



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 26th AUGUST 2025 AT 7.00 pm
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

Present

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

In attendance Mrs V Lowe, Town Clerk

PUBLIC PARTICIPATION

None

1. Apologies

Apologies with reasons had been received from Cllr Bowe and were accepted.

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 the national pay settlement had been concluded with a 3.2% increase for all staff on Green Book contracts from 1st April 2025. The staff had been paid at their new rates in the July payroll which included back pay for April – June.
- b. Wendy Sherwood has completed her Carbon Literacy training in preparation for the climate change project.
- c. The Town Clerk has completed her Fire Warden training. She has also completed a course on Stress Awareness for Managers.

6. Finance Issues

- a. The July management accounts which had been circulated in advance were approved. It was noted that the June accounts had been reported to Full Council on 5th August. In response to a question, the Town Clerk explained that expenditure relating to the audit of the 2024/25 accounts (internal and external audit) had been carried forward from the previous year in accordance with income and expenditure accounting rules, which explained the zero expenditure figure in the accounts under Annual Return 100/4100.
- b. The Town Clerk reported that the Bank mandate had been updated with former Councillor Andrew Foster removed.
- c. The Town Council had been notified that the CCLA has been acquired by Jupiter Investment Management Group Limited.
- d. The Town Clerk reported that £40,000 had been transferred from the PSDF to Lloyds on 1st August to cover ongoing expenditure. A further £30,000 would be transferred shortly. The second instalment of the precept is due at the end of September.
- e. Cllr Mills had signed the bank reconciliations for June on 5th August.
- f. The quarterly VAT return has been submitted and paid.
- g. The Town Clerk reported that the long-standing insurance claim relating to a fallen tree on Jubilee Fields has been settled by the insurers.
- h. The most significant payment made during the month was the payment to C R Macdonald for £21,671.64 in respect of the resurfacing work at Jubilee Fields.

7. Audit for year ending 31st March 2025

The Town Clerk had reported to Full Council on 5th August that the external audit had been completed with no matters arising reported. The appropriate notices had been posted on the noticeboards and the website. There was one item brought to the Council's attention relating to the annual review of the Code of Conduct. The Code of Conduct had been reviewed at the meeting on 5th August therefore this item was concluded.

8. Deed of Agreement – SDC Community Climate and Nature Recovery Fund

The Deed of Agreement with Stratford on Avon DC had been circulated in advance of the meeting. The Town Clerk explained that the Deed was in a standard form as required by SDC. It secured two separate grants - £10,000 for various community climate activities and £750 for the River Arrow & Alne Revival Group who were removing Himalayan Balsam from the river banks. The Deed was approved. There will be a proposition to Full Council to authorise the Mayor and Deputy Mayor to sign it on behalf of the Town Council.

9. Mayoral Protocol

The updated Mayoral Protocol had been circulated by the Town Clerk in advance of the meeting. This version was approved as drawn. There will be a proposition to Full Council to adopt it.

10. Safeguarding Policy

Councillors reviewed the Safeguarding Policy. It was agreed that no amendments were required. It was noted that the current Safeguarding Procedures would also now be updated by the Town Clerk. The Town Clerk reported that Safeguarding training had been booked for the Town Clerk, Wendy Sherwood and the Mayor.

11. Complaints Procedure

Councillors reviewed the Complaints Procedure. It was agreed that no amendments were required.

12. Business Continuity Plan

It was noted that the Town Clerk had completed the annual review of the Business Continuity Plan which had been circulated to the Committee for information.

13. Propositions to Full Council

There are propositions from the Committee at 8 and 9.

The meeting was then closed by the Deputy Mayor.