



**MINUTES OF THE ALCESTER TOWN COUNCIL MEETING  
HELD ON TUESDAY 6<sup>th</sup> JUNE 2023  
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER.**

**Present**

Councillors V Blake (Mayor), M Bowe (Deputy Mayor), K Cargill, M Cargill, C Neal-Sturgess, K Foster, G Smithers, W Mills, E Wilson, G Forman, A Leask, A Foster, C Elliott and D Henderson.

**In attendance** Mrs V Lowe, Town Clerk and Cllr S Juned (District Councillor).

**PUBLIC PARTICIPATION AT DISCRETION OF MAYOR**

There was no public participation.

**District and County Councillors' Reports**

Cllr Juned (Ward Member for Alcester East) reported that the local elections had brought about the biggest change ever in the make-up of Stratford District Council. For the first time in its history, it will be a majority Liberal Democrat administration and Cllr Juned has been elected as Leader of the Council. Cllr Juned explained that all new Councillors were undergoing training in their roles.

Cllr Juned reported that the Overview and Scrutiny Committee would now be chaired by a member of the opposition to ensure better scrutiny. The Committee had set up a Task and Finish Group to explore ways to better engage with housing associations.

On behalf of Cllr Harmer, Cllr Juned reported that it was understood that a planning application had been submitted in connection with The Three Tuns but more details were awaited from the Case Officer.

She also reported that the frontage of the Stone House had been damaged by a car which had accidentally left the road from one of the disabled parking bays.

**1. Apologies**

Apologies were received and accepted from Cllr J Harmer (Ward Member for Alcester West). Cllr E Randle sent apologies after the meeting.

Cllr K Greenaway was absent.

**2. Minutes of Council Meetings**

The Mayor asked Councillors to consider for approval the minutes of the Full Council meetings held on Tuesday 16<sup>th</sup> May 2023 and Tuesday 23<sup>rd</sup> May 2023. Both sets of minutes were proposed to be accepted by the Deputy Mayor, seconded by Cllr Forman and approved by Council; they were then signed by the Mayor.

**3. Declarations of Interest**

There were no declarations of interest on the agenda items.

**4. Mayor's Report**

The Mayor reported that he had been pleased to attend the Mayor Making at Whitnash Town Council.

**5. Town Clerk's Report**

The Town Clerk presented her monthly report which had been circulated in advance of the meeting. She reminded Councillors about the Alcester CAFÉ (Climate Action for Everyone) event on 24<sup>th</sup> June.



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Cllr Foster offered to attend the Stratford District CCTV meetings with the Town Clerk.

**6. Annual Return**

The completed Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2023 had been circulated in advance. The report from the Internal Auditor, Mrs S Griffiths had also been circulated in advance.

The Clerk confirmed that all financial documentation had been made available to the Internal Auditor who had attended Globe House on 2<sup>nd</sup> May to complete the internal audit. Council considered the Internal Audit procedures for the year 2022-23 and agreed that they were adequate and effective.

There were no questions regarding the documentation supplied.

The Town Clerk was thanked for her work in respect of the audit.

**6.1 Approval of Annual Governance Statement**

The statements on the Annual Governance Statement for the year ending 31<sup>st</sup> March 2023 were considered and approved. The Mayor asked Councillors to confirm that they were happy for him to sign the Statement. This was proposed by Cllr K Cargill, seconded by Cllr Wilson and carried unanimously. The Statement was signed by the Mayor as Chair of the Meeting and the Town Clerk. (*Minute reference – Annual Return*)

**6.2 Approval of Accounting Statements**

The Accounting Statements for the year ending 31<sup>st</sup> March 2023 which had been prepared and signed by the Town Clerk as Responsible Financial Officer were considered and approved. The Mayor asked Councillors to confirm that they were happy for him to sign the Statements. This was proposed by Cllr M Cargill, seconded by Cllr Forman and carried unanimously. The Statements were signed by the Mayor as Chair of the Meeting. (*Minute reference – Annual Return*)

**7. Finance & General Purposes Committee**

The Mayor confirmed that he was satisfied that Committee members approved the minutes from the preceding month, which were then signed.

