



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 28th NOVEMBER 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 E Randle

In attendance Mrs V Lowe, Town Clerk

PUBLIC PARTICIPATION

None

1. Apologies

Apologies were received and accepted from Cllr K Cargill.

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. The Town Clerk reported that the national pay agreement for staff had finally been agreed with a payment to all staff on "Green Book" contracts of a flat rate of £1925 for full time staff from 1st April 2023. The Town Clerk had completed the payroll for November and had included backpay for the relevant staff for the period for which it was owed. The pay agreement also abolished scale point SCP1 – the member of staff on that rate of pay had been put up to SCP2.
- b. Sarah Duran has now completed the three-part online training on "How to be an effective Council online".
- c. The Town Clerk had attended an SLCC virtual seminar on Community Engagement.
- d. Cllr Wendy Mills had attended "Engaging with communities through digital engagement."
- e. The Mayor had completed the Action Counters Terrorism training course. A reminder had been sent to all Councillors regarding this course.
- f. The Deputy Mayor and Sarah Duran had attended the training session "Making the Planning System Work for Local Councils."

6. Finance Issues

- a. The monthly management accounts which had been circulated in advance were approved. It was agreed that a new code would be set up in the accounts for the Alcester Community Shed income which is currently being recorded under Health and Wellbeing. There was a discussion about items under the Mayor Cost Centre
- b. Allotment renewal notices issued and payments were being received.
- c. The Town Clerk reported that Church Street Property Trust had kindly made a donation of £10,000 towards the Alcester Community Shed project.
- d. The retention on the contract for the heating system at the Greig Hall had been paid.
- e. A significant current financial issue is the ongoing water leak at the EPCC. The Town Clerk confirmed that quotations had been received and a contractor had now agreed to install the replacement pipe at a cost of £20,060. This contractor had previously undertaken work for ATC and staff were working on the logistics regarding users of the Centre and the access road.
- f. The Town Clerk reported that a donation of £180 had been received from Alauna Lodge which would support two more trips under the Grand Days Out project.
- g. The Town Clerk reported that the balance of subscriptions and donations collected for the Crafty Lunch Club had now been paid over to The Crafty Lunch Club CIC.
- h. Budget planning had started – Councillors were asked for any specific input so that it could be included in the plans presented to F & GP in December.

7. Privacy Policy

The Town Clerk had reviewed the Privacy Policy and associated documents and had proposed amendments which had been circulated in advance of the meeting. There was also a new Cookie Policy. These were agreed. There will be a proposition to Full Council to adopt the updated versions. It was agreed that in accordance with the Proper Use of Email policy all councillors should include a disclaimer at the bottom of their emails. The Town Clerk will investigate how best to do this on the gmail accounts.

8. Local Council Award Scheme

The Town Clerk had circulated two documents in advance of the meeting which were approved. The Town Clerk reported that everything was now in place to submit the application. There will be an agenda item at Full Council to pass the necessary resolution.

9. Propositions to Full Council

There is a proposition from the Committee at 7.

There will be an agenda item regarding the application for Quality Gold status.

The meeting was then closed by the Mayor.