

Atherstone Town Council



ACTION PLAN FOR 2022-2023

Reviewed and Adopted February 2022 (to May 2023)



Atherstone Town Council Action Plan 2022 -2023

AIM	OBJECTIVE	ACTION	WHO	COMPLETION DATE	UPDATE
ACCOMMODATION					
To comply with the law.	To provide suitable working conditions for employees whilst existing premises are sold.	Lease office space from NWBC.	Clerks and Council	Ongoing	Ongoing
To comply with the law	To provide suitable meeting place for Council and public.	Rent Meeting room as required from NWBC or other suitable premises.	Clerks and Council	Ongoing	Ongoing
To comply with the law and to engage with the local Community to access services.	Provide accessible facilities open to the public to access Council officers and	Rent space from NWBC to meet the public	Clerks and Council	Ongoing	Ongoing

	services by appointment.				
To comply with the law and meet budgetary decisions taken January 2022.	To realise funds to meet January 2022 budgetary decisions 2022-2023	Sell the Old Mortuary (Office and Meeting Room).	Clerks RFO and Council	Within the financial year April 1 st 2022 to March 31 st 2023.	
ACCOUNTS AND AUDIT					
To comply with the law and inform community	To ensure that there is transparent information about payments, audit documents, budget, precept.	Publish on the website and on noticeboards (audit)	Clerk RFO and Council	Within 1 month of approval by Council or Auditor	Website updated weekly, noticeboards as required.
To comply with the law and inform community	Annual Return	<ul style="list-style-type: none"> To be agreed at April Council meeting. Send to External Auditors & publish on website and noticeboards. 	Clerk RFO and Council	Agree April each Year	Notice of Public Rights and Publication of unaudited Annual Governance and Accountability Return

					each year to required deadlines. Results to be published via noticeboard and website to required deadlines.
To comply with the law and inform community	Exercise of Public Rights.	<ul style="list-style-type: none"> • Notify Council of conclusion at meeting. • Publish on website and noticeboards 	Clerk RFO	As required by law each year	
ADMINISTRATION					
To comply with the law and inform community	To ensure that the Town Council administration is run in an efficient and timely manner and that information is open and transparent.	Publish agendas, minutes and means of contacting the Council on website and noticeboards	Clerks and Council	Agendas and minutes ongoing, to be published within one week of availability / approval by Council. Draft minutes available at least one week prior to the meeting at which they are due for	Agendas and Minutes published within deadlines. Contact details kept up to date.

				approval. Contact details updated as necessary.	
To comply with the law	Calendar of meetings	Advertise the meetingschedule	Clerks	Calendar of Meetings May each year.	May each year or as required.
ALLOTMENTS					
To comply with the law and ensure safety.	Manage and maintain two allotment sites within the Town at Gypsy Lane and Merevale with priority given to residents of the parish.	<ul style="list-style-type: none"> • Maintain a waiting list with priority given to in parish requests. • Issue tenancy agreements. • Regular inspections of plots to ensure compliance with Tenancy Agreement • Site inspections 2-3 times a year. • Collect rents twice a year. 	Clerks and Council	Ongoing	ongoing
To comply with the law	To promote community engagement and encourage healthy lifestyles and outdoor activities.	Annual Allotment Awards: Allotment Judges appointed by the Town Council to reward outstanding achievements/ innovation and best new tenants.	Clerks and Council	ongoing	ongoing

ARCADE					
To comply with the law and support /promote local business initiatives.	To provide shops for rental as start up / affordable small business enterprises.	<ul style="list-style-type: none"> • To manage tenancies and rental payments once a month. • To maintain a waiting list for vacant units. • To maintain a balanced mix of businesses without significant duplication wherever possible. 	Clerks and Council	Ongoing	Ongoing
To comply with the law and to formulate a development plan for the Arcade Shops both Commercial and Community.	To provide a safe, inclusive, well-maintained and attractive environment for shoppers, visitors and tenants of The Arcade	<ul style="list-style-type: none"> • To undertake an economical, sustainable programme of improvements to the first floor, which are DDA compliant, in order to create a multi-functional, flexible space that can be made available to individuals/groups/organisations for a range of community activities and/or training, education, social enterprise, commercial or business activities. • To explore options of working in collaboration with other partners to access funding for the 	Arcade Working Group. Lead: Cllr Bishop. (Terms of Reference apply – WG to report to Full Council for resolution).	Ongoing	Ongoing

