



ALCESTER TOWN COUNCIL

Office of the Town Clerk

Globe House, Priory Road, Alcester
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30th July 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 5th August 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. 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 [1st July 2025](#).

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. Annual Governance and Accountability Return

To receive a report from the Town Clerk on the [conclusion of the annual audit](#) process for the year 2024-2025.

7. Code of Conduct

To carry out the annual review of the [Code of Conduct](#).

8. Finance & General Purposes Committee

There was no F & GP Committee meeting in July. The Chair to update if required. The Town Clerk to present the [management accounts](#) for the first quarter 2025-2026 and the [bank reconciliation statements](#) for June 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.

10. Lead Councillors

To receive reports from Lead Councillors as follows:

10.1 [Cemetery](#)

10.2 [Play Areas](#)

10.3 [EPCC](#)

Lead Councillors to answer any questions on their reports.

11. Devolution and Local Government Reorganisation

To form a Task and Finish Group to map assets in Alcester in preparation for future devolution and/or local government reorganisation.

To approve draft [Terms of Reference](#) for a Task and Finish Group.

To appoint members to the Task and Finish Group.

12. Town Council Representatives

To appoint one representative to Moorfield charity.

To receive reports from Town Council Representatives.

13. Payment of Accounts

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

14. Dates of future meetings

Planning Committee Monday 18th August at 7 pm at Globe House

F & GP Committee Tuesday 26th August at 7 pm at Globe House

Full Council Tuesday 2nd September 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"