



**A MEETING OF ALCESTER TOWN COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE IS TO BE HELD AT
7 pm ON TUESDAY 28th JULY 2026
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

Present

The Town Clerk to record attendance

PUBLIC PARTICIPATION

Public participation is allowed at the discretion of the Mayor on items on the agenda but is limited to three minutes per person.

A G E N D A (Standing Orders apply)

1. Apologies

Clerk to report on any apologies received

2. Declarations of Interest

To receive any Declarations of Interest on items on the agenda

Members are reminded that, unless they have been granted a dispensation, if they have a Disclosable Pecuniary Interest as defined in the Council's Code of Conduct they may not participate in any discussion of or vote on the matter and must also leave the room for the duration of the matter.

3. Minutes of Previous Meetings

The minutes of the previous meeting were signed at Full Council.

4. Matters arising (not otherwise dealt with on the Agenda)

To consider matters arising from the previous Minutes.

5. Staffing Issues

To receive a report from the Town Clerk on staffing issues.

6. Finance Issues

To approve the monthly management accounts.

To review the [Use of Debit Card procedure](#)

To review the [Internet Banking procedure](#)

To review the [Cash and Cheque Handling procedure](#)

To receive a report from the Town Clerk on other finance issues.

7. Audit for year ending 31st March 2026

To receive a report from the Town Clerk on the progress of the audit

8. Renewal of lease of offices at Globe House

To receive an update on the renewal of the lease of the Town Council offices.

9. Bleachfield Street South allotment site

To receive an update on the renewal of the lease of the allotment site.

10. Health and Safety Policy

To review the [Health and Safety Policy](#)

11. Equality and Diversity Policy

To review the [Equality and Diversity Policy](#)

12. Environmental Policy

To consider the draft Environmental Policy prepared by the Town Clerk.

13. Data Protection Complaints Procedure

To consider the draft Data Protection Complaints Procedure prepared by the Town Clerk

14. Propositions to Full Council

To consider any other propositions to Full Council from Finance & General Purposes for inclusion in the forthcoming Full Council meeting.

Vanessa C Lowe

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Clerk to Alcester Town Council