



**MINUTES OF THE ALCESTER TOWN COUNCIL MEETING
HELD ON TUESDAY 4th JUNE 2024
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER.**

Present

Councillors M Bowe (Mayor), D Henderson (Deputy Mayor), K Cargill, M Cargill, C Neal-Sturgess, A Foster, K Foster, W Mills, G Forman, C Elliott, D Gordon and K Greenaway.

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

PUBLIC PARTICIPATION AT DISCRETION OF MAYOR

There was no public participation.

District and County Councillors' Reports

Cllr Juned (Ward Member for Alcester East) had sent a written report which had been circulated in advance of the meeting. Cllr Juned gave an update on The Three Tuns reporting that planning permission had been granted for the rebuilding with a condition that work should start within 9 months (7th August 2024). In the event that this condition was not complied with, the permission will be revoked and the applicants will have to apply again.

Cllr Foster asked a question regarding the installation of solar panels on the Stratford Leisure Centre. Cllr Juned confirmed that the Greig Leisure Centre was also being considered for solar panels. Cllr Foster asked that this investigation also covered The Greig Hall.

As a related issue, Cllr M Cargill asked Cllr Juned to investigate the situation regarding the shared power supply on the Greig site. He noted that it would clearly be preferable for the different building to have their own supply. Cllr Juned agreed to make enquiries.

1. Apologies

Apologies were received and accepted from Cllrs V Blake, E Wilson and A Leask. Cllr P Daniell (County Councillor) and Cllr J Harmer (Ward Member for Alcester West) were absent.

2. Minutes of Council Meetings

The Mayor asked Councillors to consider for approval the minutes of the Full Council meetings held on Tuesday 7th May 2024 and Tuesday 14th May 2024. Both sets of minutes were proposed to be accepted by Cllr Neal-Sturgess, seconded by Cllr Greenaway 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 he had attended a number of civic events including three Mayor Making occasions and two civic services. He had also attended a St Nicholas fundraiser for the church garden and had been delighted to judge the bread baking competition amongst the three secondary schools at the Food Festival.



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The Mayor reported on the proposed Rural Enterprise Hub pilot scheme at Minerva Mill Innovation Centre which had just been awarded a grant from the UK Shared Prosperity Fund.

The Deputy Mayor had attended three events including the Stratford on Avon Town Council civic dinner and the Mayor Making at Whitnash Town Council.

5. Town Clerk's Report

The Town Clerk presented her monthly report which had been circulated in advance of the meeting. She reminded Councillors about the beacon event on Centenary Field on 6th June for the 80th anniversary of D-Day.

6. Annual Return

The completed Annual Governance and Accountability Return for the year ended 31st March 2024 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. There were no questions regarding the report.

Council considered the Internal Audit procedures for the year 2023-24 and agreed that they were adequate and effective.

Cllr A Foster noted the Internal Auditor's recommendation that alcester.gov.uk email addresses were introduced for Town Councillors. The Town Clerk confirmed that she was investigating this option.

The Town Clerk was thanked for her work in respect of the audit.

6.2 Approval of Annual Governance Statement

The statements on the Annual Governance Statement for the year ending 31st March 2024 were considered and approved. The Mayor asked Councillors to confirm that they were content for him to sign the Statement. This was proposed by Cllr Neal-Sturgess, seconded by Cllr Forman 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 31st March 2024, 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 him to sign the Statements. This was proposed by Cllr Mills, seconded by Cllr M Cargill 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 confirmed that he was satisfied that Committee members approved the minutes from the preceding month, which were then signed.

There was a proposition from the Committee as follows:

7.1 To approve the Terms of Reference for the F & GP Committee.

This was proposed by Cllr K Foster, seconded by Cllr Elliott and carried by Council.



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8. Planning Committee

Cllr M Cargill, as Chair of the Committee, confirmed that he was satisfied that Committee members approved the minutes from the preceding month, which were then signed.

Cllr Cargill gave an update on planning applications discussed at the meeting and also on the update meeting with Bloors.

Cllr A Foster had a number of residents' queries regarding the Bloor Homes development – he was asked to forward them to Cllr Cargill or the Town Clerk for attention.

There were the following propositions from the Planning Committee:

8.1 To approve the Terms of Reference for the Planning Committee.

This was proposed by Cllr Forman, seconded by Cllr Gordon and carried by Council.

8.2 To adopt the updated Markets Licensing Policy dated May 2024.

This was proposed by Cllr K Foster, seconded by Cllr K Cargill and carried by Council.

9. Action Plan

Cllr Mills, as Lead Councillor, presented the Action Plan for 2024-2025 which had been circulated in advance of the meeting. There had been one amendment proposed by Cllr Neal-Sturgess which was approved.

Cllr Mills proposed that the Action Plan was adopted by the Council. This was seconded by Cllr M Cargill and carried by Council.

10. Lead Councillors/Working Groups

The reporting schedule for Lead Councillors for 2024-25 which had been circulated in advance of the meeting was approved.

Community Engagement Working Group

In Cllr Leask's absence, Cllr A Foster updated councillors on the recent meeting. The Group were working on holding two events, one on flooding and one on "cost of living" issues. They had received useful advice from Spencer Colquitt from Citizens Advice on signposting challenging issues for residents. The Mayor reported that he had attended a Citizens Advice briefing which he had found useful and recommended others to attend.

There had been a trial councillor "surgery" on Hertford Road which had been valuable. An issue regarding drainage of the car park had been identified – Cllr Foster will report back to residents on the advice received from WCC.

Squash Courts Working Group

Cllr Mills gave an update on progress on the squash courts. Fire doors and the "airlock" have now been installed and the toilet area is due to be completed soon. The kitchen fit out would be the next task using units kindly donated by Orbit. Cllr Mills was pleased to report that a further grant of £20,750 had been awarded from the Rural England Prosperity Fund. McCarthy & Stone had also offered a donation of £1000 plus some materials.

Cllr M Cargill reported that he had attended the SDC Cabinet meeting in support of the REPF grant and had been thanked for his presentation.



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Cllr Mills reported that a regular volunteering session was planned on Tuesday mornings to get ready for the official opening in September.

The Town Clerk reported that she had been contacted regarding Alcester Grammar School students from the National Citizens Service scheme who wished to support the project.

11. Town Council Representatives

The Greig Hall – Cllr Foster reported that additional volunteers were being sought for a variety of jobs including room set-up, cleaning and as trustees.

Alcester War Memorial Town Hall – Cllr Forman reported on the recent committee meeting. A residents' survey was being undertaken by WCC prior to the installation of the new double yellow lines to stop parking outside the rear doors of the Hall.

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 K Cargill, seconded by Cllr M Cargill and carried by Council.

13. Dates of future meetings

Planning Committee - Monday 17th June 2024 at 7 pm.

Finance & General Purposes Committee - Tuesday 25th June 2024 at 7 pm.

Full Council - Tuesday 2nd July 2024 at 7 pm.

All meetings at Globe House.

The Mayor closed the meeting.