



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 27th MAY 2025 AT 7.00 pm
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

Present

Cllr G Forman (Deputy Mayor and Chair), Cllr D Henderson (Mayor), Cllr K Cargill and A Foster.

In attendance Mrs V Lowe, Town Clerk

PUBLIC PARTICIPATION

None

1. Apologies

Apologies were received and accepted from Cllr M Bowe.

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 started her training course - Principles of Internal Auditing Local Councils (PIALC).
- b. Laura Beach, the EPCC cleaner has now returned to work after her maternity leave.

6. Finance Issues

- a. The April management accounts which had been circulated in advance were approved.
- b. The Town Clerk reported that £120,000 had been transferred from Lloyds Bank to CCLA on 1st May.
- c. The Town Clerk reported that all the community grants had been paid.
- d. There were no other significant payments to report in the month.

7. Terms of Reference

The draft Terms of Reference prepared by the Town Clerk and circulated in advance were approved as drawn. There will be a proposition to Full Council to adopt them.

8. Internal Audit

This item was deferred as the internal audit report had not been received.

9. Investment Strategy

The draft Investment Strategy for 2025-26 prepared by the Town Clerk and circulated in advance was approved as drawn. It was agreed that the Town Clerk would look at options for diversifying investments and establish whether any insurance cover was available in case of the failure of any financial institution.

10. Reserves Policy

The updated Reserves Policy prepared by the Town Clerk and circulated in advance was approved as drawn. There will be a proposition to Full Council to adopt it.

11. Disciplinary and Grievance Policies

The updated policies prepared by the Town Clerk and circulated in advance were approved as drawn. There will be a proposition to Full Council to adopt them.

12. IT and Email Policy

It was noted that this policy was a requirement of the internal audit for 2025-26. The draft policy prepared by the Town Clerk and circulated in advance was approved with the addition of one clause to refer to social media messaging. It was noted that this policy replaced the previous Proper Use of Email Policy. There will be a proposition to Full Council to adopt it.

13. Propositions to Full Council

There are propositions from the Committee at 7, 10, 11 and 12. There will be separate agenda items regarding the internal audit and signing of the AGAR.

The meeting was then closed by the Deputy Mayor.