



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 28th FEBRUARY 2023 AT 7.00pm
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

Present

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

In attendance Mrs V Lowe, Town Clerk

In the absence of the Mayor, the Deputy Mayor took the Chair.

PUBLIC PARTICIPATION

None

1. Apologies

Apologies were received and accepted from Cllr K Cargill (Mayor).

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 had attended the SLCC conference on 1-2 February which provided a varied and useful set of presentations and discussions on current issues facing clerks. In particular, there had been some advice regarding memorials in burial grounds which had been reported to the Lead Councillor and was now being implemented by the Office Administrator.
- b. The Town Clerk reported that she had been a speaker at the NALC webinar on "Social Isolation and Loneliness from the Local Council Perspective". She explained that she had presented on the health and wellbeing projects run by ATC and had given advice on how other councils could follow the model. The presentation had been well received.
- c. Wendy Sherwood has been selected as part of a Community Chorus for the upcoming RSC performance of Julius Caesar.
- d. The Town Clerk is attending a NALC conference entitled "Standards Matter" with the Mayor on 3rd March in London. ATC were invited to attend as the NALC Council of the Year.

6. Finance Issues

- a. The monthly management accounts which had been circulated in advance were approved.
- b. The Committee agreed to re-appoint Mrs Sadie Griffiths as the internal auditor for the year ending March 2023. A fee of £300 was agreed.
- c. A request had been received previously for a new litter bin next to the A46 – it was agreed that in view of budget constraints, this would not be possible. It was noted that ATC only provides litter bins on land owned by the Council. It was suggested that the correspondent could be referred to SDC or Highways England if they wished to pursue this directly.
- d. It was noted that it was hoped to replace the van in the next financial year. The Deputy Mayor offered to assist with identifying options.
- e. Significant expenditure in February included the following items – tree work at the Cemetery and Centenary Field (£3500) by-election charges from SDC (£2428) three yearly tree survey (£2450). There were also final items for the Greig Hall – including heating (£2157) curtains (£5617), blinds (£6120) staging (£1794), signage (£1576), drainage (£1575). All costs stated net of VAT.
- f. Once the February management accounts are complete, the Town Clerk will meet with Cllr Bowe to review Greig Hall expenditure.

7. Risk Assessment

Councillors considered the draft Annual Risk Assessment which had been drafted by the Town Clerk and circulated in advance. This was discussed in detail and some additions were agreed. It was agreed that there would be a proposition to Full Council to approve it.

8. Financial Regulations

Councillors undertook the annual review of the Financial Regulations. It was noted that the Regulations were in accordance with the current WALC recommended version. No amendments were required.

9. Business Continuity Plan

Councillors noted the contents of the Business Continuity Plan prepared by the Town Clerk and circulated in advance. The Town Clerk will share with office staff. The Town Clerk will review annually or as required.

10. Alcester Town Football Club

The Town Clerk reported that she had met representatives from Alcester Town Football Club regarding their proposal to redevelop their club house at Stratford Road. There had been discussions regarding a possible extension to the headlease and sublease. There was also a proposal regarding ATC's possible involvement in grant applications. The Town Clerk had taken VAT advice from WALC and had advised the football club accordingly.

11. Propositions to Full Council

There is a proposition to Full Council as referred to in item 7.

Agenda item South Warwickshire Economic Strategy

The meeting was then closed by the Deputy Mayor.