



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 24th MARCH 2026 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 reported that Helen Cope had started as the cleaner for the Eric Payne Community Centre.
- b. The Town Clerk has started the appraisal process with staff and will be calling a Staffing Committee to report back.

6. Finance Issues

- a. The monthly management accounts which had been circulated in advance were approved.
- b. The Town Clerk reported that quotes had been obtained for the replacement gate at the lych gate and the order had been placed. As agreed at the last meeting, the outstanding funds in this budget had been transferred to the Ear Marked Reserve.
- c. The Town Clerk and Facilities Manager had met with the grounds staff to look at storage facilities at the Cemetery. The current plan is to repair the existing store rather than to replace it. Quotes are being obtained for the necessary repairs.
- d. The Town Clerk reported that the renovation of the Visitor Information Boards had been completed using the UKSPF funding from SDC. It had not been possible to repair the fingerposts so new ones had been ordered, once again from the funds from SDC. These would be delivered at the end of April.
- e. The Town Clerk has chased WCC once again regarding the renewal of the Globe House lease.
- f. There was no news on the grant application to the Stratford on Avon District Council Community Grant Scheme to fund a new kitchen for the EPCC.
- g. The three yearly tree survey had been completed and the Facilities Manager is working through the report. There were no immediate issues of concern.

7. Asset Register

The Town Clerk reported that the annual inspection of assets for risk had been completed by staff on 24th March 2026. There were no issues of concern raised. Certain assets had been scrapped during the year which would be removed from the updated Fixed Assets Register as at 31st March 2026.

8. Publication 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.

9. Social Media 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.

10. Publication Scheme

The updated scheme 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.

11. Propositions to Full Council

There are propositions from the Committee at 8, 9 and 10.

The meeting was then closed by the Deputy Mayor.