		<p>programme of improvements and to determine the future use and management of The Arcade.</p> <ul style="list-style-type: none"> To engage and consult residents, the public, local businesses and other stakeholders to ensure the project meets the needs and interests of potential users 			
ASSETS					
To comply with the law and ensure safety	To ensure that all council assets are maintained in a safe and proper manner	Clerk to check on a regular basis that council assets are maintained and in good working order.	Clerk & Council	Ongoing with annual Risk Management Scheme assessment due May each year. Asset Register to be reviewed at May annual meeting	Inspections of assets ongoing

<i>CCTV / CRIME PREVENTION</i>					
To comply with the law and to ensure Community safety.	To provide and maintain an effective CCTV Scheme for Atherstone	The Town Council works in a partnership with North Warwickshire Borough Council for the provision and operation of the town CCTV system. The cameras, ducting and cabling were provided by, and are owned and maintained by the Town Council, while the monitoring and recording equipment is owned and operated by the Borough Council. Through the partnership agreement the Town Council contributes towards the staffing costs of the monitoring.	Clerks and Council	Ongoing	Ongoing
To comply with the law and to ensure Community safety.	Promote / Support Townwatch Radio Scheme.	Work in Partnership with police / local businesses and Community Crime to encourage local businesses to join the scheme with some subsidies on offer from the Town Council.			
<i>CEMETERY</i>					

<p>To comply with the law and meet responsibilities as a Burial Authority</p>	<p>To maintain a public cemetery on Sheepy Road Atherstone to a high standard on behalf of residents in (and out) of the parish and visitors.</p>	<p>Draw up specification, obtain quotes, agree best value for money contract and monitor on a weekly basis during the main grass cutting season of March to November each year.</p> <p>Carry out routine inspections to ensure a safe environment for all visitors.</p>	<p>Clerks and Council</p>	<p>Ongoing</p>	<p>Ongoing</p>
<p>To comply with the law and meet responsibilities as a Burial Authority</p>	<p>To ensure adequate interment space for the parishioners of Atherstone (burials cremations and ashes scattering)</p>	<p>Work in a timely manner with funeral directors and other professionals to conduct interments at Atherstone Cemetery.</p> <p>Monitor and record all interments in Atherstone Cemetery.</p> <p>Annual review of Cemetery Charges.</p>	<p>Clerks and Council</p>	<p>Ongoing</p>	<p>Ongoing</p>
<p>To comply with the law and meet responsibilities as a Burial Authority</p>	<p>To ensure adequate interment space when requested by individuals outside the parish of</p>	<p>Work in a timely manner with funeral directors and other professionals to conduct interments at Atherstone Cemetery.</p>	<p>Clerks and Council</p>	<p>Ongoing</p>	<p>Ongoing</p>

	Atherstone (burials cremations and ashes scattering)	Monitor and record all interments in Atherstone Cemetery. Annual review of Cemetery charges. Regular review of Cemetery Regulations.			
To comply with the law and meet responsibilities as a Burial Authority	To ensure adequate future interment space (burials cremations and ashes scattering)	Engage project team to draw up plans for an extension of Atherstone Cemetery on adjacent ground.	DJOGS Consultants/ Clerks/ Council	Started 2020	
To protect and conserve local heritage and history.	Maintain to a high standard the War Memorial in Atherstone Cemetery on behalf of the Community of Atherstone and to ensure the memorial is preserved and the memory of the individuals recorded.	In conjunction with the War Memorial Trust and their funding the War Memorial was professionally inspected, cleaned and the lettering re-done in 2012.	10 year review due 2022. Seek potential funding	2022	Ongoing

To provide the community with a physical reminder of all those that have served and sacrificed.	Annual Remembrance Day Parade	Atherstone Town Council to work with Royal British Legion, other authorities, partners and the Community to facilitate the Annual Remembrance Parade	Clerks and Council and Partners	Annually on Armistice Day.	Ongoing
To comply with the law and meet responsibilities as a Burial Authority	Ensure the safety and standards of Memorials installed at Atherstone Cemetery.	Maintain a register of approved and suitably qualified contractors who sign up to the Memorial Mason Regulations of Atherstone Cemetery.	Clerks and Council	Ongoing	Ongoing
COMMUNITY ENGAGEMENT					
To engage with the Community and comply with the law.	To engage with community groups and individuals to help shape the Parish Council plans for the parish. To provide articles to inform residents. Also use Website and the Council's Facebook page	To issue articles for publication in the local Press. Regular website updates. Produce a regular quarterly Newsletter.	Councillor representatives on Town groups	Continuous dialogue with local groups. Invites to Annual Meeting of the Parish. Website ongoing	Annual meeting of the Parish to take place.

