



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 30th MAY 2023 AT 7.00pm
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

Present

Cllr V Blake (Mayor), Cllr M Bowe (Deputy Mayor), Cllr K Cargill, Cllr G Forman and Cllr E Randle

In attendance Mrs V Lowe, Town Clerk

The Mayor welcomed Cllr Randle to the Committee.

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 Football Club to advise that ATC were prepared to agree to an extension of the Headlease and Underlease and asked them to produce heads of terms so that the matter can be referred to solicitors.

5. Staffing Issues

- a. The Town Clerk reported that she had undertaken the annual appraisal for Chris Hands which completed all the appraisals for the year. It had been agreed that his hours would be reduced from 72 hours a month to 60 hours a month.
- b. The Town Clerk had attended the SDC training session on the Code of Conduct. This had also been attended by Cllrs Neal-Sturgess and Mills. The Town Clerk understood that a recording would be made available to attendees to share with other councillors.
- c. Councillors discussed the value of training for Councillors and it was agreed to put an item on the next Full Council agenda for discussion.

6. Finance Issues

- a. The final monthly management accounts which had been circulated in advance were approved. Cllr Bowe noted that the income generated from regular bookings at the Eric Payne Community Centre was double that anticipated in the budget. Tim Forman, the Facilities Manager, was thanked for his efforts in managing the Hall so effectively.
- b. The list of direct debits which had been circulated in advance was approved.
- c. The list of signatories for the bank mandate was considered. It was agreed that the Mayor would be added to the signatories.
- d. It was noted that a councillor (who was not a bank signatory) needed to be appointed to check the bank reconciliation on a quarterly basis. It was agreed that Cllr Randle would be appointed.
- e. The Town Clerk reported that the first instalment of the precept had been received.
- f. The Town Clerk reported that the community grants announced at the Mayor Making had been paid.
- g. The Town Clerk reported that WCC had notified her of a rent review on the Globe House offices in accordance with the lease. The new rent will be £7360 pa (up from £6270 pa) with effect from September 2022.

7. Terms of Reference

The draft Terms of Reference prepared by the Town Clerk and circulated in advance were approved. There will be a proposition to Full Council to adopt them.

8. Internal Audit

The report prepared by the Internal Auditor which had been circulated in advance was noted. Councillors congratulated the Town Clerk on the outcome of the Report.

No actions were identified as being required. The report will be shared with Full Council in preparation for signing off the AGAR.

9. Investment Strategy

The draft Investment Strategy drafted by the Town Clerk and circulated in advance was approved as drawn.

10. Ear Marked Reserves

The list of Ear Marked Reserves at the year-end was discussed and approved. It was agreed that all the ear marked reserves were appropriate and no action was required.

11. Propositions to Full Council

There is a propositions to Full Council at item 7 and an agenda item at 5c.

The meeting was then closed by the Mayor.