendy Sherwood has renewed her Level 2 Safeguarding training.

6. Finance Issues

- a. The monthly management accounts which had been circulated in advance were approved. These are the half yearly accounts and will be shared with Full Council in November.
- b. The Town Clerk reported that the grant of £25,000 from WCC Green Shoots Fund had finally been received (which reimbursed the Town Council for previous expenditure on insulation at the Greig Hall). This means that a transfer from general reserves for this element is no longer required as provided for in the Full Council resolution made in September.
- c. It had been agreed to review the Investment Strategy in October 2022. In view of the outstanding expenditure anticipated for the Greig Hall, the Town Clerk recommended that no further funds were moved to the PSDF at this stage. This was agreed.
- d. Significant expenditure in October included the following items for the Greig Hall (floor sanding/repairs £4645.00, fire extinguishers and signage £1203.00). The final invoices had been received from Dodd Group for the extensive electrical work undertaken at the Greig Hall – the total was £40538.85 plus VAT. This work included replacement of all electrical distribution boards and power cables and sockets, replacement of all lights and installation of exterior lighting.
- e. The sum of £1250 had been transferred to the Depot Youth Club being the total of two grants received from WCC and Waitrose and paid to ATC in error.
- f. The Town Clerk reported that the ATC van had failed its MOT test and repairs required were not able to be completed immediately due to the need for parts. A van was hired for 2 weeks to cover this period. The van has now passed its MOT. It was noted that a replacement van would probably be required in the relatively near future and electric/hybrid options would be considered.
- g. All payments made for the Civic Dinner which was cancelled after the death of The Queen have been repaid.
- h. The Deputy Mayor advised that he had almost completed the Events Guide for 2023. The Town Clerk confirmed that funds were in the budget to cover printing.

- i. Cllr Neal-Sturgess advised that the audit of the emergency equipment had been completed and some replacement equipment was required. The Town Clerk confirmed that there was a budget of £500 for this.

7. Health and Safety Policy

Following discussions at the previous meeting, the updated policy was considered by Councillors. The amendments made by the Town Clerk to the earlier version were approved as drawn. There will be a proposition to Full Council to adopt the amended version.

8. CCTV Policy

The revised policy (and associated documents) prepared by the Town Clerk and circulated in advance of the meeting were approved as drawn. It was noted that the documentation now covers the new CCTV system at the Greig Hall.

There will be a proposition to Full Council to adopt the amended policy and associated documents.

9. Propositions to Full Council

There are propositions to Full Council as referred to in items 7 and 8.

Cllr Bowe advised that there was also a proposition from the Planning Committee regarding the Housing Needs Survey.

It was noted that the motion regarding the Dementia Day Care Centre which had been deferred at the September Full Council meeting did not need to be put on the agenda for the November Full Council meeting as the relevant plans had been withdrawn. The Town Clerk reported that Cllrs Wilson, K Foster, M Cargill and Mills had met with the Day Care team to discuss alternative sites as agreed.

The meeting was then closed by the Mayor.