



Atherstone Town Council

PO Box 2000, Atherstone, Warwickshire, CV9 1YN.

Tel: 01827 720829 E-mail: clerk@atherstone-tc.gov.uk

Website: www.atherstone-tc.gov.uk

Friday 26th January 2024

You are invited to attend a meeting of Atherstone Town Council to be held in the Committee Room, North Warwickshire Borough Council Civic Suite, Council House, South Street, Atherstone, Warwickshire, CV9 1DE at **7:00pm on Wednesday 31st January 2024** at which the following business will be transacted.

If you have any queries regarding this information, please do not hesitate to contact me.

K Clover

Kate Clover
Town Clerk

AGENDA

1. **Apologies:** To receive and approve reasons for absence.
2. **Declarations of Interests and Dispensations:** To receive Declarations of Interests and consider grant of dispensations of which written notice has been received by the Clerk.
3. **Public participation:** The meeting to adjourn for up to 30 minutes (*max 3 mins per speaker*) to allow for public participation. 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 Chairman
Members of the public wishing to raise issues which are not on the agenda should notify the Clerk, members of the Public may not take part in the Council Meeting itself. You are requested to send your comments to the Clerk by midday on the day of the meeting.
4. **Reports from County and Borough Councillors** (for information only): To receive reports from County and Borough Councillors.
5. **Report from Warwickshire Police representatives** (for information only): To receive a report from Warwickshire Police
6. **Report from Atherstone Partnership** (for information only): To receive a report from Atherstone Partnership
7. **Minutes:** To approve the minutes of the Town Council meeting held on 13th December 2023.
8. **Planning:**
 - a) To consider new applications:
 - [PAP/2023/0551](#)– 3M Factory
 - [PAP/2023/0566](#) – 27-29 Long St
 - [PAP/2023/0572](#)- 28 Church St
 - [PAP/2023/0573and574](#)– 93 Long St
 - [PAP/2023/0581](#)– 90 Coleshill Rd
 - [PAP/2024/0003](#)– 32 Holte Rd
 - [PAP/2024/0004](#)– Nationwide 78-80 Long St

- [PAP/2024/0009](#)– 33 Sheepy Rd

**Any planning applications received from NWBC ahead of the meeting date, following the publication of this agenda may also be considered under this item.*

b) To report decisions on previous applications (for information only):

- [PAP/2023/0139](#)– 67 Long St
- [PAP/2023/0140](#)– 67 Long St
- [PAP/2023/0486](#)– 11 Trafford Close
- [PAP/2023/0498](#)– Tesco Station St
- [PAP/2023/0503](#)– 2 Innage Terrace

**Any planning applications decided by NWBC ahead of the meeting date, following the publication of this agenda may also be reported to the Town Council under this item.*

9. Committees, Sub-Committees (Working Groups) and Representations:

- To receive the notes from the Arcade Working Group Meeting held on 12/12/23 (further updates and items for consideration under item 12)
- To receive reports from Town Council Representatives (for information only)
 - Town Mayor Report
- To appoint a Town Council Representative as a Community Governor for Outwoods Primary School

10. Budget Setting 2024-2025

- To consider and agree the 2024-2025 Budget.
- To consider and agree the Precept request for 2024-2025

11. Upstairs Arcade Project

- To receive annotated documents from the Clerks regarding updates / actions from 12/12/2023
- To consider advice from Anstey Energy regarding suggestions to improve EPC rating.
- To consider the removal of the stated action for the Arcade development plans referring to ceasing any further work or time on this
- To consider adding an action to recommence work on the development plan for the Arcade
- To consider the approval of officer time to provide clerical support to the Arcade Working Group
- To obtain a budget quotation for the installation of LED lighting, Heat insulation & a Heat Pump to assist in the development of a project brief.
- To obtain any other budget quotations for this project as and when required.

12. Community Grant Fund Applications: To consider grant funding applications deferred from November 2023:

- Atherstone Partnership
- Dickens Committee

13. Financial Matters:

- To receive the Q3 Budget Monitoring Report
- To receive the accounts and bank reconciliation to 25/01/2024
- To approve payment list from 01/04/2023 to date
- To approve a list of regular payments (continuing contracts, statutory duties or obligations) for 2023-24
- To consider authorisation of a Direct Debit mandate for HMRC for the collection of PAYE & NI Contributions

- f) To consider the offer of a paying a reduced lump sum figure of £4019 to BNP Paribas to clear the remaining balance on the photocopier contract terminated in Dec 2020.
- g) To consider termination of the existing photocopier servicing & maintenance contract
- h) To approve the payment schedule for late December / January and nominate two councillors to authorise these payments on Unity Trust
- i) To consider the addition of further bank signatories on the Unity Trust Account
- j) To consider the appointment of an internal auditor for 2023/24

14. Requests for expenditure above approved budget 2023/24:

- a) To approve up to £1200 for the urgent replacement of the Clerk's laptop & docking station
- b) To approve an upgrade to Microsoft 365 Business Basic licenses from Exchange online for 15 x Councillors at a total additional cost of £24 per month
- c) To consider allowing an overspend of up to £200 for expenses incurred by the mayor in the course of his duties to allow further attendance at Civic Events in February & March 2024.
- d) To consider allowing an overspend of up to £200 for room hire to allow for additional in-person meetings and workshops of the Council and any of its committees or Sub Committees (working groups)

15. Cemetery

- a) To consider quotations for Atherstone Cemetery grounds maintenance for 2024-2027
- b) To consider approval in principle of a small landscaping project to extend the baby section within the cemetery utilising the four trees funded by Green Shoots for Spring 2024.

16. Clerk Reports

- a) Deputy Clerk Report
- b) Graffiti Project – Update on plans to run a volunteer led initiative at St Mary's Park.

17. Consultations

- a) To consider providing a response to the Warwickshire County Rights of Way Improvement Plan - Parish survey by 10th March 2024
- b) To consider providing a response to the Warwickshire Fire and Rescue Service consultation on their proposed service delivery model by 10th March 2024

18. Training & Development

- a) To consider commissioning a bespoke training course from WALC for Councillors and Officers regarding roles & responsibilities, council processes (with some financial elements) and communications. A 2.5-hour session would cost £220+VAT (plus room hire) depending on the level of training required, more than one session may be required.
- b) To agree to schedule an in-person Action Plan Workshop within the next 6 weeks for all available Councillors and Officers.

19. Items for next meeting: Graham Beale Photography Competition.

20. Closed Session: To consider moving into a closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, where publicity would be prejudicial to the public interest in the due to the confidential nature of the business to be discussed for items 16-17

21. CCTV:

- a) To note the draft minutes of the CCTV Joint Committee meeting held on 11th January 2024
- b) To consider approval of the draft partnership agreement to March 2025

- c) To discuss the sustainability of continuing Active Monitoring beyond March 2025 and the ongoing maintenance of the CCTV equipment owned by the Town Council.
- d) To consider the quotation received from Warwickshire County Council for the Camera 3 pole.

22. Merevale Allotment Site Lease: To receive an update on the current lease negotiations and consider next steps.

23. Employment Matters

- a) To consider approval of additional hours payment for staff member opening the arcade from 10th January 2024 (cost recouped within Arcade Service Charge)

Councillors are reminded of their duty to consider all aspects of equal opportunities, crime prevention, unlawful discrimination, biodiversity of the natural habitat, and other best practice when making decisions at the meeting.