



**A MEETING OF ALCESTER TOWN COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE IS TO BE HELD AT
7.00 pm ON TUESDAY 27th FEBRUARY 2024
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

Present

The Town Clerk to record attendance

PUBLIC PARTICIPATION

Public participation is allowed at the discretion of the Mayor on items on the agenda but is limited to three minutes per person.

A G E N D A (Standing Orders apply)

1. Apologies

Clerk to report on any apologies received

2. Declarations of Interest

To receive any Declarations of Interest on items on the agenda

Members are reminded that, unless they have been granted a dispensation, if they have a Disclosable Pecuniary Interest as defined in the Council's Code of Conduct they may not participate in any discussion of or vote on the matter and must also leave the room for the duration of the matter.

3. Minutes of Previous Meetings

The minutes of the previous meeting were signed at Full Council.

4. Matters arising (not otherwise dealt with on the Agenda)

To consider matters arising from the previous Minutes.

5. Staffing Issues

To receive a report from the Town Clerk on staffing issues

6. Finance Issues

To approve the monthly management reports

To receive a report from the Town Clerk on other finance issues.

To appoint a Councillor to check the quarterly bank reconciliation following the resignation of Cllr Emma Randle.

7. Use of Debit Card Procedure

To consider the draft Procedure prepared by the Town Clerk.

8. Risk Assessment

To consider the annual Risk Assessment prepared by the Town Clerk and to make a recommendation to Full Council.

9. Financial Regulations

To review the Financial Regulations and to make a recommendation to Full Council on any amendments required.

10. Propositions to Full Council

To consider any other propositions to Full Council from Finance & General Purposes for inclusion in the forthcoming Full Council meeting.

Vanessa C Lowe

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Clerk to Alcester Town Council