



# ALCESTER TOWN COUNCIL

Office of the Town Clerk

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26<sup>th</sup> October 2022

To: All Town Councillors  
Copies to: Local District and County Councillors

Dear Councillor,

You are duly summoned to the next meeting of the Alcester Town Council, to be held on **Tuesday 1<sup>st</sup> November 2022 at 7.00pm** at Globe House, Priory Road, Alcester.

## **Present**

*Clerk to confirm record of Council Members present to ensure a quorum is met*

## **PUBLIC PARTICIPATION AT DISCRETION OF MAYOR**

*Residents are invited to give their views and question the Town Council on issues on this agenda, or raise issues for future consideration at the discretion of the Mayor, before the start of the Town Council meeting and no later than 30 minutes after the start. Members of the public may not take part in the Town Council meeting itself.*

## **District and County Councillors' Reports**

*To receive reports from District and County Councillors*

## **A G E N D A (Standing Orders Apply)**

### **1. Apologies**

*To receive and approve apologies for absence.*

### **2. Minutes of Council Meetings**

*To consider the approval of the minutes of the Full Council meeting held on [4<sup>th</sup> October 2022](#).*

### **3. Declarations of Interest**

*To receive any Declarations of Interest.*

*(Note: 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 meeting for the duration of the matter)*

### **4. Mayors Report**

*To receive a report from the Mayor.*

### **5. Town Clerk's Report**

*To receive a [report from the Town Clerk](#)*

*The Town Clerk to answer any questions on her report.*

### **6. Finance & General Purposes Committee**

*To confirm the Chair has been satisfied their Committee members approve the minutes.*

*The Chair to sign the Committee minutes from the preceding month.*

*The Chair to answer any questions from Councillors on issues arising from the minutes.*

The Town Clerk, as RFO, to present the management accounts for the second quarter 2022-2023.

There are the following propositions from the F & GP Committee:

**6.1** "To approve the amended [Health and Safety Policy dated October 2022](#)"

**6.2** "To approve the amended [CCTV Policy](#) and associated documents dated October 2022"

Please see website for associated documents for CCTV policy

<https://www.alcester-tc.gov.uk/town-council/full-council/full-council-documents/>

## **7. Planning Committee**

To confirm the Chair has been satisfied their Committee members approve the minutes. The Chair to sign the Committee minutes from the preceding month.

The Chair to answer questions on issues arising from the minutes.

There is a proposition from the Planning Committee:

**7.1** "To commission a Housing Needs Survey (short form) from WRCC to commence in January 2023."

## **8. Lead Councillors**

To receive reports from Lead Councillors as follows:

**8.1** Community Engagement – To review the [Community Engagement Policy](#) (no changes proposed) and updated [Action Plan](#). Future reviews to be annually in November.

**8.2** Greig Hall – verbal report

**8.3** [Community Resilience](#)

## **9. Review of Committee arrangements and Lead Councillor roles**

To consider the [paper prepared by the Town Clerk](#) - a 6 month review of the committee structure and Lead Councillor roles.

To consider the recommendations from the review.

## **10. Town Council Representatives**

To receive reports from Town Council Representatives

## **11. Payment of Accounts**

To receive a report for approval by Council on Payment of Accounts for November 2022.

## **12. Dates of future meetings**

Planning Committee Monday 21<sup>st</sup> November at 7 pm by Zoom

F & GP Committee Tuesday 29<sup>th</sup> November at 7 pm at Globe House

Full Council Tuesday 6<sup>th</sup> December at 7 pm at Globe House

*Vanessa C Lowe*

**Vanessa Lowe**

**Clerk to Alcester Town Council**

### Exclusion of the public from meetings for confidential items of business

To exclude the public (including the press) from a meeting of the Council, it is necessary for the following proposition to be moved and adopted "that, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting for item number(s), which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended) as indicated"