



# Atherstone Town Council

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Friday 10<sup>th</sup> May 2024

I hereby give notice of the Annual 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 **Thursday 16<sup>th</sup> May 2024** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies either to the Clerk or the Chairman.

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

K. Clover

Kate Clover  
Town Clerk

## AGENDA

- 1. Election of the Chairman of the Council 2024-25:** To elect the Chairman of the Council for 2024-25 and complete the declaration of acceptance of office form.
- 2. Election of the Vice-Chairman of the Council 2024-25:** To elect the Vice-Chairman of the Council for 2024-25 and complete the declaration of acceptance of office form.
- 3. Apologies:** To receive and approve reasons for absence.
- 4. 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.
- 5. 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 (*max 3 mins per speaker*)

*Members of the public wishing to raise issues which are not on the agenda are requested to notify the Clerk by midday on the day of the meeting where possible. (Please refer to Standing Orders 3.e-k for further guidance.)*

### 6. Reports from:

- a) Warwickshire Police:** To receive a verbal report, if present.
- b) County and Borough Councillors** (for information only): To receive verbal reports from County and Borough Councillors, if present.

**7. Community Forum:** To consider establishing a 30-minute open forum scheduled ahead of Council meetings.

**8. Minutes:** To approve the minutes of the Town Council meeting held on 17<sup>th</sup> April 2024.

### 9. Planning:

- a) To consider new applications:
- [PAP/2024/0058](#)– The Limes, South Street.
  - [PAP/2024/0122](#)– CCTV Camera – Above Baker’s Court
  - [PAP/2024/0187](#)– Tow Trust Tow Bars, Unit 11, Carlyon Road
  - [PAP/2024/0188](#) – 14 Holte Rd, Atherstone
  - [PAP/2024/0195](#)– 15 St Georges Rd, Atherstone
  - [PAP/2022/0152](#) – Land rear of Unit 12 Carlyon 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): None

*\*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.*

## 10. Annual Town Council Items (Standing Order 5j):

- v. **Review of delegation arrangements to committees, sub-committees, staff and other local authorities:**
- vi. **Review of the terms of reference for committees:**
- vii. **Appointment of Members to existing Committees:**
- viii. **Appointment of any new committees in accordance with standing order 4:**
- ix. **Review and adoption of appropriate standing orders and financial regulations:**
- x. **Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses:**
- xi. **Review of representation on or work with external bodies and arrangements for reporting back:**
- xiii. **Review of inventory of land and other assets including buildings and office equipment:**
- xiv. **Confirmation of arrangements for insurance cover in respect of all insurable risks:**
- xv. **Review of the Council’s and/or staff subscriptions to other bodies:**
- xvi. **Review of the Council’s complaints procedure:**
- xvii. **Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21):**
- xviii. **Review of the Council’s policy for dealing with the press/media.**
- xix. **Review of the Council’s employment policies and procedures.**
- xx. **Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.**

**11. Community Grant Scheme:** To consider the recommendations of the Community Grant Scheme Working Group and consider the following applications:

- a) Atherstone Motor Show
- b) Atherstone Partnership – Music festival
- c) Atherstone Partnership – Shop window dressing
- d) Atherstone Partnership – Wayfinding
- e) Atherstone Rangers Junior Football Club – 50<sup>th</sup> Anniversary Community Fun Day
- f) Stan Bowley Trust

## 12. Committees & Sub-Committees (Working Groups)

- a) To note draft minutes from committee meetings, ratify decisions made under delegated authority (if applicable)
- b) To receive notes from sub-committee (working groups) meeting (if applicable)

## 13. Representations:

- a) To receive reports from Town Council representatives (if applicable)
  - i. Town Mayor report
  - ii. Town Councillor / representative reports

**14. Maintenance:**

- a) To consider quotation for bench, shelter and noticeboard maintenance

**15. Financial Matters:** To note the Finance Report and consider the following:

- a) To consider regular payment list for 2024-25 to cover the Council's continuing contracts and obligations.
- b) To consider application of late payment fees
- c) To approve the Bank Reconciliation to 30/04/2024.
- d) To ratify expenditure authorised under delegated authority.
- e) To ratify payments made under delegated authority.
- f) To approve the payment schedule (& nomination of two signatories to authorise the internet payments)
- g) To authorise an internal transfer of £20,000 from the current account to the Deposit Account ending 894.

**16. Calendar of Meetings 2024-25:** To determine the time and place of ordinary meetings of the Council (& any committees & sub-committees where applicable) up to and including the next annual meeting of the Council.

**17. Items for future meetings:**

*Councillors are asked to raise matters to be included on the agenda by notifying the clerk in writing by **3<sup>rd</sup> June 2024** at the latest. Motions should specify the business which it is proposed be transacted, in such a way that the members who receive it can identify the matters which they will be expected to discuss i.e. it needs to specify what the proposal is and that a decision is required or whether the item is for information only.*

*Written Reports (for information only) for the next meeting are invited to be sent by **6<sup>th</sup> June 2024** for inclusion in the next agenda pack.*

**18. 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 19-20.

**19. CCTV:** To consider approval of repairs to CCTV camera due to water damage.

**20. Arcade:** To consider Arcade report and approval of the next steps recommended.

***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.***