

ATHERSTONE TOWN COUNCIL

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DOCUMENT	MINUTES OF THE TOWN COUNCIL EXTRAORDINARY MEETING
VENUE	Town Council Chamber, North Street
DATE AND TIME	Wednesday 14 th .October 2015 start 7pm
IN ATTENDANCE	Town Councillors: Freer, Jarvis, Clews, Barnard, Gurney, Wright, Bishop, County Cllr: Borough Councillor: Public:
APOLOGIES	Town Cllrs: Singh, M Davis, G Davis, Clark
CHAIRMAN	Cllr Jarvis
CLERK	Mr Graham Day / Sally Oldham

Item		Actions	Notes
1.	APOLOGIES It was resolved to accept the Town Councillor's apologies. Proposed Cllr Wright, seconded Cllr Barnard.		
2.	PUBLIC SESSION There was no business.		
3.	DECLARATIONS OF INTEREST, DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTEREST, DECLARATIONS OF GIFTS AND HOSPITALITY To be taken as and when.		
4.	TO CONSIDER AND REVIEW ALL RELEVANT AND ASSOCIATED DOCUMENTATION, IN LINE WITH THE REQUIREMENTS OF THE LOCAL COUNCIL AWARD SCHEME, FOUNDATION LEVEL 1. Review of standing orders, the clerk said that the NALC model orders had been circulated, but with amendments to the Town Councils committees and working groups (terms of reference for each included), and the Town Councils procedure for staff appraisals. It was resolved to approve the amended document, proposed Cllr Wright, seconded Cllr Barnard. 2. Review of financial regulations and statement of internal controls. The clerk said that the NALC model financial regulations had been circulated, with the previous choices from the existing regulations included (such as procedures for obtaining quotations according to value), and new items relating to 3 year forecasts, credit references for cheque signatories, Cllr to check and sign bank statements and reconciliations, independent of Chair and cheque signatories (also to be added to statement of internal controls). Lists of cheques over £500 and Contracts over £5000, being published. The clerk able to make disposals up to £100. P41 10/15		

Item 11e, (tenders) it was agreed to add “with no disclosable interest” after member of the council. It was resolved to approve the 2 amended documents. Proposed Cllr Wright, seconded Cllr Bishop.

3. Code Of Conduct. The clerk said that the NALC model document had been circulated, and that Cllrs declaration of interests had all been listed on the website. It was resolved to approve the document, proposed Cllr Wright, seconded Cllr Freer.
4. Publication Scheme. The clerk said that the NALC model document had been circulated and some documents were left to be updated/compiled. They were grants received, grants given, policy documents for Equality, Diversity, H & S, Recruitment, Information Security, Data Protection. To be considered next meeting.
5. Last Annual Return, the clerk said that was on the website.
6. Transparent Information about council payments. The clerk said that all payments over £500 were listed in the meeting minutes where they were approved. Lists of grants, and contracts over £5000 would be on the website.
7. Calendar of meetings. The clerk said that the current and previous years were on the website.
8. Minutes of council and committee meetings were available on the website back to 2009.
9. Current agendas. The clerk said that the current and previous meeting agendas were available on the website.
10. Budget and Precept Information. The clerk said that this was available on the website for the current and previous years.
11. Complaints Procedure. The clerk said that the NALC model procedure had been circulated, it was resolved to approve the document, proposed Cllr Bishop, seconded Cllr Clews.
12. Council contact details and Cllr information in line with the Transparency Code. The clerk said that this was all available on the website.
13. Action Plan for the current year. The clerk said that the updated document had been circulated, it was resolved to approve the document, proposed Cllr Wright, seconded Cllr Freer.
14. Evidence of consulting the community. The clerk said that all documentation relating to consultations was available on the website.
15. Publicity advertising council activities. The clerk said that all documentation relating to press releases and news items were available on the website.

	<p>16. Evidence of participating in town & country planning. The clerk said that planning responses from Council meetings were available on the website.</p> <p>It was resolved that the council has the following documentation;</p> <ul style="list-style-type: none"> 17. Risk Management Scheme (available on website) 18. Register of Assets (available on website) 19. Contracts for staff. 20. Disciplinary and Grievance Procedure. 21. Training Policy for staff & Cllrs. The clerk said an updated procedure had been circulated. 22. A record of all training undertaken by staff and Cllrs. The clerk said this had been updated. 23. A clerk who has achieved 12 CPD points in the last year. The clerk said this would be complete after the forthcoming attendance at the SLCC Conference. <p>The above resolution (including approval of the training policy document) was proposed by Cllr Wright, seconded by Cllr Bishop.</p>		
	<p>The meeting closed at 8.00pm.</p>		

Signed Chairman of Atherstone Town Council