



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND  
GENERAL PURPOSES COMMITTEE WAS HELD ON  
TUESDAY 28<sup>th</sup> APRIL 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 the Staffing Committee had met on 13<sup>th</sup> April to approve the staff appraisals and pay reviews.

**6. Finance Issues**

- a. The end of year management accounts which had been circulated in advance were approved. It was noted that the loan repayments for the year ending 31st March 2026 were lower than budgeted due to one of the loans being repaid during the year.
- b. The Mayor signed the Balance Sheet as at 31<sup>st</sup> March 2026. The final accounts will be presented at Full Council.
- c. The Town Clerk reported that the General Reserves at year end were £156,782. In accordance with the advice received from Moore, general reserves should cover 3 months' expenditure. Based on the expenditure budget for 2026-27 of £474,302, general reserves are now safely in excess of the required figure of £118,576.
- d. The current list of direct debits was approved by the Committee.
- e. The bank mandate for Lloyds Bank was reviewed and signatories agreed. No changes are required.
- f. The Town Clerk reported that CCLA had asked for an updated bank mandate to be completed for the Public Sector Deposit Fund account. The form was completed providing for Cllr Cargill, Cllr Forman and the Town Clerk as signatories.
- g. The Town Clerk reported that the first instalment of the precept - £214,588.50 - had been received on 16<sup>th</sup> April.
- h. The quarterly VAT return had been submitted and paid by HMRC.
- i. The Town Clerk reported that the accounting close-down process had been completed by Rialtas on 16<sup>th</sup> April.
- j. The Town Clerk confirmed that all paperwork had been sent to the Internal Auditor.
- k. Cllr Mills had signed the bank reconciliations as at 31<sup>st</sup> March 2025 on 20<sup>th</sup> April.
- l. The Town Clerk had transferred £30,000 from the PSDF account to Lloyds on 26<sup>th</sup> March to cover expenditure in April pending receipt of the precept. Now that the precept had been received, £170,000 had been moved back into the PSDF account on 21<sup>st</sup> April.
- m. There were no significant payments to report in the month.
- n. A donation of £1000 had been received from Christine Tolman towards the renovation of the lych gate. A donation of £2000 had also been received for this project from Church Street Property Trust.

- o.** A donation of £150 had been received from the Alcester and District Local History Society in lieu of storage costs at the EPCC.
- p.** The Town Clerk reported that there was still no news on the grant application to the Stratford on Avon District Council Community Grant Scheme to fund a new kitchen for the EPCC.

#### **7. Statement of Internal Control**

The annual Statement of Internal Control prepared by the Town Clerk and circulated in advance was discussed. It was approved subject to an addition to include the name of the internal auditor.

#### **8. Eric Payne Community Centre**

The updated Terms and Conditions for the Centre which had been drafted by the Town Clerk and circulated in advance were approved.

#### **9. Propositions to Full Council**

There were no propositions from the Committee.

It was noted that the year end accounts will be presented to Full Council together with the AGAR when completed by the internal auditor.

The meeting was then closed by the Deputy Mayor.