

ATHERSTONE TOWN COUNCIL

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DOCUMENT	MINUTES OF THE TOWN COUNCIL MEETING
VENUE	The Committee Room, Civic Suite, NWBC, South St, Atherstone, CV9 1JN
DATE AND TIME	Wednesday 29 August 2018 7.00pm
IN ATTENDANCE	Town Councillors Wright, Gurney, T Clews, Jarvis, Barker Police: None Borough and County Cllrs: None Public: None
APOLOGIES	Councillors: Bishop, Singh, Barnard, Henney, Barnard, L John, J John, L Dirveiks, M Davis, G Davis
CHAIRMAN	Cllr Wright
CLERK	Odette Ghent

Item		Actions	Notes
1.	APOLOGIES It was resolved to accept the apologies. Proposed Cllr C Gurney seconded Cllr T Clews		
2.	DECLARATIONS OF INTEREST AND DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTERESTS. DECLARATIONS OF GIFTS AND HOSPITALITY. It was agreed that these would be taken as and when.		
3.	PUBLIC SESSION (maximum 30 minutes) No public present		
4.	ANNUAL REVIEW OF ATHERSTONE TOWN COUNCIL DOCUMENTS AND POLICIES as follows: a) Standing Orders – these were reviewed and approved, Proposed Cllr Wright seconded Cllr T Clews b) Financial Regulations - these were reviewed and approved, Proposed Cllr Wright seconded Cllr Barker c) Statement of Internal Controls - these were reviewed and approved, Proposed Cllr Jarvis seconded Cllr Barker d) Fixed Asset Register 2017-18 – this was reviewed and approved, Proposed Cllr Wright seconded Cllr T Clews e) Code of Conduct – this was reviewed and approved, Proposed Cllr Wright seconded Cllr Jarvis P37 08/18		

	<p>f) Model Publication Scheme – this was reviewed and approved, Proposed Cllr Barker seconded Cllr Gurney</p> <p>g) Risk Management Policy – this was reviewed and approved, Proposed Cllr Jarvis seconded Cllr Wright</p> <p>h) Complaints Procedure – this was reviewed and approved, Proposed Cllr Wright seconded Cllr Barker</p> <p>i) Recruitment Policy – this was reviewed and approved, Proposed Cllr Jarvis seconded Cllr Gurney</p> <p>j) Statement of Intent on Training – this was reviewed and approved, Proposed Cllr Wright seconded Cllr Wright</p> <p>k) Equality and Diversity Policy – this was reviewed and approved, Proposed Cllr Wright seconded Cllr Gurney</p> <p>l) Disciplinary Procedure – this was reviewed and approved, Proposed Cllr Wright seconded Cllr Barker</p> <p>m) Grievance Procedure – this was reviewed and approved, Proposed Cllr Wright seconded Cllr Jarvis</p> <p>n) Health and Safety Policy – this was reviewed and approved, Proposed Cllr Jarvis seconded Cllr Barker</p> <p>o) Record Management Policy – this was reviewed and approved, Proposed Cllr Wright seconded Cllr Gurney</p> <p>p) Data Protection Policy – GDPR Toolkit – this was not approved at this meeting as further work to be done.</p> <p>q) Action Plan 2018-19 – this was reviewed and approved, Proposed Cllr Wright seconded Cllr T Clews</p>		
5.	<p>LOCAL COUNCIL AWARD SCHEME – QUALITY AWARD UPDATE</p> <p>There was a discussion about the council working towards the next level, the clerk will investigate the requirements and report back at a future meeting.</p>		
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Signed Chairman of Atherstone Town Council