



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 31st OCTOBER 2023 AT 7.00pm
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

Present

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

In attendance Mrs V Lowe, Town Clerk

PUBLIC PARTICIPATION

None

1. Apologies

Apologies were received and accepted from 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)

None

5. Staffing Issues

- a. Sarah Duran is undertaking online training on "How to be an effective Council online" over three sessions.
- b. Tim Forman has undertaken manual handling training.
- c. Level 2 Food Hygiene training had been purchased for three volunteers at the Youth Club.

6. Finance Issues

- a. The monthly management accounts which had been circulated in advance were approved. These half yearly accounts will be presented to Full Council this month.
It was noted that no rent had been requested for the ATFC land since the beginning of the financial year. The Town Clerk had therefore not charged any rent to ATFC. The Town Clerk will contact the landlord.
- b. The Town Clerk reported that the grants from the UKSPF and the REPF for the Alcester Community Shed and a Community Safety project for High Street events totalling £35,000 had been received.
- c. The Town Clerk reported that the contract for cladding the roof of the squash courts had gone out to tender and the tender had closed on 27th October. This will be reported to Full Council.
- d. The Town Clerk reported that a historic personal injury claim in respect of an injury suffered at a Council playground in 2019 had been settled by the Council's insurers.
- e. Following a satisfactory post installation inspection report, the invoice for the new playground equipment at Bleachfield Street play area has been paid (£17,268 plus VAT).
- f. A donation of £40,000 has been received from an anonymous donor for the Alcester Community Shed. The Town Clerk is seeking advice from NALC legal team on how to document this donation.
- g. The quarterly VAT submission had been submitted to HMRC and paid.
- h. The half yearly loan repayment to the PWLB in the amount of £12,911.25 was paid by direct debit.
- i. A payment of £630 was received from the Ministry of Justice under the Children's Funeral Fund for England.

7. Standing Orders

The Standing Orders were reviewed. There is one required amendment to Standing Order 18 to increase the threshold for contracts to go out to tender from £25,000 to £30,000 in accordance with the Public Contracts (Amendment) Regulations 2022. There will be a proposition to Full Council to adopt the updated Standing Orders.

8. Mayoral Protocol

The Town Clerk had reviewed the Mayoral Protocol and had proposed some minor amendments. These were agreed and a further additional amendment was agreed. There will be a proposition to Full Council to adopt the updated version.

9. Accessibility Statement

The draft Accessibility Statement which had been circulated in advance of the meeting was approved as drawn. There will be a proposition to Full Council to adopt it.

10. Local Council Award Scheme

The Town Clerk had circulated two documents in advance of the meeting which were approved.

11. Propositions to Full Council

There were propositions from the Committee at 7,8 and 9.

The tender for the roofing contract will be a separate agenda item.

The meeting was then closed by the Mayor.