To work together with community groups	To strengthen existing positive involvement with community groups.	Groups will be invited to the Annual Meeting of the Parish. We will produce a quarterly Newsletter, disseminate information through the website / noticeboards/ Library local Press. Where possible, we will join forces with the business community voluntary bodies and local residents for the benefit of the community. We will also provide grants to groups in line with our Grant Policy.	Clerks and Council	Ongoing	
EXTERNAL FUNDING					
To enhance the Town and its amenities	To continue to seek funding for established projects, enhancement of open spaces and improvement of assets	To complete relevant grant funding applications as appropriate and in a timely manner	Clerks and Councillors	Ongoing	Ongoing

HEALTH AND SAFETY					
To comply with the law and ensure safety	<p>To ensure that the Council meets Health & Safety requirements for its staff, councillors and public at events and activities.</p> <p>Ensure there is adequate Insurance Cover</p>	<p>Renew insurance.</p> <p>Risk Management Scheme - reviewed in May each year.</p> <p>List of areas to be drawn up and risk assessment forms to be completed</p>	Clerks & Council	<p>Insurance - renewal June each year.</p> <p>Risk Management Scheme reviewed May each year.</p> <p>Risk Assessments – Reviewed annually as minimum or as required.</p>	
HONORARY CITIZEN ANNUAL AWARD					
To engage with the local Community and	To reward a person(s), who in the opinion of the	Nominations are invited from any one in Atherstone with a nomination form supported by at	Clerks and Council	Ongoing	Ongoing

reward outstanding contributions.	Town Council has/have made an outstanding contribution to the life of the Atherstone	<p>least one serving Town Councillor.</p> <p>The Award to be determined by a vote of Full Council.</p> <p>Each year the Town Council The award(s) is presented at the Annual Dinner.</p>			
LOCAL COUNCIL AWARD SCHEME					
<p>To retain Foundation Level</p> <p>To comply with the law and good practice.</p>	The Foundation Award demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice.	Maintain the criteria requirements of the LCAS.	Clerks and Council	Awarded 2 nd February 2021 valid until 2025	
<p>To work towards Quality Level</p> <p>To comply with the law and good practice.</p>	The Quality Award demonstrates that a council achieves good practice in governance, community engagement and	Work towards the criteria additional to Foundation Level needed to achieve Quality Level and submit an application when criteria are in place.	Clerks and Council	Ongoing	

	council improvement.				
MARKET SQUARE					
To promote the Heritage of the Town and enhance the Town and its amenities and encourage Tourism.	To raise the profile of the Market Square as a venue for community events and commercial enterprise whilst preserving the heritage importance of the location within a conservation context.	Promotion of weekly markets Promote café culture Encourage alternative markets/events/car boots/craft fairs etc	Clerks and Council	Ongoing	Ongoing
To work in Partnership with others	To maximise the potential of the Market Square for use by and for the Local Community.	Atherstone Town Council work in Partnership with NWBC for the running of Atherstone Market Square.	Clerks and Council and NWBC	Ongoing	Ongoing
PLANNING					
To monitor development and planning.	To consider all planning applications which fall within, and	Clerk to ensure planning applications are notified to councillors and placed on agenda. Clerk to seek time	Clerks and Council	Planning comments sent to NW	Planning on agenda at least once a

	impact upon, the Parish of Atherstone.	extensions from NWBC if necessary.		Borough Council within 2 days of meeting where planning response is resolved. Ongoing	month (Full Council)
PLAY AREAS					
To provide play facilities	St Marys Road and Westwood Road Play Areas - To maintain the play and fitness equipment	To conduct the weekly /monthly / annual play equipment inspections and action any issues.	Contract NWBC / Clerks	Ongoing	
To enhance and improve the existing play areas	To improve the facilities. <ul style="list-style-type: none"> • St Marys was last upgraded in 2009 • Westwood Rd was last upgraded in 2015. 	Investigate and apply for funding when opportunities arise.	Clerks and Council	ongoing	ongoing

<i>POLICIES</i>					
To comply with the law	To ensure all council policies (including Financial Regulations & Standing Orders) and procedures are reviewed annually in May (or at a specified interval as set out on the Policy Review Schedule) and updated as necessary	Clerk to ensure policy reviews are put on appropriate agenda. Policy Review Schedule with diary reminder one month before.	Clerks and Council	As per Policy Review Schedule	As per Policy Review Schedule
<i>PUBLIC SPACES</i>	For Cemetery Open Spaces see above.				
Provision of bins	Dog and Litter Bins. To ensure there are enough bins, they are emptied regularly and replaced/repared if faulty.	2 Year Contract with NWBC for 2022-2024	Clerk / Contract or & Council	Ongoing	Ongoing

