



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 29th NOVEMBER 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)

None.

5. Staffing Issues

- a. The Town Clerk reported that the national pay settlement had been agreed with effect from 1st April 2022. This was set at a fixed increase of £1925 per annum for staff on Green Book scale rates (pro rata for part time staff). The advice from NALC was to pay backpay due as soon as possible and the Town Clerk had therefore made appropriate payments in the November payroll. The national pay settlement also included an extra days' annual leave for all staff from April 2023.
- b. The Town Clerk reported that she had attended the SLCC training course on Creating a Strategic Vision for Shaping the Future.
- c. Fire awareness training had been booked with Warwickshire Fire and Rescue for relevant ATC staff for 8th December. The trustees of The Greig Hall CIO had been invited to attend.
- d. The Town Clerk reported that Tim Forman had completed an SLCC training course on making play areas more welcoming which focussed on making play areas more attractive for girls. The information and advice from this course would be shared with Cllr Smithers, as Lead Councillor for play areas.

6. Finance Issues

- a. The monthly management accounts which had been circulated in advance were approved.
- b. The Town Clerk reported that renewal notices for the allotments have been sent out and 25% have already paid their fees already.
- c. Significant expenditure in November included the following items for the Greig Hall – final balance on heating system £13,377.71 and fencing £12,406.05 (both net of VAT).
- d. The Town Clerk reported that a personal injury claim had been received in respect of injury caused by a falling tree in April 2022. This claim was being dealt with by ATC's insurers.
- e. The Town Clerk reported that a tree had fallen on Riverside which had caused damage to a neighbouring property – this was being dealt with by the resident's insurers.
- f. The three yearly tree inspection has been booked for early 2023.

7. Working Groups Protocol

The draft Working Groups Protocol prepared by the Town Clerk in response to the recent consultation with Councillors was discussed and some amendments were agreed. There will be a proposition to Full Council to adopt it.

8. Complaints Procedure

It was agreed that the draft updated Complaints Procedure prepared by the Town Clerk needed further amendment. It was agreed to defer this item to a later meeting.

9. Strategic Plan

The Town Clerk explained that following the recent SLCC training course she had attended, she was recommending that ATC produce a new 5-year strategic plan. The intention would be to carry out some initial residents' survey work in the new year, and then work with Councillors to produce a corporate plan which would be ready for adoption from May 2023. It was agreed that this proposal would be put to Full Council with the suggestion of the creation of a Task and Finish Group to produce the plan.

10. Propositions to Full Council

There is a proposition to Full Council as referred to in item 7 plus an agenda item relating to the strategic plan.

It was agreed that there would also be an agenda item to authorise the Town Clerk to negotiate the granting of a lease to The Greig Hall CIO.

The meeting was then closed by the Mayor.