



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 25th MARCH 2025 AT 7.00 pm
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

Present

Cllr M Bowe (Mayor), Cllr G Forman, Cllr A Foster and Cllr K Cargill.

In attendance Mrs V Lowe, Town Clerk

PUBLIC PARTICIPATION

None

1. Apologies

Apologies were received and accepted from Cllr D Henderson (Deputy Mayor).

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 had attended a training session organised by RBS Rialtas regarding end of year accounting procedures.
 - b. The Town Clerk and 4 councillors are due to attend the WALC training session on sexual harassment on 26th March. The Town Clerk was asked to book the Mayor onto this training session.
 - c. The Town Clerk had attended the NALC webinar on Standards in Public Life.
 - d. The Town Clerk had started the annual appraisal process. She will call a Staffing Committee meeting in April.
- 6. Finance Issues**
- a. The monthly management accounts which had been circulated in advance were approved.
 - b. The Town Clerk reported that she had met with the Internal Auditor to plan timescales and procedures for this year's internal audit.
 - c. The Facilities Manager had circulated the updated list of cemetery fees to regular suppliers.
 - d. The Town Clerk had negotiated a refund on her SLCC conference fee due to an unsatisfactory room. A refund of £130 had been received which had been repaid into the training cost centre.
 - e. Quotes had been received for the repair to the zip line. A quote had been accepted from MJW Fabrications for £1817.00.
 - f. Cllr Mark Cargill is now dealing with the renovation of the BT phone kiosk following the resignation of Cllr Vaughan Blake. The Town Clerk had recovered £300 of the deposit paid to the renovation company and the work would now be done by a local contractor. It was agreed that the Town Clerk will apply to other town charities if additional funds were required.
 - g. There were no significant payments to report in the month.

7. Asset Register

The Town Clerk reported that the annual inspection of assets for risk had been completed by staff on 21st March 2025. There were no issues of concern raised. Certain assets had been scrapped during the year which would be removed from the updated Fixed Assets Register as at 31st March 2025.

8. Cash and Cheque Handling Procedure

The draft Procedure which had been prepared by the Town Clerk and circulated in advance of the meeting was approved as drawn.

9. Alcester Town Football Club

The Town Clerk was delighted to report that the new leases had been completed on 7th March.

10. Vacancies on the Town Council

The Town Clerk reported that an election had not been requested in respect of the vacancy created by the resignation of Cllr Vaughan Blake. Cllr K Foster's resignation would be formally reported at the Full Council meeting on 8th April and notices served after the meeting. It was hoped that two co-options could then be arranged for May or June.

11. Propositions to Full Council

There are no propositions from the Committee.

The meeting was then closed by the Mayor.