



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND  
GENERAL PURPOSES COMMITTEE WAS HELD ON  
TUESDAY 24<sup>th</sup> JUNE 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 Cllr M Bowe.

**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**

The Town Clerk reported that she had completed her certificate in Principles of internal Auditing Local Councils (PIALC). Councillors congratulated her on this achievement.

**6. Finance Issues**

- a. The May management accounts which had been circulated in advance were approved. The bank reconciliation statements for the end of May had also been circulated to councillors and were noted.
- b. The Town Clerk reported that she had completed the required submission to the Pensions Regulator confirming that appropriate staff were enrolled in a pension scheme.
- c. The Town Clerk reported that the Council's insurance renewal was completed by the deadline of 12<sup>th</sup> June via Clear Councils Insurance Management. The Council is now insured with Ecclesiastical Insurance Office plc, part of Benefact Group, a not-for-profit organisation who currently insure 22,000 charities, not-for-profit groups and voluntary organisations across the UK. As the previous insurance claim is still not closed, it was not possible to obtain alternative quotes although a three-year long-term agreement was available which has been accepted resulting in a discount.  
The cover for this year had been reviewed as usual by the Town Clerk and minor alterations were made where appropriate.  
As previously, the Council's insurance is comprised of three separate policies – main insurance policy (including public liability, property cover, employers' liability), vehicle insurance policy and excess liability policy (increasing public liability cover from £10m to £15m).  
The total cost of insurance was £8072.52 which was within budget.
- d. The Town Clerk reported that £40,000 was being transferred from CCLA to Lloyds on 25<sup>th</sup> June to cover routine expenditure.
- e. The Town Clerk reported that 3 quotes had now been received for the resurfacing of footpaths at Weir Fields. As previously agreed, this work will be done using the s106 funds for public open space from the southern part of the Bloor Homes site. The quotes were shared with Councillors and discussed. It was agreed to proceed with the quotation of £16,839.45 plus VAT from MacDonald Surfacing subject to approval by Full Council.
- f. The Town Clerk had been notified that National Grid have agreed terms with C G Corbett to install a new electricity substation and underground cabling at the ATFC site. This will require ATC to be party to certain lease documentation. The Town Clerk has requested that all ATC's legal costs should be met by the Head Landlord or National Grid.
- g. The most significant payment made during the month was for the insurance premium (6c above). The invoice for the Neurodivergent Friendly Alcester film for £1900 had been paid following the launch of the film on 19<sup>th</sup> June.

## **7. Audit for year ending 31<sup>st</sup> March 2025**

The Town Clerk reported that the completed AGAR and all supporting documentation had been sent to Moore, the external auditor as required. She confirmed that the signed AGAR and formal notices had been posted on the noticeboards and on the website. The period for the public inspection of the accounts was running from 6<sup>th</sup> June to 17<sup>th</sup> July inclusive.

## **8. Financial Regulations**

The Town Clerk had circulated an updated version of the Financial Regulations in advance of the meeting following recommended changes from NALC in March 2025. These were approved as drawn. There will be a proposition to Full Council to adopt the updated version.

## **9. Scheme of Delegation**

The Scheme of Delegation was reviewed. It was agreed that no changes were required.

## **10. Health and Safety Policy**

The Health and Safety Policy was reviewed. It was agreed that no changes were required.

## **11. Mayors Protocol**

The Town Clerk had circulated an updated version of the Mayors Protocol in advance of the meeting with some suggested changes. Following a discussion, it was agreed that the Town Clerk would revise the document and it would be discussed at the next meeting.

## **12. Propositions to Full Council**

There are propositions from the Committee at 6e and 8.

The meeting was then closed by the Deputy Mayor.