To promote and enhance the Town and its amenities and encourage Tourism.	Atherstone in Bloom – Wildflowers Project	To work with Community and groups to facilitate funding and set up a schedule of work.	Clerk and Council	ongoing	ongoing
To upkeep open spaces	To manage the cutting of the grass at: St Marys Play Area. Westwood Road Play Area. Two Allotment Sites Breadacres.	Draw up specification, obtain quotes, agree best value for money contract and monitor on fortnightly basis	Clerk & Council	New NWBC contractor for 2022/24 agreed.	In time for Budget planning (Autumn 2023) and new contract for April 2024.
To promote and enhance the Town and its amenities and encourage Tourism.	Town Centre Floral Displays	The Town Council provides the floral displays in the town and maintains them through the year with summer and winter plantings, and watering as required. These displays brighten up the town for both residents and visitors. Draw up specification, obtain quotes, agree best value for money contract annually.	Clerks and Council	Ongoing	

RUBY CHAMBERS ANNUAL SPORTS AWARD					
to reward the achievement of a local young sports person.	An annual award, dedicated to former councillor the late Ruby Chambers and given to an U18 in the Atherstone community who has realised a sporting achievement.	Publicise to the local community through website, social media press and newsletter. Nominations invited by December 31 st each year to be determined by Full Council in the January immediately following.	Clerks, Council	Ongoing	Ongoing
SUBSCRIPTIONS / TRAINING					
To keep up to date with legislation and good practice.	To ensure the Parish Council has access to advice and training to keep well informed	Council to approve annual subscriptions to - SLCC, ICCM, WALC, ICO etc.	Clerk and Council	Annually as required.	
To ensure that the Clerks and Councillors maintain good practice	To ensure that the clerk and councillors undergo relevant	All new Councillors must attend the Councillor Essential Training as a minimum	Clerk and Councillors	Ongoing	

	training to their roles	requirement and attend other training courses relevant to their roles. The clerk must identify new legislation and keep abreast of change and source the relevant training			
<i>TOURISM / HERITAGE AND ARTS EVENTS</i>					
To promote the heritage of the Town.	To support the continued promotion of the history and heritage of Atherstone.	To work with local groups in partnership whenever possible to promote Heritage of the community and associated events.	Clerks and Council	Ongoing	Ongoing
To promote the Heritage of the Town and enhance the Town and its amenities and encourage Tourism.	Appoint a Town Crier	The Town Council is committed to appointing a Town Crier to promote local events and represent Atherstone.	Clerks and Council	Ongoing	Ongoing
To comply with the law and health and safety provisions and to enhance the Town and its amenities	Provide an annual Christmas Lights display.	The Town Council owns the lights erected around the town for Christmas, with cross street displays on Long Street, Church Street and Market Street. The	Clerks and Council	Ongoing	Ongoing

		<p>Town Council is entirely responsible for the maintenance of the lights and supporting infrastructure and for the erection and dismantling of the lights.</p> <p>Contractors are employed by the Town Council to remove, test, store and install the lights each year.</p>			
To enhance the Town and its amenities and encourage tourism for National celebrations	Platinum Jubilee 2022 Celebrations	To work in Partnership with the Platinum Jubilee Committee to support this local event. Council representatives on the organising Committee. Funding as agreed by Full Council	Platinum Jubilee 2022 Committee Clerks and Council	Event June 2022	
To promote the Heritage of the Town and enhance the Town and its amenities and encourage Tourism.	Queen's Green Canopy	The Town Council to have applied for funding from WCC Councillor Grant to plant trees in the local Community and Market Square.	Clerks and Council	Funding applied for planting in conjunction with Jubilee Celebrations June 2022.	
To promote the Heritage of the Town and enhance the Town and its amenities and encourage Tourism.	Creative Giants Project 2022	Partnership working with WCC to deliver this project for the Community of Atherstone	Clerk Council and WCC	March 2022	
TREE SURVEY					

To comply with Health & Safety	To establish condition of trees	Tree survey to be completed and report written. To undertake works identified from survey.	Clerk & Council	Survey to be undertaken every 4 years as required by insurers	May 2021 Survey completed. Next due May 2025.
WEBSITE					
To comply with the law and engage with community	To keep updated	Keep updated on a regular basis	Clerks	Ongoing	Ongoing

Resolved and adopted at the Town Council Meeting on 16th February 2022

Signed

Date

Chairman of Council Cllr Mark Jordan

Document Review Date: May 2023