



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 25th JULY 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

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 the Heads of Terms for the Alcester Town FC proposal had been received just before the meeting.

5. Staffing Issues

- a. The Town Clerk reported that following advice at the recent Warwickshire Towns Network meeting, she had purchased Disability Awareness and Inclusion online training for all office staff. She had completed the training. There followed a discussion about disability awareness for high street businesses. The Mayor will contact Elizabeth Dixon of Accessible Stratford to seek guidance.
- b. Following approval of the Safeguarding Policy at the last Full Council meeting, the Town Clerk has arranged online training for the Mayor.

6. Finance Issues

- a. The monthly management accounts which had been circulated in advance were approved. The Q1 accounts will be presented to Full Council in August.
- b. It was agreed to transfer £30,000 from the Lloyds account to the Public Sector Deposit Fund – the Town Clerk will deal with this.
- c. The Town Clerk reported that the period for the public inspection of the accounts had expired on 21st July. She had dealt with a number of queries from the External Auditors.
- d. The quarterly VAT claim had been submitted and paid by HMRC.
- e. The Town Clerk reported that a grant of £350 had been received from WCC to support the day trips being organised as Grand Days Out. There was a discussion regarding the possible need to take deposits or payments for trips in advance.

7. Remembrance Sunday

The Town Clerk reported that the road closure application had been submitted and the security firm had been booked.

The Town Clerk had contacted a Health and Safety advisor for a quote for advising on the event but it was agreed that this was not required at the current time.

It was agreed that additional Event Marshalls were required and it was agreed that organisations involved in the parade would be asked to supply two Marshalls each.

8. Reserves Policy

The updated Reserves Policy which had been circulated by the Town Clerk in advance of the meeting were agreed. There will be a proposition to Full Council to adopt the revised version.

9. Play Equipment

Quotations for the five options for replacement play equipment in Bleachfield St play area were considered. It was agreed to proceed with the quotation from Creative Play in the sum of £17,268 plus VAT. There will be a proposition to Full Council to accept this quote.

10. Propositions to Full Council

There are propositions to Full Council at 8 and 9.

The meeting was then closed by the Mayor.