



**MINUTES OF THE ALCESTER TOWN COUNCIL MEETING
HELD ON TUESDAY 3rd JUNE 2025
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER.**

Present

Councillors D Henderson (Mayor), G Forman (Deputy Mayor), R Ashfield, M Bowe, M Cargill, K Cargill, C Chester, A Foster, C Neal-Sturgess and A Leask.

In attendance Mrs V Lowe, Town Clerk, Cllr J Norris (County Councillor), Cllr S Juned (District Councillor and Cllr T Ballinger (District Councillor).

PUBLIC PARTICIPATION AT DISCRETION OF MAYOR

None.

District and County Councillors' Reports

Cllr J Norris (County Councillor) introduced himself having been elected on 1st May 2025. He reported that there was no overall control at the County Council with Reform UK being the largest party.

Cllr T Ballinger (Ward Member for Alcester West) also introduced himself having been elected on 1st May 2025.

Cllr S Juned (Ward Member for Alcester East) reported that on the previous day, the SDC Cabinet had agreed to the grant of a 25-year lease to Alcester Daycare to enable them to renovate Orchard House, the former caretaker's property on the Greig Site, to create a day care centre for those with dementia. Cllr Foster asked whether Cllr Juned could investigate why the grass on the two A46/A435 roundabouts had been mown, destroying the wild flowers which were growing on them. Cllr Juned will investigate which authority controls the mowing on these sites.

1. Co-option of two Town Councillors for Alcester West and one Town Councillor for Alcester East.

Councillors heard presentations from three candidates who had indicated that they would like to be considered for co-option.

The Mayor adjourned the meeting and the public were excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960.

In accordance with the Co-option Policy, Councillors then voted to co-opt the new Councillors.

The meeting resumed.

The Mayor announced that Councillors had unanimously voted to co-opt Joanna Andrews and Victoria Holyland as Town Councillors for Alcester West and Ray Howells as a Town Councillor for Alcester East. Mrs Andrews, Mrs Holyland and Mr Howells signed their Declarations of Acceptance of Office which were witnessed by the Town Clerk and they all then joined the meeting.

2. Apologies

Apologies were received and accepted from Cllrs D Gordon, K Greenaway and W Mills.

3. Minutes of Council Meetings

The Mayor asked Councillors to consider for approval the minutes of the Full Council meetings held on Tuesday 6th May 2025 and Tuesday 13th May 2025.

Signed.....

1st July 2025



**MINUTES OF THE ALCESTER TOWN COUNCIL MEETING
HELD ON TUESDAY 3rd JUNE 2025
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER.**

They were proposed to be accepted by Cllr Neal-Sturgess, seconded by Cllr Gordon and approved by Council; they were then signed by the Mayor.

4. Declarations of Interest

There were no declarations of interest on the agenda items.

5. Mayor's Report

The Mayor reported that he had attended Mayor Making ceremonies at Leamington Spa and Whitnash. He had been delighted to visit the Alcester Repair Café and was very impressed with how it operated.

The Deputy Mayor had represented the Mayor at the Food Festival and had been pleased to attend the food educators brunch and to judge the schools bake off competition. She thanked the Food Festival committee for their hard work in putting on the event.

6. Town Clerk's Report

The Town Clerk presented her monthly report which had been circulated in advance of the meeting. She confirmed that she had reported the visibility issues on Seggs Lane/Roman Way to Warwickshire County Highways and had informed the new County Councillor.

7. Annual Return

The completed Annual Governance and Accountability Return for the year ended 31st March 2025 had been circulated in advance.

7.1 Internal Auditor's Report

The report from the Internal Auditor, Louise Baudet, had also been circulated in advance. The Town Clerk confirmed that all financial documentation had been made available to the Internal Auditor to complete the internal audit. There were no questions regarding the report.

Council considered the Internal Audit procedures for the year 2024-25 and agreed that they were adequate and effective.

7.2 Approval of Annual Governance Statement

The statements on the Annual Governance Statement for the year ending 31st March 2025 were considered and approved. The Mayor asked Councillors to confirm that they were content for him to sign the Statement. This was proposed by Cllr Neal-Sturgess, seconded by the Deputy Mayor and carried unanimously. The Statement was signed by the Mayor as Chair of the Meeting and the Town Clerk. (*Minute reference – Annual Return*)

7.3 Approval of Accounting Statements

The Accounting Statements for the year ending 31st March 2025, 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 content for him to sign the Statements. This was proposed by the Deputy Mayor, seconded by Cllr K Cargill and carried unanimously. The Statements were signed by the Mayor as Chair of the Meeting. (*Minute reference – Annual Return*)

8. Finance & General Purposes Committee

The Deputy Mayor as Chair of the Committee confirmed that she was satisfied that Committee members approved the minutes from the preceding month, which were then signed. There were no questions about the minutes.

Signed.....

1st July 2025



**MINUTES OF THE ALCESTER TOWN COUNCIL MEETING
HELD ON TUESDAY 3rd JUNE 2025
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER.**

There were the following propositions from the Committee:

8.1 To approve the updated Terms of Reference for the Committee.

This was proposed by the Mayor, seconded by Cllr Foster and carried by Council.

8.2 To adopt the updated Reserves Policy dated May 2025.

This was proposed by Cllr Neal-Sturgess, seconded by Cllr K Cargill and carried by Council.

8.3 To adopt the updated Disciplinary and Grievance Policies both dated May 2025.

This was proposed by Cllr Leask, seconded by Cllr Bowe and carried by Council.

8.4 To adopt the IT and Email Policy dated May 2025.

This was proposed by Cllr M Cargill, seconded by the Mayor and carried by Council. It was noted that this replaced the Proper Use of Email Policy.

9. Planning Committee

Cllr M Cargill, as Chair of the Committee, confirmed that he was satisfied that Committee members approved the minutes from the preceding month, which were then signed. There were no questions about the minutes.

Cllr Cargill gave further details on the objection submitted on application 25/00597/OUT - Land North Of Allimore Lane Alcester.

10. Lead Councillors

The reporting schedule for Lead Councillors for 2025-26 which had been circulated in advance was approved.

It was agreed that Cllr Ashfield and Cllr Leask would organise Window Wanderland in 2026.

11. Town Council Representatives

Church Street Property Trust – Cllr M Cargill reported on recent grants distributed by the charity including to FACES for All CIC, for the 80th anniversary of VE Day, for the Court Leet pancake race and to the Town Council for the ND Friendly Alcester project.

Alcester War Memorial Town Hall – The Deputy Mayor reported that the accounts up to December 2024 had been examined and the quinquennial maintenance report had been received. Donations from the public had ensured that the hanging baskets could be installed as usual. The double yellow lines were still outstanding.

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 Neal-Sturgess, seconded by the Cllr Ashfield and carried by Council.

13. Dates of future meetings

Planning Committee – Monday 16th June at 7 pm

Finance & General Purposes Committee - Tuesday 24th June at 7 pm.

Full Council - Tuesday 1st July at 7 pm.

Unless otherwise stated, all meetings at Globe House.

The Mayor closed the meeting.

Signed.....

1st July 2025