



**A MEETING OF ALCESTER TOWN COUNCIL PRESIDIUM WAS HELD  
ON TUESDAY 31<sup>st</sup> AUGUST 2021 AT 7.00pm  
BY VIDEO CONFERENCE**

**Present**

Cllr K Cargill (Mayor), Cllr T Forman (Deputy Mayor and Community Facilities Committee Chairman), Cllr V Blake (Community Care Committee Chairman), Cllr M Bowe (Planning Committee Chairman), and Cllr G Forman (Immediate Past Mayor).

**In attendance** Mrs V Lowe, Town Clerk

**PUBLIC PARTICIPATION**

There was no public participation.

**1. Apologies**

There were 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 Rose Horgan, the cleaner for the EPCC had handed in her notice as she was retiring on 23<sup>rd</sup> December 2021. The Town Clerk will advertise the post.
- b. The Town Clerk will call a staffing committee meeting to cover recent appraisals and staff changes.

**6. Finance Issues**

- a. The monthly management accounts which had been circulated in advance were discussed and approved.
- b. The Town Clerk reported that the external auditor PKF Littlejohn had completed the audit of the accounts for 2020-21 and a report had been issued with no matters arising. She will report this at Full Council.
- c. The Town Clerk had been successful in securing a grant of £4196 from Warwickshire County Council to pay the salary of the Youth Club leader for 12 months from September 2021.
- d. The Town Clerk reported that she was working with Shakespeare's England as part of their "Welcome Back" project. There was some funding available which would be put towards the Christmas Fayre event at the Greig Hall.
- e. The Town Clerk reported that SDC Cabinet was due to consider a grant of £50,000 for the Greig Hall from the allocation of CIL funds following from the Infrastructure Funding Statement.

**7. Health and Safety Policy**

It was agreed that the existing Health and Safety Policy required review. The Town Clerk had sought quotations from external Health and Safety consultants who could potentially advise the Town Council on all issues relating to health and safety and act as the "competent person" for the purposes of health and safety legislation. It was agreed that the Greig Hall project added considerable complication to the health and safety obligations of the Council. The Town Clerk thanked Cllr Bowe for his kind offer of support in respect of health and safety issues arising out of this project. It was agreed that the Town Clerk would consider the quotes received and report to the next Presidium meeting on options.

**8. ATC Committee structure**

The Town Clerk had circulated a paper on proposed restructuring of Committees. This was discussed and it was agreed that there was potential for change with effect from May 2022. It was agreed that the matter would be discussed again at the September Presidium meeting.

**9. Oversley Ward councillor vacancy**

The Town Clerk confirmed that SDC had not received a request for an election in respect of this vacancy. It was agreed that the Council should move towards co-opting a new Councillor. The Town Clerk will advertise the vacancy and ask for nominations by 24<sup>th</sup> September to enable

candidates to be invited to the Full Council meeting on 5<sup>th</sup> October. As on previous occasions, candidates will be asked to make a brief verbal presentation to Council and then a vote will be taken. In accordance with Standing Orders, this will be a secret ballot.

**10. Greig Hall**

There were no items of expenditure to approve.

**11. Planning Committee**

Cllr Bowe had provided a written update on the recent committee meetings which had been circulated in advance. There were no propositions from the Committee.

**12. Community Care Committee**

Cllr Blake gave an update on the issues discussed at the August Committee meeting including the allocation of the second phase of the community grants. It was agreed that these grants would be announced at the September Full Council meeting and the Town Clerk would arrange for payment as soon as possible thereafter. There were no propositions from the Committee.

**13. Community Facilities Committee**

There had not been a Facilities Committee meeting in August.

**12. Propositions to Full Council**

There are no propositions to Full Council.

The meeting was then closed by the Mayor.