A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE WAS HELD ON TUESDAY 28th JULY 2026 AT 7.00 pm AT GLOBE HOUSE, PRIORY ROAD, ALCESTER

Present
Cllr G Forman (Mayor), Cllr R Ashfield (Deputy Mayor) and Cllr K Cargill.

In attendance Mrs V Lowe, Town Clerk

PUBLIC PARTICIPATION
None.

1. Apologies
Apologies were received and accepted from Cllr D Henderson.

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. In accordance with HSE guidance, the Town Clerk had completed a Workplace Stress Risk Assessment in August 2025. The Town Clerk had followed the recommendation that a staff survey was undertaken. The Town Clerk shared the report of the outcomes of the survey with Councillors. The Town Clerk plans to repeat the exercise in September 2026.

b. The Town Clerk explained that employers had a duty to take reasonable steps to ensure that staff were not subject to sexual harassment. As part of this duty all Town Councillors need to receive training. It was agreed that the Town Clerk would deliver this training at 6.15 pm on 1st September (before the Full Council meeting on that day).

6. Finance Issues
It was noted that the meeting in June had been cancelled so the Town Clerk was reporting on finance issues since the last meeting on 26th May.

a. The May and June management accounts which had been circulated in advance were approved. The June accounts will be presented to Full Council.

b. The Use of Debit Card procedure was reviewed. No amendments are required.

c. The Internet Banking procedure was reviewed. No amendments are required.

d. The Cash and Cheque Handling procedure was reviewed. Reference was added to paying in cheques at the Banking Hub or the Lloyds Bank app and the procedure was approved.

e. The Town Clerk reported that £128 had been received from Lloyds Bank which related to overcharged fees and compensation arising from this from 2022.

f. The Climate Change Adaptation Audit grant agreement had been completed on 11th June. The audit had been completed on 23rd July.

g. The Town Clerk has completed the paperwork to remove the late Cllr Neal-Sturgess from the Lloyds Bank mandate and to add Cllr Ashfield. These actions have been successfully processed by the Bank.

h. The Town Clerk explained that as a condition of the cyber insurance, all ATC staff devices needed to have multi factor authentication. Cllr Ashfield offered to support the Town Clerk with this.

i. The Town Clerk reported that the Council's insurance renewal was completed by the deadline of 12th June via Clear Councils Insurance Management. The Town Council is on a three-year long-term agreement. The cover for this year had been reviewed as usual by the Town Clerk and minor alterations were made where appropriate.
As previously, the Council's insurance is comprised of three separate policies – main insurance policy (including public liability, property cover, employers' liability), vehicle insurance policy and excess liability policy (increasing public liability cover from £10m to £15m).

j. The most significant payments made since the last meeting were for the insurance premium (£7,397.69), lychgates (£7020.00) and the annual payment for the CCTV Partnership (£6049.00). There have also been a number of payments in connection with the replacement kitchen - £8622.63 to Howdens, £2180.50 to Nisbets (oven) and £3824.36 (dishwashers etc). All the kitchen payments are covered by the SDC grant.

7. Audit for year ending 31st March 2026

The Town Clerk reported that the completed AGAR and all supporting documentation had been sent to Moore, the external auditor as required. She confirmed that the signed AGAR and formal notices had been posted on the noticeboards and on the website. The period for the public inspection of the accounts was running from 3rd June to 15th July inclusive.

8. Renewal of lease of offices at Globe House

The Town Clerk reported that she had settled renewal terms with WCC to renew the lease of Globe House for a further 10 years. She awaited the draft lease from their solicitors.

9. Bleachfield Street South allotment site

The Town Clerk reported that the lease with Stratford District Council for this site was due for renewal. She had suggested to SDC that if they were happy to transfer the freehold of the site to ATC, this should be progressed without the need to deal with the renewal lease. She has a meeting booked with officers on 30th July.

10. Health and Safety Policy

Councillors carried out the annual review of the Health and Safety Policy. It was agreed that no amendments were required.

11. Equality and Diversity Policy

Councillors reviewed the Equality and Diversity Policy. It was agreed that no amendments were required.

12. Environmental Policy

The draft policy prepared by the Town Clerk had been circulated in advance of the meeting. It was approved as drawn. There will be proposition to Full Council to adopt it.

13. Data Protection Complaints Procedure

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

14. Propositions to Full Council

There are propositions from the Committee at items 12 and 13.

The meeting was then closed by the Mayor.