



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 25th JUNE 2024 AT 7.00 pm
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

Present

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

In attendance Mrs V Lowe, Town Clerk

PUBLIC PARTICIPATION

None

1. Apologies

Apologies had been received and were accepted from Cllr D Henderson (Deputy Mayor) and Cllr A Foster.

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)

a. The Town Clerk reported that the outstanding issue on the new ATFC lease documentation had been resolved and she was expecting final documentation for signature shortly.

5. Staffing Issues

a. The Town Clerk reported that she would be calling a Staffing Committee meeting to approve the annual appraisals.

b. The Town Clerk reported that the CPR and defibrillator training organised for 30th May had been attended by 16 people.

6. Finance Issues

a. The monthly management accounts which had been circulated in advance were approved.

b. The Town Clerk reported that the annual insurance had been renewed with Aviva. The total cost for insurance this year was £6,682.62 which was over budget but unavoidable.

c. The Town Clerk confirmed that the Town Council had been successful in the latest round of UKSPF/REPF funding and had secured two grants. The first grant is for £20,750 and is for machine tools, dust extraction system and furniture for the Community Shed. The second grant is for £25,757 and is to run a pilot Rural Enterprise Hub at Minerva Mill. There will be a proposition to Full Council to authorise the signing of the standard paperwork for both grants.

7. Vacancies on the Town Council

The Town Clerk confirmed that Cllr Erick Wilson had resigned which left two vacancies on the Council. The notice of vacancy for Cllr Wilson had been posted as required. Having discussed this with the Mayor, she confirmed that the intention was now to co-opt for the two vacancies at the August Full Council meeting. The current co-option candidates had been informed.

8. Audit for year ending 31st March 2024

The Town Clerk reported that the completed AGAR and all supporting documentation had been sent to Moore, the external auditor as required. The period for the public inspection of the accounts was running from 6th June to 17th July inclusive.

9. Financial Regulations

The Town Clerk explained that a new 2024 model version of the Financial Regulations had been issued by NALC which it was recommended that councils adopt having amended them to suit their own circumstances. An amended version of the precedent had been circulated in advance of the meeting. This document was approved. There will be a proposition to Full Council to adopt the new Regulations.

10. Scheme of Delegation

An updated version of the Scheme of Delegation had been circulated in advance of the meeting. This was approved. There will be a proposition to Full Council to approve it.

11. Health and Safety Policy

Councillors reviewed the existing Health and Safety Policy. It was agreed that the policy was suitable and effective and that no amendments were required.

12. Equality and Diversity Policy

Councillors reviewed the existing Equality and Diversity Policy. It was agreed that the policy was suitable and effective and that no amendments were required.

13. Fencing for Jubilee Fields

The Town Clerk reported that 23 tenders had been received for the new fencing at Jubilee Fields. The tenders had been opened by the Town Clerk on 24th June in the presence of the Mayor. The tenders have all been considered in detail and a short list produced. Due diligence on these tenders was currently being undertaken. There will be a proposition to Full Council to accept a tender for the work so that the work can be undertaken as soon as possible.

14. Propositions to Full Council

There are propositions from the Committee at 6c, 9, 10 and 13.

The meeting was then closed by the Mayor.