

**A MEETING OF ALCESTER TOWN COUNCIL SCRUTINY COMMITTEE WAS HELD AT 10:00 a.m. ON THURSDAY 18<sup>th</sup> MARCH 2010 AT GLOBE HOUSE, PRIORY ROAD, ALCESTER (ENTRANCE FROM SEGGS LANE)**

**PUBLIC PARTICIPATION**

No public were present

**Present**

D Hancox (Chair) R Leek, P Crabtree, Y Hine, W Malin, C Wright (Clerk)

**1. Election of Chairman**

Deferred

**2. Apologies**

No apologies and reasons for absence were received

**3. Declarations of Interest**

No declarations of interest were given

**4. Minutes of Last Meeting**

Minutes of the meeting held 17<sup>th</sup> September 2009 were approved

**5. Terms of Reference**

No recommendations to change terms of reference had been submitted

**6. Council Procedures**

Members received a report from the Chair regarding the lawful actions of the Town Council. It was agreed that the Town Council were acting lawful in respect of submitting minutes to the council meeting or the committee to which they referred for approval at the next meeting, after which they could be published and any proposals to be put before council from the original meeting could only then be introduced. It was not appropriate to issue draft committee minutes to every councillor before they had been approved by the relevant committee.

A review the procedures relating to agendas were also considered and it was agreed a motion at the beginning of the Council year should stating the preference for agendas to be sent by e-mail should be approved by council. This would ensure all council procedures were in line with the National Association of Local Councils preferred practice.

**7. Internal Audit Reports**

The Clerk reported no correspondence from Internal and External Auditors was due until the audit process was started in the new financial year.

**8. Complaints**

The committee thought it inappropriate to consider any complaints by Council Members or the public regarding Town Council activities as they were being considered under item 6.

**9. Committee Projects and Structures**

The procedures and principles of proposals to council had been discussed under item 6. The Clerk reported on existing Council Led Projects stating that one concern related to the Allotment Association programme which had resulted into a committee without all allotment holders being part of a bigger association which was not the original plan, was of concern to the clerk. Further progress would be reported back. It was also stated that some of the Vision for Alcester projects had cost implications in the future.

The Clerk reported on the progress of future projects including the Natural Play area and the Pavilion Extension for a youth centre facility

A review of the roles of Scrutiny Members on other committees was deferred.

**10. Proposal to Council**

- a. Proposals from committees requiring Full Council Approval were to be deferred until the minutes for the meeting were approved at the next committee meeting.
- b. To propose at the annual meeting, or the meeting immediately after, the method by which agendas are to be distributed to councillors e.g. e-mail or post.

**11. Scrutiny Meetings**

The Proposed Date of the Next Meeting, which was to take place in April, was deferred until a meeting of Presidium was agreed.