



# **A MEETING OF ALCESTER TOWN COUNCIL PRESIDIUM WAS HELD ON TUESDAY 30<sup>th</sup> NOVEMBER 2021 AT 7.00pm AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

## **Present**

Cllr K Cargill (Mayor), Cllr V Blake (Community Care Committee Chairman), and Cllr M Bowe (Planning Committee Chairman).

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

## **PUBLIC PARTICIPATION**

There was a presentation from Carole Zambonini on Alcester Day Care's proposal to build a self-contained building on the Greig site to accommodate their dementia day care service and possibly also the Alcester Café. Mrs Zambonini attended the meeting with six members of her committee. She outlined the existing provision for those with dementia and their carers and their need for a permanent home. The proposal was discussed and Councillors asked questions. It was agreed that further information was required to enable a proposal to be put to Full Council. The Mayor thanked the committee for attending and agreed to supply Mrs Zambonini with a list of additional information in the New Year.

### **1. Apologies**

Apologies were received and accepted from Cllr G Forman (Immediate Past Mayor).

### **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 Tim Forman had been appointed as Office Administrator.
- b. A new cleaning company had been appointed to clean the EPCC.
- c. The office staff had held a workshop on data protection.
- d. The national pay settlement for local government staff has not yet been agreed.

### **6. Finance Issues**

- a. The monthly management accounts and bank reconciliation statements which had been circulated in advance were discussed and approved.
- b. A grant had been awarded from the Household Support Fund which would enable Christmas supermarket vouchers to be distributed to families who had been identified by schools as in need of additional support. 31 families would be supported with a £50 voucher.
- c. Following a long-standing dispute with BT, the Town Clerk had been successful in resolving matters which had resulted in the Council's BT account being credited for services unnecessarily supplied and charged to the Council in previous years.
- d. The Town Clerk has renegotiated the photocopier contract which should result in a saving of £200 per quarter.
- e. Having received three quotes for the high priority tree work identified in the Cemetery, the Town Clerk has accepted a quote of £1900 plus VAT from Roots to Shoots. The work will be undertaken once permission has been obtained from SDC.

### **7. Resignation of Cllr Tim Forman**

The Town Clerk reported that the vacancy notice had been posted on the notice boards and website as required and that SDC had been advised of the vacancy. The notice expires on 10<sup>th</sup> December and providing that no election has been requested, the Council will be able to co-opt a replacement councillor. It was agreed that, after 10<sup>th</sup> December, the Town Clerk would contact the two individuals who had previously indicated that they were interested and would advertise the vacancy. It was anticipated that a new Councillor would not be able to be co-opted before the February Town Council meeting.

The Town Clerk explained that the Standing Orders did not provide for what should happen in the event of the resignation of a Deputy Mayor mid-term. She also explained that there was no obligation to have a Deputy Mayor.

After a discussion it was agreed to recommend to Full Council that the position of Deputy Mayor was left vacant for the remainder of the Mayoral year. There would then be an election for the Mayor and Deputy Mayor in May 2022.

It was noted that the Mayor might need support from other Councillors if she were unable to attend a civic event but this could be managed on an ad-hoc basis by the Mayor's secretary.

It was agreed that a new Chair of Community Facilities would need to be elected at the Committee meeting on 18<sup>th</sup> January. Cllr G Forman had agreed to keep a watching brief on Facilities in the meantime.

It was noted that Cllr T Forman was an appointed Trustee for Church Street Property Trust and United Charities. The Town Clerk will ask him to resign from both charities so that replacements can be appointed.

It was agreed that Cllr T Forman would be removed from the bank mandate and replaced by Cllr Bowe.

### **8. Output from ATC workshop**

It was agreed to share the output from the workshop with all councillors and to schedule a further discussion on the issues raised in the New Year.

### **9. Greig Hall**

There were no further items of expenditure requiring approval.

### **10. Planning Committee**

All Councillors present had also attended the planning committee meeting so no report was required. Cllr Bowe confirmed that there were no propositions.

### **11. Community Care Committee**

There had been no meeting in November.

### **12. Community Facilities Committee**

The November meeting had been cancelled. The Town Clerk will review any outstanding items which required attention.

The Town Clerk shared her concern about the extreme shortage of burial space in the Cemetery. She estimated that there were less than 5 new burial plots available. It was agreed that the Cemetery Working Group needed to meet as soon as possible. The Town Clerk will contact Cllr G Forman to discuss further.

### **12. Propositions to Full Council**

There were no propositions to Full Council.

The meeting was then closed by the Mayor.