



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 29th APRIL 2025 AT 7.00 pm
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

Present

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

In attendance Mrs V Lowe, Town Clerk

PUBLIC PARTICIPATION

None

1. Apologies

Apologies were received and accepted from 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)

None.

5. Staffing Issues

- a. The Town Clerk reported that she had completed all annual staff appraisals.
- b. The Staffing Committee had met on 10th April to approve the annual appraisals and to agree pay reviews.
- c. The national pay settlement effective from 1st April 2025 is still awaited.
- d. Laura Clarke, the EPCC cleaner is due to return to work after her maternity leave on 6th May. Helen Cope the temporary cleaner who was covering the maternity leave finishes on 2nd May.

6. Finance Issues

- a. The end of year management accounts which had been circulated in advance were approved. The Mayor signed the Balance Sheet as at 31st March 2025. The final accounts will be presented at Full Council.
- b. The Town Clerk reported that the General Reserves at year end were £135,532. In accordance with the advice received from Moore last year, general reserves should cover 3 months' expenditure. Based on the expenditure budget for 2025-26 of £455,245, general reserves are now safely in excess of the required figure of £113,811.
- c. The list of direct debits was approved by the Committee.
- d. The bank mandate was reviewed and agreed. No changes are required.
- e. The Town Clerk reported that the first instalment of the precept - £205,060 - had been received on 23rd April.
- f. The quarterly VAT return had been submitted and paid by HMRC.
- g. The Town Clerk reported that the accounting close-down process had been completed by Rialtas on 15th April.
- h. All paperwork had been sent to the Internal Auditor.
- i. Cllr Mills had signed the bank reconciliations as at 31st March 2025 on 10th April.
- j. The Town Clerk had transferred £30,000 from the PSDF account to Lloyds on 27th March to cover expenditure in April pending receipt of the precept. Now that the precept had been received, £120,000 would be moved back into that account.
- k. There were no significant payments to report in the month.
- l. A donation of £350 had been received from Rotary for H&WB day trips.
- m. A donation of £150 had been received from the Alcester and District Local History Society in lieu of storage costs at the EPCC.

7. Statement of Internal Control

The annual Statement of Internal Control prepared by the Town Clerk and circulated in advance was approved as drawn.

8. Propositions to Full Council

There are no propositions from the Committee.

The meeting was then closed by the Mayor.