There was a proposition from the Committee as follows:

7.1 To approve the Terms of Reference for the F & GP Committee.

This was proposed by Cllr Forman, seconded by Cllr Elliott and carried by Council.

**8. Lead Councillors**

The Town Clerk's report dated April 2023, which was a review of the Lead Councillor roles, was noted.

There was a discussion regarding how the annual appointment/reappointment of Lead Councillors and committee members should be dealt with on an annual basis. The Mayor proposed that the Town Clerk would issue a list in March/April inviting Councillors to put themselves forward or step back as they wished.

In the event that there were competing demands for a particular role or position, a ballot would be held. The Deputy Mayor encouraged Councillors to attend committees to find out how they operated. Cllr A Foster stressed the



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importance of working collaboratively and encouraged everyone to make the best use of Working Groups.

It was agreed that the Town Clerk would put together a template for Lead Councillor reports.

The proposed reporting schedule for Lead Councillors was agreed with a minor amendment.

**9. Strategic Plan**

Cllr Mills, as Chair of the Working Group, presented the Strategic Plan which had been approved in draft by Councillors in April. She proposed that it was adopted by the Council. This was seconded by Cllr K Foster and carried by Council.

Cllr Mills reported that the Working Group had met and had produced the first draft of an Action Plan. She proposed that the Terms of Reference for the Working Group (which had been circulated in advance) were approved by Council. This was seconded by Cllr M Cargill and carried by Council.

Cllr Mills advised that the draft Action Plan would shortly be circulated to Councillors for comment with a view to seeking approval from Full Council at the July meeting.

**10. Training and Development of Councillors**

The Mayor advised that training had been discussed at the recent F & GP Committee meeting. He stressed the importance of training for Councillors and encouraged all Councillors to investigate opportunities via WALC in particular. Cllr Juned was asked to enquire whether any training was available to Town and Parish Councillors via SDC.

It was noted that Cllr K Foster was interested in undertaking training in planning as she had just joined the Committee. The Town Clerk offered to assist if required.

Cllr Leask requested that Flood Warden training was arranged.

Cllr Henderson suggested that training could be provided on signposting enquiries received from the public. Cllrs M Cargill and Leask offered to share some training on this subject.

It was noted that opportunities to engage with the public should be taken up to increase the visibility of Councillors.

It was agreed that the current Training and Development Policy should be reviewed by the F & GP Committee to include the issues discussed.

**11. Town Council Representatives**

United Charities – Cllr Bowe reported that the charity was investigating the purchase of two additional properties. This was complicated but an initial meeting had taken place with SDC to look at options.

The Greig Hall – Cllr Foster reported on the recent meeting of the trustees – there had been an update on registration of the lease and grant opportunities were being investigated.

Church Street Property Trust – Cllr M Cargill reported that grant applications had been considered for the Dementia Centre and the day trip to Weston being organised by Ali Mainey.



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Alcester War Memorial Town Hall – Cllr Forman reported on the recent committee meeting. The insurance and music licences had been renewed. A quote had been received for repairs to the guttering and other outside decoration amounting to £16,000. It had been identified that the back door was rotten and would need to be replaced/repaired depending on Listed Building requirements. It had been agreed with WCC that double yellow lines would be painted around the Hall to stop parking.

**12. Payment of Accounts**

The Town Clerk presented the Payment of Accounts for the preceding month. The accounts were proposed to be approved by Cllr M Cargill, seconded by Cllr Mills and carried by Council.

**13. Dates of future meetings**

Planning Committee - Monday 12<sup>th</sup> June 2023 at 7 pm by Zoom.

Finance & General Purposes Committee - Tuesday 27<sup>th</sup> June 2023 at 7 pm.

Full Council - Tuesday 4<sup>th</sup> July 2023 at 7 pm.

Unless otherwise stated, all meetings at Globe House.

The Mayor closed the meeting.