



# ALCESTER TOWN COUNCIL

Office of the Town Clerk

Globe House, Priory Road, Alcester  
Warwickshire, B49 5DZ  
Tel: 01789 766084  
Email: [clerk@alcester-tc.gov.uk](mailto:clerk@alcester-tc.gov.uk)  
Web: [www.alcester-tc.gov.uk](http://www.alcester-tc.gov.uk)

28<sup>th</sup> May 2025

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 3<sup>rd</sup> June 2025 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 (such reports to last no longer than 3 minutes each).*

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

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

*To hear presentations from candidates for co-option.*

*Each candidate to be called individually and to withdraw from the meeting after their presentation.*

*To consider candidates for the vacancies on the Town Council and to vote to select up to three candidates.*

*For the candidates to rejoin the meeting and for the Mayor to announce the names of the candidates co-opted.*

*The successful candidates to be invited to sign their Declarations of Acceptance of Office and to join the meeting.*

#### **2. Apologies**

*To receive and approve apologies for absence.*

#### **3. Minutes of Council Meetings**

*To consider the approval of the minutes of the Full Council meetings held on [6<sup>th</sup> May 2025](#) and [13<sup>th</sup> May 2025](#).*

#### **4. 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)*

**5. Mayors Report**

*To receive a report from the Mayor.*

**6. Town Clerk's Report**

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

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

**7. Annual Return**

*To consider the internal audit work during the year, the Annual Governance Statement and the Accounting Statements for the year ended 31<sup>st</sup> March 2025*

**7.1 Internal Auditor's Report**

*To receive the Internal Auditor's Report for the year ended 31<sup>st</sup> March 2025.*

*To consider whether the internal audit procedures are adequate and effective.*

**7.2 Approval of Annual Governance Statement**

*To approve the Annual Governance Statement for the year ended 31<sup>st</sup> March 2025 and for the Mayor and the Town Clerk to sign the same.*

**7.3 Approval of Accounting Statements**

*To approve the Accounting Statements for the year ended 31<sup>st</sup> March 2025 and for the Mayor to sign the same.*

**8. 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.*

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

**8.1** *To approve the updated [Terms of Reference](#) for the F & GP Committee.*

**8.2** *To adopt the updated [Reserves Policy](#) dated May 2025.*

**8.3** *To adopt the updated [Disciplinary](#) and [Grievance](#) Policies dated May 2025.*

**8.4** *To adopt the [IT and Email Policy](#) dated May 2025.*

**9. 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 any questions from Councillors on issues arising from the minutes.*

*There are no propositions from the Planning Committee.*

**10. Lead Councillors**

*To agree the [reporting schedule](#) of Lead Councillors for 2025-26.*

*To appoint a Councillor or Councillors to co-ordinate Window Wanderland in 2026.*

**11. Town Council Representatives**

*To receive reports from Town Council Representatives.*

**12. Payment of Accounts**

*To receive a report for approval by Council on Payment of Accounts for May 2025.*

**13. Dates of future meetings**

*Planning Committee Monday 16<sup>th</sup> June 2025 at 7 pm at Globe House if required.*

*F & GP Committee Tuesday 24<sup>th</sup> June 2025 at 7 pm at Globe House*

*Full Council Tuesday 1<sup>st</sup> July 2025 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"*