



# ALCESTER TOWN COUNCIL

Office of the Town Clerk

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29<sup>th</sup> May 2024

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 4<sup>th</sup> June 2024 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 meetings held on [7<sup>th</sup> May 2024](#) and [14<sup>th</sup> May 2024](#).*

### **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 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 2024.*

- 6.1** Internal Auditor's Report  
To receive the Internal Auditor's Report for the year ended 31<sup>st</sup> March 2024.  
To consider whether the internal audit procedures are adequate and effective.
- 6.2** Approval of Annual Governance Statement  
To approve the Annual Governance Statement for the year ended 31<sup>st</sup> March 2024 and for the Mayor and the Town Clerk to sign the same.
- 6.3** Approval of Accounting Statements  
To approve the Accounting Statements for the year ended 31<sup>st</sup> March 2024 and for the Mayor to sign the same.
- 7. 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 is the following proposition from the Committee:
- 7.1** To approve the [Terms of Reference](#) for the F & GP Committee.
- 8. 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 the following propositions from the Committee:
- 8.1** To approve the [Terms of Reference](#) for the Planning Committee
- 8.2** To adopt the updated Alcester [Markets Licensing Policy](#) dated May 2024
- 9. Action Plan**  
To adopt the Alcester Town Council [Action Plan for 2024-2025](#)
- 10. Lead Councillors/Working Groups**  
To agree the [reporting schedule for Lead Councillors](#) for 2024-25.  
To receive a verbal report from Cllr Leask, Chair of the Community Engagement Working Group.  
To receive a verbal report from Cllr Mills, Chair of the Squash Courts Working Group.
- 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 2024.
- 13. Dates of future meetings**  
Planning Committee Monday 17<sup>th</sup> June at 7 pm at Globe House  
F & GP Committee Tuesday 25<sup>th</sup> June at 7 pm at Globe House  
Full Council Tuesday 2<sup>nd</sup> July 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"