



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND  
GENERAL PURPOSES COMMITTEE WAS HELD ON  
TUESDAY 24<sup>th</sup> FEBRUARY 2026 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 were received with reasons 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 attended the SLCC Practitioners Conference on 28<sup>th</sup> and 29<sup>th</sup> January. It was an excellent and very useful conference. The Town Clerk had presented on the re-formation of the Warwickshire and West Midlands Branch of the SLCC.
- b. The Town Clerk reported that Laura Beach, the cleaner for the EPCC had handed in her notice. Helen Cope, who had previously been employed as maternity cover for Laura, had accepted the role on a permanent basis.
- c. The Town Clerk reported that she had been one of the speakers at the NALC webinar on 11<sup>th</sup> February entitled "Beyond The Precept: Funding Solutions for Smaller Parish and Town Councils". She had presented on how the renovation of the Greig Hall had been funded. The presentation had been well received.

**6. Finance Issues**

- a. The monthly management accounts which had been circulated in advance were approved. The Town Clerk reported that a grant had been received from WCC (£3620) towards the cost of employing the Youth Club leader. This had been used to cover wages incurred to date this year. It was noted that it was unlikely that further funds would be available and the precept for 2026-27 had taken this into account.
- b. The Town Clerk had attended a session by Rialtas to prepare for the year end process this year.
- c. The Town Council has been recruited as part of the pilot scheme to trial the electronic version of the AGAR. The Town Clerk has two sessions booked to prepare for this process.
- d. There were no significant payments to report this month.
- e. The Town Clerk has chased WCC regarding the renewal of the Globe House lease.
- f. The Deputy Town Clerk is working on a grant application to the Stratford on Avon District Council Community Grant Scheme to fund a new kitchen for the Eric Payne Community Centre.
- g. The Town Clerk reported that there was a small balance of £67.10 in the Ear Marked Reserve for the ND Friendly Alcester project. It was agreed to close this EMR and transfer to the Health and Wellbeing projects EMR.
- h. It was agreed to transfer the balance of the budget for the SPEND group (£1000) to the Health and Wellbeing projects EMR so that it can be used for some further Grand Days Out trips.

- i. It was agreed to transfer the balance of the budget for the lychgate repairs into an Ear Marked Reserve if the gates are not replaced by year end.
- j. The 3 yearly tree survey is currently being undertaken.

#### **7. Risk Assessment**

The draft annual Risk Assessment which had been circulated in advance of the meeting was discussed and approved. There will be a proposition to Full Council to adopt it.

#### **8. Data Protection Policy**

The draft policy prepared by the Town Clerk and circulated in advance of the meeting was approved. There will be a proposition to Full Council to adopt it.

#### **9. Data Retention Policy**

The updated policy prepared by the Town Clerk and circulated in advance of the meeting was approved. There will be a proposition to Full Council to adopt it.

#### **10. Propositions to Full Council**

There are propositions from the Committee at 7, 8 and 9.

Note – co-option of new Councillor.

The meeting was then closed by the Deputy Mayor.