



ALCESTER TOWN COUNCIL

Office of the Town Clerk

Globe House, Priory Road, Alcester
Warwickshire, B49 5DZ
Tel: 01789 766084
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8th May 2024

To: All Town Councillors
Copies to: Local District Councillors, Noticeboards

You are duly summoned to the Annual Meeting of the Alcester Town Council (following the adjournment on 7th May), to be held on Tuesday 14th May 2024 at 7.00pm at Globe House, Priory Road, Alcester.

Present

To record councillors 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 7.30 pm. 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 Last Council Meeting**
To consider for approval the Minutes of the last Council Meeting held [16th April 2024](#).
- 3. 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.)*
- 4. Resignation**
*To note the resignation of Cllr Gavin Smithers.
The Town Clerk to confirm that the appropriate notices have been served.*
- 5. Appointment of Lead Councillors**
To appoint Lead Councillors.

- 6. Town Council Committees**
To consider for appointment members for the Town Council Committees:
 a) Finance and General Purposes
 b) Planning
 c) Staffing
- 7. Dates of Meetings**
To approve the list of [meeting dates for 2024-2025](#).
- 8. Mayor's Report**
To receive a report from the Mayor.
- 9. Town Clerk's Report**
To receive a [report from the Town Clerk](#).
- 10. 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.
 The Town Clerk, as RFO to present the [year end accounts for 2023-2024](#). The Mayor to sign the same.
 There is the following proposition from the F & GP Committee:
 10.1 To approve the [Maternity Leave and Pay Policy](#) dated April 2024*
- 11. Planning Committee**
*To receive a summary report from the Chair of the Planning Committee (23-24).
 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 questions on issues arising from the minutes.
 There are no propositions from the Committee.*
- 12. Local Council Charter**
To consider the [draft Local Council Charter](#) received from WALC and to authorise the Town Clerk to submit comments on the document.
- 13. Payment of Accounts**
To receive a report for approval by Council on Payment of Accounts for April 2024.
- 14. Dates for future meetings**
*Planning Committee Monday 20th May at 7pm by Zoom
 Finance and General Purposes Committee Tuesday 28th May at 7pm
 Full Council Tuesday 4th June at 7pm
 Unless otherwise stated, all meetings at Globe House*

Vanessa C Lowe
Vanessa Lowe
Clerk to Alcester Town Council