



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 27th FEBRUARY 2024 AT 7.00 pm
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

None – 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 she had resubmitted the Quality Gold award following the triage feedback and awaited the outcome.

5. Staffing Issues

The Town Clerk reported that the Deputy Town Clerk, Sarah Duran had given notice that she would be retiring on 7th June 2024.

The Town Clerk reported that she had attended the SLCC Practitioners Conference which had been a very worthwhile event. It comprised two complete days of training plus opportunities for networking.

The Town Clerk had also attended a WALC training event on Events Management.

6. Finance Issues

- a. The monthly management accounts which had been circulated in advance were approved. The Town Clerk explained that she had split the mayoral expenditure into two headings "Civic Functions" to cover Annual Parish Meeting, Mayor Making, Civic Service, Remembrance Sunday and Awards Evening. The other expenditure is now under "Mayoral Invitations".
- b. It was agreed to close the Ear Marked Reserve for "Community Resilience" (balance £10.54) and to transfer this balance to "Health and Wellbeing Grants".
- c. It was agreed to close the Ear Marked Reserve for the Youth Council (balance £480.00) and to transfer the balance to General Reserves.
- d. It was agreed that a new Ear Marked Reserve would be set up for the renovation of the BT phone kiosk now referred to as "Kevin the Kiosk".
- e. The Town Clerk explained that she would rename the Ear Marked Reserves to make clear which had restrictions on use (such as s106 funds) and which were simply future allocations of the Council.
- f. The Town Clerk reported that the further grant of £44,000 from the Rural England Prosperity Fund for the Alcester Community Shed had been received.
- g. The Town Clerk reported that she had received a Financial Contribution Agreement from SDC to secure the payment of s106 funds for the Greig Hall arising from the southern part of the Bloor Homes development. This Agreement was in identical form to the previous one for the northern section. There will be a proposition to Full Council to sign it. It was noted that expenditure had previously been incurred on the Greig Hall up to a value of £34,000 in anticipation of receipt of these funds and that therefore on receipt, the funds from this agreement would be paid into General Reserves.
- h. Significant payments since the last F & GP committee all related to the squash courts project - £4575.90 deposit for HVAC system, £2449.90 for insulation materials and £4500.00 deposit for electrical work.
- i. It was agreed that Cllr Wendy Mills would be appointed to check quarterly bank reconciliations.

7. Use of Debit Card Procedure

The draft Procedure had been circulated in the advance of the meeting. This was approved as drawn.

8. Risk Assessment

Councillors considered the draft Annual Risk Assessment which had been drafted by the Town Clerk and circulated in advance. It was agreed that there would be a proposition to Full Council to approve it.

9. Financial Regulations

Councillors undertook the annual review of the Financial Regulations. It was noted that the Regulations were in accordance with the current WALC recommended version. No amendments were required. It was also noted that a new recommended version was expected later in the year and a further review may be appropriate at that time.

10. Propositions to Full Council

There are propositions from the Committee at 6f. and 8.

The meeting was then closed by the Mayor.