A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE WAS HELD ON TUESDAY 25th AUGUST 2026 AT 7.00 pm AT GLOBE HOUSE, PRIORY ROAD, ALCESTER

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

In attendance Mrs V Lowe, Town Clerk

PUBLIC PARTICIPATION
None.

1. Apologies
None – 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. It was noted that the Sexual Harassment training would be undertaken before Full Council on 1st September. The Town Clerk reported that all councillors had agreed to attend.

b. The Town Clerk reported that she had purchased a package of online training from iHasco which was currently being undertaken by staff. This included training in fire awareness, manual handling, COSHH regulations. In addition, the Mayor had completed the Safeguarding training as required by the Safeguarding Policy.

c. It was announced on 24th August that the employers and unions had agreed a 3.3% pay increase for staff. As the payroll has already been processed this month, staff will be paid backpay to cover this increase in September.

6. Finance Issues
a. The July management accounts which had been circulated in advance were approved.

b. The Town Clerk reported that she had transferred £20,000 from the CCLA to Lloyds on 19th August to cover ongoing expenditure. The second instalment of the precept is due in September.

c. The Town Clerk has negotiated a contract to lease a new office printer. The new lease will result in a saving of circa £100 per quarter on the old lease.

d. The only significant payments made since the last meeting related to the installation of the new kitchen. These payments are all covered by the SDC grant.

7. Audit for year ending 31st March 2026
The Town Clerk is still awaiting the outcome of the external audit.

8. Renewal of Bleachfield Street allotment lease.
The Town Clerk has agreed the form of the new lease with Stratford District Council. The lease will be in exactly the same terms as the previous lease. Execution of this lease needs to be approved at Full Council.

9. Renewal of lease of offices at Globe House
The Town Clerk is still awaiting the draft lease from the WCC solicitors.

10. Privacy Policy
The new draft Policy had been circulated by the Town Clerk in advance of the meeting. This was approved as drawn. There will be a proposition to Full Council to adopt it.

11. Privacy Notice
It was noted that the new Privacy Notice was on the website.

12. Volunteer Policy

The Volunteer Policy was reviewed by Councillors. It was agreed that no amendments were required.

13. Training and Development Policy

The Training and Development Policy was reviewed by Councillors. It was agreed that no amendments were required.

14. Propositions to Full Council

There are propositions from the Committee at items 8 and 10.
It was agreed that the September meeting of the Committee would be cancelled.

The meeting was then closed by the Mayor.