



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 30th SEPTEMBER 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

No apologies – 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

- a. The Town Clerk has completed the renewal of her Safeguarding training.
 - b. The Town Clerk has attended online training courses on the transfer of assets and procurement.
 - c. The Town Clerk has also attended an SDC webinar on event management and emergency planning.
 - d. The Facilities Manager has attended a training course on allotment tenancy agreements.
 - e. The staff team had spent a day out of the office on 5th September (to accommodate building works at Globe House). Most of the day was taken up with inspecting ATC sites, identifying problems and making plans for the climate change grant fund.
- 6. Finance Issues**
- a. The August management accounts which had been circulated in advance were approved.
 - b. The Town Clerk reported that £30,000 had been transferred from the PSDF to Lloyds on 28th August to cover ongoing expenditure.
 - c. The second instalment of the precept was received on 11th September. The Town Clerk transferred £150,000 of this to PSDF on 19th September.
 - d. The climate change grants from SDC have been received totalling £10,750.00.
 - e. A grant has been received from the High Bailiff for the family day trips for £200.00.
 - f. A grant has been received from the WCC Councillor grant fund for Grand Days Out for £350.00.
 - g. The most significant payments made during the month were the loan payment to the Public Works Loan Board (£5730.20) and payment to Henshaws Executive Travel for the coaches for the family day trip to Barry Island (£2385.00). It was noted that donated funds were held in an ear marked reserve for the trip payment.

7. Standing Orders

The updated Standing Orders had been circulated by the Town Clerk in advance of the meeting. These included amendments recommended in the NALC Model Standing Orders 2025. A further typographical error was noted. This version was approved by the Committee. There will be a proposition to Full Council to adopt it.

8. Tree Management Policy

Councillors reviewed the Tree Management Policy and agreed that no amendments were required. It will be reviewed again in 2 years.

9. Globe House

The Town Clerk presented a briefing paper which had been circulated in advance of the meeting. The Town Clerk explained that the existing lease of Globe House was due to expire in September 2026. After a discussion, it was agreed that the Town Clerk would make initial

investigations to look at alternative office accommodation in Alcester and report back to the next meeting.

10. Visit Alcester website

The Town Clerk had prepared a briefing paper on the Visit Alcester website which had been circulated in advance. The Committee agreed to proceed with the formation of a Task and Finish Group to take the project forward. The Town Clerk will put this on the agenda for Full Council.

11. Propositions to Full Council

There is a proposition from the Committee at item 7 and item 10 will be a separate agenda item.

The meeting was then closed by the Deputy Mayor.