



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 25th APRIL 2023 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 she had written to the freeholder of the Alcester Town FC site but had not yet received a reply.

5. Staffing Issues

- a. The Town Clerk reported that she had undertaken annual appraisals with the following members of staff – Sarah Duran, Tim Forman, Wendy Sherwood, Paul Hands, Jack Hands, Becky Gribben and Laura Clarke. The Mayor had carried out the annual appraisal of the Town Clerk.
- b. The Staffing Committee had met on 21st April to consider the appraisals and to consider pay reviews on the advice of the Town Clerk. All staff have been informed of the outcome and their pay has been adjusted in the April payroll.
- c. The Town Clerk and the Mayor had held an induction session for Corin Elliott, the newly elected Town Councillor.

6. Finance Issues

- a. The monthly management accounts which had been circulated in advance were approved. It was noted that these would be subject to change as part of the year end accounting process.
- b. The Town Clerk reported that the existing supply of Tesco supermarket vouchers had been used up. She had purchased a further £1075 of vouchers which was the remainder of the EMR for community resilience.
- c. The Town Clerk reported that she had transferred £20,000 from the PSDF to the Lloyds account to cover the April payroll as the precept will not be received until 27th April.
- d. The quarterly VAT return had been submitted and paid by HMRC.
- e. The Town Clerk reported two significant items of expenditure in April - £1250.00 to Trees N Gardens for removal of trees at Bleachfield St play area and £5800.00 for demolition of the wooden shed at the Greig Hall.

7. Statement of Internal Control

The annual Statement of Internal Control prepared by the Town Clerk and circulated in advance was approved as drawn.

8. Document Retention Policy

Councillors reviewed the updated Document Retention Policy which had been circulated in advance of the meeting. It was agreed that there would be a proposition to Full Council to approve it.

9. CCTV Policy

Councillors reviewed the updated CCTV Policy which had been circulated in advance of the meeting. It was agreed that there would be a proposition to Full Council to approve it.

10. Propositions to Full Council

There are propositions to Full Council at item 8 and 9.
The meeting was then closed by the Mayor.