



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 29th AUGUST 2023 AT 7.00pm
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

Present

Cllr V Blake (Mayor), Cllr M Bowe (Deputy Mayor) and Cllr K Cargill.

In attendance Mrs V Lowe, Town Clerk

PUBLIC PARTICIPATION

None

1. Apologies

Apologies were received and accepted from Cllr G Forman and Cllr E Randle.

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 matters were progressing with the extension to the Lease for ATFC – all three sets of solicitors had been instructed.

5. Staffing Issues

- a. The Town Clerk reported that the staff employed to run The Crafty Lunch Club would cease to be employed by ATC from the end of September. A meeting had been booked with them on 6th September to ensure that there was a smooth transfer over to the newly formed CIC.
- b. The Town Clerk reported that the Disability Awareness and Inclusion online training had been completed by office staff.
- c. Tim Forman and Laura Clarke have completed COSHH training.
- d. The Mayor had completed Safeguarding Training.
- e. Actions Counters Terrorism online training details had been sent to all Councillors.
- f. The Town Clerk had booked to attend an SLCC Virtual Finance Seminar on 13th September.

6. Finance Issues

- a. The monthly management accounts which had been circulated in advance were approved. It was agreed that item 1080/100 would be renamed "Investment Income" rather than "Bank Interest Received" as this represented the return on the CCLA investment. There was a query concerning item 4115/100 Equipment Lease which appeared to be over budget. *The Town Clerk subsequently checked the accounts – the rental on the photo copier is paid quarterly in advance and therefore the first two payments for the year have already been made in April and July – 50% of the annual budget has therefore been spent.*
- b. The Town Clerk reported that £30,000 had been transferred into the Public Sector Deposit Fund as agreed at the last meeting.
- c. The Town Clerk reported that a generous donation had been received from a resident for the new Alcester Community Shed.
- d. The Town Clerk reported that she had received a Financial Contribution Agreement from SDC to secure the payment of s106 funds for public open space arising from the southern part of the Bloor Homes Development. The Agreement was in an identical form to the previous one for the northern section. There will be a proposition to Full Council to authorise the Mayor to sign it.
- e. The Town Clerk also reported that just prior to the meeting she had been emailed by SDC advising that two grants to ATC from the UK Shared Prosperity Fund/Rural England Prosperity Fund were being recommended for approval at the SDC Cabinet in October. These grants are for the Alcester Community Shed and a Community Safety project for High Street events. The Town Council had been asked to sign the confirmatory legal agreement for these grants in advance so that funds could be made available immediately on the decision being made by SDC. It was agreed that there would be a proposition to Full Council to authorise the Mayor and Deputy Mayor to sign the agreement in advance of the decision.

7. External Audit

The Town Clerk was pleased to report that the External Audit had been completed by Moore with no issues arising. The Notice of Completion of Audit had been posted on the noticeboards and website as required. This would be reported to Full Council.

8. Internal Auditor

The Committee considered the three submissions from the potential new Internal Auditors. It was agreed to appoint Louise Baudet for the year 2023/2024.

9. Tree Management Policy

A new Tree Management Policy which had been circulated by the Town Clerk in advance of the meeting. An amendment was proposed by Cllr Bowe which was agreed. There will be a proposition to Full Council to adopt it.

10. Safeguarding Procedures

The new general Safeguarding Procedures which had been circulated by the Town Clerk in advance of the meeting were approved as drawn. It was agreed that the Town Clerk would put together a pack of information for the Mayor (which would include these procedures) – this pack would then be passed on at the end of the Mayoral year.

11. Local Council Award Scheme

The Town Clerk had circulated the requirements of the Scheme in advance of the meeting. She reminded Councillors that the Council had been awarded the Quality Award in February 2021. Having carefully considered the criteria, the Town Clerk recommended that the Council prepared the application for the Quality Gold Award. She proposed that updates were reported to F & GP monthly with a view to a proposition to Full Council once all documentation was in place.

12. ATC Statement on Crime and Disorder

The draft Statement prepared by the Town Clerk was discussed and approved with a small amendment. There will be a proposition to Full Council to adopt it.

13. Propositions to Full Council

There are propositions to Full Council at 6d, 6e, 9 and 12.

The outcome of the External Audit also to be reported to Full Council.

The meeting was then closed by the Mayor.