



ALCESTER TOWN COUNCIL

Office of the Town Clerk

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28th April 2026

To: All Town Councillors

Dear Councillor

You are duly summoned to the Annual Meeting of Alcester Town Council, to be held on Tuesday 5th May 2026 at 7.00pm at Alcester War Memorial Town Hall, Henley Street, Alcester.

WELCOME

The retiring Mayor of Alcester, Cllr David Henderson will welcome guests.

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 7.30 pm. Members of the public may not take part in the Town Council meeting itself.

Present

The Town Clerk to record councillors present to ensure a quorum is met

A G E N D A (Standing Orders Apply)

1. Election of Mayor

In accordance with Standing Order 5e, to elect the Alcester Town Council Mayor for the year 2026-2027.

Cllr Gill Forman is automatically elected by virtue of her role as Deputy Mayor for the year 2025-2026.

2. Acceptance of Office

Cllr Gill Forman to declare acceptance of office as Mayor.

The retiring Mayor to present the chain of office to Cllr Forman.

The Mayor to take the Chair and to respond to her election.

3. Apologies

To receive apologies for absence.

4. Presentation of Mayor's Consorts Chain

The retiring Mayor's Consort to present the chain to the newly elected Mayor's Consort.

5. Election of Deputy Mayor

In accordance with Standing Order 5e, to elect the Alcester Town Council Deputy Mayor for the year 2026-2027.

The following nomination has been received by the Town Clerk:

Cllr Ruth Ashfield who was proposed by the Mayor and seconded by Cllr Henderson.

There being only one nomination, Cllr Ruth Ashfield is therefore elected as Deputy Mayor for the year 2026-2027.

6. **Acceptance of Office**
*Cllr Ashfield to declare acceptance of office as Deputy Mayor.
The Mayor to present the chain of office to Cllr Ashfield.
The Deputy Mayor to respond to her election.*
7. **Presentation of Deputy Mayor's Consorts Chain**
The Mayor's Consort to present the chain to the newly elected Deputy Mayor's Consort.
8. **Vote of Thanks to Retiring Mayor**
The Mayor to propose a vote of thanks to Cllr David Henderson, the retiring Mayor.
9. **Reply by Retiring Mayor**
To receive a reply from Cllr David Henderson.
10. **Presentation of Past Mayor's Badge**
The Mayor to present the Past Mayor's badge to Cllr David Henderson.
11. **Annual Report of the Town Council**
The Mayor to present the Annual Report of the Town Council for 2025-2026.
12. **Presentation of Community Grants**
Announcement by the Mayor on the presentation of community grants to local organisations.
13. **Mayoral Charity for 2026-2027**
The Mayor to announce her nominated charity for the mayoral year.

The following items may be deferred to the following meeting at the discretion of the Mayor of Alcester

14. **Minutes of Last Council Meeting**
To consider for approval the Minutes of the last Council Meeting held 14th April 2026.
15. **Declarations of Interest**
*To receive any Declarations of Interest
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 room for the duration of the matter.*
16. **Appointment of Lead Councillors**
To appoint/reappoint Lead Councillors.
17. **Town Council Committees**
To consider for appointment/reappointment members for the Town Council Committees:
 - a) Finance and General Purposes
 - b) Planning
 - c) Staffing
18. **Payment of Accounts**
To receive a report for approval by Council on Payment of Accounts for April 2026.
19. **Close**
Please note the next meeting is Tuesday 12th May 2026 Full Council meeting.

Vanessa C Lowe
Vanessa Lowe
Clerk to Alcester Town Council