



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 31st JANUARY 2023 AT 7.00pm
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

Present

Cllr K Cargill (Mayor), Cllr V Blake (Deputy 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 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 she would be attending the SLCC Practitioners Conference on 1st and 2nd February.
- b. She also reported that fire awareness training had taken place at the Greig Hall for ATC staff plus the trustees of The Greig Hall CIO.
- c. The Deputy Town Clerk had attended a NALC National Assembly meeting regarding the King's coronation.

6. Finance Issues

- a. The monthly management accounts which had been circulated in advance were approved. The quarterly accounts will be presented to Full Council this month.
- b. The Town Clerk reported that all allotment renewal fees had been paid and the Office Administrator is currently allocating 8 empty plots to people on the waiting list.
- c. The Town Clerk reported that she had closed the 32-day notice account held with Lloyds Bank and transferred the funds to the current account. All reserves are now held in the Public Sector Deposit Fund.
- d. Significant expenditure in January included the following items for the Greig Hall – staging equipment £2153.08 (50% deposit) and £11,814.00 for audio visual equipment. Expenditure on the Grieg Hall has now almost concluded and the Town Clerk has met with Cllr Bowe to discuss final expenditure items from the renovation fund.
- e. The Town Clerk reported that the quarterly VAT return had been submitted for the end of December and the refund had been received from HMRC.

7. Greig Hall

This agenda item was cancelled. It will be dealt with at Full Council.

8. Complaints Procedure

The updated Complaints Procedure was approved with minor amendments. There will be a proposition to Full Council to adopt it.

9. Community Grants

The draft Community Grants Policy and application form had been circulated by the Town Clerk in advance of the meeting were approved as drawn. There will be an agenda item for Full Council to approve the policy and application form and to appoint members to the Working Group. There was a discussion regarding advertising the community grants scheme. The Town Clerk will ensure that the newsletter copy will state that paper copies are available at the office and offer support to applicants if required.

10. The Crafty Lunch Club

The Town Clerk had circulated a report in advance of the meeting explaining that the current funding for the Club expired at the end of March 2023. In view of funds already in hand, the Town

Clerk proposed that the current arrangements were extended for a period of months. After a discussion, it was agreed that ATC would continue to manage The Crafty Lunch Club until the end of September 2023. The Town Clerk was authorised to extend the contracts of employment for Beth Clarke and Sam Fletcher for six months on terms to be settled by the Town Clerk. It was noted that a task group was being set up to enable the Club to progress towards becoming independent of the Council from October.

11. Propositions to Full Council

There is a proposition to Full Council as referred to in item 8 plus agenda items relating to the community grants scheme and the Greig Hall lease.

The meeting was then closed by the Mayor.