



**MINUTES OF THE ALCESTER TOWN COUNCIL  
MEETING HELD ON TUESDAY 2<sup>nd</sup> JUNE 2026  
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

**Present**

Councillors G Forman (Mayor), R Ashfield (Deputy Mayor), K Cargill, M Cargill, C Chester, J Andrews, L Boyd, W Mills, K Greenaway, A Leask and D Gordon.

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

The Mayor made a statement to announce that sadly Cllr Clive Neal-Sturgess had passed away on 19<sup>th</sup> May 2026. She reported that Cllr Neal-Sturgess had been a Town Councillor since 2011 and served as Mayor in 2015-2016.

The Councillors observed one minute's silence in memory of Cllr Neal-Sturgess.

**PUBLIC PARTICIPATION AT DISCRETION OF MAYOR**

None.

**District and County Councillors' Reports**

Cllr S Juned (Ward Member for Alcester East) reported that the proposed sale of Orchard House on the Greig Hall site, to Alcester Day Care, had been approved at SDC Cabinet on the previous day. Cllr Juned updated Councillors on the ongoing negotiations to reinstate the EV charging points in Bulls Head Yard.

Cllr Cargill asked a question regarding support for Faces For All CIC with their project to renovate the old library. Cllr Juned confirmed that she was in contact with them and was exploring options.

**1. Apologies**

Apologies with reasons had been received from Cllrs D Henderson, M Bowe, V Holyland and S Bardha. These apologies were accepted by Council. Apologies were also received from Cllr J Norris (County Councillor) and Cllr T Ballinger (District Councillor).

**2. Minutes of Council Meetings**

The Mayor asked Councillors to consider for approval the minutes of the Full Council meeting held on Tuesday 5<sup>th</sup> May 2026. They were proposed to be accepted by the Cllr Mills, seconded by Cllr Greenaway and approved by Council; they were then signed by the Mayor.

The Mayor asked Councillors to consider for approval the minutes of the Full Council meeting held on Tuesday 12<sup>th</sup> May 2026. They were proposed to be

accepted by the Cllr K Cargill, seconded by Cllr M Cargill 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 she had attended civic events in Pershore, Leamington, Stratford and Warwick. The Mayor had been delighted to judge the Bake Off competition at the Food Festival. She had been pleased to attend the Dementia Awareness Walk at Coughton Court along with the Deputy Mayor. The Deputy Mayor had also attended a civic event in Whitnash.

### **5. Town Clerk's Report**

The Town Clerk presented her monthly report which had been circulated in advance of the meeting. She reported to Councillors on the very successful Bee Festival which had been held at Coughton Court on 30<sup>th</sup> May and which had been attended by 500 people. The Town Clerk also reported that she had received an email from the Monitoring Officer reminding Councillors that they should review and update their declaration of interest forms regularly.

### **6. Annual Return**

The completed Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2026 had been circulated in advance.

#### **6.1 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. The Town Clerk answered questions regarding the report from councillors.

Council considered the Internal Audit procedures for the year 2025-26 and agreed that they were adequate and effective.

#### **6.2 Approval of Annual Governance Statement**

The statements on the Annual Governance Statement for the year ending 31<sup>st</sup> March 2026 were considered and approved. The Mayor proposed that the Statement was signed, this was seconded by Cllr Leask and carried unanimously. The Statement was signed by the Mayor as Chair of the Meeting and the Town Clerk. (*Minute reference – Annual Return*)

#### **6.3 Approval of Accounting Statements**

The Accounting Statements for the year ending 31<sup>st</sup> March 2026, 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 her to sign the Statements. This was proposed by Cllr K Cargill, seconded by Cllr Boyd 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, 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.

There were the following propositions from the Committee:

**7.1** To approve the updated Terms of Reference for the F & GP Committee. This was proposed by Cllr Chester, seconded by Cllr M Cargill and carried by Council.

**7.2** To approve the updated Scheme of Delegation dated June 2026. In response to a question, the Town Clerk explained the purpose of this document. It was proposed to be approved by Cllr Mills, seconded by Cllr Gordon and carried by Council.

## **8. Planning Committee**

There had not been a Committee meeting in May and the Chair had nothing to report. A Committee meeting was scheduled for 9<sup>th</sup> June.

Cllr Mills updated Councillors on the Regulation 19 Publication Version of the South Warwickshire Local Plan. This identified three sites in Alcester for housing development – a site on Captains Hill (within Kinwarton parish), a self-build site on Allimore Lane and a further site adjacent to Allimore Lane. With permission of the Mayor, Cllr Juned explained that there would be a short delay in the consultation on the South Warwickshire Local Plan due to some additional reports being required.

## **9. Grant Agreements with Stratford-on-Avon District Council**

**9.1** An Agreement between Stratford-on-Avon DC, Sustainability West Midlands and Alcester Town Council to deliver a Climate Change Adaptation Audit of Town Council sites had been circulated in advance of the meeting. Cllr Cargill proposed that it was signed by the Mayor. This was seconded by Cllr Gordon and carried by Council. The Mayor signed the Agreement. The Town Clerk will liaise with Stratford District Council to complete the Agreement.

**9.2** An Agreement between Stratford-on-Avon DC and Alcester Town Council to secure a grant to deliver a new kitchen at the Eric Payne Community Centre had been circulated in advance of the meeting. Cllr Leask proposed that the Agreement was executed by the Mayor and Deputy Mayor. This was seconded by Cllr Chester and carried by Council. The Agreement was signed by the Mayor and the Deputy Mayor and witnessed by the Town Clerk who will liaise with Stratford DC to complete the Agreement.

## **10. Action Plan 2026-2027**

Cllr Mills presented the final version of the Action Plan for 2026-2027 which had been circulated in advance of the meeting. This was unanimously approved.

## **11. Town Council Representatives**

The Greig Hall- Cllr Mills reported that a planning application had been submitted for a canopy on the side of the Hall. It was agreed to defer the appointment of a replacement trustee until the next meeting.

Church Street Property Trust – Cllr M Cargill reported that the charity had made some grants including one to the River Arrow and Alne Revival CIC.

**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 Greenaway, seconded by Cllr Boyd and carried by Council.

**13. Dates of future meetings**

Planning Committee – Monday 9<sup>th</sup> June at 7 pm (if needed).

Finance & General Purposes Committee - Tuesday 30<sup>th</sup> June at 7 pm.

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

Unless otherwise stated, all meetings at Globe House.

The Mayor closed the meeting.