



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 30th JULY 2024 AT 7.00 pm
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

Present

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

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)

None.

5. Staffing Issues

- a. The Town Clerk reported that Helen Cope, the maternity cover Cleaner at the EPCC had started on 4th July.
- b. The Town Clerk had attended the NALC online seminar entitled "Decoding The Future Of Artificial Intelligence In Local Governance".

6. Finance Issues

- a. The monthly management accounts which had been circulated in advance were approved. These will be presented to Full Council in August.
- b. The Town Clerk reported that Cllr Mills had signed the June bank reconciliations.
- c. The quarterly VAT return had been submitted and paid by HMRC.
- d. The Town Clerk reported that the council van had broken down last week and she had been advised that it was uneconomical to repair it. This had been anticipated for some time. It was agreed that the van should be scrapped and written off in the accounts.
- e. The Town Clerk explained the options for replacing the van. It was agreed to delegate authority to the Town Clerk to source a contract hire electric van and to enter into the appropriate contract. The Town Clerk will investigate the most economic way of funding servicing costs.
- f. The Town Clerk reported that the UKSPF and REPF grants recently awarded by SDC had now been paid totalling £46,507.00.
- g. The Town Clerk reported that during the month, the Town Council had received a grant of £2,250 from the John Lewis Partnership on behalf of Waitrose towards the youth club.
- h. The Town Council had received the sum of £1,348.10 in CIL funds in respect of planning application 23/01232/FUL - Poachers Retreat, Alcester Heath.
- i. It was noted that the annual payment towards the Stratford District CCTV Partnership of £6049.00 had been paid.

7. Vacancies on the Town Council

The Town Clerk confirmed that no election had been called in respect of the vacancy created by the resignation of Cllr Erick Wilson. There were now 2 vacancies to be filled by co-option -one for Alcester West and one for Alcester East. The vacancies had been advertised and 4 applications had been received. All candidates had been invited to the August Full Council meeting.

8. Audit for year ending 31st March 2024

The Town Clerk reported that as the Town Council was subject to an intermediate audit, she had received a number of further enquiries from the external auditor. These had been answered by submitting additional information and documentation.

One query related to the figure stated in Box 10 of the AGAR which was the total amount of borrowing at the year end. This figure had been completed using the audit schedule provided by the Public Works Loan Board but the external auditors had pointed out the payment due on 31st March 2024 had not actually been paid as the due date fell on a Sunday and the direct debit had not been processed until 2nd April. The Town Clerk had therefore restated the figure in Box 10 as £117,430 rather than £112,857. The amendment had been initialled by the Town Clerk as RFO and the Mayor and resubmitted to the external auditor.

9. CIL Allocation Policy

An updated version of the CIL Allocation Policy had been circulated in advance of the meeting. The amendments were simply to update the document and were approved. There will be a proposition to Full Council to adopt it.

10. Alcester Town Football Club

The Town Clerk reported that the documentation had been received from Wright Hassall in connection with the extension of the Headlease and Underlease for the ATFC site.

There will be a proposition to Full Council to authorise the Mayor and Cllr Blake to execute the 5 documents required.

11. Propositions to Full Council

There are propositions from the Committee at 9 and 10

The meeting was then closed by the Mayor.